

Meeting Minutes of Litcham Parish Council  
Monday 7<sup>th</sup> March 2022 starting at 19.30 pm held at the Jubilee Hall, Litcham

---

Present: Parish Councillors: Mike Oldfield (Chairman), Chris Mitchell (Vice-Chairman), Claire Lawrence, Richard Fagence, Matthew Brockbank.

Also, present: Donna Secker (Parish Clerk), 1 member of the public

---

**1. To receive apologies for absence**

County Councillor Kiddle-Morris sent his apologies

**2. Resignation of Councillor Christie**

Cllr Christie has resigned after serving many years, she will be greatly missed. Litcham parish council would like to thank her so much for volunteering and dedicating so many years to Litcham Village. Cllr Christie is also the community car coordinator and will continue to volunteer for this role for the time being.

**3. To receive declarations of interest in times on the agenda and consider requests for dispensations.**

No declarations of interest received

**4. To approve the minutes of the meeting held on 10<sup>th</sup> January 2022**

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

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

No report received from County Councillor Kiddle-Morris

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

A member of the jubilee events committee updated the council regarding ideas and events planned to celebrate. It will be held on Friday 3<sup>rd</sup> June 2022. There will be entertainment for the Children, residents will be asked if they would like to decorate their windows along Church Street. A road closure request has been submitted. The theme will be to wear something red, white, and blue. Hoping to have a scarecrow event and a treasure hunt around Litcham. The jubilee committee would like to request a donation to cover the cost of road closure and insurance cover for the day, this will be discussed further on item 12.1.

**7. To agree and discuss joining the Offshore Windfarms Transmission Network**

After a discussion, the council would like further information from the District and County Councillor. This will be added to the next agenda for further discussion.

**8. To report and update on highway matters**

Cllr Fagence sent the clerk a list of items that need attention.

The stop sign at the south end of Back Lane is missing.

Speed signs on Mileham Road and signs around Druid's Lane are all very dirty.

Road markings still need refreshing on the main junction. Druids land junction road surface needs resurfacing again even though it was only recently done.

The council was advised by the District Cllr Kiddle-Morris, that the junction by the Bull is going to be re-dressed and that is why stop signs on the road have not been refreshed.

The clerk will report these to highways.

It was noticed that shingles from driveways are covering the pavements, and this may become a health & safety issue. The clerk will write to the homeowners concerned.

Highways signs around Litcham have algae/moss and are becoming unreadable, the clerk will report this.

Cllr Mitchell reported the trees overgrowing on the Dereham Road, unfortunately, it is unsure who owns the land and who will be responsible for cutting these back. The clerk will investigate this further.

The Cllr's are concerned about the pavement on Church Street that has been cut away. There is a big dip due to some of the pavement being cut away, this may be private land but may become a health & safety issue. It was agreed to contact the homeowners and ask if this area can be coned and taped off to warn pedestrians of the surface difference.

Highways signs are being left; the clerk will contact them to collect them as soon as possible.

The clerk received notification from Breckland regarding a potential Mobile Food shop visiting Litcham. The Cllr's agreed that Litcham has a great village shop, and the Mobile food shop is not needed in Litcham. The clerk will email Breckland suggesting another village will benefit more from the Mobile food shop.

## **9. Planning Applications**

### **9.1 To receive planning applications by Breckland District**

3PL/2022/0135/HOU-Warren View, Druid Lane. Proposed first-floor extension over existing utility, office/study. The Council agreed to support this application.

### **9.2 To receive an update on applications decisions taken by Breckland District Council**

(None received)

## **10. Items to discuss and update**

### **10.1 To discuss overhanging hedges**

One homeowner was contacted regarding the overhanging hedges, and this was cut back immediately and exposed important signs that were hidden. The council requested for another notice to be added to the Church & Village requesting parishioners to cut back hedges encroaching onto the highways and pavements. The clerk will action this.

### **10.2 To discuss the rental of Long Meadow**

Due to the current renter unfortunately passing away, the family would still like to continue with a new rental agreement. The clerk will arrange this and send off a new invoice. The cost of the rental is £350

### **10.3 To discuss and agree on the cutting of the green**

The clerk obtained quotes for the cutting of the green. The council discussed this, and it was agreed to go with BB garden service. This will be a 3-year contract and the price will remain the same for 3 years unless further work is required from the council, and this will be charged separately.

