

Minutes of the Meeting of Litcham Parish Council held on **Monday 4 June 2018**, in The Jubilee Hall at 7.30 p.m.

**Present** Councillor M Oldfield (Chair)  
Councillor C Mitchell  
Councillor M Anderson  
Councillor E Christie  
Councillor R Fagence  
Councillor J Jones  
Councillor C Lawrence

County Councillor M Kiddle Morris  
District Councillor E Gould

One member of the public.

**1. Apologies for Absence.**

There were no apologies for absence.

**2. Declaration of Pecuniary Interest.**

Councillor Lawrence declared a DPI in Agenda Item 8.3 being the mother of a person quoting for the contract.

**3. Minutes of the Previous Meeting.**

Councillor Anderson proposed and Councillor Lawrence seconded the resolution that the minutes of the meeting held on 14 May 2018 having been circulated be approved. All were in favour and the minutes were duly signed.

**4. Public Participation.**

**4.1 County and District Councillor Reports.**

The County Councillor reported that Cliff Jordan had resigned as a County Councillor and Leader of the Council through ill health. The new Leader is Andrew Proctor who has been the Leader of Breckland Council. There is an application to extend the Punch Farm quarry although this was not put into the Minerals and Waste Local Plan. The Minerals and Waste Local Plan first consultation commences in Mid-June and the options consultation would be in December 2018/January 2019. He had requested that the speed limit be looked at across the Common and whether any other methods could be used to reduce the speed of traffic. He stated that he was not hopeful that the speed limit would be extended but it may be possible to narrow the road to reduce speed. The District Councillor reported that the shoppappy has been launched by Breckland Council. Which encourages residents to buy locally and pick up at local shops. This seems to be being used by residents. The Breckland Lottery has also been launched which provides funds for local community projects as well as providing prizes. The Local Plan Examination is due to finish the following Friday. The request for the shop to be added to the Community Asset Register is at present not being able to be taken forward as the owner is not known and without this there could be a legal challenge. It may be that the probate solicitor may have to be contacted.

**4.2 Public Participation.**

There were no matters from the public.

**5. Matters to Report.**

**5.1 General Data Protection Regulation.**

There is now no need for a Parish Council to appoint a Data Protection Officer as the data held is only held as it has a right to hold this. A policy needs to be drafted to be able to inform all parishioners why the data is held and the time it is held.

**5.2 The Green.**

No response had been received to the last letter and the Clerk will send a further letter stating that the benches will be removed if no response is received.

### **5.3 Community Asset Register.**

This had been reported by the District Councillor.

### **5.4 The Common.**

The speed limit across The Common had been reported by the County Councillor.

### **5.5 Western link Consultation.**

The Chairman had been to a public display of proposals and stated that the proposed route would run from the B11445 to Easton. It was agreed to respond by stating that there could be increased traffic through the village and this was a serious concern and that the link would reduce this problem.

## **6. Highways.**

### **6.1 Report on Highways Matters.**

The Clerk had reported the potholes on Back Lane, Weasenham Road, Tittleshall Road, the obscured signs and the culvert on the Common. The refreshing necessity for many signs on the road had also been reported. The Highways Engineer had confirmed that work is programmed for the two systems where flooding is occurring but the Clerk had disagreed that all work had been completed at the junction of Mileham Road and Druids Lane and had contacted the Engineer again regarding this.

### **6.2 New problems.**

The County Councillor will request again that the pothole on Dereham Road around the BT box be repaired. The obscured sign on B1145 on Lexham Road will be reported and at the same time to have the footway cleared along Lexham Road and to finish the clearing on Pound Lane along the footway.

## **7. Planning.**

### **7.1 Applications.**

#### **7.1.1 3PL/2018/0579/F- Litcham Methodist Church Front Street-proposed replacement of selected windows.**

The meeting was adjourned.

