

Meeting Minutes of Litcham Parish Council  
Monday 1<sup>st</sup> November 2021, starting at 19.30pm held at the Jubilee Hall, Litcham

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Present: Parish Councillors: Mike Oldfield (Chairman), Elizabeth Christie, Claire Lawrence, Matthew Brookbank, Leroy Brown

Also, present: Donna Secker (Parish Clerk), 3 members of the public, Three representatives from Litcham School and Papillion project.

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1. To receive apologies of absence

Cllr Mitchell and Cllr Fagence both sent their apologise and these were accepted.

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

Declaration of interest was made on Item 8.7 by Cllr Lawrence, the form was completed and signed.

3. To approve the minutes of the meeting held on 5<sup>th</sup> July 2021

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 Councillors

County Councillor Kiddle-Morris reported that his report would be about the October budgets but because the chancellor made a statement this has been delayed.

There is a Cabinet meeting on Monday which will focus on the budgets and a report will then be sent to the council after Monday.

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

A parishioner raised the item regarding the queen's jubilee and asked if the parish council have any plans. The parish council would like to be involved. It was suggested that we could close Church Street, District Cllr Kiddle-Morris is going make enquires about this and the cost. The date hasn't been confirmed yet, this is still something that will need to be discussed further. This will be added to the agenda for the next meeting to receive updates and how the parish council can support it and get involved.

A parishioner raised concerns over HGV traffic using Front Street, this is increasing with more lorries using this road and further concerns about school children walking along this road due to no pathway. District Cllr Kiddle-Morris reported that the Gt Dunham signed that pointed towards Front Street has been moved with hope this would improve this situation, he will also contact the HGV companies to remind the drivers to avoid using front street. Unfortunately, front street is still listed as the B1145, so any signs implemented can only advise drives not to use this road as it is not a restricted road. District Cllr Kiddle-Morris will make enquires into implementing new signage.

A parishioner raised the planning application regarding New Access Road/Track, land off Tittleshall Road. This application was previously submitted in Dec 2020. This planning

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application was received after the agenda had been published, the Cllr's are not able to vote or make any decision, so a planning meeting will be scheduled.

#### 5.1 [Update on recent meeting regarding traffic outside Litcham School](#)

A meeting was arranged by Norfolk County Council on site. Cllr Oldfield attended as well as County/District Cllr Kiddle-Morris. The traffic was surprisingly quiet, and this may be due to the implementation of the double decker buses that are now being used to transport children to Litcham School. No further meetings were scheduled, and no feedback was shared with the parish council.

County Councillor Kiddle-Morris is going to propose that an extended H to be implemented on the road at junctions to try and prevent cars from parking.

#### 5.2 [Litcham School's Papillion Project allotment and garden.](#)

The Papillion project delivered an excellent presentation to the councillors. The Papillion project is an educational charity that promotes sustainable living and environmental awareness for young people in Norfolk. The charity started working with Litcham school in September 2019 and any produce that is grown is then used within the Litcham School kitchen and added to the school meals prepared on site. The allotment project is so important to the community, to inspire young people to grow their own food for themselves and the local community. The allotment is a school learning facility and is far more than just growing food. It has been proven that being outside gardening and working with nature is extremely good for our mental wellbeing. To continue this brilliant work the project, need volunteers as at present they only have one volunteer who spends one hour a week at lunchtime at Litcham School and due to so many children wanting to take part this is not possible unless more volunteers come forward. If any one is interested in volunteering, no experience is needed, please contact the Parish Clerk and your details will be forwarded to Litcham School.

### 6. [To report and update on highway matters](#)

The clerk reported the pothole in Druid's Lane has been repaired. The clerk has received acknowledgement from Anglian Water regarding the damaged kerb on Church Street. This now means that highways can directly contact Anglian Water to push for the repair. Unfortunately, no update on the Slow signs being painted on the road near to Litcham Common.

### 7. [Planning Applications](#)

#### 7.1 [To receive planning applications by Breckland District](#)

No new planning applications received

#### 7.2 [To receive update on applications decisions taken by Breckland District Council](#)

3PL/2019/1169/VAR-1 Albion Terrace, front street. Variation of condition No 2 on 3PL/2019/0258/F-revised design, layout and materials-Withdrawn.

### 8. [Items to discuss and update](#)

#### 8.1 [To update and discuss the village gates](#)

The designs for the village gates were circulated to the Cllr's and the cost to the council will be £2450. The council discussed this at length, and it was agreed that the village gates will be deferred.

