

Meeting Minutes of Litcham Parish Council
Monday 5th January 2026 at 19.30 pm held at Jubilee Hall

Present: Parish Councillors: Mike Oldfield (Chairman), Chris Mitchell (Deputy Chairman), Jason Fuller, Paul Madden, Nina Hart and Clive Isitt

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

CLlr Oldfield wished everyone a Happy New Year and thanked everyone for attending.

1. To receive apologies for absence

CLlr Lawrence sent apologies, District/County CLlr Kiddle-Morris also sent their apologies, which were accepted.

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

No declarations of interest received.

3. To approve the minutes of the meeting held on 3rd November 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 receive any brief updates from County and District Councillor

No updates from County/District CLlr.

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

5.1 Car parking signs

It was noted that no parking signs have been installed by residents on the Lexham road layby, which is owned by Highways. These are not official signs and the Council will monitor this.

5.2 Correspondence from parishioners about parking and speeding

The Council have received correspondence from a few residents about the parking situation at both school sites. The school has been asking parents to be more considerate when parking, but there is no easy solution due to the lack of additional land available for cars to park. This has been an ongoing problem for many years. The Council requests that parents park sensibly, **not blocking junctions** (10 meters clearance at junctions) and not causing issues for homeowners, especially in Manor Drive.

6. To report and update on highways

CLlr Mitchell has been investigating the issues with flooding within Druids Lane and has followed and cleared out ditches to alleviate the problem. The gullies are now blocked and these now need jetting out along Druids Lane. The pothole on the pavement located near to the shop and the pathway along Church Street will be reported.

It was noted that a large amount of dog poo is being left on Manor Drive. The clerk will put a note in the Church and Village to alert residents. The sharp corner arrow on the Tittleshall road has fallen. The Clerk will report these highway issues.

7. Planning Applications

7.1 To receive planning applications from Breckland District

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

8. Items to discuss, update and approve

8.1 To update the Council with the new email address and website address

The new email address is now set up and working; this is to comply with the government's requests for parish council to have a gov.uk email address. The website address has also changed to be compliant [with www.litchamparishcouncil.gov.uk](http://www.litchamparishcouncil.gov.uk)

8.2 To review and approve the asset and land list

The asset list and land list were discussed and updated with the Council. This was approved

8.3 To discuss the Litter Bin on Church Street

The litter bin outside the shop is now on a weekly emptying schedule. However, it was noted that this is still full within a few days. The Clerk will obtain some prices for adding a further bin. This will be added to the next agenda.

8.4 To discuss the new charges for the Community Car

The Community Car service has been very busy and has seen an increase in bookings this year. The Parish Council discussed an increase in the current pricing bands. It was discussed and the new prices will come into effect from the 1st February.

8.5 To discuss the Street lights

The Clerk received a report that a streetlight is faulty and doesn't appear to be turning off. However, it was noted that all the streetlights within Litcham are on all night. The Clerk will investigate this further with the maintenance company.

9. Finance

9.1 To authorise and approve the list of payments for January 2026

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

9.2 To authorise and approve the Clerks (Assertion 10) Course

The Clerk attended a course to prepare for the new external audit requirements from the government. The Council agreed to pay for the course.

9.3 To review and discuss the precept.

The budgets were updated and the precept was discussed. Due to the purchase of the SAM2 sign and a large donation to the Church Bells. It was agreed that the Council will increase the precept by £750.00 for the year. (Band D, that will be a £3.38 increase per month).

9.4 To discuss the increase in Bank Charges

The bank Charges will increase in 2026 from £6.00 per month to £8.00 per month. The Council approved this increase.

10. To update and review the following policies

- 10.1 IT Policy** –The IT Policy was circulated before the meeting to the Council for review. The Council agreed to approve this policy. This policy will be adopted to come in line with the new government guidelines.
- 10.2 Data policy**- The Data Policy was circulated to the Council before the meeting. The Council agree to approve and adopt this policy.

11 To receive items for the next meeting agenda date, Monday, 2nd March 2026

New litter bin, update on the street lighting and request for a donation towards storage for archive photos.

Meeting Closed 20.58

Transfer number	Payment to	Reason for Payment	Cheque amount
1	D.K.Secker	Wages Nov & Dec 25	£933.04
2	Community Car	Car Journeys Sept & Oct	£60.05
3	Troupes	Community Car	£8.00
4	TT Jones	Street Lightening	£93.47