

Meeting Minutes of Litcham Parish Council  
Monday 6<sup>th</sup> November at 19.30 pm held at the Litcham Secondary School

---

Present: Parish Councillors: Mike Oldfield (Chairman), Chris Mitchell (Vice-Chairman), Richard Fagence, Nina Hart and Leroy Brown

Also, present: Donna Secker (Parish Clerk), 2 members of the public

---

**1. To receive apologies for absence**

County & District Councillor Kiddle-Morris has sent his apologies. Cllr Lawrence and Cllr Fuller sent their apologies and these were accepted.

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

No declarations were received.

**3. To approve the minutes of the meeting held on 4<sup>th</sup> September 2023**

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

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

County Councillor and District Councillor Kiddle-Morris's report can be found on the website.

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

The Clerk reported that a Street light is staying on all night. The Council discussed the current timing on the street lights, the Clerk will look into this and it was agreed for the Clerk to contact the maintenance company to get the timer checked and to potentially alter the timing if needed.

A Parishioner raised the item regarding the Dereham road/Watery lane and this will be discussed further under item no 6. Also another parishioner raised concerns about reducing the speed along Front Street and Church Street. Due to cars parking constantly on Church Street it was established that Cars are not able to travel more than 20mph at anytime. The reduced speed on Front Street will be discussed further. However the Council are still waiting for white painted lines to be actioned at the junction of Front Street and along Church Street.

**6. To report and update on highways**

Pot hole on Manor Road was reported and this is going to be actioned. The Council discussed various other areas that need reporting. The Clerk will report: pot hole, outside the primary school (from the entrance). Weight limit sign has been twisted round back lane, Overgrown nettles on Butt Lane.

**6.1 Discuss the speed limit reduction on Dereham Road/junction to Watery lane**

Speed limit reduction, reinstate markers, reinstate corners.

The council will request that the give way sign at the top of Watery Lane should be a stop sign, the Clerk has requested for this to change.

The Council will put a proposal to highways to request a speed limit from 60mph to 30mph which will be an extension from Dereham Road to the junction of Watery Lane. The Clerk

will contact the owner of the overgrown hedges, opposite property the Watery Lane Junction to cut back the hedges.

The Clerk has also reported to highways to have the reflective signs to be replaced, the drain in that area is full of mud, so this has been reported to be cleaned out.

## **7. To update on the checks on the council assets**

All checks have been carried out and the Clerk will collate all the reported information in preparation for the internal audits.

## **8. Planning Applications**

### **8.1 To receive planning applications from Breckland District**

3PL/2020/0340/D- Reserved matters application for erection of 8 dwelling following outline permission 3PL/2018/0698/O and discharge of planning obligation- Affordable Housing Part 1 condition 1.1.1. & 1.1.2 of 3PL/2018/0698/O. The Council would like to repost their previous comments on the planning portal.

3PL/2022/0371/D – Reserved matters application for erection of 8 dwellings following outline permission 3PL/2018/0694/O and discharge of planning obligation-Affordable Housing Part 1 condition 1.1.1 & 1.1.2 of 3PL/2018/0694/O

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

## **9. Items to discuss, update and approve**

### **9.1 A request for a donation towards the Jubilee Hall**

The Clerk received correspondence from the Jubilee committee requesting a donation towards the refurbishment of the village hall. The Council discussed this and will defer this decision until further information is available.

### **9.2 The purchase of remembrances wreaths and consider a donation**

The Council agreed to purchase two poppy wreaths and send a donation for £60.00 the Clerk will organise this.

### **9.3 A request to install signage advertising North Elmham young farmers**

The Clerk received an email with an request to install some signage (painted orange signboard containing information in black). The Council discussed this but unfortunately, this is something they are not able to authorise for signage to be installed.

### **9.4 Approve the posts around the village sign and consider the quotes**

The Clerk had received two quotes one for £1995.00 + VAT and additional cost of £120.00 for planed timber from one company and the other quote received was for £2656.80 Including VAT. The Council agreed to the quote of £1995.00 + VAT and the Clerk will organise this.

### **9.5 The repair to the drop kerb in Church Street**

The Clerk has contacted highways to request a quote to have the kerb stone repaired on Church Street. The Council were informed that this has to be repaired by highways and unfortunately, the Council are not able to seek quotes from local companies. The Clerk has requested a quote from highways.

### **9.6 The refurbishment of the noticeboard**

The Clerk has obtained one quote and that was for £685.00 for refurbishing the Noticeboard. A replacement notice board quotes varying from £1299.00-£2000. The Council agreed to wait until next year and review the situation again.

### 9.7 To discuss the replacement dog bins

The Council were looking at replacing the small dog bins for larger bins due to the bins filling up quickly. The quotes vary from £160-£200. The Council agreed to replace the bin on the corner of Front Street for a standing rubbish bin and replace the damaged bin on Druids Lane to a larger 50-litre dog bin.

### 9.8 The removal of the debris on the green

The Clerk has received a quote for £150 to carry out the work on the Green. The Council agreed to have all the overgrown hedges and trees cut back further.

## 10. Finance

### To approve and authorize the list of payments for November 2023 and contribution towards the Clerks attendance to the seminar.

The Council approved the list of payments for November 2023 as detailed at the end of the minutes

### 11. To update regarding the new bank account and move to Unity Trust Bank

This was approved by the Council.

#### 11.1 Update the Council on the Electricity supplier for the Street lights-

The new supplier of electricity, for streetlights, has led to a change of rates charged.

### 12. To review and discuss the budgets and precept for 2024/25

The Council unanimously agreed to raise the precept next year to £11,000. Unfortunately, this is due to expected future increases in expenditure.

### 13. To discuss the recommendations of the email Change to gov.uk

It has been recommended that Parish Council move over to a gov.uk email address and website. The cost of this would be £180 per year. The Council will review this in a year when this may become mandatory.

### 14. To received items for the next meeting agenda date Monday 8<sup>th</sup> January 2024

Clerk's cost of living rise, internal auditor,

Meeting closed 20.50

Transfer number	Payable to	Reason for Payment	Cheque amount
1T	D.K.Secker	Wages for August & Sept (+£27.00 seminar)	£704.76
2T	HMRC	PAYE	£75.20
3T	D.K.Secker	Poppy Wreath	£40.00
4T	TT Jones	Lighting	£172.84
5T	Breckland	Election cost	£75.00
6T	BB Garden Service	Grass cutting at The green	£300.00
7T	E. Christie	Community Car- May + June	£49.12
8T	Roadware	Dog and Litter bin	£439.08
9T	British Legion	Poppy Donation	£60.00

