

Meeting Minutes of Litcham Parish Council  
Monday 4<sup>th</sup> September 2023 at 19.30 pm held at the Litcham Secondary School

---

Present: Parish Councillors: Mike Oldfield (Chairman), Chris Mitchell (Vice-Chairman), Claire Lawrence, Richard Fagence and Nina Hart  
Also, present: Donna Secker (Parish Clerk), 1 member of the public

---

**1. To receive apologies for absence**

County & District Councillor Kiddle-Morris has sent his apologies. Cllr Brown and Cllr Fuller also sent their apologies and these were accepted.

**2. To receive declarations of interest**

No declarations were received.

**3. To approve the minutes of the meeting held on 3<sup>rd</sup> July 2023**

It was resolved to accept the minutes of the last meeting as a true record, and it was signed by the Chairman.

**4. To receive any brief updates from County and District Councillor**

County Councillor and District Councillor Kiddle-Morris's report can be found on the website.

**5. Open forum for Public Participation: an opportunity to hear from members of the public**

**5.1 Parishioner complaint re: parking at the primary school and request for a new street sign**

This was discussed further as this is an ongoing problem. Due to the Council not owning any land nearby, the parking situation can only be monitored. The Clerk will investigate the land around the area where the parishioner lives to see if it is highway land or privately owned.

A parishioner raised an item regarding overgrown hedges at the top of Back lane, the Clerk will write to the farmer owner requesting for the hedge to be cut back.

Parishioner raised a query on the Village website that some links are not working. The Parish Council have their own website which the Clerks updates but the Village Website is updated by a parishioner. The Clerk will look into this.

Cllr Hart has been approached by parishioners raising concerns about dry leaves on the pavements, Church Street, Front Street and Pound Lane. The Clerk will notify the Rangers; however, the Council currently do not have a date that they will be visiting.

**6. To update on items not on the agenda**

All items are on the agenda for discussion

**7. To report and update on highways**

It was noted that "The Green" has overgrown hedges and trees which are encroaching the grassed area. The clerk will contact our contractor to see if they will be able to quote us on cutting this back. Also it was reported that the footpath from Church Street to Manor Drive is overgrown and needs cutting back, the Clerk will obtain a quote from the contractor.

The clerk will also contact the owner of the overgrown debris opposite the school which is narrowing the road.

## 8. To update on the checks on the council assets

The Council is still in the process of checking the condition of the Council's assets.

## 9. Planning Applications

9.1 To receive planning applications from Breckland District

9.2 To receive an update on application decisions taken by Breckland District Council  
**3PL/2023/0573/HOU**-Proposed Porch extension to front. 33 Wellingham Road.  
**3PL/2022/0371/D+3PL/2022/0340/D+3OB/2022/011/OB**-Erection of 8 dwellings following outline permission. To be referred to **Planning committee 4<sup>th</sup> July 2023 at 10am** at Breckland District Council.

## 10. Items to discuss and update

10.1 To discuss the S106 application from Litcham Common Management Trust

An application was submitted for £1540.00 to repair the damaged fence. The Council agreed for this application to be processed.

10.2 To update on implementing a tree guard

The tree planted near to the village sign is still young. This will therefore be added to the next agenda.

10.3 To discuss the communication from Norfolk Wildlife Trust re: Long Meadow

The Clerk circulated a report that had recently been carried out by the Norfolk Wildlife Trust. It was reported that this area is not suitable for tree planting as it is species-rich grassland which could be enhanced with the correct management and guidance. It was also reported that the NWT considers Long Meadow to be of such value that it should be considered for designation as a County Wildlife Site, which is the same designation that Litcham Common has. The creeping thistle desperately needs to be managed to control its spread and the Council would like further information on the best way to deal with this. Further advice will be sort from NWT

10.4 To discuss the posts around the village sign

The Clerk received a quote to install posts around the Village sign due to cars parking around the sign and to protect the kerbed area of shingle and paving. The Council requested two further quotes, the Clerk will obtain two further quotes.

## 11. To Consider the Parish Partnership Scheme

The Council discussed further installing Wig Wags as a traffic control during school time to monitor speeding and use as a prevention. The approximate quote obtained last year was £6000 for the Wig Wags but this wouldn't include installation and connecting to an electrical supply. It was agreed unanimously not to proceed with this.

## 12. Finance

### 12.1 To approve the list of payments

The council approved the list of payments for September 2023 as detailed at the end of the minutes

### 13. To update the Council on the meeting regarding the North Elmham-Campaign against the new town.

No update presently.

### 14. To update regarding the new bank account and move to Unity Trust Bank

The Clerk is still in the process of setting up the new account.

### 15. To received items for the next meeting agenda date Monday 6<sup>th</sup> November 2023.

Dog Bins, refurbished notice board, further quotes for posts. Budgets and Precepts, internal auditor.

Meeting closed 20.54

**To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items:**

### 16. To approve the clerk's Contract

The Council approved the Clerk's contract and this was signed by the Chairman and the Clerk

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
752	D.K.Secker	Wages for May & June	£677.76
753	HMRC	PAYE	£75.20
754	E. Christie	Community Car- May + June	£155.70
755	Wix.com	Yearly website & Domain	£120.46
756	Defib Pads	Community heartbeat	£68.34