



Loddon Town Council

The Old School | Church Plain | Loddon | NR14 6EX

www.loddontowncouncil.gov.uk

Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 10 July 2024, 7.00pm in the Hollies Rear Hall.

Present: Cllr Andy Woodman (AW) - Chairman, Cllr Colin Binfield (CB) – Vice-chairman, Cllr Julie Appleby (JA), Cllr Mervyn Pointer (MP), Steven Kellingray Williamson (SW), Cllr Sam Bailey (SM), Jane Hale (JH) and Liz Marsham (LM).

In Attendance: Emily Curtis (Town Clerk), Louise Hobbs (RFO), Jo Leonard (AAO) and one member of the public (MOP).

Absent: None

1. **Welcome, Meeting Protocol and Etiquette:**

Chairman Cllr AW welcomed everyone to the meeting. The Clerk confirmed that she did not wish to record the meeting.

2. **Apologies for Absence:**

The Council received and accepted apologies from Cllrs Kay Mason Billig (KB), Natalie Henry (NH) and Alex Ashman (AA).

3. **Declarations of Interest and Requests for Dispensations:**

Cllrs CB, LM and JH declared an interest in any items on the agenda relating to the Jubilee Hall as they are Jubilee Hall Trustees. Cllr JA declared an interest in any items relating to St George's Park.

4. **Minutes of the Meeting held on the 12 June 2024:**

The Minutes of the meeting held on the 12 June 2024 were approved as a correct record.

5. **Matters Arising:**

5.1 **Staithe and Staithe Footbridge**

A meeting was held with SNC's Asset Officer on the 21 June 2024 at the Staithe. South Norfolk Council (SNC) have informed us that they are planning to go out to tender for the bridge repairs in the near future.

5.2 **Gold Standard Bus Stops**

Norfolk County Council are replacing both bus stops on Church Plain as part of the Gold Standard Bus Scheme. The replacement of the bus stop outside the Swan took place on the 1 – 4 July 2024. The replacement of the Church Plain bus stop will take place on the 5 – 13 August 2024. **Action:** Cllr AW and Clerk to meet with the contractor to discuss temporary bus stops. AAO to update website and social media with information for local residents.

5.3 **Community Payback Team**

The Community Payback Team Memorandum of Understanding has been signed and returned. No further update has been received.

5.4 Skate Park Paths

The work to repair the paths around the skate park and play area have been completed.

5.5 The Old School Frontage

The frontage of The Old School has been cleared and dressed with stone.

5.6 Replacement of the Old Hockey Field Stile

The Old Hockey Field stile will be replaced with a kissing gate on the 19 August 2024.

5.7 L & C PFC Terms of Reference

Amendments have been proposed to the L & C PFC Terms of Reference and CPC and LTC may meet to discuss.

6. To receive reports from County and District Cllrs and Public Forum:

6.1 Report from District Councillor Jeremy Rowe (written by Jeremy Rowe): Appendix A
No report received.

6.2 Report from District/County Councillor Kay Mason Billig:
No report received.

6.3 Public Forum

St George's Park - A MOP reported concerns that residents are already paying a service charge even though the development is not completed. The grounds maintenance company have informed the residents that they cannot speak to them directly. Cllr AW advised the MOP to liaise with Action Group if they have concerns.

7. Council Reports:

7.1 Chairman's Report

Cllr AW reported that he had attended the St George's Park meeting at SNC. He also attended the meeting at the Staithe with SNC's Asset Officer. He has also attended various committee meetings and staff meetings.

The report is attached to the minutes at Appendix B.

7.2 Town Councillors' Reports

Cllr MP reported that landowner has informed him that the permissive path behind the churchyard has been reopened. The landowner has informed the public that if people do not keep their dogs on a lead or leave dog foul (bagged or otherwise), the path will be closed again. **Action:** Clerk to update on social media.

7.3 Clerk's Report

The report is attached to the minutes at Appendix C.

7.4 Admin and Allotments Officer's Report

The report is attached to the minutes at Appendix D.

7.5 Parish Warden's Report

The report is attached to the minutes at Appendix E.

7.6 Data Protection Matters

There is no data report this month.

8. Finance Report:

8.1 **Bank Reconciliation to 30 June 2024**

The balance of Loddon Town Council's accounts, including the Playing Field, as of 30 June 2024 was £335,563.35. This includes £226,389.59 of ear-marked funds, including CIL receipts of £6,070, and £109,173.76 of general funds.

8.2 **Accounts for Payment in Accordance with the Budget**

The RFO presented the list of payments (Appendix G). It was **resolved** to approve this list of payments. **Action:** RFO.

