

Minutes of The Meeting of Loddon Parish Council meeting held on Wednesday 08 July 2020 at 7.00pm remotely via GoTo Meeting

Present: Cllr June Strickland, Chair (JS), Cllr Kay Mason-Billig, Vice-Chair (KB), Cllr Arthur Morris (AM), Cllr David Tarry (DT), Cllr Jane Hale (JH), Cllr Margaret Wallace (MW).

In Attendance: Emily Curtis (Parish Clerk), Anne Barnes (Locum RFO), and two members of the public.

1) Welcome: The Chairman welcomed everyone to the remote meeting of the Council. The Clerk informed the Council that she wished to record the meeting.

2) Apologies for absence: Cllr Colin Binfield (CB), Cllr Gary Knight (GK), Cllr Sophie Waggett (SW), County Cllr Barry Stone.

3) Co-option of the Councillors: The Council agreed to co-opt Stephen Jones and Mervyn Pointer and they will both attend the office to sign the Register of member's Interest and Declaration of Acceptance of Office.

4) Declarations of Interest: Cllr AM declared an interest in Item 12 Planning.

5) To Approve the Minutes of 11 June 2020: The Minutes of the meeting held on 11 June 2020 were adjusted to read 'banking' not 'baking' on item 6. The Minutes were then **APPROVED** as a correct record and will be signed by the Chairman.

6) Matters Arising:

6.1) Neighbourhood Plan: Clerk has spoken with Richard Squires at Broadland District Council and the information has been passed to the Cllrs. **ACTION:** RFO to organise a remote meeting to discuss the preparation of a Neighbourhood plan.

7) To resolve to suspend the meeting to receive reports from County and District Councillors in attendance and Public Forum: It was **RESOLVED** to suspend the meeting to hear from County and District Councillors in attendance and Public Forum.

7.1) County Councillor: Cllr Stone sent apologies, so the Clerk circulated the documents that Cllr BS has emailed; a briefing note on Covid 19 from Norfolk County Council and an update from the Norfolk Master Composters.

7.2) District Councillor: Cllr Mason-Billig informed the meeting that the deadline for nominations for South Norfolk Council's 'Community Heroes' Scheme is looming, nominations should be submitted for volunteers that have gone above and beyond during the Covid crisis.

The technical sign off the George Lane roundabout is completed, and the approximate cost of the roundabout is 1.3 million pounds. Cllr KB has raised concerns that unexpected expense claims are being submitted by Norfolk County Officers, which may lead to a deterioration in the working relationship with Halsbury Homes and therefore construction delays. It was **RESOLVED** to email

Cllr Stone outlining the Council's concerns regarding these costs and copy in Cllr Martin Wilby at Norfolk County Council. **ACTION:** Clerk to email Cllr Barry Stone.

South Norfolk Council have delivered the CCTV that was ordered for the Staithe public conveniences using Cllr KB's Councillor allowance last year. The office has raised concerns that it may not be suitable, and Cllr DT has agreed to see if it is suitable. **ACTION:** Cllr DT to check CCTV equipment.

A meeting has been arranged with the local PC to discuss the recent vandalism at the Staithe, which will take place on 11 July at 9am at the Parish office. It was **RESOLVED** that the RFO, Cllr JS and Cllr DT will also attend this meeting with PC Stephen Banes of South Norfolk Police. **ACTION:** RFO to discuss CCTV requirements with PC Banes.

7.3) District Councillor: Cllr Jeremy Rowe was unable to attend but sent an update by email informing the Council that he is immensely proud of the 80 strong volunteer support group that he formed to help people during the crisis. Volunteers have delivered shopping, prescriptions, and driven patients to hospital. The support group is continuing to help people, but the focus will be to combat loneliness across Loddon, Chedgrave and Hales and Heckingham. Cllr JR is taking part in a virtual bike ride and cycling the length of Britain to raise money to set up the group and has raised £638 to date. Donations can be made here; Just Giving/Jeremy Rowe. Cllr JR's regular surgeries will resume when it is safe to hold them again, but in the meantime, he would be happy to be contacted on 07733 323 581.

