

Minutes of the Meeting of Litcham Parish Council held on **Monday 2 July 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.**

Apologies for absence had been received from Councillor Mitchell who was working and Councillor Anderson who was on holiday and these were both accepted.

**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 Christie proposed and Councillor Lawrence seconded the resolution that the minutes of the meeting held on 4 June 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 died since the last meeting and his funeral is on July 6. The new Leader, Andrew Proctor, had requested additional funding from Central Government for shire counties. There is a planning application for the extension to the quarry at Punch Farm although this was not submitted into the Minerals and Waste Local Plan. There has been a site submitted on Back Lane Beeston into the new Local Plan.

The District Councillor had nothing to report as all items were covered on the agenda.

**4.2 Public Participation.**

There were no matters from the public.

**5. Matters to Report.**

**5.1 General Data Protection Regulation.**

**5.1.1 Data Protection Policy.**

This had been circulated.

Councillor Oldfield proposed and Councillor Lawrence seconded the resolution that this be adopted. All were in favour.

**5.1.2 Terms of Reference for the Data Protection Committee.**

This had been circulated.

Councillor Lawrence proposed and Councillor Christie seconded the resolution that this be adopted. All were in favour.

**5.1.3 Privacy Statement.**

This had been circulated.

Councillor Oldfield proposed and Councillor Lawrence seconded the resolution that this be adopted. All were in favour.

**5.2 The Green.**

No response had been received to the last letter. The County Councillor had spoken to the landlord and there will be a letter sent confirming that the terms will be adhered to. 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.**

The District Councillor reported that this is in probate and there is to be a meeting at Breckland Council that week to decide if it is to be listed. There is an item on the agenda for the Overview and Scrutiny Committee to have a positive policy for this register. This would mean Breckland Council would be more pro-active.

### **5.4 Open Spaces Society AGM.**

No one would be attending.

## **6. Highways.**

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

The Clerk had reported the obscured sign on Lexham Road the footway on Pound Lane and these had already been reported and action identified to resolve the issue. The potholes on Back Lane, Weasenham Road, Tittleshall Road which had been reported the previous month had action identified to resolve the issues. The junction of Druids Lane and Mileham Road had been surface dressed but it was not felt that this would last.

### **6.2 New problems.**

The County Councillor will request again that the pothole on Dereham Road around the BT box be repaired and have the culvert on Dunham Road checked. The gulleys on Church Street had been cleared. The fingerpost that the Clerk had requested to be in timber had not been responded to. A post on manor Drive had been knocked down and Flagship will be contacted regarding this. A reminder is to be sent about refreshing road signs.

### **6.3 Letter from a parishioner regarding Tittleshall Road/Butt Lane/Mileham Road junctions.**

This had been circulated and the Clerk had contacted the County Councillor. The County Councillor will contact the Highways Engineer and request a STOP sign at the junction of Butt Lane and Tittleshall Road. The provision of traffic lights or a mini-roundabout at Mileham Road/ Church Street would not be feasible.

## **7. Planning.**

### **7.1 Applications.**

#### **7.1.1 3PL/2018/0605/F-Land adjacent Anvil House Butt Lane-erection of proposed dwelling part conversion to link to dwelling and realign roof line to outbuilding.**

The meeting was adjourned.

The applicant explained that the original planning permission had been considered and the objections raised. The original building was a large construction and this had been reduced and re-orientated so that windows did not overlook the neighbours. The neighbours had been informed of the changes

The meeting was re-convened.

It was agreed unanimously to raise no objection to the application.

#### **7.1.2 3PL/2018/0694/O-Land off Weasenham Road-outline permission for the erection of 8 dwellings with all matters reserved.**

#### **7.1.3 3PL/2018/0698/O-Land off Wellingham Road- outline permission for the erection of 8 dwellings with all matters reserved.**

The two planning applications were considered together.

Concerns were raised over the increased traffics at the Primary School and at the crossroads of the B1145 and Church Street at the Bull Inn. The District Councillor advised that at this point in the planning process the Parish Council should request

that the provision of play equipment is a condition of any approval.

Councillor Fagence proposed and Councillor Oldfield seconded the resolution that no objection be raised, but requesting play equipment and that the traffic concerns be addressed. This was passed by a majority decision with Councillors Fagence, Oldfield and Jones in favour and Councillors Lawrence and Christie against the planning application.

## 7.2 Decisions.

**7.2.1 3PL/2018/0332/F-Willow House Druids Lane-change of use of land to parking area. Approved.**

## 7.3 Correspondence regarding a Planning Application at Great Dunham.

The Clerk had received two e-mails regarding the application to increase the storage area at Great Dunham Hall. The members stated that there were fewer vehicles travelling through Litcham than previously. This application had been sent to Breckland Council in January but the Clerk had only received the e-mail 10 days previously. Breckland Council would not send out the application to Litcham for consultation as it is in another parish. The Clerk will respond to the e-mails.

## 8. Finance.

### 8.1 Budget.

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

### 8.2 Balances and Cheques for Authorisation.

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

#### Balances :-

#### Bank of Ireland.

Balance at 30 04 18	12049.48
Less Cheques authorised 09 04 18-667.50	
Cheques authorised 14 05 18-762.58	
E-on D/Debit-53.71	<u>1483.79</u>
	10565.69
Plus Interest 08 05 18-	<u>1.06</u>
Balance at 30 04 18	10566.75
Less unrepresented cheques authorised 09 04 18-54.00	
unrepresented cheques authorised 04 06 18-599.92	<u>653.92</u>
Balance at 04 06 18	9912.83
Plus float for Community car	<u>100.00</u>
Balance at 04 06 18	10012.83

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

Spend to Date :£0.00

Cheques for authorisation:

510	B J Leigh	Salary-June 324.32 less PAYE 64.80	259.52
511	HMRC	PAYE-June	64.80
512	Mrs E Christie	Community Car May	89.90
513	B J Leigh	Salary July 324.32 less PAYE 65.00	259.32
514	HMRC	PAYE July	65.00
515	Litcham Jubilee Hall CIO	Hall Hire	75.00
516	T T Jones Electrical Ltd	Maintenance July-Sept	68.75

### 8.3 Maintenance at Long Meadow.

Councillor Lawrence withdrew from the meeting.

Councillor Oldfield proposed and Councillor Fagence seconded the resolution that the quotation from Gary Palmer for £2050 for stock netting and 2 high tensile barbed wire on tantalised posts subject to confirmation of the guarantee on the posts. All were in favour. The Chairman will discuss the hedge trimming with the Vice-Chairman.

Councillor Lawrence re-joined the meeting.

**8.4 Rental at Long Meadow.**

It was agreed to increase the rent to £350 with effect from 6 April 2019.

**9. Correspondence for circulation.**

The following correspondence would be circulated.

**9.1 Clerks and Councils Direct July 2018.**

**9.2 Open Space Society**

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

There were no matters raised for the next meeting.

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

This was confirmed as Monday 3 September 2018 at 7.30 p.m. to be held at The Jubilee Hall, Litcham.

The meeting closed at 2112.