

Present Councillor M Oldfield (Chair)

Councillor C Mitchell
Councillor M Anderson
Councillor L Christie
Councillor R Fagence
Councillor C Lawrence
Councillor M Brookbank

County and District Councillor M Kiddle Morris.

Two parishioners.

Prior to the meeting the Declaration of Acceptance of Office was duly signed and witnessed by all members of the Parish Council.

The Chairman welcomed Councillor Brookbank to the Parish Council.

1. Election of Chairman.

Councillor Anderson proposed and Councillor Lawrence seconded the resolution that Councillor Oldfield be elected Chairman. All were in favour and Councillor Oldfield was duly elected and the Declaration of Acceptance of Office was signed and witnessed.

2. Election of Vice-Chairman.

Councillor Anderson proposed and Councillor Oldfield seconded the resolution that Councillor Mitchell be elected Vice-Chairman. All were in favour and Councillor Mitchell was duly elected and the Declaration of Acceptance of Office was signed and witnessed.

3 Apologies for Absence.

There were no apologies for absence.

4 Declaration of Pecuniary Interest.

There were no DPIs.

5. Minutes of the Previous Meeting.

Councillor Lawrence proposed and Councillor Anderson seconded the resolution that the minutes of the meeting held on 4 March 2019 having been circulated be approved. All were in favour and the minutes were duly signed.

6. County and District Councillor Reports.

The County Councillor reported that as discussed previously the Council formally changed from the Committee to the Cabinet system of governance at the Councils AGM held on 7 May. Additionally, the elected member who is leader of the Council and Chairman of the Cabinet will effectively become the Chief Executive/ Managing Director of the Council in place of the officer who held the post until last December. 10 members have been included in the new Cabinet including the Leader and the Deputy Leader. All have portfolio responsibilities, the membership of the Cabinet and their responsibilities can be viewed on the Council website.

A Cabinet Scrutiny committee (of 13 members plus 4 co-opted Church and Parent Governor representatives) has been introduced and this is to be Chaired by the Leader of the main opposition group, Cllr Steve Morphew. The role of the Scrutiny Committee will be to examine the decisions of the Cabinet and the delegated executive decisions of the individual Cabinet members. 3 Select Committees (each of 13 members) have been formed which will develop policies within their own sphere and advise the Cabinet on such matters. They are the Corporate Select Committee, the Infrastructure and

Development Select Committee and the People and Communities Select Committee. Other committees such as Planning Committee, Audit and Standards etc. remain the same. I am on the Infrastructure Select Committee. There is a governance review being undertaken as some wards are too large or too small for the number of Councillors. There are currently 84 members but in my opinion there will be less in the future. The County Council is requesting that in the future there are not 2 member wards. The County Councillor will advertise the road closure on Dunham Road in the shop. The District Councillor informed the members that he is to be on the Overview and Scrutiny Committee and all committees will be confirmed at the full Council meeting on 16 May.

7. Representatives to Outside Bodies.

7.1 Litcham Common Management Committee.

Councillor Oldfield was unanimously elected as the Parish Council representative.

8. Asset Register.

This was reviewed and signed as a true record.

ASSET REGISTER

1. LAND

Two Acres or thereabouts of land know as 'Long Meadow' at the southern edge of Litcham Common in the parish of Kempstone. (*Valued by Case & Dewing June 2006*)

MARKET VALUE £3000

ASSET VALUE £3000

2. VILLAGE SIGN

REPLACEMENT COST £800

ASSET VALUE £800

3. VILLAGE NOTICE BOARD

REPLACEMENT COST £900

ASSET VALUE £900

4. LITTER BINS

6 'NEOPOLITAN' litter bins 5 purchased from Glasdon in 2006 [£211 each]. 1 replaced April 2010 cost £210. 1 purchased in 2015 for the Common cost £243

REPLACEMENT COST £1458

ASSET VALUE £1303

5. DOG FOULING BINS

2 'FIDO' litter bins purchased from Glasdon in 2006 [£90 each].

REPLACEMENT COST £180

ASSET VALUE £180

1 FIDO Dog Bin purchased April 2017

ASSET VALUE £101

6. GRIT BIN.

1 grit bin purchased from Glasdon via Beetley PC and sited at the Primary School.

REPLACEMENT COST £127**ASSET VALUE £127****7. STREETLIGHTS**

- i) Six lamposts and lamps at 80 watt MBFU.
(valued at £980 each including installation)
- ii) Fifteen 80 watt MBFU lamps affixed to buildings and telegraph poles.
(valued at £740 each including installation)

Total of twenty-one lamps.

