

Minutes of the Meeting of Litcham Parish Council held on **Monday 9<sup>th</sup> May 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	

County Councillor M Kiddle Morris.  
District Councillor E Gould

Three parishioners

In the part open to the public a parishioner informed the meeting that she is attempting to obtain a defibrillator for the Telephone Box on Church Street. This has been donated to the scheme subject to a consultation. An emergency telephone would be installed by BT and it will pay for the electricity costs. The Parish Council will await the consultation from BT.

**1. Election of Chairman.**

Councillor Jones proposed and Councillor Anderson seconded the resolution that Councillor Oldfield be elected Chairman. All were in favour and Councillor Oldfield was duly elected and the Declaration of Acceptance of Office was signed and witnessed.

**2. Election of Vice-Chairman.**

Councillor Anderson proposed and Councillor Jones seconded the resolution that Councillor Mitchell be elected Vice-Chairman. All were in favour and Councillor Mitchell was duly elected and the Declaration of Acceptance of Office was signed and witnessed.

**3 Apologies for Absence.**

There were no apologies for absence.

**4 Declaration of Pecuniary Interest.**

Councillor Lawrence declared a DPI under Appendix A for Agenda Item 10.1.1 being a relation of the applicant.

**5. Minutes of the Previous Meeting.**

Councillor Anderson proposed and Councillor Mitchell seconded the resolution that the minutes of the meeting held on 4 April 2016 having been circulated be approved. All were in favour and the minutes were duly signed.

**6. County and District Councillor Reports.**

The County Councillor informed the meeting that there had been change of leadership at Norfolk County Council as the rainbow alliance had not all voted for the Labour leader. The new leader of the Council is Cliff Jordan a Conservative and all Committee Chairman and Vice-Chairman except one are now Conservative despite there not being a majority of Conservatives on each Committee.

The District Councillor reported that the bye election in Watton had been held by the Conservatives.

**7. Representatives to Outside Bodies.****7.1 Litcham Jubilee Hall Trust.**

Councillor Oldfield and Councillor Anderson were unanimously elected as the Parish Council representatives.

**7.2 Litcham Common Management Committee.**

Councillor Oldfield was unanimously elected as the Parish Council representative.

**8. Asset Register.**

This was reviewed and signed as a true record.

## ASSET REGISTER

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**1. LAND**

Two Acres or thereabouts of land know as 'Long Meadow' at the southern edge of Litcham Common in the parish of Kempstone. *(Valued by Case & Dewing June 2006)*

**MARKET VALUE £3000**

**ASSET VALUE £3000**

**2. VILLAGE SIGN**

**REPLACEMENT COST £800**

**ASSET VALUE £800**

**3. VILLAGE NOTICE BOARD**

**REPLACEMENT COST £900**

**ASSET VALUE £900**

**4. LITTER BINS**

6 'NEOPOLITAN' litter bins 5 purchased from Glasdon in 2006 [£211 each]. 1 replaced April 2010 cost £210. 1 purchased in 2015 for the Common cost £243

**REPLACEMENT COST £1458**

**ASSET VALUE £1303**

**5. DOG FOULING BINS**

2 'FIDO' litter bins purchased from Glasdon in 2006 [£90 each].

**REPLACEMENT COST £180**

**ASSET VALUE £180**

**6. GRIT BIN.**

1 grit bin purchased from Glasdon via Beetley PC and sited at the Primary School.

**REPLACEMENT COST £127**

**ASSET VALUE £127**

**7. STREETLIGHTS**

i) Six lampposts and lamps at 80 watt MBFU.  
(valued at £980 each including installation)

ii) Fifteen 80 watt MBFU lamps affixed to buildings and telegraph poles.  
(valued at £740 each including installation)

Total of twenty-one lamps.

**REPLACEMENT COST £16,980**  
**ASSET VALUE NIL**

## 8. OFFICE EQUIPMENT

- iii) Three draw filing cabinet - £90
- iv) Photocopier – HP6210 “All-in-one” - **£180**
- v) Gavel Set - **£30.00**

**REPLACEMENT COST £300**  
**ASSET VALUE £150**

## 9. LITERATURE

- vi) Councillors Guide **£13.50**
- vii) Local Council Clerks Guide **£11.75**
- viii) Powers and Constitutions (NCAPTC booklet) **£5.00**
- ix) Chairmanship (NCAPTC booklet) **£5.00**

**REPLACEMENT COST £40**  
**ASSET VALUE NIL**

## 10. DOCUMENTS

- x) Rules as to Nomination and Election of Parish Councils dated 1898
- xi) Local Council Administration (1975)
- xii) Various bills dated between 1835 and 1955
- xiii) Minute books :

- a) 1919 – 1935
- b) 1935 – 1955
- c) 1955 – 1989
- d) 1990 – 1993
- e) 1993 – 1996
- f) 1996 – 2001

*Agendas and Minutes 2001 – present day kept in lose-leaf folders.*

- xiv) Payment and Receipt books

- a) 1966-1986
- b) 1986-1999

*Payments and receipt 1999 – present day kept in filing cabinet.*

- xv) Visitors Book – Queen Elizabeth’s Jubilee Thankgiving Service 3<sup>rd</sup> June 2002

**VALUE - NIL**

## 11. THE GREEN

- xvi) Posts for perimeter of The Green

**REPLACEMENT COST £2012**  
**ASSET VALUE NIL**

**TOTAL VALUE OF ASSETS: - £6460**

**This register was reviewed and judged to be complete at a meeting of**

**LITCHAM PARISH COUNCIL on 09 / 05/ 2016**

**9. Matters to Report.**

**9.1 Jubilee Hall.**

New heaters had been installed which although smaller were of equal output to the previous. The light in the bus shelter and the outside light are now working. The breakfast raised £210, there is a quiz on 4 June and the Committee is still awaiting a response from CAN.