8.3 **Tennis Club Loan for Replacement Floodlights**

The Secretary of State has given borrowing approval for the Norfolk LTA Loan. Norfolk LTA will discuss the loan at their next meeting on the 16 July 2024. Once funds are received from Norfolk LTA, we can authorise the contractor to replace the floodlights. **Action:** RFO.

8.4 **Tree works on TPO Tree on Old Hockey Field**

Cllr CB abstained from the vote as he is a neighbour of one of the contractors.

A TPO tree on the Old Hockey Field has some dead wood that needs removing. The Parish Warden strived for three quotes to complete the work. It was **resolved** to proceed with contractor A at £950. **Action:** RFO.

8.5 **Alternative Investment**

The RFO was asked to investigate an alternative investment as LTC could not proceed with the Nationwide savings account. It was **resolved** to keep the funds in LTC's Unity Trust Savings account for now due to the imminent works on the Library Annexe.

8.6 **Report on expenditure on professional services on data related matters**

The total spent to date for 2023/24 is £12,325.27 exc. VAT. The figures for 2024/25 are £4,824.00. These amounts now also include professional fees paid to Birketts LLP.

8.7 **Tender Analysis for Library Annexe Refurbishment**

The price for the works is higher than previously quoted. The Contract Administrator has recommended a meeting with one of the contractors to see if items can be altered or cost savings made. **Action:** Clerk.

8.8 **Update on Bank Closures**

Due to issues with historic signatories, LTC has been unable to close all of the Barclays accounts. The Council **resolved** to transfer all funds out, and eventually Barclays will close the accounts. **Action:** RFO.

8.9 **Community Orchard Grant**

The Parish Warden and Clerk met with Plantscape on the 4 July 2024 on the area of licenced green space and a community orchard area of 12m x 12m containing 16 feathered mixed fruit trees has been proposed. The area will be positioned centrally with a minimum of 6 metres from neighbouring property boundaries. The area has clover and wildflowers currently, so we have agreed that the grass will be left, and wildflower plugs will be planted early spring. The Council **resolved** to submit a 'Greening our Communities' grant application. **Action:** RFO.

8.10 **Small Grant Application from the Loddon Community Gym**

The applicants are asking for £500.00 for the entire cost of a proposed advertising campaign to boost the Gym membership. It was **resolved** to grant £100. **Action:** RFO.

9. **Planning:**

9.1 St George's Park

The Action Group have circulated an update.

9.2 Planning Applications from South Norfolk Council: *Please refer to the Planning Report (Appendix H).*

2024/1134: Erection of 6 no. bungalows for supported living at Saxon House, Kittens Lane. It was **resolved** to object to the application for the following reasons: Density too high. Loss of community garden. Detrimental impact on biodiversity. Loss of trees. Car parking is not increasing to accommodate the additional housing. Concerns regarding inadequate emergency access. Residents in the proposed properties complaining about noise from children playing in the adjacent school and playing field. **Action:** Clerk.

9.3 Decisions on Planning Applications from South Norfolk Council: *Please refer to the Planning Report (Appendix H).*

9.4 Planning Applications from the Broads Authority: *Please refer to the Planning Report (Appendix H).*

9.5 Decisions on Planning Applications from the Broads Authority: *Please refer to the Planning Report (Appendix H).*

10. Public Open Space, Assets and Highways:

10.1 Purchase of Saffron Land Adjacent to Crossways Terrace

LTC have approached Saffron to discuss the possibility of purchasing the land adjacent to the Loddon & Chedgrave Playing Field with a view to providing an overflow car park area. Saffron have sent LTC their valuation of the land and offered LTC the opportunity to obtain their own valuation of the land. LTC have obtained a valuation, and a meeting was held with Saffron's land management team on the 23 May 2024. LTC are waiting for a response from Saffron. No update since the last meeting. **Action:** Clerk.

10.2 The Hollies Community Building

CAN have supplied information on the formation of a CIO. It was **resolved** to organise a closed meeting to discuss the proposal. **Action:** Clerk.

10.3 Christmas Lights 2024

In order to achieve a continuous display between Loddon and Chedgrave, it will be necessary to gain consent from all owners of the Mill. **Action:** Clerk to contact the new owners of the Mill to see if lights can continue into Chedgrave via Loddon Allotments.

10.4 Sam2 Reports

The Sam2 reports had been previously circulated to Council. Thanks to the Council volunteers for relocating the Sam2 on a four-weekly basis.

