

Minutes of the Meeting of Litcham Parish Council held on **Monday 14th May 2018**, in The Jubilee Hall at 7.30 p.m.

Present Councillor M Oldfield (Chair)
Councillor C Mitchell
Councillor M Anderson
Councillor L Christie
Councillor R Fagence
Councillor J Jones
Councillor C Lawrence

County Councillor M Kiddle Morris.

One parishioner

In the part of the meeting open to the public a parishioner asked if the Common is allowed to be fenced off. He was informed that the perimeter could be fenced. He also stated that the churchyard was a disgrace and the front should be cut. He had heard that areas are not going to be cut in the future. He was informed that the cutting of the churchyard is not a matter for the Parish Council. He was informed thought at a small area to the rear of the church and also a triangle to the front would be left to try and encourage more wild flowers. If this is successful then this area may be enlarged. He stated that the common had been cur and there was no wildlife there now.

1. Election of Chairman.

Councillor Anderson proposed and Councillor Jones seconded the resolution that Councillor Oldfield be elected Chairman. All were in favour and Councillor Oldfield was duly elected and the Declaration of Acceptance of Office was signed and witnessed.

2. Election of Vice-Chairman.

Councillor Lawrence proposed and Councillor Jones seconded the resolution that Councillor Mitchell be elected Vice-Chairman. All were in favour and Councillor Mitchell was duly elected and the Declaration of Acceptance of Office was signed and witnessed.

3 Apologies for Absence.

There were no apologies for absence.

4 Declaration of Pecuniary Interest.

Councillor Lawrence declared a DPI in Agenda Item 12.4 being the mother of a person quoting.

5. Minutes of the Previous Meeting.

Councillor Anderson proposed and Councillor Oldfield seconded the resolution that the minutes of the meeting held on 9 April 2018 having been circulated be approved. All were in favour and the minutes were duly signed.

6. County and District Councillor Reports.

The County Councillor reported that there is a consultation on the western link which could effect traffic on B1145. There is a mobile phone detection sign similar to a SAM2 sign is being used that is not on Bluetooth. He informed the meeting that 29 Church Street is for sale and he had spoken to the owner of this property who is concerned with flooding. The County Councillor will speak to the owner of the adjoining field to enquire if a new ditch can be dug alongside the existing which does not take the water away.

The Chairman stated that he had raised an issue at Longham on 28 March and it should have been dealt with in 6 weeks but it has not. The County Councillor will check on his way to Longham that evening.

7. Representatives to Outside Bodies.

7.1 Litcham Jubilee Hall Trust.

This is not necessary anymore as the constitution has changed.

7.2 Litcham Common Management Committee.

Councillor Oldfield was unanimously elected as the Parish Council representative.

8. Asset Register.

This was reviewed and signed as a true record.

ASSET REGISTER

1. LAND

Two Acres or thereabouts of land know as 'Long Meadow' at the southern edge of Litcham Common in the parish of Kempstone. (*Valued by Case & Dewing June 2006*)

MARKET VALUE £3000

ASSET VALUE £3000

2. VILLAGE SIGN

REPLACEMENT COST £800

ASSET VALUE £800

3. VILLAGE NOTICE BOARD

REPLACEMENT COST £900

ASSET VALUE £900

4. LITTER BINS

6 'NEOPOLITAN' litter bins 5 purchased from Glasdon in 2006 [£211 each]. 1 replaced April 2010 cost £210. 1 purchased in 2015 for the Common cost £243

REPLACEMENT COST £1458

ASSET VALUE £1303

5. DOG FOULING BINS

2 'FIDO' litter bins purchased from Glasdon in 2006 [£90 each].

REPLACEMENT COST £180

ASSET VALUE £180

1 FIDO Dog Bin purchased April 2017

ASSET VALUE £101

6. GRIT BIN.

1 grit bin purchased from Glasdon via Beetley PC and sited at the Primary School.

REPLACEMENT COST £127

ASSET VALUE £127

7. STREETLIGHTS

- i) Six lamposts and lamps at 80 watt MBFU.
(valued at £980 each including installation)
- ii) Fifteen 80 watt MBFU lamps affixed to buildings and telegraph poles.
(valued at £740 each including installation)

Total of twenty-one lamps.

REPLACEMENT COST £16,980

ASSET VALUE NIL

8. OFFICE EQUIPMENT

- iii) Three draw filing cabinet - £90
- iv) Photocopier – HP6210 “All-in-one” - **£180**
- v) Gavel Set - **£30.00**

REPLACEMENT COST £300

ASSET VALUE £150

9. LITERATURE

- vi) Councillors Guide **£13.50**
- vii) Local Council Clerks Guide **£11.75**
- viii) Powers and Constitutions (NCAPTC booklet) **£5.00**
- ix) Chairmanship (NCAPTC booklet) **£5.00**

REPLACEMENT COST £40

ASSET VALUE NIL

10. DOCUMENTS

- x) Rules as to Nomination and Election of Parish Councils dated 1898
- xi) Local Council Administration (1975)
- xii) Various bills dated between 1835 and 1955
- xiii) Minute books :
 - a) 1919 – 1935
 - b) 1935 – 1955
 - c) 1955 – 1989
 - d) 1990 – 1993
 - e) 1993 – 1996
 - f) 1996 – 2001

Agendas and Minutes 2001 – present day kept in lose-leaf folders.

- xiv) Payment and Receipt books

- a) 1966-1986
- b) 1986-1999

Payments and receipt 1999 – present day kept in filing cabinet.

