

Meeting Minutes of Litcham Parish Council
Monday 2nd September 2025 at 19.30 pm held at Jubilee Hall

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

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

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 7th July 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

County Cllr Kiddle-Morris updated the Council on the Devolution deal. The County Council will meet on 25th September, and the decision will be sent to the government. Unfortunately, no financial agreement has been offered. An election will still be planned for May 2026 to elect a Mayor, with a Government reorganisation going ahead for May 2026. Breckland Local Plan will be completed by the 3rd October.

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

A parishioner updated the Council on the possibility of a part-time Clergyman for the Parish.

6. To report and update on highways

6.1 To discuss overhanging branches and straw being left on the road

Cllr Madden reported receiving complaints regarding very low overhanging branches across the village that have been causing the lorries to shred straw. The Council will write to the potential homeowners requesting that trees to be checked and cut back.

6.2 To discuss overhanging hedges on Tittleshall Road (The Mount)

Update that the hedges on the Tittleshall Road and Butt Lane were cut yesterday. However, the low-hanging branches from the trees were not touched; the resident has confirmed that these will be removed and will maintain any further branches that have been missed.

6.3 Missing Street Signs

Due to a recent removal of street signs within the village, the clerk has reported these to Breckland and these will be replaced asap.

Potholes appeared on Druids land Cllr Kiddle-Morris reported that the top of Druids Lane and the Junction of B1145 has been programmed to be re-surfaced towards the end of the year but this will need road closure.

The Framsham Road and the Little Dunham Road, currently closed for road drainage to prevent flooding. This road closure is expected to last longer than planned.

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

PL/2025/0762/PAH- Single storey flat roofed extension to rear of property with rooflight- 1 Weasenham Road, Litcham.

8. Items to discuss, update and approve

8.1 To discuss and approve the purchase of a bench and location

The Clerk presented the Council with various choices of benches. It was discussed and a bench was agreed and the Clerk will place the order. The location of the bench was decided to be positioned on The Green, with a plaque. The cost will be a max of £500.

8.2 To discuss the parking charges at Norfolk & Norwich

The co-ordinator reported that when passengers are being taken to the Norfolk and Norwich who will cover the cost of the car parking. It was agreed that the passenger would pay the cost of car parking.

8.3 To discuss Long Meadow regarding the thistles etc

After a recent complaint regarding thistles within Long Meadow. The Council have been in contact with the person who rents the land and is perfectly happy. However, they will keep the Council updated if the Burdock burr's become a problem.

9. To update and approve the following policies

9.1 Planning- The planning policy was reviewed by the Council and was approved at the meeting.

9.2 Terms of reference: Data protection -The Data Protection was reviewed and approved.

9.3 GDPR- The GDPR policy was reviewed and approved

9.4 Privacy -The Privacy Statement was reviewed and approved

10. Finance

10.1 To authorise and approve the list of payments for August 2025

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

10.2 To authorise and approve the Local Governments pay increase for the Clerk

The Council approved the pay increase for the Clerk and this will be implemented

10.3 To authorise the direct debit for the Community Car mobile phone contract.

The Council approved the direct debit for the Mobile phone Contract which is £5.00 per month.

11 To receive items for the next meeting agenda date Monday 3rd November 2025

Remembrance Wreaths.

Meeting Closed 20.44

FINANCE- July & Aug 25

Balances:-

Community Account.

Money In	Balance at 30th June	£11,544.87
	VAT refund	£48.00
	VAT Refund	£242.19
	Total	<u>£11,835.06</u>

Money out	Service Charge	£12.00
	SSE Energy	£281.10
	Payments Out	£5,745.59
	Final Total	<u>£5,796.37</u>

Transfer number	Payment to	Reason for Payment	Cheque amount
1	D.K.Secker	Wages July & Aug	£809.04
2	HMRC	Tax July & Aug	£96.80
3	Community Car	Car Journeys July & August	£78.15
6	Village Hall	2 x meetings	£34.00
7	Wix.com	Website charges	£142.06
8	Steve Wheeler	Defib box repairs	£480.00
9	Recycled Furniture	Bench & Plaque	£398.00