11. Updates from Committees, Representatives and Working Parties:

11.1 Personnel Committee

The draft Personnel Committee minutes from the meeting held on the 9 July 2024 had been circulated prior to the meeting.

11.2 Events Committee

The Events Committee met on the 19 June and 3 July 2024 to prepare for the Chet Valley Summer Fete.

The Fete took place on the 6 July 2024, but unfortunately had to be cancelled soon after it started due to inclement weather. The raffle had to be drawn on the day. The dog show did not go ahead. Many of the costs involved in organising the event could not be reclaimed. It was **resolved** to write to the sponsors and ask if we can carry the funds over to another event. **Action:** Clerk.

It was **resolved** to refund the dog show tickets. **Action:** RFO.
The report is attached to the minutes Appendix I.

11.3 **Loddon & Chedgrave Playing Field Committee**

The Loddon & Chedgrave Playing Field Committee is due to meet on the 17 July 2024. The report is attached to the minutes Appendix J.

11.4 **Chet Neighbourhood Plan**

Cllr JH verbally reported that there was no date set for the referendum. The report is attached to the minutes at Appendix K.

11.5 **Love Loddon Community Group**

The report is attached to the minutes at Appendix L.

11.6 **Chet Valley Community Larder**

Cllr JH gave a verbal update.

Cllr JH requested that the RFO keeps an eye out for relevant grants. **Action:** RFO.
The report is attached to the minutes at Appendix M.

11.7 **Jubilee Hall Management Committee (JHMC)**

Cllr CB reported that the JHMC has a meeting planned with SNC's Community Manager on the 15 July 2024.

The report is attached to the minutes at Appendix N.

12. **Correspondence:**

Correspondence had been circulated prior to the meeting:

13. **Items for a future agenda:**

- Parish Partnership – Jubilee Hall Pedestrian access
- Tennis club grant
- Wherryman's Way update

14. **Upcoming Council Meetings:** *(Held in Hollies Rear Hall unless otherwise specified)*

The next full Council meeting will be held on Wednesday 11 September 2024 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 4 September 2024).

- L & C PFC Meeting – 17 July 2024 at 7.00pm
- Events Committee Meeting – 24 July 2024 at 8.00pm
- Full Council Meeting – 11 September 2024 at 7.00pm

15. **Exclusion of Press and Public:**

It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.

16. **Update from South Norfolk Council**

The Council received an update from South Norfolk Council.

17. **Update on Vexatious Complaint and Data Requests**

The Council received an update.

The meeting closed at 20.33pm.

Appendix A - Report from District Councillor Jeremy Rowe

No report from District Cllr Jeremy Rowe.

Appendix B – Chairman’s Report

No report from Cllr Andy Woodman.

Appendix C - Clerk’s Report

In addition to managing the Council’s facilities and staff, and further to the reports on the agenda and matters arising, the Clerk has information on the following matters.

Office

The Council had several Committee meetings since the last TC meeting:

- Events Committee Meeting – 19 June 2024
- Extra Events Committee Meeting – 3 July 2024
- Tennis Club Subcommittee – 5 July 2024
- Personnel Committee – 9 July 2024

The Clerk also attended several other meetings:

- SLCC Meeting - 14 June 2024
- SNC Parish & Town forum – 9 July 2024
- SNC Asset Officer – 21 June 2024
- Cllr induction – 21 June 2024
- Community orchard – 4 July 2024

Future Meetings:

- SNC Pride in Place – 16 July 2024
- L & C PFC – 17 July 2024
- Events Committee – 24 July 2024

The AAO has organised the Freedom of Loddon board sign writing.

The AAO’s laptop was replaced.

The annual gas safety check and fire extinguisher checks have been completed for the library Annexe.

Public Open Space and Assets

The tender analysis for the works to the Library Annexe kitchen and toilets refurbishment has been completed.

LTC responded to parishioners concerns regarding Footpath 14 and the Parish Warden met with Norfolk County Council (NCC) Trails Officer to review the concerns. NCC will be installing railings to ensure the footpath can be used safely.

The Parish Warden and Clerk met with a contractor to discuss the community orchard off Cannell Road. The specification is now in Dropbox. The contractor will quote and the RFO will submit a grant request.

NCC have confirmed that the exposed railings on the pavement of High Bungay Road have been removed.

Saffron has reported an issue with a LTC streetlight in Davy Place. LTC’s streetlighting contractors have been attempting to resolve the issue and we have received the following: “All working as of today, UKPN have attended a couple of weeks ago. UKPN had not reconnected the lantern into the new cut-out. It’s now connected and it’s working however.... The lantern has a blue tinge to it which is signs of a faulty lantern and will require replacement.