- xv) Visitors Book – Queen Elizabeth’s Jubilee Thankgiving Service 3rd June 2002

VALUE - NIL

11. THE GREEN

xvi) Posts for perimeter of The Green

REPLACEMENT COST £2012

ASSET VALUE NIL

TOTAL VALUE OF ASSETS: - £6561

This register was reviewed and judged to be complete at a meeting of

LITCHAM PARISH COUNCIL on 14 / 05/ 2018

It was agreed to remove the photocopier. Literature and documents from the asset register for the ensuing year.

9. Matters to Report.**9.1 General Data protection Regulation.**

It has now been agreed that a Parish Council does not need a Data protection Officer. The new policy will now be written ready for the next meeting.

9.2 Community Asset Register.

The Clerk reported that if about 20 letters are received stating that it is an integral part of the village then this would be sufficient for the process to commence. The name of the owner must be submitted at the same time.

9.3 The Green.

No letter had been received from the Bull Inn so a further letter is to be sent stating that the terms must be agreed or the benches would have to be removed.

9.4 The Common.

Another pony had been hit by a car in which the car came off worse. It was agreed to contact highways to have the SLOW signs refreshed and to see if an extension of the speed limit is possible.

10. Highways**10.1 Report from last month.**

The flooding on Mileham Road and at Coronation cottages, the junction of Druids Lane and Mileham Road and the potholes on Druids Lane, Pound Lane and Dereham Road had all been reported and these are to be repaired although this may take about 6 weeks. The streetlight at Litcham Close had also been reported although this is still on at night.

10.2 New problems.

The following will be reported:-

The white lines at the junction of Druids Lane and Mileham Road need replacing urgently, potholes on back Lane, Weasenham Road, Tittleshall Road, the overgrown signs for the school on Druids Lane and the bend sign on Tittleshall Road, the finger post near to the Jubilee Hall and the SLOW sign on Dereham Road which needs refreshing and the culvert under the road near to the cattle grid on Dunham Road needs clearing

11. Planning.**11.1 Applications.**

There were no applications to consider.

11.2 Decisions.

The following decisions were noted.

11.2.1 3PL/2018/0192/F-Jubilee Hall Church Street-extension and redesign of existing single floor structure to allow the hall to be used in a more convenient manner.

Approved

11.2.2 3PL/2017/1202/F-Development site at Lime Kiln House Back Lane-proposed dwelling including means of access.

Approved.

12. Finance.

12.1 Budget.

This had been circulated and Councillor Mitchell proposed and Councillor Lawrence seconded the resolution that this be approved. All were in favour.

12.2 Insurance for 2017/18.

This was deferred to the next meeting to obtain a three year agreement price.

12.3 Balances and Cheques for Authorisation.

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

Balances :-

Bank of Ireland.

Balance at 28 02 18	7686.79
Less Cheques authorised 05 02 18-66.55	
Cheques authorised 05 03 18-612.25	
Referral Item Charge-10.00	
Cheques authorised 09 04 18-308.21	<u>997.01</u>
	6689.78
Plus Interest 05 03 18-0.58	
Bank of Ireland Refunds-20.00	
Breckland Precept-5000.00	
Breckland Rate Support Grant-88.50	
Interest 06 04 18-.62	
Norfolk Community Foundation Grant-250.00	<u>5359.70</u>
Balance at 30 04 18	12049.48
Less un-presented cheques authorised 09 04 18	<u>721.50</u>
Balance at 01 05 18	11327.98
Plus float for Community car	<u>100.00</u>
Balance at 01 05 18	11427.98

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

Spend to Date :£0.00

Cheques for authorisation:

499	B J Leigh	Salary-Apr 308.21 less PAYE 61.60	246.61
500	HMRC	PAYE-Apr	61.60
501	Mrs E Christie	Community Car March-73.45 Expenses 2017/18-48.00	121.45
502	T T Jones Electrical Ltd	Maintenance Apr-June Replacement PEC	103.09
503	Norfolk Association of Local Councils	Subscription	147.45
504	Vision Internet Limited	Domain Renewal	62.38
505	Max Bergin	Internal Audit	20.00

12.4 Maintenance at Long Meadow.

This was deferred until the next meeting although the Chairman had met a contractor

on site but no quotation had been received. Further prices are to be attempted to be obtained.

12.5 Exemption Certificate for the Accounts for 2017/18.

Parish Council with a turnover and expenditure less than £25000 can exempt themselves from a limited audit.

Councillor Anderson proposed and Councillor Lawrence seconded the resolution that the exemption certificate be signed. All were in favour and the certificate was signed by the Chairman and Responsible Financial Officer.

12.6 Annual Governance Statement for the Financial Year April 2016-March 2017.

Councillor Lawrence proposed and Councillor Fagence seconded the resolution that the Governance Statement be approved. All were in favour. The Statement was duly signed by the Chairman and Clerk.

12.7 Accounting Statement for the Financial Year April 2016-March 2017.

Councillor Anderson proposed and Councillor Lawrence seconded the resolution that The Accounting Statement be approved. All were in favour. The Accounting Statement was duly signed by the Chairman and Responsible Financial Officer.

12.8 Clerks Salary.

Councillor Mitchell proposed and Councillor Oldfield seconded the resolution that the Clerks salary be increased to SCP 25 at 12.012 per hour for 27 hours per month. All were in favour. The Clerk thanked the members for the increase.

13. Correspondence for circulation.

The following correspondence will be circulated.

13.1 Clerks and Councils Direct May 2018.

14. Matters for the next meeting.

14.1 Western Link Consultation.

12. Date of the next meeting.

This was confirmed as Monday 4 June 2018 at 7.30p.m. to be held at The Jubilee Hall, Litcham.

The meeting closed at 2043.