

# MINUTES of LITCHAM ANNUAL PARISH MEETING

held on the 16th May 2005 at 7:30pm  
in the Jubilee Hall, Church Street, Litcham.

Present: Mike Oldfield (Chairman)  
Roy Payne (Vice Chair)  
Tim Angell  
Les Raven  
Mark Sheard  
Carol Hilton  
Claire Lawrence  
John Relph (Clerk)  
Diana Collen and Stephen Lynn

The ANNUAL PARISH MEETING was convened at 7.36 p.m.

Reports from the following Village Organisations were received.

1. British Legion John Jones
2. Jubilee Hall Committee Mrs. Diana Collen
3. Litcham & District Playgroup Beverley Boulter
4. Mother & Toddlers Group Beverley Boulter
5. Litcham Common Conservation Group Tim Angell
6. Litcham Common Management Committee Tim Angell
7. Litcham Entertainment Group Stephen Lynn
8. Litcham High School Jim Neale
9. Methodist Chapel Norman Wagg (presented by Stephen Lynn)
10. Play 2000 Sharon Moore
11. Red Cross Hermione Birkbeck
12. Litcham Youth Club Richard Bailey
13. Litcham Parish Council Mike Oldfield

The Council would like to thank all those who submitted a report and wish their organization a successful year ahead. There followed a brief open forum, during which Diana Collen told the Council of a "youth drop-in" centre for 12-18 year olds that would start soon in the Jubilee Hall.

**LITCHAM PARISH COUNCIL**  
**Annual General Meeting**  
**MINUTES**

1) Election of Officers and Committees:

i) Mr. Mike Oldfield was unanimously re-elected to the post of Chairman; proposed by Claire Lawrence and seconded by Tim Angel.

ii) Mr. Roy Payne was unanimously re-elected to the post of Vice-Chairman; proposed by Les Raven and seconded by Tim Angel.

Both duly completed and signed Declarations of Acceptance of Office.

iii) A Planning Committee was set up, consisting of Mark Sheard, Carol Hilton and Mike Oldfield (Chairman).

2) Apologies: No apologies were necessary as all Parish Councillors were present.

3) Minutes of the meeting held on the 18th of April were agreed and signed as a accurate record of that meeting.

4) Declarations of Interest:

i) No declarations by Councillors in any of the agenda items listed below were received.

ii) Cllrs. Lawrence and Angell submitted new Declarations of Interests due to their membership of Village Organisations.

iii) Signed 'Annual Review of Declaration of Interests' were received from all other Councillors

5) Matters Arising:

i) John Hunter of N.C.C. Highway Dept. has agreed to the installation of a 'School' hazard warning sign in Back Lane, this will probably be attached to the 30m.p.h. sign half way down the lane.

ii) Kim Higginbotham has agreed to carry out the Internal Audit, which has now begun and should be complete by the next meeting.

## 6) Financial Business:

6.1) The Financial Reconciliation for the year to date (27st April), was received and duly signed by the Chairman and Clerk.

The clerk then asked that the presentation of the accounts for year ending 31st March 2005 be postponed until the next meeting (July 18th) as he and the internal Auditor wished to have more time to prepare the accounts correctly.

### 6.2) Payments made:

i) A cheque of £31.50 was written to Zurich Municipal Insurance for public indemnity insurance to cover the Village Fete.

ii) The sum of £30 was paid to Jubilee Hall Committee for the supply of electricity to the bus shelter light for the year ending March 31st 2005

iii) An invoice for the sum of £36 was presented to the Council by Diana Collen on behalf of the Jubilee Hall Committee for the use of the hall for meetings during February to May, and was duly agreed and paid.

7) Jubilee Hall: The Council considered a request from Jubilee Hall Committee for funds to replace the chairs, but felt that as there were other more pressing priorities for improvements to the hall it would rather wait till plans for these were in place before committing itself financially.

8) East Anglian Air Ambulance: After due consideration a donation of £100 was made to the East Anglian Air Ambulance out of section 137 funds.

9) Purchase of Webspace: It was agreed that the council should purchase the domain names 'litcham.org' and 'litcham.net' plus adequate web space at an estimated annual cost of £47 per annum. Action: Clerk.

10) Development of "The Wellingham Triangle": After some discussion the Council considered that if Breckland decided to allow the development of this site for social housing the Parish Council would probably not be able to stop such development. It was therefore agreed that a suitable response should be along the lines of a request to include social amenities in such plans, most notably a children's play area and that due consideration should be given the effect such a development would have on the infrastructure of the village. Action: Cllr. Payne to draft a letter for submission to Breckland Council.

11) Parish Plan: Cllrs. Angell, Payne and Lawrence agreed help in the setting up of a steering committee for the creation of a Parish Plan. The Clerk will contact those involved in the last Village Appraisal and ask

if any of them would be interested in joining the committee. Action:  
Clerk

12) Seat on Village Green: It was agreed that despite two objections, the Parish Council has no objections to the erecting of a seat opposite the Bull Public house on what is commonly know as the 'Village Green'. However, the Council decided that it would like to discuss the matter of the planting of a tree further; this will be placed on the next agenda. Action: Clerk to inform landlord of 'The Bull'

13) Sale of Household Goods: The Clerk informed the Council that the query, raised by a parishioner, regarding the issue of the sale of household goods from outside domestic residences in the village had been referred to Breckland Council and he was awaiting the outcome of their enquiries

14) Streetlighting Maintenance: The Council considered two quotes for the maintenance of Litcham's streetlighting. One from T.T.Jones. for £280p.a. and another from Peace and Kemp for £360 p.a. Some differences between the contract details were noted and it was decided to ask T.T.Jones to take the contract provided at 30 day cancellation of contract clause was included. Action:Clerk

15) Planning: Several queries and objections to planning application No.3PL/2005/ 0720/0 (Rose Cottage) were raised by members of the council. Action: Clerk to relay Council's Objections to Breckland Council.

16) Correspondence: A letter & an e-mail regarding the siting of dog fouling signs had been received. Clerk reported that Breckland Council are still assessing the changes in the law regarding Dog Fouling. He will contact them before the next meeting to check on their progress. Action:Clerk

17) Information has been received from:

- i) Breckland Council regarding the Local Development Framework .
- ii) Partnerships in Actions, regarding Themed Action Plans and the Community Plan.

18) Items for the next agenda.

Clr Sheard proposed discussing the setting up of a Website committee.

19) The date and time of next meeting was confirmed as Monday 18th JULY in the Jubilee Hall.

Meeting Closed at 10.42 p.m.