

Meeting Minutes of Litcham Parish Council
Monday 7th July 2025 at 19.30 pm held at Jubilee Hall

Present: Parish Councillors: Mike Oldfield (Chairman), Chris Mitchell (Vice Chairman), Claire Lawrence, Nina Hart, Jason Fuller and Paul Madden

Also, present: Donna Secker (Parish Clerk), 0 members of the public

Cllr Oldfield informed the Council about the sad passing of Cllr Richard Fagence. Richard had volunteered as Parish Councillor for many years. He was involved in many projects around the village and also volunteered at Litcham Common and looked after the welfare of the horses. He will be sadly missed and the Council send their condolences to his wife.

1. To receive apologies for absence

County Cllr Kiddle-Morris sent his apologies.

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

No declarations of interest

3. To approve the minutes of the meeting held on 19th May 2025

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

4. To co-opt and vote in a new Councillor

Due to the sad news of Cllr Fagence passing, the Council displayed a notice of vacancy. One application was received and this was circulated to the council before the meeting. It was agreed to welcome Clive Isitt to the Council, the acceptance of office was signed in front of the Council and Cllr Isitt was welcomed.

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

County Councillor Kiddle-Morris full report can be found on the website.

The Breckland Local Plan Settlement Hierarchy methodology will be going to a special meeting of Cabinet on the 14th July (the papers have been published). If approved, Litcham will not be a Local Service Centre, as previously, but one of 10 Primary Parishes.

There is concern within Norfolk that there is a rapid decline in the number of children attending rural schools. In a report to an NCC Select Committee, Litcham was identified as a "red" area. Of the 10 primary schools in the wider Litcham catchment, only 45 children were enrolled in year R. Of those 10 primary schools 5 have less than 60 pupils attending. Great Dunham Primary is set to close at the end of this term.

NCC have launched the Parish Partnership scheme again. Applications by 1st December.

The new NCC have launched the Norfolk Community Fund. Details can be found at [Norfolk.gov.uk/communityfund](https://www.norfolk.gov.uk/communityfund)

NCC are proposing a single unitary for Norfolk on the basis that there will be financial savings from day one.

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

No public present

7. To report and update on highways

The Council is still chasing outstanding items and with some potholes are getting bigger. The Clerk will continually chase this up. The Council raised concerns that plants from homeowners are causing obstructions on pathways and are limiting height restrictions in certain areas. The Clerk will add to the next Church and Village magazine, requesting in September for homeowners to cut back vegetation.

8. Planning Applications

8.1 To receive planning applications from Breckland District

PL/2025/0762/PAH- Single storey flat roofed extension to rear of property with rooflight- 1 Weasenham Road, Litcham.

The council received an application regarding the Litcham Shop. The Council felt that this should be discussed at the meeting and therefore, the Chairman requested this to be added to the agenda immediately, instead of an extraordinary meeting being called.

PL/2025/0563/FMIN and PL/2025/0565/LB-Litcham Post office and Convenience Store, 12 Church Street, Litcham. Retrospective application for a new shop front.

The Council objected to the retrospective application and comments were posted on the planning application.

8.2 To receive an update on application decisions taken by Breckland District Council

PL/2025/0458/FMIN-Change of use of basement flat to rentable accommodation-Lime Kiln House, Back Lane, Litcham -Refused

PL/2025/0453/LB-Proposed PV panels on southwest elevation of main house and southeast elevation of outbuilding. Point House, Back Street, Litcham -Approved

PL/2025/0447/HOU-Proposed PV panels on southwest elevation of main house and southwest elevation of outbuilding. Point House, Back Street, Litcham

9. Items to discuss, update and approve

9.1 To discuss and approve the expenses for the community car drivers

The Council were informed that the community car drivers can be left waiting at hospitals for up to 6 hours. It was suggested that the Car drivers' expenses were covered for refreshments. The Council approved this, expenses will be added to the Car Drivers' mileage fees at a max of £10.00 over a 3-hour wait.

9.2 To approve and discuss the purchase of a phone for the community car coordinator

The Community Car coordinator reported that he was using his own phone to operate the Community Car Scheme. The Council felt that a phone for the Scheme would allow for a more flexible service. The Council agreed to purchase a phone with a monthly tariff, with the purchase of a Nokia phone £29.99.

9.3 To review and discuss the Christmas Tree

The PC will support a Christmas tree, but only if the tree can be relocated to another area, for example, within the Church grounds. The Council unanimously agreed not to support the Christmas tree being situated in the Green, due to it being a busy junction and not a suitable site. This item will now be removed from the agenda.

9.4 To discuss the felling of the trees on Back Lane

Cllr Lawrence raised safety concerns that the Council has not yet received a road closure notice and the entrance to the School field is opposite Back Lane. The Clerk will confirm this with the homeowner

9.5 To discuss the sign on The Bull at the Junction

Cllr Lawrence reported that the sign on the gable end of The Bull public house is causing HGV vehicles to swerve on the other side of the road to avoid the sign. The Council discussed this and agreed that this is not something that can be moved or actioned.

9.6 To consider any Parish Partnership projects

The Council discussed it and any ideas will be brought to the next parish Council meeting.

10. To update the Council on the Street lighting contract

Due to Ofcom changes coming into force in 2026 electricity will be charged on a half-hour tariff. The Council has only currently been able to agree on a monthly contract presently until this comes into force. The streetlights in Litcham are currently LED lights which are paid by the Council, this may occur extra charges when this comes into force. The Clerk will keep the Council updated.

11. To discuss the questions to submit from the Local Plan Meeting

Cllr Oldfield and Cllr Lawrence attended a Local Plan meeting. Within this meeting, it was requested that questions be presented to the rest of the Council for discussion. The Council will submit the answers, which will hopefully contribute to the proposed Local Plan sites.

12. Finance

12.1 To authorise and approve the list of payments for July 2025

The payment list below was approved and authorised by the Council and these were agreed.

13 To receive items for the next meeting agenda date Monday 1st September 2025

Review and Renew Policies-Planning, Privacy, GDPR and Complaints.

Meeting Closed 21.22

Transfer number	Payment to	Reason for Payment	Cheque amount
1	D.K.Secker	Wages Mar & Apr	£929.20
2	D.K.Secker	Padlocks & Community Car	£37.10
4	Horningtoft PC	Tax Refund	£48.00
5	Zurich Insurance	Insurance cover	£300.00
6	Community Car	Car Journerys May & June	£112.50
7	Troupes	Community Car- June	£24.00
8	D.K.Secker	Mobile phone-Community car	29.99
9	Westcotec	SAM 2 sign (authorised at May's Meeting but paid in July)	£4,264.80