7.4) Public Forum

- Parishioner noted that the traffic had increased on the A146 and will be pleased when the roundabout on George Lane has been built.

8) Parish Facilities:

8.1) The Staithe Public Conveniences: The public conveniences have reopened, and the Council has received positive feedback from parishioners regarding the new cleaning contract; Top2Bottom. The shower room within the Staithe Public Conveniences was vandalised on the 03 July 2020, resulting in damage to the door frame, sliding bolt and door handle lock. The RFO attended, liaised with South Norfolk Police and the cleaners, and repairs were undertaken. Dragon Security also attended to ensure the door locking mechanism was not damaged. It was **RESOLVED** to install the CCTV urgently. **ACTION:** Clerk to contact SNC to obtain information regarding CCTV installation.

8.2) The Skate Park: The Skate Park has re-opened.

8.3) LPC Office: Informal information from the Library indicates it will remain closed until the Autumn, and the LPC office will remain closed in accordance with the Library. Appointments with the Clerk can be made during office hours 9am – 12 midday.

8.4) Tourist Information Office: The TIC remains closed. Cllr JS said that the space at Bridge Stores was an unsuitable due to the hire charges and business rates and it was **RESOLVED** that Cllr JH was going to contact The Swan PH to see if they had space for the TIC in the Old Town Hall. **ACTION:** Cllr JH to contact the landlord at the Swan.

9) Public Open Spaces:

9.1) Hockey Field: Permission has been given for a fitness bootcamp to take place on the field on Monday evenings between 5-7pm free of charge.

There are concerns that the gate at the Hockey Field needs locking to ensure that unauthorised vehicles do not access the field. The Public Open Space Working Party recommended that the gates be replaced with a $\frac{3}{4}$ gate which can remain locked, therefore allowing pedestrian gate to remain

open. After discussion, it was **RESOLVED** to obtain two quotes; ¾ gate to be secured with a bolt and padlock and a quote to leave existing gates as they are and create a pedestrian access in the hedge. **ACTION:** Clerk to obtain two quotes and put on September Agenda.

A Parishioner has requested that a TPO should be placed on the Hockey Field cherry trees, and it was **RESOLVED** to accept the guidance from the Tree Officer at SNC who confirmed that a TPO does not need to be placed on trees on Parish Lands as the trees are not threatened. **ACTION:** Clerk to reply to parishioner.

9.2) Allotments: The Councillors have received a consultation document from the Allotment Society and the Allotment Working Party have made recommendations in line with the consultation.

Water Source: Cllr DT suggested a installing a solar water pump system that would supply a tap that is fed from the river. It was **RESOLVED** to go ahead with this proposal if the cost was within a budget of £750. **ACTION:** Cllr DT to obtain costs and proceed with water pump installation if within the agreed budget.

Boundary and Ditch: Cllr DT has agreed to clear the perimeter ditch in the Autumn, and disposal of the waste needs to be agreed. A roadside hedge was discussed as a good way of creating a boundary for the Allotments as previous attempts at fencing have failed. It was **RESOLVED** to ask the Allotment Society if they will maintain a 4ft hedge if the Council purchases the hedging plants. **ACTION:** Clerk to add to September Agenda as hedging will need to be planted in Autumn.

Tool Storage: A tool shed was discussed but the Council raised concerns about the security of tools and the Council agreed that they were happy for the Allotment holders to continue using the onsite shed to store tools at their own risk.

Map: The Allotment map has been completed and the new map has identified available plots. The Council has also noted that it highlights the irregularities of the plot sizes, as the plots are not a standard size. It was **RESOLVED** to adopt the new plot map, and in future plots will not be subdivided and will be allocated according to the map.