REPLACEMENT COST £16,980**ASSET VALUE NIL****8. OFFICE EQUIPMENT**

- iii) Three draw filing cabinet - £90
- iv) Photocopier – HP6210 “All-in-one” - **£180**
- v) Gavel Set - **£30.00**

REPLACEMENT COST £300**ASSET VALUE £150****9. LITERATURE**

vi) Councillors Guide	£13.50
vii) Local Council Clerks Guide	£11.75
viii) Powers and Constitutions (NCAPTC booklet)	£5.00
ix) Chairmanship (NCAPTC booklet)	£5.00

REPLACEMENT COST £40**ASSET VALUE NIL****10. DOCUMENTS**

- x) Rules as to Nomination and Election of Parish Councils dated 1898
- xi) Local Council Adminstration (1975)
- xii) Various bills dated between 1835 and 1955
- xiii) Minute books :

- a) 1919 – 1935
- b) 1935 – 1955
- c) 1955 – 1989
- d) 1990 – 1993
- e) 1993 – 1996
- f) 1996 – 2001

Agendas and Minutes 2001 – present day kept in loose-leaf folders.

- xiv) Payment and Receipt books

- a) 1966-1986
- b) 1986-1999

Payments and receipt 1999 – present day kept in filing cabinet.

VALUE - NIL**11. THE GREEN**

xvi) Posts for perimeter of The Green

REPLACEMENT COST £2012**ASSET VALUE NIL****TOTAL VALUE OF ASSETS: - £6561****This register was reviewed and judged to be complete at a meeting of****LITCHAM PARISH COUNCIL on 13 / 05/ 2019****9. Matters to Report.****9.1 Letter from Litcham School.**

The Clerk had responded to the Primary School and had requested whether the children could devise some dog fouling signs but had not had a reply. The County Councillor stated that land in Manor Drive is not owned by the County Council and will enquire at Breckland Council who owns the land.

9.2 Community Asset Register.

The District Councillor reported that nothing can be done at present as the will of the previous owner is still in probate.

9.3 Dog Fouling.

The Clerk reported that he had contacted the Dog Warden who said he would pay some visits and a notice about dog fouling had been placed in the Church and Village Magazine. The instances of dog fouling along the footway on Lexham Road had now stopped.

9.4 Meeting regarding parking at the Primary School.

Councillors Oldfield and Mitchell had attended a meeting had been that morning to look at the problems of transporting children from the High School to the Primary School. The meeting initially met at the Primary School and was then reconvened at the High School. Several options were discussed including purchasing land next to the school for a car park, moving the footway to the other side of the hedge which would allow the road to be widened and therefore the bus would be able to access the school without driving on the pavement, cone off Pound Lane but it was stated that it is coned now and parents just park in between the cones so it is unlikely that this would work in the future. The County Councillor is dealing with all these options with the officer at County Hall. It may take 3-4 years for any outcome. Another meeting has been convened for June and this item will be put on the agenda for July.

9.5 Bus Service.

The Clerk reported that new services started on 7 April and that there is a daily service to Swaffham where the X1 can be caught to either Norwich or King's Lynn and a service on Tuesday and Friday to Dereham and a service to Norwich on Wednesday.

10. Highways**10.1 Report on Highway Matters.**

There will be a road closure on Dunham Road to replace the culvert under the road. At the same time the cattle grids will be removed, cleaned and replaced. The hedge and

footway had been cleared on Pound Lane. The footway on Church Street outside the school had been repaired as had the pothole on Back Lane. The contract for the refreshing of all signs had been let but this might take 13 weeks before any are done in the parish. The Clerk had chased the finger post for beside the bus shelter. The SV signs on the Green and near to the Jubilee Hall had been reported and the Fire and Rescue Service had been very helpful as it was initially thought these were fire hydrant signs and all information had been passed to Anglian Water by them. The walk way between Front and Back Street is maintained by Norfolk County Council and the County Councillor had requested that this be inspected to see whether some form of protection can be provided to stop the damage.

10.2 New problems.

An additional SLOW sign will be requested for Tittleshall Road and the pothole on Tittleshall Road outside Norfield will be reported.

11. Planning.

11.1 Applications.

11.1.1 3PL/2019/0187/HOU-Woodgate Cottage Front Street-utility extension to side of property.

