

Meeting Minutes of Litcham Parish Council
Monday 7th November at 19.30 pm held at the Jubilee Hall, Litcham

Present: Parish Councillors: Mike Oldfield (Chairman), Chris Mitchell (Vice-Chairman), Claire Lawrence, Richard Fagence.

Also, present: Donna Secker (Parish Clerk), 3 members of the public

1. To receive apologies for absence

Cllr Brown and District Cllr Kiddle-Morris 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 5th September 2022

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

4. To co-opt a new councillor

Nina Hart was co-opted to become a councillor for Litcham Parish Council and a declaration of acceptance was signed.

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

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

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

The local plan is potentially looking at land for further houses to be built. A parishioner is concerned regarding the location if further houses are being built alongside the 16 extra houses along the Weasenham road. This is a major ongoing problem at the primary school site.

Another parishioner complained also about the ongoing parking problems outside the main school. This was discussed amongst the council and it was agreed for the clerk to contact the school and request a copy of the travel plan. It was suggested that the speed limit is reduced to 20mph at both locations.

7. To update the signs for land near the post office and discuss the abandoned car

The clerk will contact the highway engineer again to further request the implementation of a sign.

The council agreed to write to the car owner regarding the parked vehicle outside the post office before reporting this to the police. The clerk will action this.

8. To report and update on highway matters

The pothole was repaired on Druids Lane. Other issues to report are, a pothole in back lane, the cattle grid needs clearing out, finger post opposite the watery lane that has been knocked over.

The council requested for the clerk to contact Breckland again regarding No 9 Dereham Road. The white lines around the crossroads near the Bull public house have still not be renewed. The clerk will raise these items with highways.

Cllr Hart reported dog poo is being left around the area of Pound Lane and Butt Lane, the council requested some dog poo signs. The clerk will purchase these.

8.1 To discuss overhanging vegetation within the village

The Mount yet again has overgrown vegetation, which is a health and safety risk and reduces visibility for passing motorists. Parishioners are reporting that cars are being scratched, due to the brambles sticking out. The clerk will send a letter.

8.2 Other highway matters

The Nar Valley walk sign is enveloped by the school hedge in Druids Lane. The clerk will contact the school.

9. To discuss ideas for the parish partnership scheme 2023/2024

The council will not be applying this year for this scheme.

10. Planning Applications

10.1 To receive planning applications by Breckland District

No planning applications received.

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

3PL/2021/1446/F-New Access Track/Road-Land off Tittleshall Road-Refused

11. Items to discuss and update

11.1 To discuss a donation to the Litcham Childcare trust

The clerk received a letter from Litcham Childcare trust requesting a contribution towards a climbing frame and slide. The council all agreed to contribute £400

11.2 To discuss the quotes for the post at the green and the notice board

The clerk has received two quotes to treat and preserve the posts and notice board. One of the quotes was for £200 and the other quote was £250. The council all agreed to go with the £200 quote. The clerk will contact the contractor and inform them that the council would like the work completed in the spring of 2023.

11.3 To discuss the fence damage at long meadow and the tree for removal

The clerk has received two quotes one for replacing and renewing the fence £180 and £400 to remove the trees and the second quote was just for the removal of the trees and which was £280. The council agreed to go with the £280. The clerk will contact the contractor and inform them of the council's decision.

11.4 To update on the finger posts on Druids Lane

The clerk has received confirmation that the new finger posts are nearly completed and will be fitted within the next few weeks. The contractor has done an amazing job of renewing the signs.

11.5 To discuss the Christmas tree in memory of Cllr Brookbank

A Christmas tree on the green, as proposed by the late Cllr M. Brookbank was again discussed. It was agreed that a different species of tree should be considered. Any tree planted would display a plaque in memory of the late councillor.

11.6 To discuss the gate connected with the school on back lane

The clerk contacted the school back in July 2022 regarding the gate. The clerk will write to the school again with their concerns.

11.7 To discuss the fig tree located near the phone box

The council will monitor the tree and add this item to the agenda in the spring to see if the branches are causing problems with pedestrians.

11.8 To discuss the increase in lorries travelling through the village

The council had a discussion and it was suggested that reducing the speed limit to 20mph might help not only the school traffic but hopefully slow down passing traffic. The clerk will report this directly to highways.

11.9 To discuss the benches situated outside of the “The Bull”

The clerk will contact the Bull and request the removal of the benches for the winter

11.10 To update on the cleaning of the war memorial

The cleaning of the war memorial has been carried out and it looks good. The invoice has been agreed to be paid at £1300 + Vat. The PCC has sent an email thanking the parish council for actioning this.

11.11 To discuss the donation to the Litcham Common Conversation group

Litcham Common conversation group has requested a grant to cover the ongoing costs of maintaining the common. The council agreed to contribute £400

12. Finance

12.1 To approve the list of payments

The council approved the list of payments for November 2022 as detailed at the end of the minutes

12.2 To add a new signature to the bank account or open a new bank account

This will be added to the next agenda for further discussion. The clerk recommended that three signatories is a requirement for parishes.

12.3 To consider opting out of the external auditor appointment

The clerk discussed the options if the council were to opt-out of the external auditor. The council agreed to remain.

12.4 To discuss the budgets and precept for 2023/2024

The precept and budgets were circulated by the clerk for the councillors to consider. The council discussed this and would like this added to the next agenda for further discussion.

13. To receive items for the next meeting agenda Monday 9th January 2023

Precept and budget

Meeting finished 21.20

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
713	D.K.Secker	Wages for Sept & Oct	£748.56
714	British Legion	Poppy Wreath	£100.00
715	TT Jones	Street Lighting	£76.14
716	H. Brett	War Memorial	£1,560.00
717	BB Garden Service	Grass cutting	£300.00
718	L.Christie	Community Car	£24.90
719	D.K.Secker	Mcfee & Microsoft	£174.98

720	Litcham Common	Donation	£400
721	Litcham Childcare	Donation	£400
722	Mr S Wheeler	Materials for finger posts	Awaiting invoice
723	Mr T Moore	Rent	£7.50

DRAFT