NCC’s contractors replaced the bus stop as part of the ‘Gold Standard Bus Stop Scheme’ on Church Plain (adjacent to the Swan). The work commenced on Tuesday 2 July 2024. Unfortunately, the contractor's traffic light system on Church Plain failed to work on Tuesday morning, which combined

with the emergency slip lane closure off the A146 in Chedgrave caused difficulties in Loddon town centre. [Norfolk County Council](#) have confirmed that temporary bus stops will be in place in August when the second bus shelter on Church Plain is being replaced.

The Jubilee Hall Management Committee have confirmed that they wish to proceed with the pedestrian access. LTC will need to obtain quotes for removal and grubbing out of 13 metres of hedging before Norse can quote. LTC will then submit a Parish Partnership Bid for the works. The Stathe toilets required urgent repairs to the expansion vessel.

Events

The office has working exceptionally hard to support the Events Committee with the organisation for the Chet Valley Summer Fete (6 July 2024). The weather forecasts had not indicated such inclement weather, and sadly the event was cancelled soon after it started. Thank you to the sponsors, community groups, performers and people who turned up on the day. The field looked incredible and if the weather had been on our side, it would have been an amazing day. No decision has been made as to whether the event will be reorganised.

Appendix D – Admin and Allotments Officer’s Report

I completed the quarterly Health & Safety inspection of the allotments on 13 June 2024, with nothing to report.

I have received a complaint via the Loddon Community Allotment Society that several plots had become overgrown with a risk of seeding nettles & other weeds to neighbouring plots. I was already monitoring these plots from my own inspections and have contacted the tenants. This has resulted in two plots being handed back which I am in the process of reallocating. The other tenants have assured me they will bring their plots up to a good standard as soon as possible. I have had problems contacting one tenant, but I will continue to pursue this.

The waiting list currently stands at 8 people, once the 2 plots have been allocated, it will be 6. I continue to regularly inspect & monitor the site to ensure that all plots are well cultivated and kept to a good standard.

There has been a lot of work relating to the Chet Valley Summer Fete this month, contacting both food vendors and prospective stall holders, checking that relevant forms have been received, Payments made, information has been sent out and other admin tasks.

I continue to cover the day-to-day admin in the office, including dealing with planning matters, responding to Parishioners enquiries, answering emails and phone calls, and supporting the Events Committee with taking minutes and providing agendas.

Appendix E – Parish Warden’s Report

Key activities since the June Council meeting:

- Contracted works:
 - Sourced three quotes for tree maintenance on Old Hockey field
 - Obtained quote and arranged hedge cutback of Recycle bays
 - Arranged Gas safety checks
 - Facilitated landscaping works in area behind Library railings (Gravel)
 - Supported site meeting to develop Community Orchard plans
 - Facilitated Staithe water heating system repairs (Expansion vessel)
- Response to Councillor/Parishioner concerns/reports:
 - NCC Site meeting to discuss safety barrier requirement on Footpath 14
 - Investigated Parishioner concerns ref. overgrowth on FP14
- Summer Fete banner installed at A146 Chedgrave turning

- Playground maintenance:
 - Repaired loose seat in Jeep
 - Re-pegged and recovered loose areas of matting
 - Adjusted Kittens Lane 'old' gate to meet ROSPA requirement
 - Filled rotten area on Large multiplay cross beam
- Skatepark and Parkour swept to remove gravel
- Flexible output hoses added to Allotment pumps to make more robust
- Logistical assistance preparing for Summer Fete
- PAT Testing of Fete equipment
- Installed 'Old school' information board in Library passageway
- Repaired leaking shower hose at Staithe
- Routine weekly Safety inspections of: Kittens Lane and Broadlands play areas
- Weekly inspection; Public open spaces, Parish trees, Annex Offices and Staithe
- Tennis courts inspected and leaf vacuumed weekly
- Routine litter picking; Hockey field, Jubilee field, and Skate Park
- Ad-hoc litter picking; Beccles Road, High Street, George Lane, areas off Lemn Grove and Cannel road
- Regular inspection of Staithe toilets, Car park area and Waterfront
- Monthly inspection and litter pick at Pyes Mill
- Legionella flushing and temperature control readings completed
- Fire Alarm System, Emergency lighting, and CO Monitor checks complete
- CCTV Cameras checked and cleaned
- War Memorial inspected and swept
- Water and electricity meter readings taken
- Footpaths; 8,9,10,11,14,15, 16 & 18 Inspected and litter picked. Pinch points cut back to maintain access.

