

Meeting Minutes of Litcham Parish Council  
Monday 3<sup>rd</sup> 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 1<sup>st</sup> 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 20<sup>th</sup> 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, 10<sup>th</sup> 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 14<sup>th</sup> 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, 5<sup>th</sup> 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