Bonfires, Composting, Plot Fencing and Paths: These items were discussed, and it was **RESOLVED** that it was unnecessary to fence plots and lay bark paths. The Council has an existing policy in place for bonfires. The existing arrangement for composting on individual plots is satisfactory.

The RFO reported that there was an urgent Health and Safety issue regarding two sunken water butts on the site, and it was **RESOLVED** that they are removed immediately. **ACTION:** RFO to notify any nearby plot holders, the Allotment Society and to organise removal.

9.3) Loddon and Chedgrave Playing Field Committee:

Loddon and Chedgrave Playing Field Committee have recently agreed to simplify their finances by incorporating their bank account into Loddon Parish Council's. Loddon Parish Council ratified this decision. **ACTION:** RFO to inform PFC and Chedgrave PC of the Council's decision.

9.4) Kitten's Lane Play Area: The repairs and inspections have been completed on the play area and in line with Government guidance it was agreed that the play area can re-open. Signs have been placed within the play area advising users that the park and equipment is used at the users own risk, and that hand hygiene measures, and social distancing requirements should be adhered to.

9.5) Tree Warden Recommendation: Tom Reed has volunteered to become Loddon Parish Council's Tree Warden. Tom lives locally, is a qualified tree surgeon, and understands the role is

unpaid. It was **RESOLVED** to ask Tom to undertake the role if he is willing. **ACTION:** Clerk to contact Tom Reed with the Council's decision.

9.6) Hedge Cutting Around Recycling Area: A quote was received from Tom's Trees for £100 to cut the hedges around the recycling area at the Jubilee Hall car park and £100 to cut the hedging around the recycling area on Leman Grove. The Council **RESOLVED** that the work was carried out proficiently last year by Tom's Tree, Tom Reed should be instructed again. **ACTION:** RFO to instruct Tom's Trees to undertake the hedge cutting at both recycling areas.

9.7) Tree work at 11 Water Meadow Close: We have received three quotes from South Norfolk Tree Services £360, Tom's Trees £350 and Farmland Forestry £365 to undertake work on TPO Oak Tree T28. It was **RESOLVED** to instruct Tom's Trees. **ACTION:** RFO to instruct Tom's Trees.

10) Street Lighting Transfer from South Norfolk Council:

The Transfer Deeds have been signed by Loddon Parish Council and have been returned to Allens Cadge and Gilbert solicitors for South Norfolk to complete.

11) Broadland Meadow Public Open Space Transfer from Taylor Wimpey:

Taylor Wimpey have informed Allens Cadge and Gilbert that they will continue to pay solicitors fees in relation to any work undertaken on Loddon Parish Councils' behalf regarding the POS transfer.

12) Working Parties:

12.1) Working Party Terms of Reference Policy: The Council discussed the proposed draft policy and it was **RESOLVED** to adopt this policy.

12.2) Terms of Reference for Allotment Working Party: It was **RESOLVED** to adopt the draft once the maximum number of Councillors was removed.

13) Planning:

13.1) Planning applications received were considered:

- 2020/1027. Listed Building Consent. 'Boots'. Proposal: 1 x internally illuminated fascia and 1 x internally illuminated projecting sign. Location: 4 High Street Loddon NR14 6AH. **Deadline for comments: 10 July 2020.** LPC objected on grounds that proposed signage was close to conservation area, and Boots have submitted revised externally illuminated signage to address the Council's concerns.
- 2020/0996. Advertisement. Proposal: Installation of illuminated signage fascia - A & projecting sign – B. Location: 4 High Street Loddon NR14 6AH. **Deadline for comments: 09 July 2020.** LPC objected on grounds that proposed signage was close to conservation area, and Boots have submitted revised externally illuminated signage to address the Council's concerns.
- 2020/1014. Change of Use. Proposal: Change of use from agricultural land to class B1, B2 & B8 for commercial/industrial development. Location: Land West of Little Money Road Loddon Norfolk. **Deadline for comments: 22 July 2020.** The Council supported the change of use application but wishes to ensure that the applicant is mindful of the footpath and requests that landscaping is provided to ensure that the integrity of the footpath is kept.
- 2020/0994. Works to TPO trees. Proposal: T1 - Oak (T27 on TPO schedule) - Crown reduction to leave height at approx 14m and spread of approx 8m Location: 11 Water Meadow Close Loddon Norfolk NR14 6UP. No objections.

