

Meeting Minutes of Litcham Parish Council
Monday 3rd November 2025 at 19.30 pm held at Jubilee Hall

Present: Parish Councillors: Mike Oldfield (Chairman), Claire Lawrence, Nina Hart, Clive Isitt and Paul Madden

Also, present: Donna Secker (Parish Clerk), 3 members of the public

1. To receive apologies for absence

Cllr Fuller and Cllr Mitchell sent their apologies which were accepted.

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

Cllr Oldfield declared an interest in item 10.4 and a declaration form was completed.

3. To approve the minutes of the meeting held on 1st September 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

Norfolk County Council held a vote regarding the devolution deal on 20th October, and they agreed to proceed with the merger of Norfolk and Suffolk. An Election in May will take place to appoint a mayor, who will take office immediately. Other details will be finalised once the mayor is in place.

District Cllr Kiddle-Morris updated the Council that a request for installing a Bus stop cage has been agreed. This will be a Blue box painted on the road and any parking within this box will be illegal. The box will prevent residents from walking into the road to board the bus.

Breckland have released the Local plan and can be found on the Breckland site. Briefings are being organised for Cllrs to attend.

There will be a Consultation meeting on Monday, 10th November, to discuss the Budget for the Breckland district.

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

Nothing was reported.

6. To report and update on highways

The Council were updated that the cattle grids are going to be repaired this month. The Council was also updated that the B1145 will be re-surfaced in January, which will involve a road closure. The Clerk will chase the outstanding items. The Council did ask if any plans to resurface the crossroads by The Bull pub were in place, but no plans have been presented.

7. To discuss and update on the Local Plan

The details of the Local Plan were sent through on Friday. The Council have had limited time to review them and the policies attached. However, an area was highlighted on the Lexham road for a potential site of approximately. 100 houses, with 25% being allocated as social housing. The immediate comments from the Council will be sent to Norfolk County Council, in which they feel that the development will be something they will support. But due to the limited time to fully

analyse the plan, then further comments may be submitted at a later stage regarding infrastructure within Litcham to accommodate the potential of further houses. The closing date for comments will be 14th December.

8. Planning Applications

- 8.1 To receive planning applications from Breckland District
- 8.2 To receive an update on application decisions taken by Breckland District Council
 - PL/2025/1071/LB-Litcham Post office-Replace existing shop fascia with new and add digitally vinyl's to shopfront (retrospective)-Refused
 - PL/2025/0565/LB-Litcham post office-Retrospective application for the new shop front. Refused.

9. Items to discuss, update and approve

9.1 To approve and discuss the new email address for the Council

The Clerk updated the Council that, due to changes on the External audit forms, it will be a requirement for the Council to adopt a gov.uk email address. The Clerk has applied for a new email address for the council so that this will fulfil the requirements needed. The Council approved for the new email address to be used with immediate effect and to merge this with the website as well.

9.2 To review and approve the Asset List

This will be added to the next agenda due to the new bench be purchased.

9.3 To discuss the Litter Bin on Church Street

The Clerk was informed that the Litter bin on Church Street is overflowing and requires emptying. The Clerk has made several requests and will chase this up.

10. Finance

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

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

10.2 To authorise and approve the purchase of Poppy Wreaths

The Council approved the purchase of the Poppy wreaths. The Clerk will place the order.

10.3 To review and authorise the budgets for 2026/27 and discuss the precept.

The budgets were circulated and the Council will consider the precept at the next meeting.

10.4 To discuss the donation request for the Litcham Common Conservation group

The Council discussed the donation and it was agreed to donate £450.

11 To update and review the following policies

11.1 Data protection committee policy- The policy was reviewed by the Council and was approved

11.2 Community car safeguarding policy-The policy was approved by the Council with no changes

11.3 ICO- policy-The policy was reviewed and approved by the council

11.4 Risk management policy -The policy was updated and approved by the Council

12. To receive items for the next meeting agenda date, Monday, 5th January 2025

Litter bin review and cost for a new bin. Review the Community Car fees. Asset list

Meeting Closed 21.10

| Transfer number | Payment to | Reason for Payment | Cheque amount |
|-----------------|---------------------|---------------------------|---------------|
| 1 | D.K.Secker | Wages Sept & Oct | £919.44 |
| 2 | Community Car | Car Journeys Sept & Oct | £127.65 |
| 3 | British Legion | Poppy Wreaths | £39.98 |
| 4 | Community Heartbeat | Defib Battery | £318.00 |
| 5 | C. Isitt | S137 | £16.00 |
| 6 | TT Jones | 6 Months-Street Lighting | £186.94 |
| 7 | Recycled Furniture | Bench & Plaque | £477.60 |
| 8 | Community Car | Troupes, Sept & Oct | £76.60 |
| 9 | BB Garden Services | Cutting grass maintenance | £375.00 |
| 10 | Litcham Common | Donation | £450.00 |