



Loddon Parish Council

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Minutes of the Meeting of Loddon Parish Council held on Wednesday 28 July 2021, 7.00pm at the Library Annexe Rear Hall.

Present: Cllr Kay Mason-Billig, Chairman (KB), Cllr June Strickland, Vice-Chairman (JS), Cllr Arthur Morris (AM), Cllr Jane Hale (JH), Cllr Mervyn Pointer (MP), Cllr Alan Wildman (AW), Cllr Stephen Jones (SJ), Cllr Margaret Wallace (MW), Cllr Sophie Waggett (SW).

In Attendance: Emily Curtis (Parish Clerk), Georgina Hirst, (Responsible Finance Officer, RFO), and twenty-five members of the public.

Absent: None.

1. Welcome

Cllr KB welcomed everyone to the meeting and explained that due to the large numbers of members of the public attending (due to the planning application 2021/1569), item 18.1 will be brought forward. The Clerk confirmed that she wished to record the meeting.

2. Meeting Protocol and Etiquette

The Chairman informed the Council that members of the public will be invited to contribute during the Public Forum.

3. Apologies for Absence: Cllr Michael Martins (MM) due to family illness and Cllr David Tarry (DT) due to a meeting.

4. Declarations of Interest: Cllr SW declared a non-pecuniary interest in items 6.5 and 10.4. Cllr MP declared a non-pecuniary interest in item 18.1.

5. To Approve the Minutes of the Meeting Held on the 09 June 2021

Minutes of the meeting held on 09 June 2021 were **APPROVED** as a correct record.

6. Planning Application 2021/1569

Loddon Parish Council (LPC) have received notification of an application submitted by Halsbury Homes for 130 market and affordable homes, on land North and South of Norton Road. Members of the public were invited to make comments on the application and two members of the public voiced their objections to the application;

- Concerns about the suitability of the surrounding highways and access to the site.
- The site was outside of the development boundary and previous applications had been rejected on the site.

South Norfolk Council (SNC) will determine the application by the 22 October 2021, and LPC are a consultee. Members of the public were reminded that comments should be made directly to SNC as soon as possible, either through the planning website, by email; planning@s-norfolk.gov.uk or by letter; SNC, South Norfolk House, Cygnet Court, Long Stratton, Norwich NR15 2XE.

It was **RESOLVED** that LPC will hold a public meeting on the 11 August at 7.00pm at the Hollies, High Street, Loddon to give residents the opportunity to comment on the application. The event will be advertised on Facebook, the LPC website and posters will be displayed around the village.

Cllr SW outlined the Planning WP's concerns regarding the application, and it was **RESOLVED** that Loddon Parish Council will object to the application. It was noted that there had been no community consultation from Halsbury Homes, and there was a lack of information relating to ecology and archaeology, proposed access, and that if the traffic surveys were prior to the pandemic, it would be necessary for Halsbury Home to undertake these surveys again. The site has been considered in the GNLp, but it was not a preferred site, due to Highways and flooding concerns (more info available online); www.gnlp.org.uk/sites/gnlp/files/2021-01/Loddon%20%26%20Chedgrave%20Booklet.pdf). **ACTION:** Clerk.

The SNC case officer, Blanaid Skipper has confirmed that additional comments can be submitted at any time up until the application has been determined, and LPC can submit further comments once the consultees have replied. Cllr KB and Cllr JR confirmed as District Cllrs, that they have the power to call the application into the SNC committee meeting for determination if required.

7. Matters Arising:

7.1 Loddon War Memorial

The Clerk has received information from Loddon Royal British Legion (RBL) that the wreath framework has been installed for at least 20 years and having inspected the memorial can confirm that there are no holes drilled directly into the granite of the Memorial, only the grout. The RBL have removed the frame for now, and it will be re-installed on the 15 August 2021 for VJ Day. The RBL intend to repaint the framework with silver Hammerite so that the frame is less visible.

7.2 Medieval Boat

Loddon History Group has sent details, informing the Council that the Medieval boat that was located in the river Chet, is undergoing extensive inspection and renovation work at the York Archaeological Trust and it hoped that once the work is completed it will be displayed in the Time and Tide Museum in Great Yarmouth. This information was gleaned from a recent talk given by Heather Wallis in March 2021. Cllr KMB has spoken to the Museum's Officer, and the boat could possibly be returned to Loddon if a suitable location was found.

7.3 Tourist Village Map

The Clerk has contacted Loddon Business Association and the tourist maps that are displayed in the village (Church Plain, Staithe and Pyes Mill) are from the early 2000's and cannot be updated. Micropress have been contacted about forming a new map and a further update will be available at the September meeting. **ACTION:** Clerk.

7.4 Map Board Update

SNC have kindly agreed to update the artwork/maps in the large black map boards in the village.

7.5 Permissive Path Closure Signs

The officers have attached footpath closure signs to the footpath signs in the village.