- 2020/1111. Works to TPO trees. Proposal: (T28 on TPO schedule)- Oak - Reduce lateral branches on northern side by 1.5m to leave spread of tree at 11m. Location: 11 Water Meadow Close Loddon Norfolk NR14 6UP. No objections.
- 2020/1124 Works to trees in Conservation Area Parish : Loddon Grid Ref : 636245 298667 Location : Meadow Cottage High Street Loddon NR14 6ET Proposal : T1 & T2 - Beech, crown raise to a height of 3 to 3.5m and crown thin up to 25%. T3 - Beech, crown raise to a height of 3 to 3.5m 31. No objections.
- 2020/1131 Full Parish: Loddon Grid Ref: 635702 298642 Location: 40-48 George Lane Loddon NR14 6QH Proposal: Installation of two air condition units. No objections.
- 2020/1138 Listed Building Parish: Loddon Grid Ref: 636251 298782 Location: 35 Church Plain Loddon NR14 6EX Proposal: Replace bay window. No objections.

13.2) To note decisions on planning applications received from South Norfolk Council:

- 2020/0132 Full Parish: Loddon Location: Flat At 13 High Street Loddon Norfolk NR14 6ET. Proposal: Proposed demolition of Existing detached annexe and erection of dwelling. **Decision: Approval with Conditions Delegated Date of decision: 11 June 2020.**
- 2020/0133 Listed Building Parish: Loddon Location: Flat At 13 High Street Loddon Norfolk NR14 6ET. Proposal: Proposed demolition of Existing detached annexe. **Decision: Approved with Conditions. Delegated Date of decision: 11 June 2020.**
- 2020/0872 Works to trees in Conservation Area Parish: Loddon Location : 7 Mill Road Loddon Norfolk NR14 6DR Proposal : Plum - prune to give 50-90cm clearance of wires Rowen - as above Larch - prune back to previous pruning by removing approx 50-100cm Cherry - prune to give 50-90cm clearance of wires **Decision: No objections Delegated Date of decision: 11 June 2020.**
- 2020/0900 Non-Material Amendment Parish: Loddon Location: 13 Mill Road Loddon NR14 6DR Proposal: Non-material amendment to 2018/1329 - Installation of ultratile roof covering (carbon grey) **Decision: Approval with Conditions Delegated Date of decision: 12 June.**
- 2020/0888. Approval of Condition. Location: Land North of George Lane Loddon. Proposal: Details of condition 12 of 2020/0509 - highway improvements (offsite design). **Decision: Approval of details – Approved. Delegated Date of decision: 18 June 2020**

13.3) To note planning application received from Broads Authority: None

13.4) To note decisions on planning applications received from Broads Authority: None

14) Finance Update

14.1) To approve accounts for payment in accordance with the budget: It was **RESOLVED** to approve the following accounts for payment in accordance with the Budget.

