

# Litcham Parish Council

## Minutes

### ANNUAL GENERAL MEETING OF LITCHAM PARISH COUNCIL

15th May 2006 at 7:30pm in the Jubilee Hall, Church Street, Litcham.

Present: Mike Oldfield (Chairman)

Les Raven

Mark Sheard

Chris Mitchell

Trevor Carter

John Relph (Clerk)

2 members of the public.

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Open forum: A member of the public asked if it was possible to make the school Tennis Courts available for use by the villagers. She gave the example of Massingham where there are 'free' court available to the public at any time. The Council replied that they were trying to achieve this through the formation of a 'Parish Tennis Club', although not free this does makes the School court available to villagers for two hours on a Tuesday evening, however it would be possible to arrange other times if the Council is sure of sufficient uptake. The Tennis Courts are owned by the school and they charge for their use by the general public, for the Club's ten week trial period the School is charging the Council £236.00. The matter will be considered further after the club has run the initial ten week trial. The Council is keen to hear from anyone else would use the Courts if they were made available.

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#### 1) Election of Officers and Committees:

i) Mr. Mike Oldfield was unanimously re-elected to the post of Chairman and duly completed and signed Declarations of Acceptance of Office.

ii) In his absence Mr. Roy Payne was unanimously re-elected to the post of Vice-Chairman.

Clerk will send a Declarations of Acceptance of Office for completion by the next meeting.

2) Apologies: Apologies were received from Roy Payne and Claire Lawrence (Vice Chair).

3) Minutes of the meeting held on the 20th of March 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) Signed Annual Reviews of Declaration of Interests were received from all Councillors present.

5) To set up and elect Committees.

i) The Planning Committee was confirmed as Mark Sheard, Roy Payne, Clare Lawrence and Mike Oldfield, (Chairman).

ii) It was resolved to continue the Process Work-group. This consists of Mark Sheard, Trevor Carter and the Clerk.

iii) It was resolved to continue the Website Work-group. This consists of Mark Sheard, Roy Payne and the Clerk.

iv) It was agreed that the four cheque signatories would form the Finance Committee. These being Roy Payne, Mike Oldfield, Chris Mitchell and Trevor Carter.

6) Representatives of Council to other bodies.

i) Mike Oldfield was appointed as the Council representative for the Litcham Common Management Committee.

ii) Mark Sheard was appointed as the Council representative for Play2000

iii) Mike Oldfield was appointed as the Council representative for the Litcham Relief in Need Charity

7) Inspection of Council Assets:

i) The Asset Register was inspected by the Council and it was agreed that the document be approved by the council once Long Meadow and the Streetlights had been valued by qualified persons. Clerk will arrange valuations.

ii) The deeds to Long Meadow were inspected and it was agreed that the land be valued at an estimated cost of £50+VAT. It was further agreed, as recommended by the NCAPTC, that the land should be registered.

8) Inspection of Insurance Policies. The Insurance Schedule was inspected by the Council and it was noted that it included £10,000 of Fidelity Insurance and £5,000,000 of Public Liability Insurance. The Council deemed this to be adequate to cover the Council present activities. Insurance of the streetlights was considered and deemed unnecessary considering the cost and that none of the Council could remember an incident that could have led to a claim.

9) Financial Risks: the Financial Risks Assessment proposed by the Process Work-group was duly considered and accepted by the Council and signed by the Chairman and Clerk.

#### 10) Reports:

i) Parish Appraisal - The Appraisal has gone to Everretts of Dereham for printing and should be ready soon. A grant of £393 has been received from NRCC and Breckland will provide a further £402.75 funds on receipt of an invoice. Cost to council will be just £43.25p.

ii) The Parish Tennis Club will start on 16th May. The club will run for 10 weeks, from 6 pm until 8 pm every Tuesday night except for Whitsun half-term week (May 30th), finishing on the 18th of July. A fee of £2 per adult and £1 per child will be charged to help offset the hire costs.

iii) Heritage Maps: Breckland no longer do these but will provide us with what information they can for the preparation of new ones, (listed building etc.). Unfortunately they do not have the originals as they were lost/destroyed during the move to Elizabeth House.

iv) Graveyard Gate: Breckland have confirmed that they have no problem with pedestrian access to the Graveyard extension from Druids Lane and have given us permission to install a gate in the current

fence with some minor conditions. James Henderson has quoted £330 for the job. The item is on the June agenda of the PCC and will hopefully receive sympathetic consideration. It has been suggested by the PCC that as a consequence of installing the gate the path through the graveyard extension should be properly defined and surfaced with gravel.

v) Jubilee Hall Trust: Clerk reported that Jonathan Boston had informed him that the Trust is currently being scrutinised by the Charity Commission.