The applicant addressed the meeting and stated that the Historic Buildings Officer was against the use of UPVC windows and prefers wood. The UPVC proposed is woodgrain and looks as good as painted wood, many other buildings close have UPVC windows and there would be reduced maintenance cost with the use of these. The initial cost is also less and the Church has funds for these but not for wooden. If wood is the material that has to be used, then it may be necessary to close the chapel. The District Councillor will speak to the Historic Buildings officer and will request the application goes to the planning committee if it is likely to be refused. The applicant hoped that the Parish Council would support the application. There were queries raised concerning the glass be used and why could coloured not be used again. The meeting was informed that there is a patchwork of glass and not all is coloured and it is proposed that there will be clear at the top and obscured at the lower windows.

The meeting was reconvened.

There had been one letter of objection from a resident stating that wood and coloured glass should be used.

Councillor Anderson proposed and Councillor Lawrence seconded the resolution that no objection be raised and that the Parish Council support the application. This was passed by a majority decision with the chairman be opposed to the application.

### **7.2 Decisions.**

There were no decisions to report.

## **8. Finance.**

### **8.1 Budget.**

Councillor Mitchell proposed and Councillor Lawrence seconded the resolution that the budget which had been circulated be approved. All were in favour.

### **8.2 Balances and Cheques for Authorisation.**

The Clerk reported that the Parish Council is on the lowest rate for the insurance so a long term agreement is not possible.

Councillor Mitchell proposed and Councillor Anderson seconded the resolution that the following balances and cheques for authorisation be approved. All were in favour.

#### **Balances :-**

##### **Bank of Ireland.**

|   |                |
|---|----------------|
| Balance at 28 02 18                                   | 7686.79        |
| Less Cheques authorised 05 02 18-66.55                |                |
| Cheques authorised 05 03 18-612.25                    |                |
| Referral Item Charge-10.00                            |                |
| Cheques authorised 09 04 18-308.21                    |                |
|   | <u>997.01</u>  |
|   | 6689.78        |
| Plus Interest 05 03 18-0.58                           |                |
| Bank of Ireland Refunds-20.00                         |                |
| Breckland Precept-5000.00                             |                |
| Breckland Rate Support Grant-88.50                    |                |
| Interest 06 04 18-.62                                 |                |
| Norfolk Community Foundation Grant-250.00             |                |
|   | <u>5359.70</u> |
| Balance at 30 04 18                                   | 12049.48       |
| Less unrepresented cheques authorised 09 04 18-721.50 |                |
| unrepresented cheques authorised 14 05 18-762.58      |                |
|   | <u>1484.08</u> |
| Balance at 01 05 18                                   | 10565.40       |
| Plus float for Community car                          |                |
|   | <u>100.00</u>  |
| Balance at 01 05 18                                   | 10665.40       |

Amount available for Section 137 : 494x £7.86= 3882.84

Spend to Date :£0.00

Cheques for authorisation:

|     |                  |                                   |        |
|-----|------------------|-----------------------------------|--------|
| 506 | B J Leigh        | Salary-May 324.32 less PAYE 64.80 | 259.52 |
| 507 | HMRC             | PAYE-May                          | 64.80  |
| 508 | Mrs E Christie   | Community Car April-              | 18.00  |
| 509 | Zurich Municipal | Insurance                         | 257.60 |

### **8.3 Maintenance at Long Meadow.**

The Chairman stated that three quotations have now been received and he needs to clarify the sizes of posts that have been quoted for. Councillor Mitchell will enquire about hedge cutting. It is hoped that a decision will be made in July.

### **8.4 Street Lighting Contract.**

T T Jones had forwarded a new contract which showed no increase from the previous three year. It was agreed unanimously to continue with T T Jones.

## **9. Correspondence for circulation.**

There was no correspondence for circulation.

## **10. Matters for the next meeting.**

### **10.1 Rental at long Meadow.**

## **11. Date of the next meeting.**

This was confirmed as Monday 2 July 2018 at 7.30 p.m. to be held at The Jubilee Hall, Litcham.

The meeting closed at 2047.