Date	CHQ/SO/DD	Payee	Item	Amount
22.6.20	DD	BNP Paribas	Photocopier Rental	184.96
5.7.20	DD	TalkTalk	Phone	46.95
5.7.20	DD	South Norfolk Council	Toilets Rates	170.00

5.7.20	DD	South Norfolk Council	Library Rates	434.00
6.7.20	DD	Saffron Housing	Garage Rent	52.00
8.7.20	DD	Inty Ltd	Office 365 Subscription	11.28
8.7.20	DD	Adept IT Solutions	IT Support	24.00
10.7.20	DD	EON	Electricity Pyes Mill	6.24
19.7.20	DD	Apogee Corporation Ltd	Photocopier Charges	117.40
8.7.20	104352	Wayne Bartram	PAT Testing	45.00
8.7.20	104353	Tas Valley Fire (UK) Ltd	Fire Extinguisher Service	112.20
8.7.20	104354	RAW Consortium Ltd	Play-Area Repairs	294.00
8.7.20	104355	B & F Domestic Services Ltd	New gas heater	1647.04
8.7.20	104356	Top 2 Bottom	Cleaning	504.12
8.7.20	104357	Loddon Garden & DIY	Grass Cutting	679.98
8.7.20	104358	The Church in Loddon	Grant – Clock Winding	150.00
8.7.20	104359	Norfolk Pension Fund	Superannuation	497.00
8.7.20	104360	HM Revenue & Customs	Tax & NI	335.66
8.7.20	104361	Norfolk County Council	Library Rent	500.00
8.7.20	104362	A Barnes	Salary/Staithe Toilet Repairs	623.40
8.7.20	104363	L Fish	Salary	273.61
8.7.20	104364	D Greeves	Salary	252.70
8.7.20	104365	E Curtis	Salary & Expenses	1442.84
8.7.20	104366	Amazon Payments	Stationery items	64.96
2020/21	Income	Received from	Item	Amount
June		Bridge Stores	Shower Tokens	98.00

The RFO informed the Council that the monthly bank reconciliation up to 30 June 2020 shows a balance of £164,830.55.

Cllr MW and JS agreed to attend the office to sign the Minutes, cheques, and the monthly Bank Reconciliation.

14.2) Pyes Mill: The RFO informed the Council that they are paying a standing charge for an unused electricity meter at Pyes Mill. It was agreed that this electricity supply had not been used since the last fete was held at Pyes Mill in 2016. It was **RESOLVED** to attempt to negotiate an electricity supply contract with no standing charges. If the meter is transferred to SNC it will be removed.
ACTION: RFO to negotiate new contract or pass meter back to SNC.

14.3) Draft Financial Regulations: The Council discussed the proposed draft policy and it was **RESOLVED** to adopt these new Financial Regulations.

14.3) Draft Financial Risk Register: The Council discussed the proposed draft risk register and it was **RESOLVED** to adopt this new Financial Risk Register.

14.4) Office Broadband and Telephone package: The existing contract with TalkTalk expired in 2012 and is costing the Council £46.95 per month for Broadband and phone calls. The Council discussed three quotes:

- Small Business TalkTalk Fibre Broadband, calls and line rental - £24.00 per month including free unlimited calls.

- Small Business Plusnet Fibre Broadband, calls and line rental - £26.00 per month including unlimited calls (calls limited to 60-minute duration)
- Small Business BT Fibre Broadband, calls and line rental - £21.99 per month plus £6 per month for Phone line, plus £10 per month for broadband.

It was **RESOLVED** to accept the 24 month contract with Plusnet. **ACTION:** RFO to commence contract with Plusnet.

15.1) Library Annexe Lease: The Council have received no further updates from solicitors Allens Gadge and Gilbert or NPS.

15.2) Five Year Fixed Wiring Inspection: The inspection has taken place, but the Council deferred this item as the report had not been received by the office prior to the meeting.

15.3) Fire System Service and Emergency Lighting: The fire system for the office, rear hall and kitchen is not currently maintained by Norse. Several emergency lights need replacing immediately. Quotes are being sought for the fire system to be serviced. It was **RESOLVED** to rectify this Health and Safety issue as soon as possible **ACTION:** Clerk to obtain quotes, instruct lights to be fixed and fire system to be serviced.

15.4) Draft Library Annexe Rear Hall Booking Terms: The Council considered the proposed hall booking terms and it was **RESOLVED** to adopt these new terms once the clauses relating to public liability and usage of first aid have been included. **ACTION:** Clerk to make alterations.

