

Meeting Minutes of Litcham Parish Council
Monday 15th May 2023 at 19.00 pm held at Litcham Secondary School

Present: Parish Councillors: Mike Oldfield (Chairman), Chris Mitchell (Vice-Chairman), Claire Lawrence, Richard Fagence. Leroy Brown, Nina Hart and Jason Fuller
Also, present: Donna Secker (Parish Clerk), 2 members of the public

1. To elect the Chairman-Chairman to sign the declaration of acceptance of office

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

2. To elect the Vice-Chairman-Vice Chairman to sign the declaration of acceptance of office

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

The Declaration of acceptance of office was duly signed by all Cllrs and witnessed by all members of the Parish Council

3. To consider accepting apologies for absence

County Councillor and District Councillor Kiddle-Morris sent his apologies.

4. To consider any declarations of acceptance of office that have not been received

No declarations of acceptance of office have been received. Cllr Lawrence reported a declaration of interest in Item 14.3.

5. To consider the process for the co-option of Councillors from the vacancies arising from the election

Cllr Fuller and Cllr Brown were co-opted back to the Council and signed a declaration of acceptance of office.

6. To approve the minutes of the meeting held on 6th March 2023

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

7. To receive any brief updates from County and District Councillor

District and County Councillor Kiddle-Morris's report will be added to the website with the minutes.

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

A parishioner raised concerns about the white markings on the road on Manor Drive. It was established that the lines have been re-positioned and this is causing problems with car drivers and poor visibility at the junction. The Clerk will contact highways to look into this further.

9. To update on items not on the agenda

The Clerk made enquiries regarding the increase in sewage lorries travelling throughout the village. Anglian Water confirmed that there was a major breakdown in the water recycling centre and this has now been repaired.

The latest SAM2 results, from 10 weeks of data resulted in vehicles travelling from Church Street heading towards Dereham Road. Counted vehicles were 39.176, 2 vehicles were recorded of travelling at 75mph, 5 Vehicles at 70 mph, 10 Vehicles at 65mph, 4 vehicles at 60mph, 13 Vehicles at 55mph and 33 Vehicles at 50mph.

10. To report and update on highways

The Clerk has received notification from highways that a further budget has been obtained and District/County Councillor Kiddle-Morris has put in an urgent request for the crossroad to be re-dressed. Apparently, Druids Lane Junction needs a re-surface so this will be reported for consideration on a separate budget.

Watery Lane has had another accident at the junction, the Clerk reported this back in March and will report this again requesting an urgent stop sign to be looked at.

Flooding occurred across Lexham Road recently which was due to blocked drains from debris falling into them. The Clerk will report this with highways as it was established that the verges need siding out.

11. To discuss adding posts to the parking area around the village sign

It was noted that cars are parking quite close to the village signs. The Council suggested that some posts need to be installed. The Clerk will obtain some quotes.

12. To approve and discuss training courses for the new Councillors

Cllr Hart and Cllr Fuller would both like to be considered for a New Councillor course. The Clerk will send further details regarding dates etc.

13. Planning Applications

13.1 To receive planning applications from Breckland District

No new applications received.

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

No updates from Breckland with decisions made on applications.

14. Items to discuss and update

14.1 To discuss the outcome of displaying the advertising board on the green for the Deli

District Cllr Kiddle-Morris reported that unfortunately the advertising boards to be placed on the Green will require planning permission. The deli owners have been informed of this information.

14.2 To discuss implementing a tree guard

Cllr Oldfield suggested implementing a tree guard for the newly planted tree around the village sign. The Clerk will arrange for this to be installed.

14.3 To discuss a donation to the King's Birthday/Coronation event

The event committee have requested a grant for £500. The Council all agreed to the donation of £500. This will be held on Sunday 18th June as a street party.

14.4 To consider the grant/donation to the Litcham Bell appeal

The Clerk circulated an application from the Litcham Bell appeal requesting a donation towards the costs. The Council agreed to donate £1000 in principle.

15. Finance

15.1 To approve the Insurance policy for 2023/24

The Clerk circulated the insurance quote from Zurich. The Council have continued to insurance with Zurich over the past few years and therefore it was agreed to continue with Zurich for 2023/2024 at £257.60.

15.2 To approve the list of payments

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

15.3 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 AGAR Certificates and statements were signed by the Chairman and signed by the Clerk/Financial Officer. All documents will be added to the website.

16. To adopt and approve the Risk Management assessment policy

The Clerk circulated the Risk Management assessment policy and the Council agreed to adopt this. This will be added to the website.

17. To receive items for the next meeting agenda date Monday 3rd July 2023

Council checks assets equipment for internal auditor
Clerks contract
Citizen Advice Bureau

The meeting finished at 20.43

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
733	D.K.Secker	Wages for March & April	£602.56
734	HMRC	PAYE	£150.40
735	Breckland	Flagpole Grant	£200.00
736	E. Christie	Community Car- March	£53.50
737	E. Christie	Community Car Admin fee (2022+2023)	£80.00
738	Litcham Village Hall	Coronation Grant	£500.00
739	Litcham Village Hall	Village hall hire	£84.00
740	L. Jarrett	Auditor	£30.00
741	Zurich	Insurance	£257.60
742	Cancelled Chq		
743	E. Christie	Community car -April	£37.26