

DRAFT

Minutes of the Meeting of Litcham Parish Council held on **Monday 5 December 2016**, in The Jubilee Hall at 7.30 p.m.

Present

Councillor M Oldfield	(Chair)
Councillor C Mitchell	
Councillor M Anderson	
Councillor L Christie	
Councillor R Fagence	
Councillor J Jones	
Councillor C Lawrence	

One parishioner.

1. Apologies for Absence.

Apologies for absence had been received from County Councillor M Kiddle Morris.

2. Declaration of Pecuniary Interest.

There were no DPIs

3. Minutes of the Previous Meeting.

Councillor Christie proposed and Councillor Fagence seconded the resolution that the minutes of the meeting held on 7 November 2016 having been circulated be approved. All were in favour and the minutes were duly signed.

4. County and District Councillor Reports.

There were no reports given.

5. Matters to Report.

5.1 Jubilee Hall.

Councillor Anderson reported that the Diocese has no record of the Trust Documents. The diocese has therefore offered the Management Committee the Hall at a peppercorn rent for 99 years. The Management Committee will then be the Trustees and a new charity trustee document drawn up. This document will be changed when there is a meeting with CAN on 19 December.

The Bingo raised £186 and there will be another breakfast on 14 January 2017.

5.2 Litcham Community Recreation Project.

No report was given.

5.3 Dog Bin on Weasenham Road.

The Clerk reported that he had informed Breckland Council that the bin is to be sited opposite No 6. The necessary licence is awaited from Norfolk County Council.

5.4 Dates of meetings for 2017.

These were agreed as follows:-

Parish Council Meetings.

February 6 th	March 6 th
April 3 rd	May 8 th
June 5 th	July 3 rd
September 4 th	October 2 nd
November 6 th	December 4 th

Annual Parish Council Meeting.

May 8th

Annual Parish Meeting.

March 6th

5.5 Neighbourhood Watch.

The Clerk will continue to persevere to get a response to the request for information.

5.6 Payphone.

The Clerk had received a response from BT Payphones stating that the kiosk has been adopted by the Community Heartbeat Trust and therefore it is responsible for the maintenance. The Clerk will contact CHT regarding the repairs. The CHT had contacted the Clerk to explain that the British Heartbeat Foundation has money which it is using to install defibrillators in telephone kiosks which would be free to parish councils.

5.7 Speedwatch.

The parishioner who had offered to become the co-ordinator had informed the Clerk that he is now unable to do this. A further request will be placed in the Church and Village.

5.8 The Mount Tittleshall Road.

The hedge had not been cut back so the Clerk will contact Norfolk County Council again. Breckland Council had informed the Clerk that as the property remains furnished and Council Tax continues to be paid it can not consider the property as empty. A visit in November did not reveal a specific nuisance arising from the property. Therefore Breckland Council will not be taking any further action at this time.

6. Highways.

6.1 Report on Highways Matters.

The road outside the Bull Inn has not yet been repaired. The repair to the BT box on Dereham Road needs doing again. The Nar Valley Way hedge cutting had been reported but the response had identified the wrong area and the Clerk had reported this and had reminded Norfolk County Council regarding the footway along Lexham Road.

6.2 New problems.

It was reported that the drains on Church Street need clearing but it was also reported that these had been cleared the previous week. This will be checked. The Rangers are to be requested to clear the leaves from the footways especially on Church Street. The footway outside the telephone box is breaking up and the white lines and markings at the Bull Inn crossroads need refreshing and these will be reported. The trees from Mr. Bailey's garden are overhanging other gardens and Flagship will be contacted regarding this. The car park at the Health Centre also needs repair but it will be confirmed if this is a highway matter. The scaffold is still erected along Mileham Road and the duration of the permit will be checked.

6.3 Local Highway Improvement.

The Clerk confirmed that the existing VAS will be removed to be replaced with a new sign which will also be remotely activated when children are crossing the road. This sign will be a dual aspect sign with a 30mph roundall with corner flashers which is vehicle activated and a school sign with children crossing legend and corner flashers which is manually controlled. There will also be a new school sign on Mileham Road facing west which will be manually operated when children are crossing. The total cost of this is £7076 of which Norfolk County Council will pay £3538, Litcham High School £1769 and Litcham Parish Council £1769.

