

# Meeting Minutes of Litcham Parish Council

Monday 1<sup>st</sup> July 2024 at 19.30 pm held at the Litcham Secondary School

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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 and County and District Councillor Kiddle-Morris

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## 1. To receive apologies for absence

Cllr Brown sent his apologies. It was noted that Cllr Brown has been unable to attend the last few meetings. The Council have accepted tonight's absence due to a close family bereavement. The Council hopes that Cllr Brown can continue as a Councillor.

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

Cllr Fuller declared an interest in items no 7.1 3PL/2024/0516/HOU signed and completed a declaration of interest form in front of the Council.

## 3. To approve the minutes of the meeting held on 13<sup>th</sup> May 2024

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

## 4. To receive any brief updates from County and District Councillor

County Councillor and District Councillor Kiddle-Morris's is not able to report any information until after the 4<sup>th</sup> July due to the Elections.

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

The Council received an email regarding overgrown verges on the Tittleshall road. The Chairman requested for highways to carry out a boundary search this will take approx. 8-10 weeks. The Clerk will request this from District Cllr Kiddle-Morris.

### 5.1 The green, to discuss "No ball game sign and additional planting".

A parishioner would like the Council to consider a no-ball sign to be implemented on the green. The Council presently has never seen anyone playing with a ball on the green, so the Council currently feels this is not required but it will be monitored. A parishioner requested and suggested some shrubs to be planted against the boundary wall to the green, an area recently cleared because it had become overgrown and untidy. It was agreed not to action this request.

## 6. To report and update on highways

A list of various highway items were discussed and the Clerk has reported most of the items raised and will continue to chase these up.

Cllr Fuller reported that there is no evidence of a Village sign when approaching Litcham from Tittleshall's direction. County and District Councillor Kiddle-Morris will look into this and the Clerk will also follow this up with Breckland.

## **7. Planning Applications**

### **7.1 To receive planning applications from Breckland District**

**3PL/2024/0516/HOU-8** Weasenham Road. Proposed pitched roof open Car Port with integrated store. The council noted that the plans were sent out without measurements and the clerk contacted the planning officer and to date hasn't received a reply.

The Council struggled to make a decision due to a lack of measurements and insufficient information supplied by the architect.

### **7.2 To receive an update on application decisions taken by Breckland District Council**

## **8. Items to discuss, update and approve**

### **8.1 To Discuss the feedback from the Local Plan workshop**

Cllr Oldfield, Cllr Lawrence and Cllr Hart attended a local workshop in Swaffham. The Local Plan is up for consultation and the proposed land in Litcham will be discussed. This land was put forward previously but this was refused. This area of land has again been proposed for inclusion in the Local Plan. Objections were made by 4 Councillors who felt there was a lack of information about further infrastructure improvements allied to any development. The 2 remaining councillors supported the proposal. The council will be able to make further comments and observations as the Local Plan moves forward.

### **8.2 To discuss the SAM2 pole on the Mileham/Lexham road**

It was brought to the Council's attention that the SAM2 pole has been tampered with and currently is loose in the ground. The Council will investigate this and refit the pole if needed.

## **9. Finance**

### **9.1 To authorise the list of payments for July 2024**

The Council approved the list of payments for July 2024 as detailed at the end of the minutes. The clerk raised the item that due to the recent audit; it is a requirement that assets are listed on the insurance document, which has now been actioned. However, this has occurred an additional fee and this was added to the payment list.

### **9.2 To authorise the Clerk to attend the training course on Freedom on information**

The Council all agreed to cover the cost of the training course for the clerk to attend

## **10. To discuss the report from Norfolk Wildlife Trust regarding Long Meadow**

The clerk circulated an email from the Norfolk Wildlife Trust before the meeting. NWT made various recommendations to the Council. The land is currently rented to a local parishioner and any changes will need to be communicated to the renter, if any changes are planned.

## **11. To discuss the renewal contract with SSE electrical supplier for the street lamps**

The Clerk circulated the new contract and the Council agreed to continue with the current supplier, the Clerk will renew the contract.

## **12. To approve the new financial regulations policy**

The Clerk circulated the new financial regulations policy and it was agreed by the Council to adopt the updated policy.

## **13. To receive items for the next meeting agenda date Monday 2<sup>nd</sup> September 2024**

Donation to the Common and Parish Partnership Scheme.

Meeting closed 21.05

Transfer number	Payment to	Reason for Payment	Cheque amount
1	D.K.Secker	Wages	£719.36
2	HMRC	PAYE	£85.60
3	TT Jones	Streetlamp - Maintenance	£90.14
4	C. Islitt	Community Car- May	£66.15
5	C. Islitt	Admin fee for phone calls etc	£40.00
6	Zurich	Insurance- asset list	£94.62
7	C. Islitt	Community Car - June	£30.00
8	D.K. Secker	FOI course	£48.00