7.6 Armed Forces Covenant

The completed covenant has been received and has been circulated to Cllrs via Dropbox.

7.7 Cycle Parking Suggestions

The request from Norfolk County Council for additional Cycle parking locations has been replied to, with suggestions for parking at the Kitten's Lane Play Area, Pyes Mill and the Tennis Courts/Jubilee Hall.

7.8 Graffiti on Church Plain

LPC's cleaning contractor has removed the graffiti from the dog foul bin, the bus shelter and the bench. LPC also now has graffiti remover spray for future incidents.

7.9 Library Annexe Lease Signed and Completed

LPC has signed and completed the Lease for the Library Annexe office and Rear Hall.

8. To receive reports from County and District Councillors in attendance and Public Forum:

8.1 Report from District Councillor Jeremy Rowe (written by Jeremy Rowe)

Hike to Hardley

We have changed the date of our next ChetChat event to the afternoon of Sunday 5 September, when we are encouraging people to raise money by walking with us from Loddon to Hardley Mill, or join us there. Refreshments will be available, and we are delighted to announce that Charlotte Cork's amazing band The Saxonettes will be playing. The afternoon will raise money for our group, as well as for Hardley Mill and for Leeway Women's Aid. I hope that as many of you as possible are able to join us. We're grateful to Musker McIntyre, and to Rosy Lee's, for jointly sponsoring the event.

If you know anyone over-60 who might like a regular visit or phone call, or just some help, please let them know that we are here to help, on 07876050110.

Sadly,(and I think uncharacteristically!) I'm going to give up trying to interest any of the major banks in the idea of jointly operating a branch in Loddon. After hours of trying, the final email I received from Lloyds made it clear that there was no interest in the project.

My regular surgeries will start up again later this year, by which time it should be safe to hold them again. In the meantime, please ring me anytime on 07733323581 if I can help you. It's a great privilege to be able to serve our fantastic community. Thank you. Councillor Jeremy Rowe

8.2 Report from District/County Councillor Kay Mason-Billig (written by Cllr KB)

Loddon George Lane and A146 junction roundabout

Anglian Water have been working hard in the first phase of the roundabout construction. They are continuing with BT who will follow after and unfortunately, inevitable road closures, for which I apologise. Fortunately, the schools have now broken up so I hope some good progress can be made during the holidays. It has been brought to my attention that the road closure notice has not yet been published for the main construction works. This I am told is in the pipeline and will not require the usual 12 weeks' notice, I have been assured of this by officers at NCC, so there should be no delays in the program.

Wherryman's Way

I am very pleased to be able to announce that the dredging works in the Chet will be going ahead this autumn. These works will take material from the river to be used to replace the bank where the footpath was washed away at Hardley Flood. Originally only the first two sections were to be done this year but the County Council in conjunction with the Broads Authority have decided they will now be able to do all four sections in one go. This will shorten the time we have to wait to see a complete reopening of the footpath. After the dredging is complete the bank has to be left to stabilise before the footpath can be properly reinstated with new bridges etc. If everything goes according to plan, we are looking at a reopening of this part of the Wherryman's Way in the summer of 2023.

Covid Update

Covid rates continue to fluctuate in South Norfolk, but they are down again from last weeks reported figures and currently sit at 268 per 100,000. The local hotspot seems to be Great Yarmouth.

Assistant Director for Economic Growth

I am pleased to announce that SNC have appointed a new AD to oversee the regeneration of our towns and villages, to assist with bringing new employers and jobs to the district and to boost our economic growth. George Denton will join SNC in September and has a good track record, having been an area manager for Lidl.

Independent Living Project

NCC are launching a £29M project to provide new independent living housing for elderly people. These facilities are designed to be a step up from sheltered housing schemes but not on the same level as residential homes. They will provide individual units for people singly or as couples who can access extra health care and respite assistance if they need it. This is a model used a lot in Europe and is seen as a way forward for assisted living for elderly people. NCC are looking for sites across Norfolk to develop schemes in and are doing this in conjunction with house developers and district councils.

Please do not hesitate to contact me if I can be of any assistance. Kay.

8.3 Public Forum

A member of the public requested that the closure of the Permissive Footpath be added to the next Agenda, so that even if the PC have no powers, updates can be reported to the residents. Cllr KB reported that the landowner has agreed to reopen the path and she was hopeful that it would be opened later in the year. It was agreed to request an update from the Marina manager and clarify details with SNC. **ACTION:** Clerk.

9. Reports from Council

9.1 Chairman's Report

Cllr KB apologised for the change of meeting date, but the work involved in dealing with the toilets had meant that the office had needed more time to prepare for July's meeting. Cllr KB reported that as the village and facilities grow, the workload in the office is increasing, and as the Council moves forward, it needs to work correctly, smartly, and professionally for the benefit of the residents of Loddon.

