

# Meeting Minutes of Litcham Parish Council

Monday 3<sup>rd</sup> March 2025 at 19.30 pm held at Jubilee Hall

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

Also, present: Donna Secker (Parish Clerk), County Councillor Kiddle-Morris and 7 members of the public

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Cllr Brown resigned after the last meeting and the Council would like to thank him for all his time volunteering with Litcham Parish Council.

**1. To receive apologies for absence**

No apologies received.

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

No declarations of interest

**3. To approve the minutes of the meeting held on 6<sup>th</sup> January 2025**

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

**4. To co-opt a new Councillor**

The Council received three completed applications. The applications were circulated to the Council before the meeting and it was agreed to carry out a paper vote. Paul Madden was voted onto the Council and the acceptance of office was signed in front of the Council and Cllr Madden was welcomed to Litcham Parish Council.

**5. To receive any brief updates from County and District Councillor**

District and County Councillor Kiddle-Morris reported That the Council tax has increased by the full 4.99%. This increase will contribute to more grass-cutting and small-scale highway improvements. The grass cutting has been brought forward to April.

Hazardous waste can be disposed of in April, dates to be released but booking will be required. An update on the Local Plan timetable, the Cabinet have until December 2026 for agreement on the local Plan or it will have to start again under the new regime. Due to the Local devolution deal, the local election will be delayed for one year. In May 26 a Mayor will be elected for Norfolk and Suffolk for a combined authority. This will change the precept powers and will be responsible for housing and restructuring. The Government wants a single-use council and all County and District councils will be abolished and form Unity Authorities. Elections are going to be in May 27 for The Unity Authorities to take over in 2028. This is an only approximate timetable.

Cllr Hart arrived at the meeting at 19.53

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

A parishioner raised the issue of the shop and this is now a matter with the Enforcement Authority and the Parish Council **will not** be updated due to the nature of the enforcement.

## 7. To report and update on highways

The Junction of Tittleshall Road/Butt Lane has been cut back but the road sign has been damaged and the debris has been left in the road. The Clerk will write to the homeowner. Several potholes will be reported by the Clerk.

### 7.1 Damage Kerb on Church Street

The damaged kerb has been repaired after 3 years. It was repaired by Norfolk County Council who will charge Anglian water for the repair.

### 7.2 Junction of Back Street/Front Street

The Junction has been recognised as needing attention. The Highways Safety Team will be requested to research the road layout and the proposal might be to revise a new kerb line. This will not be actioned immediately, but will be coming out of capital money, which will be available after 1<sup>st</sup> April.

## 8. Planning Applications

### 8.1 To receive planning applications from Breckland District

**PL/2025/0179/TCA**- Sunnyside, Back Street, Litcham.- Trimming down of a Walnut tree (T1) - thin crown of suppressed/rubbing branches by approximately 15%. Reduce crown  
**PL/2025/0199/TCA** – Litcham Hall- T1 Ash- to remove the roadside stem that overhangs the road.

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

## 9. Items to discuss, update and approve

### 9.1 To review and discuss the quote for the telephone box repairs

The Clerk has requested for further quotes, but due to the damage to the door, it has been suggested that a replacement door may be better than a repair. The Council has received one quote and is waiting for a second before a decision is made. This will be added to the next agenda.

### 9.2 To review and discuss Long Meadow/Norfolk Wildlife Trust

The Council were updated by the tenant that Long Meadow was heavily grazed with sheep last year, but the land has become wet and boggy. Also, the access to the land is very muddy and causing access problems. The Council therefore discussed Norfolk Wildlife Trust's request to treat the thistles, but as the tenant will be using the land for grazing this year, the Council will review it towards the end of the year.

### 9.3 To review the asset checks carried out

The Council carried out an asset checklist. The dog bins were all confirmed in good condition, but a dog bin near to the school doesn't have a lid, which could be a health and safety concern. Therefore, the Council agreed for the Clerk to order a replacement dog bin. The Street lights are all in good working order and Long Meadow was checked and all fencing was complete.

### 9.4 To update the Council on the insurance for the Christmas tree

The Council have been looking into the possibility of installing a Christmas tree in the village. This has been discussed in previous years and the Council agreed not to install a Christmas tree. However, due to parishioners' requests, the Council are still in the process of gaining the go-ahead for the insurance cover. This is due to the location being near houses and a busy junction.

The Council discussed other locations to be considered. the Church as an alternative venue. This will be added to the next agenda.

**9.5 To consider training course for Councillors**

It was agreed that no training is currently required.

**10. Finance**

**10.1 To authorise the list of payments for March 2025**

The payment list below was approved and authorised by the Council and these were agreed

**10.2 To consider a donation to the Church for grass-cutting**

The Council agreed not to donate currently due to other ongoing projects and once the costs have been finalised, then a donation will be considered.

**10.3 To discuss the Annual Parish Meeting for 2025**

It was agreed to hold the Annual Parish Meeting on Monday 19<sup>th</sup> May at 7pm and the Annual Parish Council meeting to follow immediately afterwards.

**10.4 To consider a third signatory on the bank account**

It was agreed that Cllr Lawrence to be the third signatory. The Clerk will arrange for this to be processed

**10.5 To agree on the Clerk's yearly expenses**

The Council agreed to the Clerk's yearly expenses and this was approved.

**11. To receive items for the next meeting agenda, Monday 19<sup>th</sup> May 2025 at 7pm**

Telephone box, grass cutting, Christmas Tree.

Meeting closed 21.26

Transfer number	Payment to	Reason for Payment	Cheque amount
1	D.K.Secker	Wages Jan & Feb	£745.20
2	HMRC	PAYE	£92.00
4	C. Islitt	Community Car- Jan & Feb	£131.30
6	Troupes	Community Car- Jan	£10.60
7	Litcham Village Hall	Hall Hire	£102.00
8	D.K.Secker	Yearly admin expenses	£218.00
9	NPTS	Support Service	£110.00
10	Kingfisher	New dog bin	£162.00

£1,571.10