

Meeting Minutes of Litcham Parish Council
Monday 2nd March 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, Claire Lawrence and Clive Isitt
Also, present: Donna Secker (Parish Clerk), 1 member of the public and County/District Cllr Kiddle-Morris.

Cllr Oldfield thanked everyone for attending.

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 received.

3. To approve the minutes of the meeting held on 5th January 2026

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

County Cllr Kiddle-Morris sent his apologies for not attending the last few meetings, but this was due to illness. The County Council have raised the council tax by the max amount of 4.99% and Breckland raised theirs to £4.99. The Draft local plan has been circulated and will be taken to the next consultation process in July. This will be the 2nd tier of the process. There will be a briefing before the Local plans are released.

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

No comments from the public

6. To report and update on highways

The Council have been reporting potholes and damaged drains since the last meeting. The Clerk has been chasing them, but some are on the 8-12-week waitlist. These included the large one on Manor Drive, Lexham Road. County Cllr Kiddle-Morris reported that the road surfacing due to be carried out outside "The Bull" Crossroads was delayed due to dualling on the A47. Hopefully, this has been rescheduled.

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 discuss concerns over an unsafe wall

The Council have reported concerns of an unsafe wall, along Tittleshall Road and Butt Lane. This has been inspected and it was reported back to District Cllr Kiddle-Morris that it is safe. This will be monitored regularly.

8.2 To discuss the purchase and location of a new litter bin

Cllr Oldfield has spoken with the shop owner regarding the shop having a rubbish bin. This was kindly actioned quickly by the shop owner. However, the bin near to the telephone box is still overflowing. The Council will continue to monitor the bin

8.3 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 agreed that the Parish Council withdraw from the Breckland grant funding scheme due to certain restrictions that are placed upon the council. The scheme will continue, but with a price increase to cover the increased costs that the volunteer drivers have to pay out of their own pocket.

8.4 To update regarding the Street light on Mileham Road

The streetlights have been monitored and it was established that some of the streetlights are on at different times. This will be monitored again once the clocks go back in March to see if they fall back in sync. If not, the Council will call out the maintenance company to inspect them again.

8.5 To discuss the Annual Parish Meeting

The Council considered the holding of an Annual Parish Meeting. It was noted that previous meetings have been arranged as a matter of custom; however, no request has been made by parish electors for such a meeting this year. In the absence of any request, it was agreed that an Annual Parish Meeting will not be convened.

8.6 To discuss the proposal of positioning a Litcham Childcare sign

The Litcham Childcare requested permission to display a directional sign so that new parents/residents can find the location. The Council will approach highways and request permission for the childcare to display a sign. The Council will add this to the next agenda for review.

9. Finance

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

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

9.2 To discuss the donation to a member of the public for storage

A parishioner has requested for a donation towards a storage container to store archive photos of Litcham. The Council agreed to the purchase of a plastic container at the Max cost of £25.00. The Clerk will liaise with the parishioners and ensure that original receipts are supplied.

9.3 To discuss the donation to the Churchyard grass cutting

The Council donated £500 in May 2025 and is not able to donate again in this financial year. This will be added to the next agenda for further discussion.

9.4 To appoint an internal auditor for the end of year accounts

The Council would like to appoint the auditor who carried out last year's accounts. This was agreed and approved.

9.5 To authorise the Clerk's yearly expenses

The Clerk's yearly expenses were authorised. However, due to the SAM2 batteries needing to be charged and replaced every two weeks, the Council discussed an increase in the Clerk's yearly overhead costs. The Clerk thanked the council as this was appreciated for them to recognise the costs of home working.

10. To update and review the following policy

10.1 To approve and adopt the Project/Activity Risk assessment –The Policy was circulated before the meeting to the Council for review. The Council agreed to approve this policy. This policy will be adopted due to the requirement of the Community Car guidelines.

10.2 To carry out a Asset Check list

The Council carried out a full asset checklist. The checks included looking to see if the item is faulty or needs attention. All the assets are in good condition and do not need any further repairs or replacements.

11. To receive items for the next meeting agenda date, Monday, 11th May 2026

Churchyard grass cutting donation. Update on shops sash windows. Review the requested sign for the Children's Centre

Meeting Closed 21.10

Transfer number	Payment to	Reason for Payment	Cheque amount
1	D.K.Secker	Wages Jan & Feb 26	£864.24
2	Community Car	Car Journeys Jan & Feb	£155.50
3	Troupes	Community Car	£16.90
4	D.K.Secker	25-26 expenses	£259.97
5	Rent	Mr Moore	£7.50
6	S Olley	S137	£25.00