9.2 Parish Councillors' Reports

Cllr JS reported that she and Cllr JH met with the new Police Commissioner, Giles Orpen-Smellie. The meeting was arranged by Jason Ellis, the local Police Sergeant. Following a walkabout in Loddon, various local issues were discussed. The Police Commissioner is keen to encourage neighbourhood policing and feels working together, things will improve.

Cllr JS reported that Steve Earl the Managing Director (and owner) of Panel Graphics has been awarded an MBE for services to the community, in addition to the award they received two years ago 'Queens award for International Trade' which was awarded by Lady Dannatt, the Lord Lieutenant of Norfolk. The Council agreed to send a letter congratulating him on the award. **ACTION:** Clerk.

Cllr MW enquired if First Bus was still operating.

9.3 Clerk's Report (circulated to Cllrs via Dropbox prior to meeting)

Firstly, I would like to apologise to the Councillors and residents for delaying the July meeting by two weeks. I hope this has not inconvenienced you, but the two-week extension was required as the office has been exceptionally busy recently and I hoped it might help bridge the gap between the July meeting and the September meeting. In addition, I had also received three apologies from Cllrs, and as it was the last meeting before the planned summer break, I had hoped that the revised date would be more convenient to all. I have been very grateful for those two additional weeks, and much has been achieved in the last six weeks. I am pleased to give you a summary below in addition to the Matters Arising during to the meeting.

Playing Field Committee

The Playing Field Committee received all the agreements from the organisations involved, and the installation of the CCTV installation has been completed at the Jubilee Hall. Due to difficulties obtaining a quote from an electrical contractor for the keycode system for the gate, the installation date for the system has had to be postponed. I have however continued to set up the ClubSpark webpage to enable customers to book the Tennis Courts and pay online.

The Playing Field Committee had asked me to gain advice as to the current constitution, and after several meetings with Community Action Norfolk, it appears that a newly formed joint committee of Loddon and Chedgrave's PC needs to be formed, and a new terms of Reference written. These draft Terms of Reference have been circulated to the PFC representatives, and once they have had an opportunity to meet and discuss the document, they will bring it back to the respective full Council's for agreement.

Covid-19 Safe Award

After completing the application, and providing relevant evidence, the officers were pleased to have been awarded the Covid Safe award from South Norfolk Council on the 18 June 2021.

Freedom of Loddon

The scheme has been advertised and I will circulate the nominations to Cllrs before the September meeting. The presentation will take place at the October meeting (Covid-19 allowing).

Office Windows

The first part of the installation work has taken place, and we look forward to them being completed by the 25 August 2021.

Admin & Allotment Officer

The majority of Jo's training has been completed and Jo is settling well into her new role. Furthermore, Jo has received NPTS Council training.

Police Meetings

Myself and four LPC Cllrs attended the Safer Neighbourhoods Police Meeting 01 July 2021 to discuss the Police's priorities in Loddon. Community Surgeries will continue to be held regularly in Loddon, and their last event was well attended.

Highways Meeting

Cllr Strickland (LPC Highways Rep) and I met with Gary Overland to discuss several outstanding issues in Loddon, including the parking issue on George Lane/Bridge Street. Sgt Jason Ellis was also in attendance and gave an update on the recent reported crimes in Loddon. A summary of that meeting has been added to Dropbox.

Staithe Toilets

Due to persistent vandalism this year, and the failure of the automatic locking system, it has been necessary to secure the toilets with locking bolts overnight. Thank you to the Cllrs that have been inspecting and locking the toilets on LPC's behalf, prior to Dardan Security being engaged to attend and lock up the facilities. As issues surrounding these toilets, have taken up much of the Council's time, we are hoping that the installation of fabricated steel frames and doors will resolve the issues permanently. Since the toilets have been secure overnight, the vandalism has ceased. The new external signs have also finally been installed at the Staithe Toilets.

Jubilee Hall

I had a constructive meeting with Mandy and Laura and gave them a copy of all the deeds relating to the buildings and land. The final Deed (composed by Allens Cadge and Gilbert Solicitors in 2019) clarifies that the Jubilee Hall is responsible for maintenance of the car park, and therefore the external hedge surrounding the Car Park.

Staithe Meeting

The Chet Working Party met with Helen Sibley, and notes of that meeting have been circulated via Dropbox. Helen Sibley has sent the council the Staithe bridge structural report, and SNC are now liaising with Lewis Treloar at the BA in order to submit a bid to obtain funding for repairs to the footbridge.

Asset Inspections

The POS WP have had a further meeting to log parish assets and I have added these assets to a bespoke 'WhatThreeWords' online map, to assist in the future. Replacement signs have been ordered for several of the parish facilities in Loddon. The lost poster at the Pyes Mill Sculpture has been located and a laminated copy has been installed as a temporary measure. The two recycling area hedges (Jubilee Hall and Lemn Grove) have also received their annual trim.

