

Meeting Minutes of Litcham Parish Council Annual meeting  
Monday 9<sup>th</sup> May 2022 starting at 19.30 pm held at the Jubilee Hall, Litcham

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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

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**1. Election of chairman to office**

Cllr Brookbank nominated Cllr Oldfield, and this was seconded by Cllr Fagence. The declaration of acceptance was signed.

**2. Election of Vice-chairman to office**

Cllr Brookbank nominated Cllr Mitchell, and this was seconded by Cllr Lawrence. The declaration of acceptance was signed.

**3. To consider and accept apologies for absence**

County Councillor and District Councillor Kiddle-Morris sent his apologies

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

No declarations of interest received

**5. To approve the minutes of the meeting held on 7<sup>th</sup> March 2022**

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

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

A report was received by County and District Cllr Kiddle-Morris, these can be found on the website.

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

**7.1 Clay Pigeon shooting**-The council received a complaint about the frequency of the shooting, it was usually once a month or every other month but is increasing. The Clerk will investigate the gun laws about shooting on a Sunday and see if any restrictions are in place.

A parishioner raised concerns about the planning application on Wellingham and Weasenham Road. The affordable houses have been removed, and viewing the plans online is very difficult. The concerns are footpaths and the removal of the play area. The council will discuss this further under item 11.1.

**8. To approve and sign the new rental agreement for Long Meadow**

The council agreed for the new tenant to take over the rental on Long Meadow. The rental agreement was signed by the chairman and the new tenant, and the clerk witness the signatures.

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

The clerk hasn't received any recent correspondence from the network committee. It was agreed by the council to take this item off the agenda due to the lack of information needed to make this decision.

## 10. To report and update on highways matters

The pothole hole on Front Street/Church Street was repaired within 6 hours of reporting this. Items still outstanding, a slow sign near the cattle grids on the Dunham Road. Junction of Druids Lane the road surface is very bad and no road markings. It is still unknown who is responsible for the damaged kerb on church street. The pothole on back street has been reported.

New items to report- a pothole near the water meter on Church Street. The footpath on the Lexham road, brambles are now growing into the path, the clerk will report this.

The council had a long conversation regarding the ownership of the trees on Dereham Road with over-hanging branches. It is unsure who owns these but the council will look into this further.

### 10.1-Yellow Line marked on highways land.

Breckland and Norfolk County Council have been informed about the yellow lines and it is has been noted as graffiti, which is a criminal offence under section 1 of the criminal damage act 1971.

## 11. Planning Applications

### 11.1 To receive planning applications by Breckland District

#### Land of Wellingham Road/Land off Weasenham Road

**3OB/2022/0011/OB**-3PL/2018/0694/O & 3PL/2018/0698 Planning obligation of removal of the requirement to provide affordable housing

**3PL/2022/0341/F**-Full planning application surface water and drainage

**3PL/2022/0340/D**-Discharge conditions 4,8,10,11,14,17,21,22 on 3PL/2018/0694/O

**3DC/2022/0068/DOC**-Discharge conditions 4,9,10,11,12,16,19-3PL/2018/0698/O

**3DC/2022/0371/D**-Reserved matters application for the erection of 8 dwellings following outline permission 3PL/2018/0694/O

The council will submit further comments to the above planning applications but found it extremely hard to navigate around the planning portal, especially with the plans being bigger than a computer screen and words that were abbreviated that only people in that line of work would be able to understand their meanings.

**3DC/2022/0091/DOC**-1 Albion Terrace-discharge conditions 10,11,12,13

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

(None received)

## 12. Items to discuss and update

### 12.1 To review the Sam II data

The Sam II was located on the Dereham Road facing oncoming traffic travelling down Church Street to Dereham Road. It was confirmed that from 1<sup>st</sup> April-29<sup>th</sup> April the total count of cars was 38,000. It was also counted that 56 cars were travelling over 50mph.

### 12.2 Update on the implementation of the Trod

Cllr Oldfield had a meeting on site with the highways engineer and Cllr Kiddle-Morris. The proposed trod would have been implemented on the top of Back Lane/Tittleshall Road for the walkers to safely walk on the verge rather than the road. For many reasons, this will not be implemented due to not having sufficient width to implement the path, also the blind bend on Back Lane. The cost will be

approx. £15,000 and a pipe will need to be installed to the ditch to divert the water (even though the ditch is always dry).

**12.3 To discuss the war memorial quote for cleaning and refurbishment**

The council have obtained a quote for £1300 plus Vat. The council are concerned about the big tree that overhangs the war memorial and the long-term appearance of the war memorial. The council requested to contact the church to see if they will maintain the tree more frequently.

**13. To approve and adopt the Information commissioner's policy**

The policy was circulated to the Cllr's and it was agreed to approve and adopt it.

**14. Finance**

**14.1 To approve the Annual Governance and Accountability return-to approve the following documents; The certificate of exemption, Annual Audit Report, and Annual Governance Statement.**

The council approved all the AGAR documents, and these were signed by the Chairman and the Clerk as the financial officer.

**14.2 To approve the list of payments**

All payments were approved by the council

**14.3 To approve the contribution to the clerk's seminar course and update cllrs**

The clerk attended a seminar course and updated the council.

**15. To receive items for the next meeting agenda Monday 4<sup>th</sup> July 2022**

War memorial cleaning update

Quote for wooden posts/notice board- The green

Fingerpost on the sign

Meeting finished 21.10

## FINANCE:28th Feb 22-29th April 22

Balances:-

### Community Account.

Balance at 1st April 2022	£12,164.93
Unpresented chq 689	£57.00
<b>Total</b>	<b><u>£12,107.93</u></b>
Breckland precept	£5,250.00
Drak invoice	£74.91
<b>Total</b>	<b><u>£17,283.02</u></b>

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Cheque number	Cheque payable to	Reason for Payment	Cheque amount
	D.K.Secker	Wages for Mar & Apr	£680.76
	CBR Business Solutions	DBS Check	£36.00
	TT Jones	Apr, May, June	£96.31
	E. Christie	Community car	£73.50
	Jubilee Hall	Hall Hire	£105.00
	Beeston book keeping	Internal Audit	£15.00
	D.K.Secker	Padlock, seminar course	£82.50

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