

Meeting Minutes of Litcham Parish Council  
Monday 17<sup>th</sup> May 2021 starting at 7.30pm held at Jubilee  
Hall, Litcham (draft)

**Present:**

Parish Councillors Present: Mike Oldfield (Chairman), Chris Mitchell (Vice- Chairman), Elizabeth Christie, Richard Fagence, Claire Lawrence, Also, present: Donna Secker (Parish Clerk), County & District Councillor Mark Kiddle-Morris and 8 members of the public.

**1. To elect the Chairman**

Cllr Oldfield invited nominations for the office of Chairman, Cllr Oldfield was nominated by Cllr Lawrence and seconded by Cllr Mitchell. With no further nominations, all agreed to elect Cllr Oldfield to serve as Chairman for the coming twelve months. Cllr Oldfield signed the declaration of acceptance of office.

**2. To elect the Vice-Chairman**

Cllr Oldfield Invited nominates for the office of Vice-Chairman. Cllr Mitchell was nominated by Cllr Oldfield and seconded by Cllr Christie. With no further nominations, all agreed to elect Cllr Mitchell to serve as Vice Chairman for the coming twelve months. Cllr Mitchell signed the declaration of acceptance of office.

**3. To receive apologies of absence**

Cllr Brookbank sent his apologies, and these were accepted.

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

No declaration of interest were received or noted.

**5. To Co-opt a new Councillor**

Mr. L Brown was unanimously co-opted to the Parish Council and the declaration of acceptance of office was duly signed and witnessed.

**6. To approve the minutes of the minutes of the meeting held on 1 March 2021.**

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

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

All items on the last agenda have been carried over for an update.

**8. Open forum for Public Participation: an opportunity to hear from**

**members of the public.**

Resident of Dereham Road expressed concerns about the deterioration of no.9 Dereham Road. There is water ingress to their properties and props installed to prevent serious structural damage. The house is increasingly becoming unsafe and requested an update on the current situation. Cllr Kiddle-Morris is going to report this to the Cabinet Member and will update the neighbouring properties with the outcome.

Lexham Road footpath, despite this path having been resurfaced a resident has reported weeds growing through. County Cllr Kiddle-Morris will visit the site and contact highways to report this.

Complaints have been brought to the Parish Council, Litcham school and others regarding parking and highways issues during dropping off and picking up students. They are concerned it is becoming a serious health and safety problem at these times of the day, because of indiscriminate parking blocking entrances, close to junction and fully on pavements. This makes the flow of traffic through the village almost impossible and often leads to gridlock. There were suggestions for lines, crosshatching and flashing lights and car park away from the school.

County Cllr Kiddle-Morris replied, that land outside the shop is highways land and you are allowed to park and drive over this land.

The Parish Council have had several meetings and discussion before with the School on seeking a solution without success. After a long discussion County Cllr Kiddle-Morris will continue to make further enquiries to see if any solution can be considered. The Clerk will write to Litcham School and ask for their comments as to how they might mitigate the number journeys into the village to both sites. Perhaps the school travel plan should be looked at again before a further increase of numbers on roll, therefore reducing the number of single journeys.

**9. To Receive any updates from County and District Councillor**

Please see the website and attachment for the full report due to the length of the reports.

**10. To report and update on highway matters**

Due to the overgrowth of trees and hedges on back lane, the clerk will contact the owner to ask about trimming them back. Highways to be consulted to side out both verges. The clerk will report this to highways.

An area on Lexham road adjacent to Coronation Cottages has been flooded, the gully needs to be checked/cleaned. The clerk will contact highways.

Damaged dropped kerb stones to the pavement have been noted on

Church street, opposite Mouse cottage, these have been previously reported, the clerk will chase this up.

A 30mph sign on Front street is covered in ivy; the clerk will contact the householder and request for this to be cut back.

The council are still waiting for SLOW road markings to be carried out by highways, the location is either side of the Cattle grids, the clerk will chase this up.