- 8.2 [To update and discuss the bus shelter for Santa's Grotto](#)  
The clerk has contacted the Litcham Primary School and no response was received, so this item will be taken off the agenda.
- 8.3 [To update the village sign and war memorial](#)  
The clerk has contacted two companies to request a quote to refurbish the village sign. The clerk is still waiting for one of the quotes and the other company will prefer not to quote unless the parish council receives no other offers.  
The clerk has contacted the company to clean the war memorial and the clerk is still waiting to receive the quote but unfortunately due to Remembrance Day they did explain there will be a delay with the quote.
- 8.4 [To discuss the Sam 2 post](#)  
The post will be installed by the company that makes the Sam2 sign and will provide further brackets on the post for the sign.
- 8.5 [To update on the progress of No 9 Dereham Road](#)  
The County/District councillor hasn't received any updates or further information from Breckland. The clerk has contacted the environmental health and Breckland regarding the rats and still waiting for a reply.
- 8.6 [To discuss the quotes for purchasing laptop for Clerk](#)  
The clerk circulated the options of purchasing a laptop for Litcham parish council this will keep all the files and information on the laptop rather than the clerk having them stored on her own computer. The council agreed on the purchase of a laptop £399 (£80 vat can be claimed back) and £59.99 for the Word/Excel package.
- 8.7 [To discuss the refurbishment of the phone box](#)  
The phone box has been repainted and this was organised by the Litcham defib appeal committee. The paint was privately purchased and a new sign for the phone box. The committee have recently purchased new defibrillator pads at a cost of £200. The council agreed to donate £250 towards the cost of the defibrillator pads and other costs.
- 8.8 [To update on the relocation of the dog bin](#)  
The clerk has contacted District Cllr Kiddle-Morris to help with relocating the dog bin due to environmental services refusing the new location. The location will be at the junction of Church Street and the Gt Dunham Road.
- 8.9 [To discuss a donation to the PCC for the rebuild of the Halcott Tabletop tomb](#)  
The Council are keen to help this really good cause, however they will like further information and any copies of the quotes before the decision on how much to donate.
- 8.10 [To discuss the donation of the Litcham Common Conservation group](#)  
The Clerk received a request from Litcham Common Conservation group for a donation towards the cost of insurance and membership of the Conservation Volunteers organisation which provides advice/support. Also to pay towards renewing tools and protective gloves. The Council agreed to donate £400 and thanked the group for all their hard work in maintaining Litcham Common.

8.11 To discuss the trods on Back Lane/Tittleshall Road

Cllr Lawrence discussed the needs for trods along this road for people to walk safely on, otherwise they must walk on the road. The council agreed to apply for the Parish Partnership Scheme to see if we are eligible to have 50% of the costs from Breckland. The clerk will contact the highways engineer to see if a trod can be implemented and if so to receive a quote for this cost.

8.12 One Million Trees

It was agreed at the last meeting to install some trees on Long Meadow, the council are going to get the soiled inspected first as the land is approved grassland and may not be a good habit for trees to survive. Norfolk County Council request information about the how the trees are going to be maintained and look after to make sure the trees are viable.

## 9. Finance

9.1 To approve the list of payments

The council approved the list of payments for November 2021 as detailed at the end of the minutes

9.2 To approve the purchase of the two wreaths for Remembrance Day and to give a donation

The council approved payment for the wreaths and agreed to donate £100

9.3 To approve the Budget

The council approved the budget for November 2021

9.4 To discuss the Budgets for 2022/23

The budget and precept documents were circulated to all the Cllr's for review and this will be discussed further at January's meeting.

## 10. To receive items for the next meeting agenda 10<sup>th</sup> January 2022.

The queen's jubilee

The precept

Halcott tombs donation

Trods

Meeting finished at 2144

# FINANCE: 16th Aug-30th Sept 2021

Balances:-

## Community Account.

Balance at 18th August	£13,494.13
UnPresented Cheques 667	£225.00
Presented Cheques	£1,075.33
	<b><u>£12,193.80</u></b>
Haven Direct Debit-Sept	£82.80
Precept from Breckland	£5,250.00
<b>Total</b>	<b><u>£17,361.00</u></b>

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
668	E.Christie	Community Car	£36.30
669	TT Jones	Street light Maint-Oct, Nov, Dec	£69.85
670	C. Millward	Litcham green, remove hedges etc	£50.00
671	CBR Business Solutions	DBS Check	£18.00
672	British Legion	Poppy wreaths x2 + donation	£100.00
673	E.Christie	Community car	£59.35
674	Heartbeat community defib	Maintance and defib pads	£250.00
675	Litcham conversation group	Donation for the common insurance	£400.00
676	D.K.Secker	Salary Sept & Oct	£669.06
677	Dell Computers	Laptop and word package	£424.99

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