**9.2 Litcham Community Recreation Project.**

The meeting was adjourned.

A parishioner informed the meeting that a second meeting of the Committee had been held and that it would be having a stall at the fete to raise the profile. She asked where Long Meadow is situated and this was confirmed. She also queried Breckland Council's Open spaces register which states that the Parish Council owns parcels of land which it was confirmed it does not. The District Councillor will confirm this.

The meeting was reconvened.

**9.3 Norfolk Bio-Diversity Awards.**

The Clerk confirmed that the application had been forwarded.

**9.4 Access to the churchyard from Druids lane.**

The Clerk confirmed that the faculty application was recommended for approval at a sub-committee and would go to the main committee on 12 May. If approved a public notice will be issued which must be displayed for 28 days. If there are no objections approval should then be received for the installation.

**10. Planning.**

**10.1 Applications.**

Councillor Lawrence withdrew from the meeting.

**10.1.1 3PL/2016/0380/VAR-Land adjacent to Lime Kiln House-erection of Super Eco house, with associated garage, access and landscaping ( revised scheme) & removal of conditions 7&8 on 3PL/2015/0460/F.**

No objection was raised to the application.

Councillor Lawrence rejoined the meeting.

**10.1.2 3PL/2016/0429/LB-Point House Back Street-erection of single story rear and side extension.**

No objection was raised to the application.

**10.1.3 3PL/2016/0428/F-Point House Back Street-erection of single story rear and side extension.**

No objection was raised to the application.

**10.2 Decisions.**

There were no decisions to report.

**11. Highways**

**11.1 Report from last month.**

The ironwork near to the Anglian Water pumping station had not been repaired. Druids

Lane had been marked and the Clerk will remind Norfolk County Council to clear the

grips and gulleys.

### 11.2 New problems.

The following will be reported:-

The Give Way sign at the north end of Druids Lane.

The drains on Church Street and Tittleshall Road outside Norfolk House.

Potholes on Tittleshall Road and the hump on Tittleshall Road again.

The edge of the road outside the Bull Inn and the road surface in Longham at the crossroads with Reed Lane.

The Clerk reported that he had received an e-mail from a parishioner requesting markings in the lay by on Tittleshall Road to stop parking outside the access to a property. It was agreed that as this is highway all have the right to park there and it is not possible to cater for inconsiderate road users.

The problems of parking at the Primary School were again raised. If an obstruction is being caused then it is the police who should be informed to enforce this. All vehicles have the right to park on the highway. The PCSO will be requested to attend site and a Parish Council meeting.

## 12. Finance.

### 12.1 Budget.

This had been circulated and Councillor Fagence propose and Councillor Anderson seconded the resolution that this be approved. All were in favour.

### 12.2 Insurance for 2016/17.

Councillor Mitchell proposed and Councillor Anderson seconded the resolution that the Parish Council remains with Zurich at a cost of £251.85. All were in favour.

### 12.3 Balances and Cheques for Authorisation.

Councillor Lawrence proposed and Councillor Fagence seconded the resolution that the following balances and cheques for authorisation be approved. All were in favour.

#### Balances :-

##### **Bank of Ireland.**

Balance at 29 02 16	10304.74
Less Direct Debit- E-on- 11 03 16-51.10	
Cheques authorised 01 02 16-4385.88	<u>4436.98</u>
	5867.76
Plus Interest 07 03 16-.87	
Breckland C/Car- 55.00	
Transparency Code for additional hours for Clerk-133.71	<u>189.58</u>
Balance at 31 03 16	6057.34
Less unpresented cheques authorised 04 04 16	<u>630.75</u>
Balance at 04 04 16	5426.59
Plus float for Community car	<u>100.00</u>
Balance at 04 04 16	5526.59

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

Spend to Date :£0.00

Cheques for authorisation:

381	B J Leigh	Salary-Apr-257.88 less PAYE 51.40	206.48
382	HMRC	PAYE-Apr	51.40
383	Mrs E Christie	Community Car	60.84
384	Zurich Municipal	Insurance	251.85

### 12.4 Rates for the Community Car.

It was agreed to amend the rates as follows.

Swaffham from £3.60 to £4.50

Dereham from £3.60 to £4.50

Fakenham from £3.60 to £4.50

The rate for King's Lynn will remain at £9.00.

The Clerk reminded the coordinator that new DBS forms will be needed in July.

**13. Correspondence for circulation.**

The following correspondence will be circulated.

**13.1**

**Clerks and Councils Direct May 2016**

**14. Matters for the next meeting.**

There were no matters raised for the next meeting.

**12. Date of the next meeting.**

This was confirmed as Monday 6 June 2016 at 7.30p.m. to be held at The Jubilee Hall, Litcham.

The meeting closed at 2025.