SNC Town and Parish Forum

I attended this online meeting, and there was some useful information relating to funding bids.

Cllr Training

Cllr Martin has completed his Cllr training from NPTS, so all Cllrs are now fully trained, but if Cllrs require additional training, please let me know. NALC/NPTS training updates are emailed directly to Cllrs.

Beat Manager

PC Banes popped into the office to introduce PC King. PC King started as Loddon's Beat Manager on the 26 July 2021, and we were able to have a brief discussion regarding the ongoing policing issues in Loddon.

Play Area Inspection

I would also like to thank Cllr Morris for recently attending the Community Action Norfolk Play Area Inspection training, and for training Jo to undertake the inspections when LPC's Litter Picker and Play Area Inspector is unable to complete this task.

Council Deeds

Whilst trying to locate the Deeds for the Parish lands, I located various Deeds that were not stored by our local Solicitor. The Council now have colour copies of all these Deeds and I have arranged for the original documents to be stored with Allens Cadge and Gilbert.

Litter Picking

Whilst LPC's Litter Picker was unable to work, several residents volunteered to assist with litter picking on the playing fields, as the grounds maintenance contractors were struggling to keep the grass cut due to the amount of litter. It was agreed that the if the volunteers wished to continue in other areas of the village, then the Council would be happy to support them and provide them with the correct equipment and PPE.

Norfolk ALC's Tree Webinar

The Clerk attended and was interested to learn that NCC have a five-year plan to plant 1 million trees. Further details will be circulated to Council when they have been received.

10. Finance Report

10.1 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments, and it was **RESOLVED** to approve this list of payments.

ACTION: RFO

Date	Payee	Item	Payment Method	Amount / £
08/07/2021	Cooks Blinds and Shutters Ltd	4 new steel doors and frames - Staithe toilets	BACS	3,318.00
08/07/2021	Dragon Security	Engineer attendance on 12/05/21 and 03/06/21	BACS	333.75

08/07/2021	Loddon Garden & DIY	Grounds Maintenance	BACS	878.94
08/07/2021	National Association of Local Councils	14 copies The Good Councillor Guide	BACS	59.86
08/07/2021	Tas Valley Fire	Annual Fire Extinguisher Service	BACS	54.00
08/07/2021	Eastern Play Services Ltd	Play Area repairs	BACS	132.00
08/07/2021	NPTS	Training - J Leonard 06/07 & 07/07	BACS	40.00
08/07/2021	Amazon Payments	Old Hockey Field sign	BACS	7.49
08/07/2021	Salaries	July 2021	BACS	2,953.45
08/07/2021	Norfolk Pension Fund	Pensions - July 2021	BACS	881.17
08/07/2021	HM Revenue & Customs	Tax & NI - July 2021	300020	342.21
15/06/2021	Buzz Networks Ltd	Virtual Landline	CC	5.95
16/06/2021	Amazon	Stationery	CC	23.91
16/06/2021	Replacement Keys	Office keys	CC	26.95
17/06/2021	Replacement Keys	Office keys	CC	18.45
22/06/2021	CPD Online College	Legionella training	CC	24.00
24/06/2021	Screwfix	Toilet bolts	CC	41.69
27/06/2021	Wix	Annual domain fee	CC	12.46
02/07/2021	LogMeIn Technologies	GoTo Meeting	CC	9.60
08/07/2021	Hugh Crane Cleaning	Graffiti remover solution	CC	13.88
10/07/2021	Wix	Website hosting	CC	86.40
15/07/2021	Buzz Networks Ltd	Virtual Landline	CC	5.95
23/07/2021	Lidl	Stationery	CC	3.87
28/06/2021	Lloyds Bank	Multipay card charges	BC	6.00
30/06/2021	Unity Trust Bank	Bank Charges 05/03/20 - 04/06/21	BC	18.00
21/06/2021	Plusnet	Phone & Broadband	DD	41.12
28/06/2021	British Gas	Office Electricity	DD	31.29
06/07/2021	British Gas	Staithe Electricity	DD	104.12
05/07/2021	South Norfolk Council	Office Rates	DD	434.00
08/07/2021	intY Ltd	2 x Office 365	DD	22.56
10/07/2021	Adept IT Solutions	IT Support	DD	28.80
18/07/2021	Apogee	Photocopier costs	DD	143.65
19/07/2021	Plusnet	Phone & Broadband	DD	40.80
19/07/2021	SSE Southern Electric	Streetlights electricity	DD	120.53
20/07/2021	British Gas	Office Gas	DD	49.67
28/07/2021	British Gas	Office Electricity	DD	27.05
05/08/2021	South Norfolk Council	Office Rates	DD	434.00
19/07/2021	Saffron Housing Trust	Garage Rent	SO	54.17
19/08/2021	Saffron Housing Trust	Garage Rent	SO	54.17

