

# Meeting Minutes of Litcham Parish Council

Monday 1<sup>st</sup> March 2021 at 1930 held online using Zoom

## **Present:**

Parish Councillors present: Mike Oldfield (Chairman), Chris Mitchell (Vice-Chairman), Elizabeth Christie, Richard Fagence, Claire Lawrence, Matthew Brookbank.

Also, present: Donna Secker (Parish Clerk), County & District Councillor Mark Kiddle-Morris

### **1. Apologies for absence**

No Apologies received

### **2. Declarations of Pecuniary Interest**

No declarations of interest were received or noted

### **3. Approval of the minutes of the meeting held 4 January 2021**

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

### **4 To report progress on items not on the agenda from the last meeting.**

Cllr Mitchell discussed in the previous meeting about installing a litter bin on Druids Lane outside the school, the clerk will obtain quotes and contact the school regarding the positioning of the bin.

### **5 Open Forum for the Public Participation**

No public attendance

### **6 To receive reports from County and District Councillor.**

The government is putting in place plans to hold Covid secure elections on the 6<sup>th</sup> May. In Norfolk, there will be elections for the 84 seats on Norfolk County Council and for the Police and Crime Commissioner which was postponed in May last year. Currently, hand delivery of leaflets and canvassing is not allowed, instructions on delivery of election material from candidates is awaited. The government is allocating extra money to local councils to allow polling stations and vote counting venues to be made Covid secure. Rules on postal voting and proxy voting are being considered.

The County Council have set the Council Tax budget and it will increase by 1.99%, which is £4.95 for a Band D property in Breckland. Social Care budget will increase by 2%. Full details of the whole budget can be seen on the Norfolk County Council Website.

Norfolk County Council have recruited a new Highways Inspector and he will be visiting the area and review the outstanding items previously reported to highways.

District Councillor Kiddle-Morris reported that due to some recent problems outside the Litcham shop regarding parking and rights of way, it has now been established that this area is designated Highways. Pedestrians have right of

way cross the pavements and vehicles should be approaching this area with caution.

## **7 To report and update on highway matters**

The clerk reported that all highway items reported in December are still outstanding. It has been noted that the white lines have been reinstated at the Druids Lane/Mileham Road Junction. The clerk will send a list to the County Councillor in preparation for when the Highways Inspector visits Litcham.

## **8 Planning application**

**8.1 3PL/2021/0181/LB- 15 Church Street, emergency repairs, removal of roof coverings for large and small barn.** All Cllrs supported this application; however, they would like the comments that they previously submitted to be taken into consideration.

### **8.2 To receive updates on application decisions taken by Breckland District Council**

No decisions or updates

## **9 Finances**

### **9.1 To approve the list of payments**

The following payments (see attached list) totaling £808.01 were approved by the Council

### **9.2 To approve the Budget**

The clerk circulated the present Budget, and this was approved by the Council.

### **9.3 To appoint a Councillor to check the finances ahead of the internal audit**

The Council agreed that the finances can go directly to internal auditor to check the accounts.

### **9.4 To approve payment to the Village Website Editor.**

It was agreed by the Council that a payment of £50 will be donated to the Litcham Website designer for 2020/21 and this payment will be reviewed during the year after monitoring the usage.

### **9.5 To approve the Clerks payment towards Training Course**

The council approved the payment for the Clerks Course.

## **10. Items to discuss**

### **10.1 To discuss the options for the seat/bench for Manor Drive**

The clerk has made contact with the previous company to place the order, but the company is no longer trading. The clerk approached two other companies and the quotes had increased. Cllr Oldfield suggested getting a quote for a bench instead and the clerk will obtain quotes.

### **10.2 To discuss a parishioner's request for a dog bin on Wellingham Road**

The council agreed that instead of installing a dog bin, it would be more beneficial to install a litter bin as dog poo can be put inside these bins. The clerk will obtain quotes and add to the agenda for the next meeting for approval.

### **10.3 To discuss installing a Christmas Tree**

Cllr Brookbank suggested planting a Christmas tree on the green, opposite the Bull Public House. The clerk has contacted the insurance company to confirm if this will be covered under the parish's insurance. This item will be added to the next agenda for further discussion.

**11. To agree on a representative from the council to join the Allotment Committee**

The council agreed that Cllr Fagence will join the allotment Committee.

**12. To update the Council on the Community Car**

Cllr Christie confirmed that we only have one driver at present as the other drivers are still awaiting vaccines. The bookings are slowly increasing. The clerk reported that all drivers' medicals and DBS checks are due for renewal and this is something that needs to be actioned quickly.

**13. To update the Council on the Annual Parish meeting**

The Annual Parish meeting is held each year, apart from last year due to lock down, the Council agreed it will be delayed again this year.

**14. To receive items for the next meeting agenda 10<sup>th</sup> May 2021(3<sup>rd</sup> May being a Bank Holiday)**

Churchyard Grass cutting donation

Discuss the Litter bins

Christmas Tree

Meeting Closed 2103

# FINANCE:1st January 2021-31st January 2021

## Community Account.

Balance at 1st Jan 21		£13,382.75
Presented Cheques		
Direct Debit Haven Power	January	£82.80

Balance at 31st Jan 2021 £13,299.95

### Cheques for Authorisation

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
637	Mrs E Christie	Community Car payment	£45.90
638	Mrs D K Secker	Jan-Feb Wages £669.06	£535.26
639	HMRC	PAYE	£133.80
640	Mrs D K Secker	Clerk's Expenses	£93.05
	Total		£808.01