

# Meeting Minutes of Litcham Parish Council

Monday 19<sup>th</sup> May 2025 at 19.30 pm held at Jubilee Hall

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Present: Parish Councillors: Mike Oldfield (Chairman), Chris Mitchell (Deputy Chairman), Claire Lawrence, Jason Fuller and Paul Madden

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

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**1. To elect a Chairperson- The Chairperson to sign the declaration of acceptance to office**

It was a unanimous vote that Cllr Oldfield be elected and continue the role of elected Chairperson. The declaration of acceptance form was signed.

**2. To elect a deputy Chairperson to sign the declaration of acceptance to office**

It was a unanimous vote that Cllr Mitchell be elected and continue the role of elected Deputy Chairman. The declaration of acceptance form was signed.

**3. To consider any apologies of absence**

Councillor Fagence and Cllr Hart sent their apologies, which were accepted

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

Cllr Lawrence completed a declaration of interest form for item 9.1 and this was completed and presented to the Council.

**5. To approve the minutes of the meeting held on 3<sup>rd</sup> March 2025**

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

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

Cllr Kiddle-Morris joined the meeting at 8.35pm. It was reported that the devolution deal was being fast-tracked for Norfolk and Suffolk to merge. The next elections will be in 2027 but this may be delayed or cancelled once the devolution deal is in place and a mayor will be in position.

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

A member of the Public raised the item of the Christmas tree, which will be discussed under item 10.3.

The Community Car co-ordinator reported that some of the drivers are waiting up to 6/7 hours at hospital appointments and would the Council consider paying for expenses? It was also raised that when the Co-ordinator is away, he is still taking phone calls from residents, which is unfair, it was suggested to have a mobile phone that can be handed to another person to cover the calls when the Co-ordinator is away. This will be discussed at the next meeting and the Council are quite keen to implement these suggestions.

## 8. To report and update on highways

The council requested an update on the New Village sign to be erected when approaching the village from the Tittleshall direction. District Cllr Kiddle-Morris confirmed that the sign has been ordered and is in the process of being designed and made. It was noted that the potholes on Church Street outside the post office and in the middle of the road and the road markings on the top of Druids Lane have still not been done. The Clerk will action these points.

## 9. Planning Applications

### 9.1 To receive planning applications from Breckland District

**PL/2025/0458/FMIN**-Change of use of basement flat to rentable accommodation- Lime Kiln House, Back Lane, Litcham- The Council reported that they have no objections to the planning application but was since informed this was refused.

**PL/2025/0453/LB**-Proposed PV panels on southwest elevation of main house and southeast elevation of outbuilding. Point House, Back Street, Litcham. The council submitted a no objection to this application.

**PL/2025/0447/HOU**-Proposed PV panels on southwest elevation of main house and southwest elevation of outbuilding. Point House, Back street, Litcham. The council submitted a no objection to this application.

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

## 10. Items to discuss, update and approve

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

The Clerk received two quotes for the repairs of the telephone box. Quote 1 was £1140 and Quote 2 was for a repair to the door £480 or to remake a new door £980. The Council agreed for the repair to the door to be carried out from Quote no 2. The Clerk will arrange for this to go ahead.

### 10.2 To review the donation request towards the grass cutting at the Church

The Council agreed to donate £500 toward the grass cutting of the Church.

### 10.3 To review the discussion on the Christmas tree

A further discussion regarding having a Christmas tree on the green took place. The Council will need/prefer an in-depth risk assessment, which may have to be outsourced to a company to complete. However, it was established that the PCC have insurance that covers events outside of the Church. The PCC agreed to investigate this more and meanwhile, the Clerk will obtain quotes for a professional risk assessment to be carried out. The Council did discuss that the Christmas tree outside the Church is ideal and is there a need for two, but parishioners felt that this is not central enough for the village. This will be added to the next agenda for further discussion.

### 10.4 To discuss and renew the insurance policy

The Council agreed to continue with the existing insurance company and approved the new policy.

## 11. Finance

### 11.1 To authorise the list of payments for May 2025

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

### 11.2 To agree and finalise the agreed amount to the Church Bells Funding £1000

The Council agreed the sum of £1000 which was agreed in principle in May 2023 (Item no 14.4)

11.3 To approve the Annual Governance and Accountability Return-to approve the following documents. The certificate of exemption, annual audit report and annual governance statement. The accounts were completed and the internal auditor carried out a full report. The Council approved the final accounts and the AGAR was signed by the Chairman and agreed by the Council

**12. To receive items for the next meeting agenda, Monday, 7<sup>th</sup> July 2025**

Community Car, expenses for drivers and a possible phone for the coordinator, Christmas tree and Tree felling on Back Lane. Street lighting contract.

Meeting closed 21.13

Transfer number	Payment to	Reason for Payment	Cheque amount
1	D.K.Secker	Wages Mar & Apr	£745.20
2	HMRC	PAYE	£92.00
4	C. Islitt	Admin	£40.00
5	C Islitt	Community Car- Mar & Apr	£116.00
6	Troupes	Community Car- Feb, Mar & Apr	£61.85
7	TT Jones	Street lighting	£90.14
8	L. Jarrett	Auditor	£60.00
9	Bell ringing Grant	Repair to the Litcham Bells	£1,000.00
10	Litcham PCC	Grass cutting donation	£500.00
11	Westcotec	Speed Camera	£4,264.80