Councillor Mitchell proposed and Councillor Anderson seconded the resolution that a bid be put in for the works at a cost to the Parish Council of £1769. All were in favour. At present the High School has purchased a mirror for Back Lane but has not agreed the positioning with the owner of the wall. The pavilion needs replacing so until such time as that proceeds no further work will be undertaken on the access onto Back Lane.

7. Planning.

7.1 Applications.

There were no applications to consider.

7.2 Decisions.

There were no decisions to report.

8. Finance.

8.1 Budget.

Councillor Anderson proposed and Councillor Lawrence seconded the resolution that the budget which had been circulated be approved. All were in favour.

8.2 Donation to Litcham Common Conservation Group.

A request had been received stating that the insurance had increased from £275 the previous year to £621 this year. This insurance covers all the volunteers who help with the work on the Common as well as providing public liability insurance for the ponies and the land. It was felt that as the land is privately owned the insurance should not cover this but that the landowner would have his own public liability and that the ponies would also be covered under the landowners policy.

Councillor Lawrence proposed and Councillor Fagence seconded the resolution that £250 be donated. This was passed by a majority decision.

8.3 Balances and Cheques for Authorisation.

The Clerk informed the members that he had received letters of thanks from Mid Norfolk CAB and Litcham PCC for the donations. The Clerk had been informed that the request for assistance from the Transparency Fund had been agreed at £406.87

Councillor Oldfield 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 30 09 16	9445.91
Less Direct Debit- E-on- 11 10 16-61.39	
Cheques authorised 05 09 16-1110.67	<u>1172.06</u>
	8273.85
Plus Interest 05 10 16-0.49	
NCF Community Car-2.65	3.14
Balance at 31 10 16	8276.99
Less unrepresented cheques authorised 07 11 16	<u>1110.67</u>
Balance at 07 11 16	8335.24
Plus float for Community car	<u>100.00</u>
Balance at 07 11 16	8435.24

Amount available for Section 137 : 511x £7.42= £3791.62

Spend to Date :£0.00

Cheques for authorisation:

414	B J Leigh	Salary-Nov 305.15 less PAYE 61.20	243.95
415	HMRC	PAYE-Nov	61.20
416	Mrs E Christie	Community Car October	18.45
417	Mr D St A Moore	Wayleave	7.50
418	B J Leigh	Salary Dec-305.15 less PAYE 61.00	244.15
419	HMRC	PAYE Dec	61.00
420	Beetley Parish Council	25% of Membership of SLCC	34.75
421	Litcham Common Conservation Group	Donation	250.00
422	Harry Lawrence	Repairs to fence at Long Meadow.	110.00

8.4 Funding for Roadside Nature Reserve 104

Councillor Fagence proposed and Councillor Lawrence seconded the resolution that the Parish Council finance the cutting of the reserve at a cost a maximum of £50 as the contractor has agreed to cut the site at no charge apart from the cost of fuel. All were in favour. The farmer of the adjoining land had agreed to remove the cut vegetation that will be left.

8.5 Precept 2017/18.

The draft precept had been circulated as there will be increased maintenance

necessary at Long Meadow and that the Methodist Chapel may well request a donation for assistance with new windows it was thought prudent to raise the precept. The members were also concerned that in future the Parish Council will be constrained by new legislation in any increase that the Parish Council may well wish to implement. Councillor Mitchell proposed and Councillor Anderson seconded the resolution that the precept be increased to £10,000. All were in favour.

9. Correspondence for circulation.

There was no correspondence for circulation.

10. Matters for the next meeting.

10.1 Long Meadow.

11. Date of the next meeting.

This was confirmed as Monday 6 February 2017 at 7.30p.m. to be held at The Jubilee Hall, Litcham.

The meeting closed at 2054.