The clerk updated the council regarding the speed sign SAM2, it is presently being repaired and the council confirmed that they will contribute to the repair fee. The council would still like to remain part of the syndicate group. The council agreed to contribute to the payment of the repair and will continue with the sign. The clerk will confirm the locations of the sign to be displayed with District Cllr Kiddle-Morris and contact the new SAM2 co-ordinator.

## **11. Planning Applications**

- 11.1 3PL/2021/0450/HOU- Priory Barn, 38 Church street, Litcham, replace former barn door and rear window. Roof to be re-covered by tiles. This application has been approved prior to the meeting.
- 11.2 **To receive update on application decisions taken by Breckland District Council.**
- 11.3 11.3 3PL/2021/0181/LB-15 Church Street, emergency repairs, removal of roof covering for large and small barn, reinstate and match existing.
- 11.4 3PL/2020/1505/f-Land off Tittleshall Road, Access Road. This application has been withdrawn.

## **12. Finance**

### **12.1 To approve the list of payments**

The following payments (see attached list) were approved by the council.

### **12.2 To approve the budget**

The Clerk circulated the present budget, this was approved by the council

### **12.3 To approve the signing of the end of year accounts (AGAR)**

The council agreed the end of year accounts and Cllr Oldfield signed the documentation.

## **13. Items to discuss**

### **13.1 To discuss the options for the seat/bench for Manor Drive**

The Clerk circulated options for the council to consider a design. The council agreed to order the Captains seat and the invoice will

be sent to the Litcham Primary School who will be purchasing the seat. The Clerk will liaise with the School.

**13.2 To discuss the Village gates**

The clerk reported that the council were successful in their bid for the Partnership Scheme with Breckland and will make contact with the company that supply the Village gates for the council to consider the different style and options

**13.3 To discuss the installing a Christmas Tree**

The Clerk reported that she is liaising with Cllr Brookbank to consider gaining access to electricity for the Christmas tree lights, this is still being investigated. The clerk will add this to the next agenda for further discussion.

**13.4 To discuss the direct debit payment to open space**

The Council agreed to cancel this direct debit to open space.

**13.5 To discuss the Churchyard donation**

The clerk circulated invoices supplied by the Parochial Church Council and it was agreed by the Council to donate £170 towards the cost of the cutting of the churchyard grass.

**13.6 To discuss the litter bins**

The Clerk circulated various designs of litter bins to the council and it was agreed to purchase two new litter/dogs' bins. The dog bin post situated on the green has broken, it was agreed to purchase a new post for this bin. The new bins will be relocated, one to be placed outside the school exit gates, one to be located to Wellingham Road and one near the corner of Litcham common.

**13.7 To discuss the 1 million tree planting**

The Clerk is still waiting for further details from Norfolk County Council regarding this scheme.

**13.8 To discuss the replacement tree near the village sign**

County Cllr Kiddle-Morris had previously discussed a replacement for the tree several months ago, the Clerk will chase this up.

**14. To update the Council on the Community Car**

The Clerk has completed all the CRB forms and this are now awaiting to be processed. The coordinator reported that we are very short on volunteers to help, the clerk has put an request to be submitted to the Church and Village magazine.

**15. To receive items for the next meeting agenda 5<sup>th</sup> July 2021**

Fire station

Christmas Tree lights

Meeting finished 2132.

FINANCE:23rd Feb 2021-16th March 2021

Balances:

**Community Account.**

Balance at 23rd Feb 2021 £11,511.60

Direct Debit Haven Power-March £82.80

Direct Debit Haven Power-April £80.02

**£11,348.78**

Breckland Precept £5,250.00

Total £16,598.78

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
644	Christie	Community Car	£43.80
645	Norfolk Parish Support	Annual Subscription	£105.00
646	TT Jones	Street Maintance	£69.85
647	Zurich Insurance	22nd june2021-june 2022	£257.60
648	D.K.Secker	Domain renewal litcham.org	£62.38
649	Beeston Bookkeeping	Auditor	£15.00
650	D.K.Secker	Salary-March & April £669.06+£37.62 arrears in PAYE+postage	£575.24
651	HMRC	PAYE	£133.80
652	Litcham PCC	Churchyard donations/Grass Cutting	£170.00
653	Mrs E Christie	Community Car	£22.50