16) Highways:

16.1) Sam2 – Speed Awareness Message: The new Sam2 sites have been agreed by NCC. Cllr CB has agreed to contact the Sam2 volunteer and organise a convenient time to start the installation process. **ACTION:** Cllr CB.

16.2) NCC Highways Partnership Scheme: The Cllrs have been given the information to consider whether they wish to approach NCC Highways for a 50 % grant for local highway improvements. The deadline for applications is the 04 December 2020. **ACTION:** Add to September Agenda.

16.3) Parishioner Request For ‘No-Through Road/Dead End’ sign on Market Place Road: The Council were unable to decide until a reply from NCC Highways was received. **ACTION:** Clerk to contact Highways for a reply.

17) The Staithe and Broads Authority:

17.1) New Broads Ranger: For information Loddon has a new Broads Ranger; Clive Rushworth and a meeting between the Clerk, Broads Working Party and Clive will be arranged.

17.2) Boats Removal: One abandoned vessel was removed from the Staithe by the Broads Authority but has since been returned.

17.3) Permissive path from Boat Yard to Pyes Mill: Cllr DT informed the Council that the Permissive Path from the Boat Yard to Pyes Mill will be moved to allow for fencing after recent reports of antisocial and dangerous behaviour towards the cattle.

18) Report from the Chairman: VJ Day is taking place on Saturday 15 August 2020 and it was **RESOLVED** to re-use the existing wreath and donate the cost of a wreath to the Royal British Legion. All Cllrs were invited to attend the socially distanced ceremony at 11 am 15 August 2020.

19) Significant Correspondence:

- Confidence Campaign from SNC. It was **RESOLVED** to request 5 hand sanitising stations, the banner to display on Church Plain railings and social distancing posters for the high street. **ACTION:** Clerk to contact SNC.
- The Council has received two reports of illegal camping at Pyes Mill which were forwarded to SNC and South Norfolk Police.
- The Council **RESOLVED** to forward the letter from CPRE to the Allotment Society.

20) Items for Future Agenda: All items to Clerk by 01 September 2020.

21) Exclusion of Public and Press: It was **RESOLVED** to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss1) & 2) and the remaining members of the public left the meeting.

22) Freedom of Loddon Award:

22.1) Plaques: The Council has one plaque remaining and the Clerk has approached many national and local companies for quotes, so far only receiving two quotes; £95 and £130 each if we buy 10 plaques at a time. Other ideas for the award were discussed including keys and formal framed certificates. It was **RESOLVED** to take several photographs of the last plaque before it is presented and create a new award certificate/award for next year's award. **ACTION:** Clerk to create certificate for Council Approval.

22.2) Freedom of Loddon Award 2020: Several nominations have been received for the 2020 award and it was **RESOLVED** to award the final plaque to Algar Taylor for his notable contribution to Loddon. Algar Taylor is celebrating his 90th Birthday this year and has lived in Loddon since he was 13. Algar is well known in the Parish for his regular attendance at the church and he has regularly volunteered for church watch at Loddon Church. Until recently has collected shopping for the elderly residents in Davy Place and was nominated by many Parishioners as a stalwart of Loddon community.

23) Staffing Update: The Responsible Finance Officer position has been advertised with a closing date of 31 July 2020. Since the advert has been placed on Indeed many applications have been received. Interviews will take place in mid-August. **ACTION:** RFO to construct a recruitment schedule.

24) Dates of Next Meetings (all at 7.00pm unless otherwise stated, location to be advised): It was **RESOLVED** to move the date of the next meeting and subsequent meetings of the Parish Council to Wednesday evenings at 7pm.

The date of the next meeting was agreed as 09 July 2020 (agenda items to Clerk by 01 September 2020)

There being no further business the meeting ended at 22.25 pm.