No objection had been raised to the application.

11.1.2 3PL/2019/0944/HOU-Orchard Cottage 40 Church Street-demolition of existing UPVC conservatory and construction of sun room.

No objection had been raised to the application.

11.2 Decisions.

The following decisions were noted.

11.2.1 3PL/2019/0093/HOU-23 Church Street-proposed part single and part two storey rear extension and porch to the front. Approved.

11.2.2 3PL/2019/0187/HOU-Woodgate Cottage Front Street-utility extension to side of property. Approved.

11.2.3 3PL/2019/0944/HOU-Orchard Cottage 40 Church Street-demolition of existing UPVC conservatory and construction of sun room. Approved.

11.2.4 3PL/2018/0698/O-Land off Wellingham Road-outline permission for the erection of 8 dwellings, with all matters except access reserved. Approved.

11.2.5 3PL/2018/0694/O-Land off Weasenham Road-outline permission for the erection of 8 dwellings, with all matters except access reserved. Approved.

12. Finance.

12.1 Budget.

This had been circulated and Councillor Mitchell proposed and Councillor Anderson seconded the resolution that this be approved. All were in favour.

12.2 Insurance for 2019/20.

It was agreed unanimously to remain with Zurich at a cost of £257.60.

12.3 Membership of Norfolk Association of Local Councils.

It was agreed unanimously to discontinue membership.

12.4 Balances and Cheques for Authorisation.

Councillor Mitchell proposed and Councillor Anderson seconded the resolution that the following balances and cheques for authorisation be approved. All were in favour.

Balances :-

Bank of Ireland.

Balance at 31 01 19	9284.16
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Less E-on D/Debit-79.85	
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Cheques authorised 07 01 19-60.00	
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Cheques authorised 04 03 19-2714.05	
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E-On Direct Debit-82.20	
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<u>2936.10</u>	
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6348.06	
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Plus Interest 05 02 19-0.77	
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Litcham Parish Council Minutes	13 May 2019
Interest 07 03 19-0.70	1.47
Balance at 31 03 19	<u>6349.53</u>
Plus float for Community car	100.00
Balance at 31 03 19	6449.53

Amount available for Section 137 : 494x £7.86= 3882.84

Spend to Date :£0.00

Cheques for authorisation:

557	B J Leigh	Salary-March and April 658.85 less PAYE 131.60	527.25
558	HMRC	PAYE March and April	131.60
559	Mrs E Christie	Community Car February-72.30 March-55.05	127.35
560	Litcham Jubilee Hall CIO	Hire of Hall	15.00
561	NARS	Donation	50.00
562	G G Fencing	Replacing bollards on The Green.	72.00
565	Vision Internet Ltd	Website hosting and domain name renewal.	62.38
566	T T Jones Electrical Ltd	Maintenance April-June	30.01
567	M Bergin	Internal Audit	20.00
568	Zurich Municipal	Insurance	257.60

12.5 Exemption Certificate for the Accounts for 2018/19.

Councillor Mitchell proposed and Councillor Christie seconded the resolution that the exemption certificate be signed. All were in favour and the certificate was signed by the Chairman and Responsible Financial Officer.

12.6 Annual Governance Statement for the Financial Year April 2018-March 2019.

Councillor Anderson proposed and Councillor Lawrence seconded the resolution that the Governance Statement be approved. All were in favour. The Statement was duly signed by the Chairman and Clerk.

12.7 Accounting Statement for the Financial Year April 2018-March 2019.

Councillor Fagence proposed and Councillor Lawrence seconded the resolution that The Accounting Statement be approved. All were in favour. The Accounting Statement was duly signed by the Chairman and Responsible Financial Officer.

12.8 Donation to Litcham Methodist Church.

Councillor Oldfield proposed and Councillor Mitchell seconded the resolution that £1000 be donated to the Methodist Church for assistance with maintenance.

12.9 Seats at the Bus Shelter.

This matter was deferred until the building work is completed.

13. Correspondence for circulation.

The following correspondence will be circulated.

- 13.1 Clerks and Councils Direct May.
- 13.2 Litcham PCC.
- 13.3 Open Space Spring 2019.
- 13.4 Fly the Red ensign.

14. Matters for the next meeting.

14.1 Standing Orders.

12. Date of the next meeting.

This was confirmed as Monday 1 July 2019 at 7.30p.m. to be held at The Jubilee Hall,

The meeting closed at 2101.