28/07/2021	HM Revenue & Customs	Tax & NI - August 2021	300021	319.76
28/07/2021	Holy Trinity Church	Church Grant	300022	2,137.99
28/07/2021	Cash	Petty Cash re-imburse	104441	100.00
28/07/2021	Cozens	Streetlight maintenance	BACS	36.00
28/07/2021	Direct365	Replacement baby change station	BACS	288.00
28/07/2021	Community Action Norfolk	Silver level annual membership	BACS	50.00
28/07/2021	Norfolk ALC	Cllr training	BACS	72.00
28/07/2021	Steve Jackman	Website support	BACS	160.00
28/07/2021	Norfolk County Council	Office rent July 2021	BACS	500.00
28/07/2021	Adept IT Solutions	IT support	BACS	30.10
28/07/2021	Tom's Trees	Hedge trimming	BACS	400.00
28/07/2021	TPI Security	Playing Field CCTV	BACS	4,890.00
28/07/2021	Graphix Bank	Staithe Toilet signage & War Memorial info board	BACS	190.00
28/07/2021	Chris Knott	Cleaning	BACS	1,338.34
28/07/2021	Allens, Cadge & Gilbert Solicitors	Library Annexe Lease Professional fees	BACS	3,343.00
28/07/2021	Salaries	August 2021	BACS	2,610.67
28/07/2021	G Hirst	Expenses	BACS	51.19
28/07/2021	Norfolk Pension Fund	Pensions - August 2021	BACS	773.96
Total Payments				19,174.05

Date	Received From	Item	Payment Method	Amount / £
15/06/2021	Get Me Out The Four Walls	Rear Hall Hire June 2021	CHQ	60.00
16/06/2021	Rosie Matthewson Pilates	Rear Hall Hire June 2021 inc £50 returnable deposit	BACS	365.00
22/06/2021	Quidco	Cashback earned	BACS	112.25
25/06/2021	South Norfolk Council	Refund of 2021-22 Staithe toilet business rates paid to date	BACS	506.60
25/06/2021	South Norfolk Council	Refund of 2020-21 Staithe toilet business rates paid	BACS	1,696.60
08/07/2021	Get Me Out The Four Walls	Rear Hall Hire July 2021	CHQ	60.00
20/07/2021	Allotment Plot 9A	2021-22 Allotment rent	CASH	15.00
June / July 2021	Bridge Stores	Shower Tokens	CASH	348.00
June / July 2021	Kings Head PH	Shower Tokens	CASH	139.00
Total Receipts				3,302.45

10.2 To note an amendment to the payments list tabled at the 09 June meeting

A late entry onto the June payments list, SSE Southern Electric £112.93 was incorrectly recorded as a BACS payment on 09/06/2021, when it was a direct debit payment made on 19/06/2021. The payment was correctly recorded in the draft June minutes.

10.3 To receive the bank reconciliation to 30th June 2021

This item was deferred whilst the RFO seeks advice regarding how to record credit card payments.

10.4 To receive the 2021-22 Quarter 1 Financial Statement and Budget Analysis

Notes had been circulated to Council analysing and explaining the % variance between quarter 1 budgets against receipts and payments.

10.5 To consider virement of £2,100 from the general reserve to the Christmas Lights budget

The decision at the 12 May 2021 meeting to purchase and install 6 mistletoe starburst installations at the Staithe Car Park front tree, will require an increase of £2,100 to the Christmas Lights budget. It was **RESOLVED** to transfer £2,100 into the Christmas Lights budget. **ACTION:** RFO.

10.6 To note Business Rate Relief is now applied to public toilets

Following agreement by both Houses of Parliament, the Non-Domestic Rating (Public Lavatories) Act 2021 received Royal Assent on 29 April 2021. The Bill is now an Act of Parliament (law). <https://bills.parliament.uk/bills/2726> The bill is enacted from 01/04/2020.

South Norfolk Council have credited Loddon Parish Council with the amounts paid to date for business rates at the Staithe public toilets in the 2021-22 financial year and for the full amount paid in 2020-21.

It was **RESOLVED** to transfer £1,751 2021-22 that had been budgeted for business rates at the Staithe toilets into the Staithe toilet maintenance budget heading to cover costs relating to improved security to address vandalism and damage at the toilets. **ACTION:** RFO.

It was **RESOLVED** to transfer £1,696.60 credited from 2020-21 be added into the ear-marked funds for future maintenance and repairs at the Staithe toilets. **ACTION:** RFO.

10.7 Wreath donation using Section137

It was **RESOLVED** to donate £25 to the Loddon Royal British Legion to cover the costs of the VJ day wreath. **ACTION:** RFO.

