

Meeting Minutes of Litcham Parish Council
Monday 5th July 2021, starting at 19.30pm held at the Jubilee Hall, Litcham

Present: Parish Councillors: Mike Oldfield (Chairman), Elizabeth Christie, Claire Lawrence, Richard Fagence, Matthew Brookbank
Also, present: Donna Secker (Parish Clerk)

1. To receive apologies of absence

County Councillor Kiddle-Morris sent his apologies. Cllr Mitchell and Cllr Brown also sent their apologies, these were accepted.

2. To receive declarations of interest in items on the agenda and consider any requests for dispensations

No declaration of interest were made or received.

3. To approve the minutes of the meeting held on 17th May 2021

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

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

Please see website for clerk's report of items not on the agenda.

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

County Cllr Kiddle-Morris has received a large number of complaints about the grass cutting, which was delayed for two weeks in this area. The wrong equipment is being used. This is a sub-contracted service for NCC carrying out the cuts and a complaint has been submitted directly to NCC.

The delay in pothole repairs is being dealt with. The new highways engineer had 700 outstanding repairs when he was appointed, and it is now 160 but priority potholes will be repaired first.

£3 million has been allocated to the libraries. Dereham library is being extended and a community hub added for computer use.

County Cllr Kiddle-Morris updated the council on the parking outside of Litcham school and highways issues. It has been proposed that Litcham school and highways will meet to discuss this issue further. The council have sent a letter to Litcham School and no reply has been received.

In September a new home to school bus service (replacing the current coach service) will operate in the morning from Necton to Litcham school and continue to pick up children from Mileham. The reverse route will operate in the afternoons. Parents that pay for transport can now pay on a daily basis or by purchasing a season ticket with payment being made to the bus operator. There will be no requirement for parents to request a discretionary place on the bus or await confirmation of a seat. Those children who are entitled to free home to school transport will travel free.

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

No public present

7. To report and update on highway matters

The clerk will contact highways regarding the Slow sign still outstanding near to the cattle grids.

8. Planning Applications

8.1 3PL/2021/0792/HOU-Two storey side extensions and alterations and amended access to front of property-The council comments on this planning application, the west wing should be considered as a single storey as the proposed site will be overdeveloped.

8.2 To receive update on application decisions taken by Breckland District Council

8.3 3PL/2021/0450/HOU-Priory Barn, 38 Church Street, Litcham-replace former large barn door opening on the front elevation-Approved.

9. Items to discuss and update

9.1 To update the seat/bench for Manor Drive

The bench has been ordered and the clerk is waiting delivery. The Cllrs agreed that the positioning of the bench will be discussed with the School.

9.2 To update and discuss the Village gates

The clerk circulated a brochure from the company that designs the gates, a possible design was agreed. The clerk is in the process arranging a meeting with the highways engineer on site. The Cllrs are concerned about the area around the gates, with grass growing and covering the gates, the council will agree to either pay for this to be cut regularly or alternative solution will be to add bark.

9.3 To update and discuss installing a Christmas Tree

The clerk is still waiting for confirmation from NCC to see if we can obtain a power supply. This will be added again to the agenda

9.4 To update on the Litter bins

The three new litter/dog bins have been denied due to the new location not being Breckland land. The clerk has asked for one location to be re-considered and the environmental department will visit the site.

9.5 To discuss speeding-Dereham Road

The speeding on Dereham Road is getting worse. The clerk will contact the enforcement speed camera to see if we can request a visit to this location.

9.6 To discuss the replacement tree near the village sign

This has been confirmed that County Councillor Kiddle-Morris will purchase a tree in September.

9.7 To discuss Sam 2 sign and positioning of posts

The Sam 2 sign has now been repaired and the sign will only be shared between our parish and one other parish. The existing posts will be used for now. It was confirmed by County Councillor Kiddle-Morris who has spoken to a member of the cabinet and that the police will analysis any date if it is presented to them in a paper form. The clerk will action.

9.8 To Update on cutting back hedges

The footpath on the Lexham road has been reported and this urgently needs attention and the footpath heading towards the primary school also needs urgent attention.