Appendix F – Data Protection Matters

No report.

Appendix G – Payments for Approval

30/06/2024	Unity Trust Bank	Bank Charges	18.00
05/07/2024	South Norfolk Council	Rates	434.00
24/06/2024	EON	Gas	156.94
10/06/2024	Adeot IT	IT	31.20
01/07/2024	Inty LTd	IT	99.82
11/07/2024	BT	Phone	72.65
11/07/2024	Everflow	Staithe Water Bill	609.18
11/07/2024	SSE Energy Solutions	Electric	128.30
11/07/2024	E-ON	Gas	40.17
11/07/2024	Jessica Powell	Dog Show Advertising	62.28
11/07/2024	Roberts & Son	Fete Advertising	262.80
11/07/2024	Neil Cheesewright	Shower Refund	2.50
11/07/2024	Tas Valley Fire (UK) Ltd	Fire Extinguishers	115.20
11/07/2024	Debra Yeomans	Larder	102.75
11/07/2024	Briketts	Professional Fees	1,800.00
11/07/2024	Loddon Building Preservation Trust	Hire of the Hollies	210.00

11/07/2024	Clear Councils	Fete Public Liability Insurance	112.00
11/07/2024	Countryside Arts	Fete Tea Towels	763.34
11/07/2024	Panel Graphics	Freedom of Loddon Board update	72.00
11/07/2024	Loddon Community Gym	Small Grant Loan	100.00
10/07/2024	Salary & Expenses	July 2024	5,828.86
10/07/2024	HM Revenue & Customs	Tax & NI - July 2024	889.83
10/07/2024	Norfolk Pension Fund	Pension - July 24	1,539.66
11/07/2024	Tom's Trees	Hedge trimming -	240.00
11/07/2024	Discord & Rhyme	Fete - performance	125.00
11/07/2024	Top 2 Bottom Cleaning	Cleaning	1,560.00
11/07/2024	Discreet Security Ltd	Fete - 10 Hours	234.00
11/07/2024	James Preston	Fete Expenses	164.61
11/07/2024	Loddon Garden & DIY	Grass cutting/maintenance	4,801.87
11/07/2024	Kevin Wright	Straw Bales - Fete	140.00
05/07/2024	Adept IT	IT	417.16

Appendix H – Planning Report

App Number	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2024/0083	Listed Building Consent	Kings Head 16 Bridge Street Loddon Norfolk NR14 6EZ	Replace 3 x upstairs windows	D	Approval with Conditions (Delegated)	13/06/2024
2024/0950	Listed Building Consent	1 Vine Court High Street Loddon Norfolk NR14 6AH	Installation of a wood burner flue 600 mm above the roof ridge line	D	Approval with Conditions (Delegated)	12/06/2024
2024/1222	Householder	2 Willow Close Loddon Norfolk NR14 6FY	Proposed single storey extension to the rear of the property	D	Approval with Conditions (Delegated)	11/06/2024
FUL/2023/0014		Lagoons at Upgate Road, Seething, Norfolk, NR	Continue the Use of three Lagoons to Store Organic Liquid Waste: Whites Recycling Limited	A		
2024/1818	Householder	5 Farthing Close Loddon Norfolk NR14 6DL	Single storey infill and side extension with garage conversion	A		
2024/1134	Full Planning Permission	Saxon House Kittens Lane Loddon Norfolk NR14 6DL	Erection of 6 no. bungalows for supported living	A		

Appendix I - The Events Committee

No report from Cllr Liz Marsham.

Appendix J - Loddon & Chedgrave Playing Field Committee

Nothing to report from the Playing Field Committee other than to say next meeting is Wednesday July 17th.

Cllr Colin Binfield

Appendix K – Chet Neighbourhood Plan

No report from Cllr Jane Hale.

Appendix L – Love Loddon Community Group

No group activities to report other than the watering rota continues successfully for the LTC planters, for which we have received many compliments from the local community.

One of our volunteers also regularly strims and tidies the area behind the Farthing Green benches, the Co-op, and the path by Loddon Deli.

The next planning meeting of the LLGC will be on Saturday 14th of September at 10.00am, venue TBC but likely to be held at The Swan, when we will review the activity for 2024, discuss replacing the summer bedding plants and propose dates.

Cllr Julie Appleby

Appendix M – Community Larder

No report from Cllr Jane Hale.

Appendix N - Jubilee Hall Management Committee

No report from Cllr Liz Marsham.