

Minutes of the Meeting of Litcham Parish Council held on **Monday 5 March 2018**, in The Jubilee Hall at 7.30 p.m.

**Present** Councillor M Oldfield (Chair)  
Councillor C Mitchell  
Councillor M Anderson  
Councillor E Christie  
Councillor R Fagence  
Councillor J Jones  
Councillor C Lawrence

County Councillor M Kiddle Morris  
District Councillor E Gould

Two members of the public.

**1. Apologies for Absence.**

There were no apologies for absence.

**2. Declaration of Pecuniary Interest.**

Councillor Lawrence declared a DPI in Agenda Item 8.3 being the mother of a person quoting.

**3. Minutes of the Previous Meeting.**

Councillor Anderson proposed and Councillor Jones seconded the resolution that the minutes of the meeting held on 5 February 2018 having been circulated be approved. All were in favour and the minutes were duly signed.

**4. Public Participation.**

**4.1 County and District Councillor Reports.**

The County Councillor reported that the budget had been passed and advised the members that the minutes from February had the %age increase the incorrect way round and that there is an extra 3% for Adult Social services and 2.995 increase of council tax. The Police and Crime Commissioner is making a concerted effort to the merger of the police and fire services. He is preparing a business case but the County Councillor felt that there are problems with this as he would have to take over the capital, fire stations and equipment of the fire service which is run by Norfolk County Council. He stated that he thought that it would be two years to have the finances in place for this to occur. Norfolk County Council is opposed to this as the Fire Service is rated as the best in the country. He commended the efforts of the highways and local farmers and builders to ensure that the roads were passable following the snow which had drifted.

The District Councillor informed the meeting that the budget had been approved. This is a balanced budget and the Council Tax for a Band D property will increase by £4.95 per annum. Attleborough Town Council is to enforce the parking regulations of a maximum of 2 hours in the town centre. It has been noted that there are four cars arriving and then three are left and all travel in the one so that the three are left there all day. Breckland Council is supporting a new mobile phone app to inform the owner of shopping that is wanted and where it is available and it can then be delivered to a site in market towns. The District Councillor had informed the officers that the Parish Council will not pay for repairs to land that it does not own. This refers to the track off Wellingham Road to the land to the rear. The bollards are not to be moved as it is likely that a larger bus will be needed for the Primary School and this will have to turn in this entrance. She also informed the meeting that as Breckland Council owns the land it can do what it likes with

the trees especially as there is no TPO on them. The contractor used is unlikely to be employed by Breckland Council again. A parishioner present expressed his dismay that the trees had been felled and with the poor state that the area was left in after the work had been completed.

#### **4.2 Public Participation.**

##### **4.2.1 Litcham All Saints Church.**

A parishioner informed the meeting of the plans for Litcham All Saints Church as follows:-

1 Building: after 4 years and approx. £350k restoration work has been completed on the chancel and south nave roofs. New Sound and loop system installed inside the church.

2 Churchyard

1. A Working party has been set by Claire Lawrence – with the work remit and insurance under the PCC
2. Conservation: Malcolm Turner has carried a survey of Flora and Fauna, and wildlife in the churchyard in conjunction with NWT. Moth survey planned for May. 19/3 Emily Nobbs of NWT will be visiting to advise on a conservation area and management plan. The grass in this defined area will not always be cut. This is under the joint Norwich Diocese Churchyard Conservation /NWT initiative.
3. It is planned to put up a conservation information panel in memory of Dick Jackman with monies donated in his memory and passed to The Friends. There will also be a record book inside the church detailing the results of Malcolm Turner's survey. The information panel requires approval by the PCC and the Diocese, and a Faculty is required to meet Churchyard Regulations.

3 Grass cutting: Groundscape wish to cut the grass this year, a competitive price, starting when the weather permits. Never found out the reason for stopping last year.

4 Trees: Tree safety survey carried out and work costing £3k identified. Front trees nos 2 & 9 to come down, the crowns reduced on the other trees and dead material removed.

5 Gates: Friends to finance new front gates, oak using existing iron work. Self adjusting to allow for the ground slope – quote to be obtained from Scope Joinery, Beeston. Also quote to be obtained for a hard surface path up to the church suitable for a wheelchair. Friends budget £5k.

6 Notice board to be revamped

7 The Church is financed totally from voluntary giving – we need c£15k pa min / £300 per week - to maintain the building and churchyard for the benefit of the community and increasingly used by the schools.

The Parish Share ask from the Diocese last year was £8.5k and we only paid £7.2 In addition the building has to be insured, heated and maintained, and the churchyard maintained.

##### **4.2.2 Breckland Council.**

It had been hoped that representative from Breckland Council would be attending regarding the tree felling. Unfortunately no one was available. A written response had been received which stated the same as the District Councillor.