9.9 To update No 9 Dereham Road

County Councillor Kiddle- Morris reported that this is still in the hands of the legal team and no further updates. The clerk will contact County Councillor Kiddle-Morris to see if the Parish Council can help in pushing this forward.

9.10 To discuss the Fire Station

The owner of the Fire Station has been contacted and the owner requested that the debris around the fire station is removed first by highways before they can maintain the doors and building. The clerk will contact highways and urgently request for this to be actioned.

9.11 To discuss donation to Leukaemia trust

Due to the sad news of the passing of the previous clerk-Bryan Leigh who served Litcham Parish Council for over 10 years, the council agreed to donate £150.00 to the Leukaemia Trust. A request from NARS (Norfolk Accident Rescue Service) was also considered and the council agreed to donate £100 to this excellent voluntary team.

10. Finance

10.1 To approve the list of payments

The Council approved the list of payments for July 2021 as detailed at the end of the minutes

10.2 To approve the Budget

The Council approved the budget for July 2021

10.3 To approve the Information Commission payment via Direct Debit

The Council approved the direct debit payment to the ICO £35.00

11. To receive items for the next meeting agenda 6th Sept 2021.

Slow sign
Christmas tree lights
Replacement tree

Meeting finished at 9.16pm

FINANCE: 21st April 2021-26th May 2021

Balances:

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Community Account.

Balance at 21st April 2021	£16,555.00
Presented Cheques	£1,283.87
Direct Debit Haven Power-May	£80.02
Direct Debit-Ico	£35.00
	<u>£15,156.11</u>
Less unpresented cheque-645	£105.00
Total	<u>£15,051.11</u>
Vat Refund	£133.69
Total	<u>£15,184.80</u>

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
654	D.K.Secker	Salary - May- June	£594.66
655	TT.Jones Electrical Ltd	Invoice 12207-£379.99	
	TT.Jones Electrical Ltd	Invoice 12224_£69.85-july, Aug-Sep	£449.84
656	CBR Business Solutions	DBS check-Voluntary Norfolk	£18.00
657	Brisley Parish Council	SAM 2 repairs	£132.25
658	Mrs E Christie	Community Car	£53.40
659	Leukemia Trust	Donation	£150.00
660	NARS	Donation	£100.00
661	HMRC	PAYE	£74.40
		Total	£1,572.55

Clerk's report and update for Councillors: Under item no 4

- 1) Letter sent to the Corner stores to thank them for re-furbishing the Corner Store- a reply was received from them thanking us for our letter
- 2) Letter sent to the houseowner on the corner of Front Street and Church Street requesting them to cut down their hedge which is covering the 30 mph speed sign, this was actioned the very next day and they have since removed the hedge totally.
- 3) Letter was sent to Litcham School regarding the parking outside on Church Street as of yet no reply received.
- 4) 4 Lexham Road, a letter sent 6th March regarding the hedge in their front garden blocking the pathway. No action has been taken so after a request to re-send another letter, this has been sent.
- 5) Fourways-Councillor Oldfield have spoken to the new owners and will wait until October to cut down the trees.
- 6) The Pathway on the Lexham road was reported on the 18th June as an urgent request (MKM copied into email), this has been inspected and the problem will be resolved. ENQ 186886
- 7) ENQ-184843-Damaged Kerb-this was previously reported and is awaiting action
- 8) ENQ- 184844-Blocked gully and flooding on the Lexham road-23rd May and No action has been taken but they will monitor the problem.
- 9) ENQ-178854-Tittleshall Road, pothole near to the dairy farm, inspected and going to resolve the problem
- 10) ENQ- 174135-Pot hole on Litcham Road, we are investigating the problem
- 11) ENQ-188179-Pothole on Druids Lane reported 4/7/21
- 12) ENQ-188181-Overgrown Alley-Church Lane 4/7/21
- 13) Planning 3PL/2021/0141/D- Dwelling adjacent to NO 18 Wellingham Road-Refused.