

Meeting Minutes of Litcham Parish Council
Monday 13th May 2024 at 19.30 pm held at the Litcham Secondary School

Present: Parish Councillors: Mike Oldfield (Chairman), Chris Mitchell (Vice-Chairman), Claire Lawrence, Jason Fuller, Nina Hart and Richard Fagence

Also, present: Donna Secker (Parish Clerk), 1 member of the public

- 1. To elect the Chairperson- The Chairperson to sign the declaration of acceptance of office**
Cllr Hart nominated Cllr Oldfield to continue as Chair, Cllr Fagence seconded the nomination and the declaration of acceptance was signed
- 2. To elect the Deputy Chairperson-The Deputy Chairperson to sign the declaration of office**
Cllr Hart nominated Cllr Mitchell to continue as Deputy Chair, Cllr Fuller seconded the nomination and the declaration of acceptance was signed
- 3. To receive apologies for absence**
Apologies received from Cllr Brown, these were accepted
- 4. To receive declarations of interest**
No declarations of interest received
- 5. To approve the minutes of the meeting held on 4th March 2024**
It was resolved to accept the minutes of the last meeting as a true record, and they were signed by the Chairman.
- 6. To receive any brief updates from County and District Councillor**
County Councillor and District Councillor Kiddle-Morris's report can be found on the website. Litcham has become a non-service village, this is due to the lack of public transport which restricts residents from reaching places of work. This will not affect the village in anyway. The Local Government Boundary Commission for England is currently undertaking a review of Breckland electoral and boundary arrangements. Currently, Breckland has 49 Councillors and should be 51. A questions and answers presentation will take place on Wednesday 15th May at 10.30 more details can be found on the Breckland website <https://www.lgbce.org.uk/all-reviews/breckland>.
Breckland is opening a grant funding scheme "Inspiring Communities Match Funding". The scheme is delivered by Norfolk Community Foundation, further information can be found on the Breckland Website.
County Cllr Kiddle-Morris reported that the Local Plan will be going to cabinet on 3rd June. It was noted that a proposal for 50 houses in Litcham has been registered by a local landowner. This land was refused planning permission in the past but at this stage, the Local Plan is just a proposal and the plan has not been confirmed as it is still under the consultation process.
- 7. To report progress on items on the agenda from the last meeting**
The Council applied for a grant to purchase a Beacon for D-Day. The Council were successful but after a long discussion a location for the Beacon was not established and the Council will not be going ahead with the grant.

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

A parishioner asked if NCC were responsible for the signs about Bees in the village, these signs are not from Norfolk County Council.

A parishioner reported another gridlock along Church Street from vehicles carrying potatoes, apparently, six HGV vehicles were following each other. The Clerk will contact the company requesting for vehicles to avoid school hours.

9. To report and update on highways

The Council raised their concerns again regarding the lack of use of the School Crossing flashing sign which is not being used. The sign needs checking that it is working so The Clerk will write to the school and arrange a site meeting. The Clerk to continue reporting the road surface on the Mileham/Druids Lane junction.

It was raised again that the SLOW signs near the Cattle grids have still not been remarked, County Cllr Kiddle-Morris will chase this up and the Cattle grids need maintenance due to debris collecting at the bottom as it was agreed for NCC to keep the cattle grids clean and maintained.

10. Planning Applications

10.1 To receive planning applications from Breckland District

3PL/2024/0231/HOU-The Willows, 29 Church street. Rear single-storey extension with new gabled road and render to new extension- No objections

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

3PL/2022/0340/D- Land off Wellingham Road- Erection of 8 dwellings following outline permission and 2 affordable housing- Approved

11. Items to discuss, update and approve

11.1 A consider the request of a donation towards the Churchyard Cutting

The Clerk circulated the reply from the Litcham PCC confirming that the churchyard will be cut regularly. The Council agreed to donate the £500 as agreed in the meeting in March. One Councillor again objected to this donation to the Litcham PCC

11.2 To discuss the SSSI land

The Clerk circulated a map of the SSSI land and the Council would like confirmation that the land is being looked after and maintained and the standards. The Clerk will continue the enquiries into the requirements elements of this land.

11.3 To discuss the option of holding cake sales on the green

The Clerk was contacted by a parishioner to hold a few cake sales on the green. The Council would like further information on how regular this will be and if they will use their own insurance cover.

11.4 To agree and discuss the insurance quote

The insurance quote was received for the £257.60, which is the same quote that was last year. The Council agreed to continue with the same insurance company. The Clerk will action this.

12. To adopt and approve the policy for the Standing Orders

The Clerk circulated the updated Standing orders to the Council and the Council agreed to adopt this policy.

13. To adopt and approve the policy for the Code of Conduct

The Clerk circulated the updated Code of Conduct to the Council and the Council agreed to adopt this policy. It was also discussed to implement the new Vexatious policy which was also circulated to the Council and this was also agreed to be implemented.

14. To further discuss the report from Norfolk Wildlife Trust

This item was discussed at March's meeting and the Council was concerned that a list of restrictions would be added to the land. The Norfolk Wildlife Trust reassured the Council that recommendations will be made, but the Council will not be obliged to take action. Funding will be available for fencing and thistle will need to be controlled but NWT will help and guide the Council. A vote was requested and it was an even vote, the Chairman then had an overall vote and it was agreed to go ahead and register Long Meadow with Norfolk Wildlife Trust.

15. Finance

15.1 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 documents for the AGAR (listed documents above) were approved and signed by the Chairman. The documents will be added to the website and sent to the External auditor.

15.2 To approve the list of payments for May 2024

The Council agreed to all the payments to be authorised.

16. To discuss the correspondence from Mr George Freeman MP-offering a community surgery

Mr George Freeman contacted the parish requesting the opportunity to offer a community surgery in Litcham on Friday or Saturday. The Council agreed to a Saturday visiting.

17. To receive the items for the next meeting Monday 1st July 2024

SSSI land, Financial Regulations policy

The next meeting to be held at the Jubilee village hall

Meeting Closed at 21.28

FINANCE-April 2024

Balances:-

Community Account.

| | | | |
|-------------|--------------------------|--------------|--------------------------|
| | Balance at 31/03/24 | | £6,723.80 |
| Payment out | SSE Electricity | Direct Debit | £76.78 |
| | Total | | <u>£6,647.02</u> |
| Payments in | Community Car -Breckland | | £250.00 |
| | Breckland Precept | | £5,500.00 |
| | Total | | <u>£12,397.02</u> |

| Transfer number | Payment to | Reason for Payment | Cheque amount |
|-----------------|---------------------|---------------------------|---------------|
| 1 | D.K.Secker | Wages | £719.36 |
| 2 | HMRC | PAYE | £85.60 |
| 3 | LJ Internal Auditor | Audit | £60.00 |
| 4 | Mr Peel | Sign frame | £20.00 |
| 5 | D.K.Secker | Community Car | £79.40 |
| 6 | Zurich | Insurance | £257.60 |
| 7 | Litcham Church | Donation | £500.00 |
| 8 | Animal Sanctuary | In memory of Liz Christie | £100.00 |