## **5. Matters to Report.**

### **5.1 General Data Protection Regulation.**

The Clerk will prepare the draft policy and terms of reference for the next meeting. It was agreed that the committee be made up of all seven Councillors.

### **5.2 Royal British Legion Pilgrimage 90.**

This was deferred until April to allow Councillor Jones to obtain further information.

### **5.3 The Green.**

The benches had been removed but the Clerk had not received written confirmation that the terms will be adhered to.

### **5.4 Neighbourhood Watch.**

There are vacancies for Rectory Meadow-Archers Farm, Pound Lane-Back Street-Front Street-Lexham Road, Weasenham Road-Keppel Close, and Lexham Road west-Hall Farm-Coronation Cottages. The Chairman is to contact the previous coordinators for these areas.

**6. Highways.****6.1 Report on Highways Matters.**

Back Lane had been sided out that day.

The Clerk had contacted the County Councillor to enquire if Pound Lane near to the Primary School could be added to the gritting route. The Highways Engineer had requested information regarding the drainage across the SSSI on Druids Lane and the County Councillor had replied. The problem of drainage was felt to be caused by the culvert at Mouse Cottage and this will be reported to the Highways Engineer. Some of the potholes reported last month had been repaired but not all. The flooding on Mileham Road is being investigated. The Clerk had contacted the Highways Engineer to suggest that the repairs to the junction of Druids Lane and Mileham Road be done during school holidays and he had noted this.

**6.2 New problems.**

The following will be reported:-

1. the gulley on Lexham Road near to No 8.
2. potholes at the junction of Rectory Meadow and Druids Lane, outside the fisheries on Dereham Road, outside Canaan Row opposite no 9.
3. a post on Weasenham Road/ Pound Lane had been damaged.

The Highways Engineer is to be requested to consider posts on Tittleshall Road to protect the verge.

**6.3 Wellingham Road.**

The Clerk reported that there had been considerable correspondence regarding the state of the track off Wellingham Road leading to the land at the rear and the fall of a parishioner. The track is to be repaired and the bollards are not now to be moved following intervention from both the County Councillor and the Parish Council.

Breckland Council had contacted the Clerk requesting a donation to pay for the repairs. As the District Councillor had reported Breckland Council will not be requesting this again.

**7. Planning.****7.1 Applications.**

There were no applications to consider.

**7.2 Decisions.**

There were no decisions to report.

**7.3 Matter referred to Enforcement.**

The Clerk reported that he had not received any further information regarding the retrospective planning application.

**7.4 Planning Committee.**

The application for the dwelling on Lime Kiln Lane had been referred to the Planning Committee. It was agreed that no one would speak at the meeting.

**8. Finance.****8.1 Budget.**

Councillor Anderson proposed and Councillor Lawrence seconded the resolution that the budget which had been circulated be approved. All were in favour.

**8.2 Balances and Cheques for Authorisation.**

Councillor Lawrence proposed and Councillor Fagence seconded the resolution that the following balances and cheques for authorisation be approved. All were in favour.

**Balances :-****Bank of Ireland.**

Balance at 31 12 17	8026.44
Less Direct Debit- E-on- 12 01 18-104.10	
Cheques authorised 04 12 17-250.00	<u>354.10</u>
	7672.34
Plus Interest 05 01 18-.71	<u>.71</u>
Balance at 31 12 18	7673.05
Less Unpresented cheques authorised 04 12 17-7.50	

	Unpresented cheques authorised 05 02 18-534.36	<u>541.86</u>
	Balance at 05 02 18	7131.19
	Plus float for Community car	<u>100.00</u>
	Balance at 05 02 18	7231.19

Amount available for Section 137 : 511x £7.57= £3868.27

Spend to Date :£0.00

Cheques for authorisation:

490	B J Leigh	Salary-Feb 308.21 less PAYE 61.60	246.61
491	HMRC	PAYE-Feb	61.60
492	Mrs E Christie	Community Car December and January	130.90
493	Beetley Parish Council	Photocopying & Stationery	47.31
494	B J Leigh	Postage-14.63 Mileage-61.20 Telephone-50.00	125.83

### **8.3 Maintenance at Long Meadow.**

The Chairman stated that he had spoken to a contractor and was going to speak to another but at present had not received a quotation. Two ponies are to arrive at the Common about 26 March and some posts on Long Meadow need replacing. It was agreed to contact a contractor and to advise the Common Management Committee of the repairs and to have these done at the same time as repairs on the Common.

### **9. Correspondence for circulation.**

The following correspondence will be circulated.

#### **9.1 Clerks and Councils Direct March 2018.**

### **10. Matters for the next meeting.**

There were no matters raised for the next meeting.

### **11. Date of the next meeting.**

This was confirmed as Monday 9 April 2018 to follow the Annual Parish meeting which will commence at 7.00 p.m. to be held at The Jubilee Hall, Litcham.

The meeting closed at 2124.