10.8 Asbestos Survey

An Asbestos Survey is required to establish if there is a need for an Asbestos Management Plan. Quotations received;

AC Environmental Services – management survey £450 + VAT

National Environmental – refurbishment survey £395 + VAT

Norse – management survey £499 + VAT

Norse – refurbishment and demolition survey £599 + VAT

It was **RESOLVED** to accept National Environmental's quote as they come highly recommended. **ACTION:** RFO

10.9 To ratify the Dardan Security Contract for locking the Staithe Toilets overnight

The Clerk used Delegated Powers to secure the toilets after the recent vandalism. Three security companies were contacted, and Dardan were the only one to respond to a request for a quotation. The contract commenced on 15/07/21 on a rolling weekly service of nightly locking up visits to the Staithe Toilets charged at £15.00 per night x 7 = £105.00 per week. The contract is a rolling weekly contract and one weeks' notice will be given for termination. **ACTION:** Sign contract.

10.10 Bank Signatories

It was **RESOLVED** that Cllrs MP and KB will attend the office to authorise the above payments. **ACTION:** Cllr KB/Cllr MP/RFO.

11. Correspondence

11.1 Beacon for Queen's Jubilee

The Council considered an event for the Queen's Jubilee in June 2022, and Cllrs JH and AM have agreed to be involved and for information to be sent to the parishioner who contacted the Council recently regarding a community event. The purchase of a beacon was discussed but it was felt that Loddon does not have a suitable location. **ACTION:** Clerk to forward event info to parishioner.

11.2 Royal British Legion – VJ Day Wreath Laying

Cllr KB has offered to lay the wreath on behalf on the Council. Full details of the event will be circulated to Council once received from Loddon RBL. **ACTION:** Clerk/Cllr KB.

11.3 Saffron/Chet Valley B-Line Collaboration

Saffron have informed LPC that they have agreed a new approach to managing some of their open spaces around Loddon. Saffron have collaborated with the Chet Valley B-Line with the aim of increasing the number of flowering plants to help the local insect population. LPC have asked Saffron if signs will be displayed explaining the principles but has yet to receive confirmation. Saffron have sent an explanatory letter to tenants that live in the immediate vicinity of the open space.

11.4 Closure of Permissive Footpath Pyes Mill/Marina

An email had been circulated thanking the council for erecting the advisory path closure signs. The item was covered earlier in the meeting.

11.5 Staithe Toilets Feedback

Two positive emails had been received from people who have recently used the public toilets and have emailed the Council to express how impressed they were with the standard of cleanliness and the facility generally. It was **RESOLVED** to send Chris Knott a letter of gratitude. **ACTION:** Clerk.

11.6 Victorian Evening

To note that the date of 2021 Victorian Evening is the 10 December 2021, and June Strickland is the LPC representative for the event.

11.7 SNC Sports Grant

SNC have grants available for talented sports people. This information has been circulated to local organisations.

11.8 Norwich Western link Update

An update on the Norwich Western Link was circulated to Cllrs prior to the meeting.

11.9 Church Grass Cutting Grant

An email had been circulated to Cllrs, regarding grass cutting at Holy Trinity Church.

11.10 Broads Authority Consultation

The BA has consulted LPC on a Marketing and Viability Guide. It was **RESOLVED** to give the Clerk delegated authority to reply on behalf of the Council once the Clerk has received a response from the Chet WP. The deadline for submissions is the 10 September 2021. **ACTION:** Chet WP/Clerk.

12. Governance

12.1 It was **RESOLVED** to adopt the updated Pandemic Scheme of Delegation. **ACTION:** Clerk.

- 12.2 It was **RESOLVED** to adopt a Community Engagement Policy. **ACTION:** Clerk.
- 12.3 It was **RESOLVED** to adopt a Bullying and Harassment Policy. **ACTION:** Clerk.
- 12.4 The Clerk had circulated a revised Terms of Reference Policy to all working Parties (WP) and NPTS, as the approved policy needs to be updated to include;
- the recently agreed autoenrollment of WP leaders into the Finance WP
 - The Clerk added a request that WP's send recommendations to the Council in time for it to be added to the Agenda,
 - The Clerk also added a request that leaders summarise their activities at the annual meeting and ensure that their plans are considered when the annual budget is prepared.

The Council **RESOLVED** to not accept the amended Working Party Terms of Reference.

13. Loddon and Chedgrave Playing Field Committee (L & C PFC)

- 13.1 The CCTV system has been installed at the Jubilee Hall and the system is fully operational. CCTV signs have been ordered.
- 13.2 The L & C PFC had asked the Clerk to take advice regarding the constitution of the committee, and the Clerk had circulated a report summarising the recommendations from Community Action Norfolk. A new Terms of Reference have been drafted for the joint committee of both Chedgrave and Loddon Parish Council's and once the PFC representatives have had the opportunity to consider them, they will be brought to the Councils for ratification. **ACTION:** Secretary to organise meeting.
- 13.3 The Minutes of the PFC meeting on the 21 June 2021 have been previously circulated to Cllrs.