11) Planning : two enforcements were noted:

i) Enforcement re: Litcham Hall 3PL/2001/1240/F and 3PL/2001/1241/LB

ii) Enforcement re: The Mill, Litcham Road, Mileham.

Applications received since the last meeting:

iii) P/C/3/2006/3016 (Norfolk County Council) - Punch Farm Quarry: Re-cycling Facility.

The Council noted that the application states traffic will not increase significantly but was concerned that lorries accessing the site would pass through Litcham. A map sent with the application shows both a route through Litcham and an alternative route south round the back of Beeston which avoids populated areas. The Council therefore recommended that lorries using the site were obliged to travel along this southerly route to the A47 and not be permitted to pass through Litcham.

iv) Application 3PL/2006/0610/0 - Rose Cottage: Erection of a Chalet Bungalow style property. This application was deemed very similar to an application received last year which the Council raised several objections to at the time. Nothing had changed significantly and the Council recommended refusal on the same grounds. It was also noted that an extra vehicular access point to the site had been formed since the last application.

v) Application 3PL/2006/0610/0 - Lawnswood, Rectory Meadow: Kitchen Extension & Garden Games Room (wooden construction). The applicant Mr. Paul Skinner attended the meeting but the Council had no queries concerning this application. No objections or comments were raised and the Council recommends acceptance.

12) Financial Business:

i) The end of year Financial Reconciliation for 2005-6 (31st March), was received and duly signed by the Chairman and Clerk.

ii) The Financial Reconciliation for the year to date, (9th May), was received and duly signed by the Chairman and Clerk.

iii) The receipt £7,500 from Breckland, being the first installment of the precept was noted. Clerk reported that in order to maximize interest £3000 had been transfer into the deposit account.

iv) A review of the five year plan was presented by Mark Sheard. No amendments were considered necessary.

Payments made:

v) three payments of £51.69 to Eon Electricity for street-lighting power during February and March and April paid by direct debit

vi) to Clerk of £32.90 for renewal of Web hosting paid by cheque No472.

vii) of £183.70p to Norfolk County Services for maintenance of the Graveyard paid by cheque No.473.

viii) of £113.69 to NCAPTC for Subscription 2006/7 paid by cheque No.474

ix) The sum of £50 was paid to Mr. F. Feeke for cleaning of the village sign paid by cheque No.475.

13) Correspondence: the following has been received since the last meeting:-

i) Breckland:

a) Evacuation Centre. It was suggested that the Methodist Chapel be put forward for consideration by Breckland Council as a designated Rest/Evacuation Centre.

b) Clean Neighbourhood Act: Street Scene Conference 5.30pm 6th July Dereham.

c) Bird Flu - Practical Advice (posted on Village notice board).

d) Events & Activities: This booklet will no longer be published in hard copy. In future it will only be distributed electronically

through the internet. Breckland feel this is more efficient and will have a wider reach.

e) Standards Committee - Agenda 25th April & Minutes 28th Feb.

f) Homelessness Strategy Review.

ii) NCC. Highways Organisational Review, the new point of contact Jason Glasspoole (Watton Depot). The Clerk had already been in touch and requested any problems from the Council. Several pot holes and pavement break problems were noted. Clerk will liaise with Highways to get these problems sorted.

iii) NCAPTC - Planning conference 15th June (£15) & Newsletter & new handbook

iv) DEFRA - getting to grips with Clean Neighbourhood Act.

v) CPRE - Workshop 5th October "The LDF - Getting the best for your Community" (£25)

vi) Norfolk Constabulary - Amalgamation, Strategic Forces and Neighbourhood Policing.

vii) Office of the Deputy Prime Minister: Bylaws, A Discussion Paper

viii) Mr. & Mrs. N. J. Housden, Blenheim House re: Hedge

14) Items for the Next Agenda.

i) Heritage Maps.

ii) Health and Safety Committee.

iii) New Chairs for Jubilee Hall.

iv) Play area.

v) Revision of Clerk's Salary

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

Meeting Closed at 9.40 p.m.