

Meeting Minutes of Litcham Parish Council  
Monday 3<sup>rd</sup> July 2023 at 19.30 pm held at the Litcham Secondary School

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Present: Parish Councillors: Mike Oldfield (Chairman), Chris Mitchell (Vice-Chairman), Claire Lawrence, Richard Fagence. Leroy Brown, Nina Hart and Jason Fuller  
Also, present: Donna Secker (Parish Clerk), 4 members of the public

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**1. To receive apologies for absence**

District & County Councillor Kiddle-Morris sent his apologies

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

No Declarations received

**3. To approve the minutes of the meeting held on 15<sup>th</sup> May 2023**

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

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

District and County Councillor Kiddle-Morris's full report can be found on the website

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

A parishioner reported their group had been refused funding from the S106 fund. He was advised to apply again, supporting his claim with, perhaps, 3 quotes/estimates. The Chairman reported that Litcham Childcare had also been refused a grant. It was confirmed that the S106 money will be active until 2025.

Inconsiderate parking and safety issues were raised by a parishioner regarding Church Street and around the Post Office stores. A request for No Parking signs adjacent to the PO to allow for free permanent access to the properties behind the PO was made. The Council again confirmed that the area outside of the post office is highways land and they have refused for signs to be implemented. The Council have approached highways several times regarding this but have been refused every time. The parishioner requested that the Council set up a meeting on site with the highways, District and County Councillor Kiddle-Morris to address the parking outside the school and outside of the Post Office. The clerk will contact Highways and make this request.

**6. To update on items, not on the agenda**

Cllr Brown attended the Litcham School open gardens and gave amazing feedback to the Council on the hard work that the teachers and students have carried out to make the school garden area a success. The school is still desperately looking for volunteers to help out in the garden with the students and any vegetables that are grown are used in the school kitchen.

The post and notice board and the village sign have now been treated with a coating of a preservation oil. This was carried out by a contractor and the Council would like to thank them for doing this so quickly.

## **7. To report and update on highways**

The drain area around Pound Lane has been cleared and water is flowing better. Cllr Fuller has reinstalled the Neighbourhood watch sign that was found within the verges. A few areas of verges and signs that are hidden behind overgrown hedges will be reported. The ranges have cut the footpath at Lexham Road and along Church Street over the bridge.

## **8. To discuss a donation towards the cutting of the graveyard to the PCC**

The Council has been approached by the PCC to request a donation towards the graveyard cutting. The Council will agree to donate once the cutting season has finished, and the final invoice have been submitted. The Council suggested splitting the area's to reduce the outgoing costs. The front area will need cutting more regularly than the middle section. It was agreed that up to £500 will be considered as a donation.

## **9. To implement and carry out checks on the Council assets**

The clerk circulated an audit checklist for the Litcham Council assets. The areas of the assets will be split up to each Councillor and once the forms are completed the clerk will collate this for the auditor next year.

## **10. Planning Applications**

### **10.1 To receive planning applications from Breckland District**

**3PL/2023/0573/HOU**-Proposed Porch extension to front. 33 Wellington Road. The Council comments have been posted to the planning portal

**3PL/2022/0371/D+3PL/2022/0340/D+3OB/2022/011/OB**-Erection of 8 dwellings following outline permission. To be referred to **Planning committee 4<sup>th</sup> July 2023 at 10am** at Breckland District Council.

### **10.2 To receive an update on applications decisions taken by Breckland District Council**

**TRE/2023/0098/TCA**-Tree work-The Limes, Mileham Road. No objection

## **11. Items to discuss and update**

### **11.1 To discuss and approve the purchase of new defib pads**

The Council approved and agreed to cover the cost of the defibrillator pads of £68.34

### **11.2 To update on implementing a tree guard**

Due to the current dry weather it was agreed to add this to the next agenda for discussion

### **11.3 To discuss how to assist the Citizen Advice Bureau**

This was discussed but due to not receiving a donation request from the CAB, this is not able to be considered.

### **11.4 To discuss the posts around the village sign**

The land around the village sign is highways land and they have approved for posts to be installed to protect the sign from vehicles. The posts will be wood and a request has been submitted to consider red reflective markers. The Council will feedback to the Clerk on how many posts will be required.

**11.5 To discuss the King's Birthday Celebration and the grant given**

Please see a report below from the King's Birthday Celebration committee.

The Parish Council would like to confirm that the £500 has been returned but most of all would like to thank all of the 35 parishioners who volunteered their time to make sure this event would be a success. The weather is not something the volunteers were able to predict and made the best choice for health & safety reasons as well as taking into account the welfare of every resident of Litcham's safety.

**11.6 To Consider the Parish Partnership Scheme**

It was discussed to reduce the speed along Church Street that installing a flashing Wig Wag sign when the school is starting and finishing might be considered. The Council will discuss this more with the option of the Parish Partnership Scheme as this will be match funded. The Council will contact the school to see if this amount can be split three ways. The clerk will contact the school and the governors for consideration.

**12. Finance**

**12.1 To approve the list of payments**

The Council approved the list of payments for July 2023 as detailed at the end of the minutes

**13. To update the Council on the meeting regarding the North Elmham-Campaign against the new town.**

Cllr Olfield attended a meeting to discuss the New Town Campaign in North Elmham. They have been in communication with many parishes to gain support to appeal against this campaign. However, presently no application has been submitted. The next meeting will be Friday 14<sup>th</sup> July and Cllr Oldfield will be attending.

**14. To approve the new bank account and move to Unity Trust Bank**

The Council has approved to move banks to Unity Trust Bank. The Clerk will begin the process of opening up the new account.

**15. To receive items for the next meeting agenda date Monday 4<sup>th</sup> September 2023.**

S106 grant, Tree guard, Parish Partnership Scheme, new bank account, Clerks contract and new posts around the notice board.

The meeting closed at 20.47

**To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items:**

## 16. To approve the Clerk's Contract

The Council discussed and viewed the Clerk's Contract. The Council would like a few amendments added. This will then be reviewed at the next meeting.

The meeting finished at 21.00

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
744	D.K.Secker	Wages for March & April	£602.36
745	HMRC	PAYE	£150.60
746	E. Christie	Community Car- May	£54.30
747	T.T Jones	Invoices for street lightening	£228.42
748	Browns Norfolk	Maintenance of the posts	£300.00
749	Re-issue Chq/lost	Zurich Insurance	£257.60

### **Litcham's Coronation and King's Official Birthday Celebration-**

It was with deep regret that the street party sub-committee of the Jubilee Hall Trustees had, at the last minute, to take the decision to cancel the party due in view of the yellow weather warning and the forecast of lightning. In light of our duty of care to all those who would have been taking part. In the event, not a drop of rain fell.

The organisers were really grateful to all those parishioners who showed understanding as to what a difficult decision it has been to make. The committee had eleven planning meetings and 35 parishioners were involved with preparations for the party, either early on the day, during the event, or clearing up afterwards. The Parish Council donated £500 towards the costs of the party. This has been repaid in full. The Post Office stores, the Deli and the Little Chippy had all arranged to stay open on the Sunday afternoon. The Church had organised an outdoor Celebration service and had opened up the church tower for viewing from the top.

Food, drinks and ice-creams had been bought. The road closure had been arranged. Tables and chairs, craft activities for the children, entertainment, decorating the street with bunting, children's games and the music had all been organised and many people from the village had been generous with their time or with a loan of equipment (a special thank you to the Archer family).

So, with everything ready to go, it can be appreciated that the decision to cancel was not taken lightly.