14. Report from the Chet Working Party

Cllr AW informed the Council that he was unhappy that he and a fellow Cllr had been removed from the Staithe Toilet WhatsApp group, but an email had been sent prior to the Cllrs removal, informing the relevant Cllrs that as no further toilet inspections were required, their membership on the group was no longer necessary. Furthermore, the officers have decided to cease communication with Cllrs via any means of social media, including WhatsApp on their personal mobile phones. If the Cllrs have urgent issues, the emergency phone number can be used. Alternatively, if it is not urgent, an email can be sent to the relevant staff member.

- 14.1 It was **RESOLVED** to ratify the decision to instruct Cooks Security, to install steel doors and door frames at the Staithe toilets. The Broads Authority (BA) have confirmed that planning permission would not be required for this amendment to the building.
- 14.2 SNC had sent the Council a copy of the Structural Survey that SNC undertook to assess the Staithe footbridge. The report indicates that the bridge can be repaired, and that SNC and the BA are working together to obtain funding.
- 14.3 A meeting was held with Helen Sibley (SNC, Community Assets) on the 17 June 2021 to review the progress relating to the proposed improvements at the Staithe and a full report was circulated to Cllrs prior to the meeting. The electrical cabinets that were installed by SNC as a part of the Market Towns initiative (at Pyes Mill, Church Plain and the Staithe) are due their five-year fixed wire test. **ACTION:** Cllr KB will establish responsibility with SNC.

15. Report from the Public Open Space (POS) Working Party

POS WP continue to liaise with Taylor Wimpey regarding the adoption of the POS at Broadland Meadow.

The Council considered the Play Area inspection and had no comments to make.

The Working Party have their next scheduled village asset inspection on the 17 August 2021.

ACTION: POS WP.

16. **Report from the Allotment Working Party**

The Allotment WP and Allotment Officer attended the last meeting of the Allotment Society on 08 July 2021. The Council informed the society that one temporary structure up to 10' x 6' x 6', would be allowed per plot. **ACTION:** Allotment Officer add to terms for 2022.

Ditch clearance is planned for September 2021.

A hand pump has been built by Cllr DT and it is hoped that it will be installed soon.

A discussion was had regarding path maintenance, and the Clerk advised that it is normally written into the terms that tenants maintain their paths. A quote from Andrew Carver (existing Grounds Contractor) is to be sought for cutting paths, but it is likely that this will increase the plot letting costs. **ACTION:** Allotment Officer.

The raised bed project was mentioned, and concerns regarding installing wooden planters in an area that floods annually was discussed, with additional concerns that as the area is often wet, mobility vehicles would struggle to move on site without first installing hard surfaces. There were also questions raised about who would maintain the beds, and if demand has been investigated. Cllr KB mentioned the possibility of a heritage orchard as a more suitable suggestion, especially as there are free trees available from NCC at present. It was **RESOLVED** that if the Allotment Society wish to pursue the idea of the raised beds/heritage orchard, then they will need to come to Council with a plan and detail suitable grants. **ACTION:** Allotment Society.

17. **Report from the Neighbourhood Plan (written by Cllr JH)**

The Steering Group continues to meet, mostly monthly, we were due to meet this evening. The Steering Group is seeking to put in place a consultant to lead the project, they are hoping to shortly interview interested consultants to see the best way to move forward. Funding is also being applied for. The Group is also aiming to receive a talk from a local group leader on how they progressed their plan. The Steering Group knows what it wants to achieve, they just need a road map on the best way to achieve this.

18. **Planning**

18.1 **Planning Applications Received from South Norfolk Council:**

- **2021/1475**, Extension to existing garden room, 35 Bridge Street Loddon NR14 6NA. **Deadline 30 July 2021. No Objections.**
- **2021/1569**, Outline, Location: Land North and South of Norton Road Loddon Norfolk. Proposal: Development of up to 130 market and affordable dwellings, with all matters reserved except access. **Object.**
- **2021/1497**, Red House, 1 Low Bungay Road, Loddon, NR14 6JW. Single storey domestic extension to dwelling. Deadline 12 August 2021. **No Objections.**
- **FUL/2021/0036**, Loddon Junior School, Kittens Lane, Loddon, Norfolk NR14 6JX: Erection of a single classbase modular building for a temporary period of five years with associated 4no. additional car parking spaces, paving, bin store, fencing and associated works following the removal of existing redundant mobile building : Director of Children's Services. **Deadline 22 August 2021. No Objections.**

18.2 **DECISIONS on Planning Applications by South Norfolk Council:**

- **2021/0728**, Stubbs Cottage Stubbs Green Loddon NR14 6EA Replacement of existing garage with new barn structure, Approval with Conditions, **Date of decision, 26 May 2021.**