**10.4** To discuss the weight restrictions signs on the back lane

It was discussed regarding the weight restriction sign which was missing. However, this was confirmed that the sign is present but is not visible due to brambles overgrowing and covering the sign. The weight restriction sign at the top of the back lane is missing. The clerk will request a replacement for highways.

**10.5** Update on the possible implementation of the trod

The council will be notified by the end of March if their bid was successful.

**10.6** To update on the community car scheme

The coordinator has found two further volunteers and waiting for the DBS checks and certificates to arrive. The clerk has completed the new grant form for 2022/23 and this has been received and the grant for £250 was accepted.

**10.7** To discuss the refurbishment of the village sign

Two further quotes have been received and they are all coming in at the same price as the first quote, £2730 + Vat. The first quote was only to repaint the sign, but it didn't include the replacement of a backboard or the shot blasting. It was agreed by the council that they will go with the quote of £2730 + Vat but this quote included a complete refurbishment for the sign, with sandblasting and the backboard and frame being replaced. It is with the hope that this will be done and completed in time for the Jubilee Event.

**10.8** To update on No 9 Dereham road

Cllr Oldfield has had confirmation that they have agreed to repair the roof. The clerk has received contact details for a lady at Breckland and has written to her on behalf of the council expressing disappointment and upset on the way Breckland has handled this situation. The delay has caused many problems for the neighbouring houses and unnecessary damage has been caused along with unpleasant visits from rats etc. The council will continue to liaise with the District Cllr Kiddle-Morris to push for this to be actioned as soon as possible.

**11.** To discuss the Annual Parish Meeting and the Annual Parish Council meeting for May?

It was agreed and confirmed to hold the Annual Parish Meeting at 7pm on the 9<sup>th</sup> May, followed by the Annual Parish Council Meeting to be held at 7.30pm. The clerk will invite the local groups and clubs to attend.

**12.** To update the council on the Queen's Jubilee Plans

**12.1** To agree on a Donation

The council discussed this, and it was agreed to donate £500, the donation will go towards the road closure, insurance cover, and other upfront costs.

**12.2** To discuss and agree to Insurance cover for Jubilee Celebrations

This will be added to the next agenda to establish what cover will be required. The clerk will get some quotes.

Cllr Lawrence left the meeting.

### 13. Finance

#### 13.1 To approve the list of payments

The council approved the list of payments for March 2022 as detailed at the end of the minutes

#### 13.2 To approve the clerk's expenses for 2021/2022

The council approved the clerk's expenses for 2021/2022 this included payment for paper copies for the Cllrs, stamps, and office expenses.

### 14. To receive items for the next meeting agenda 9<sup>th</sup> May 2022.

Offshore windfarms transmission network

Trods

Sam 2

Meeting finished 20.57

FINANCE:31st Jan-28th Feb 2022

Balances:-

#### Community Account.

Balance at 27th Jan 2022	£13,782.96
Total	<b><u>£13,782.96</u></b>
Payment received from Breckland	£139.00
Drax D/Debit-Feb Street Lighting	£68.76
Total	<b><u>£13,853.20</u></b>

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
685	D.K.Secker	Wages for Jan & Feb	£535.26
687	E.Christie	Community Car	£30.85
688	E.Christie	Community car expenses 22	£40.00
689	Mr M Oldfield	Memorial keepsake	£57.00
690	NPTS	Yearly Subscription	£105.00
691	D.K.Secker	Expenses from 21-22	£202.96
692	D.K.Secker	Cost of living rise	£110.91
693	HMRC	PAYE	£163.29
694	Jubilee Committee Hall	Jubilee Events	£500.00

Parish Clerk: Donna Secker  
[pclitcham@gmail.com](mailto:pclitcham@gmail.com)

07436 394270  
[www.litchampc.info](http://www.litchampc.info)

Parish Clerk: Donna Secker  
[pclitcham@gmail.com](mailto:pclitcham@gmail.com)

07436 394270  
[www.litchampc@info](http://www.litchampc@info)