- **2021/0953**, Works to trees in Conservation Area, 4 Low Bungay Road Loddon NR14 6JW, Monkey puzzle - Fell due to very poor condition and possible honey fungus. **Date of decision, 28 May 2021**
- **2021/0985**, EIA Screening Opinion, Land to The East of Beccles Road Loddon Norfolk, Proposal: Request for an EIA Screening Opinion for the proposed erection of 180 dwellings. Decision: EIA Not Required. Delegated. **Date of decision: 2 June 2021.**
- **2020/1469**, Approval of Condition Details. 1 Church Plain, Loddon. Discharge of Conditions 4 & 7 of 2017/0137 – (4) provision of parking, turning area and (7) surface water drainage. Approval of details – Approved. **Date of Decision: 25 June 2021.**
- **2021/0998**, Works to trees in Conservation Area, 2 Beccles Road Loddon NR14 6JQ, Proposal: 3 x Leylandii – Remove. Decision: No objections. (Delegated). **Date of decision: 22 June 2021.**
- **2021/1224**, Former Public Conveniences Church Plain Loddon Norfolk, Proposal: Extension and change of use from former public conveniences to office accommodation (Class E). Decision: Approval with Conditions. (Delegated). **Date of decision: 16 July 2021.**

18.3 PLANNING APPLICATIONS received from Broads Authority: None.

18.4 DECISIONS on planning applications by Broads Authority: None.

19. Highways

19.1 Speed Awareness Message (Sam2)

Council thanks Sam2 volunteer Bryon Sparks for relocating the Sam2 and the two recent reports have been circulated to Council prior to the meeting. Permission has been gained from NCC Highways and NCC Streetlighting for additional sites on Bridge Street.

19.2 Parish Partnership Scheme

Information relating to the funding scheme from NCC Highways was circulated to Cllrs prior to the meeting. **ACTION:** Cllrs to consider proposals and report back to Council at the September meeting.

19.3 Meeting with Gary Overland (NCC Highways Engineer)

A meeting was held with Gary Overland (GO) on the 08 July 2021 to discuss several issues, including the parking issue on Bridge Street/George Lane junction. The replacement bollard on the junction has been ordered and should be replaced in the next few weeks. GO has agreed for a no parking sign to be installed on the finger sign and will investigate curb flashes which will prevent anyone parking on the junction. County Cllr KB has offered to finance several additional signs in the village, including signs for the Playing Field on George Lane. **ACTION:** Clerk.

The Cllrs requested an update on the High Bungay Road TRO. **ACTION:** Clerk.

20 Working Parties and Membership

20.1 It was **RESOLVED** to dissolve the Annexe Lease WP as the Lease has been completed. **ACTION:** Clerk.

20.2 It was **RESOLVED** that Cllr DT and Cllr MP will join the Allotment WP. It was **RESOLVED** that Cllr DT will join the Personnel WP. It was **RESOLVED** that Colin Binfield be added to the Planning WP as a member of the public (proposed by Cllr JH). **ACTION:** Clerk.

21 Norfolk ALC Representative

It was **RESOLVED** to appoint Cllr SJ as the Norfolk ALC Representative. **ACTION:** Clerk.

22 Items for a Future Agenda

- Tourist village map
- Working Party membership
- George Lane/Bridge Street junction
- War Memorial Policy
- Parish partnership Scheme
- High Bungay Road TRO

23 Exclusion of Public and Press - It was **RESOLVED** to exclude the public and press.

24 Personnel Working Party Update

The Personnel Working Party reminded Cllrs that there is a complaint policy, and future staffing complaints should be sent directly and confidentiality to either the line manager and/or Chairman to be dealt with in line with Disciplinary and Dismissal Policy. Any complaints received regarding Cllr conduct will be advised to contact the Monitoring Officer at South Norfolk Council and/or the Police if required.

Cllrs have mentioned recently that they are concerned that they are not receiving all emails, so the Clerk has set up a new email distribution group and sought guidance from Adept IT. In addition, the Clerk will offer to temporarily copy in a secondary email address for these Cllrs (a separate one from their personal/work account to avoid F of I requests delving into their email accounts) so that the Cllr can monitor if Council emails are not being received.

Reminder to Cllrs that if an incident occurs when acting as a Cllr, to send a report of the incident through to the Clerk/Chairman as soon as practicable after the event. Reminder to Cllrs to use the LPC emergency phone number if urgent matter needs reporting.

The RFO has committed to undertake the CiLCA qualification with NPTS, commencing in September 2021.

DG, Litter Picker and Play Area inspector has returned to work on the 26 July 2021.

The Cllrs were given the details of the staffs planned annual leave during 2021.

25 Police Report

A confidential Police report was circulated to Cllrs.

26 Date of the Next Meeting

There will not be a meeting in August. The next meeting of the Parish Council will be Wednesday 08 September 2021 at 7.00pm. (Agenda items to Clerk by 31 August 2021).

The meeting ended at 21.57 hours.