

# DRAFT

Minutes of the Meeting of Litcham Parish Council held on **Monday 5 September 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

Three parishioners.

**1. Apologies for Absence.**

There were no apologies for absence.

**2. Declaration of Pecuniary Interest.**

Councillors Anderson, Christie and Lawrence all declared a DPI under Appendix B in Agenda Item 8.3 being members of the Management Committee.

**3. Minutes of the Previous Meeting.**

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

**4. County and District Councillor Reports.**

The County Councillor reported that the consultation had shown that the majority is in favour of devolution but not an elected mayor. Norfolk County Council is to debate the issue at a special meeting on 3 November.

**5. Matters to Report.**

**5.1 Jubilee Hall.**

Councillor Anderson reported that the new documents needed to change to a Charity had been forwarded to the Charity Commission. The murder mystery evening had raised £327 and had been an excellent evening with a splendid cast. The latest breakfast raised £220. Further events are being planned of which one is a Christmas Bingo in November. The plans for the refurbishment are underway.

**5.2 Litcham Community Recreation Project.**

The meeting was adjourned.

A parishioner reported a committee meeting had been held and a further one is scheduled for 23 September. A plot of land had been proposed as a possible site in the Local Plan which could provide funds for a new play area and a Village Hall. Plans have been drawn up for the proposed site in outline form and these were shown to the members. The landowner is willing to ensure that the parish obtains an area from the developer for an area that would ease parking at the Primary School, provide a play area and a community area. All these had been incorporated into the outline plans. It will be necessary to have the land annexed to the Parish Council. There have been two sites proposed for the Local Plan and it may be that either could provide an area and funding for a play area. It has not been able to trace the accounts of the Play 2000 funds at present but this is still be pursued.

The meeting was reconvened.

**5.3 Dog Bin on Weasenham Road.**

The Clerk reported that he had contacted Breckland Council who had confirmed that it will allow dog waste to be deposited in ordinary bins but not near to a school. It was agreed therefore to request new labels to be placed on the bin on Butt Lane, check on the dog fouling signs and request the assistance of the Dog Warden.

**5.4 Access to the Churchyard from Druids Lane.**

This had not been installed due to a misunderstanding between the Clerk and the Contractor but it is anticipated that the installation will occur prior to the next meeting.

**5.5 The Mount Tittleshall Road.**

The Clerk had written to the owner and he will write again. He will also report the empty dwelling to Breckland Council.

**5.6 Neighbourhood Watch.**

This is still running and the Clerk will obtain all the details. A request will be placed in the Church and Village magazine for a coordinator.

**5.7 Street Lighting on Manor Drive.**

A complaint had been received that there are dark areas on Manor Drive since the lamps have been changed. The complaint was noted and the area will be checked but it was not felt that it would be necessary to install a new column. The times of operation of the lights are to be checked as it was felt that some are going off when they should be just dimming.

**6. Planning.****6.1 Applications.**

There were no applications to consider.

**6.2 Decisions.**

The following decisions were noted.

**6.2.1 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. Permission.**

**6.2.2 Y/3/2016/3008-Litcham Primary School-infill of semi enclosed courtyard for provision of extension to two classrooms. Permission.**

**7. Highways****7.1 Report on Highways Matters.**

Norfolk County Council had confirmed that the items reported previously had been programmed however Norfolk County Council can not be specific when repairs will be undertaken as it depends on urgency, funding and resources. The Clerk is still waiting for the Highways Engineer to confirm the cost of signage on Mileham Road regarding the schoolchildren crossing the Mileham Road. There is a new reporting system which the Clerk is trialling and will report at the next meeting.

**7.2 New problems.**

The verge on Mileham Road opposite the Limes and the Saddlery is encroaching onto the highway and needs clearing back. The verge at the junction of Druids Lane and Mileham Road on the west side needs cutting back to allow better turning out of Druids Lane. The flooding area of Druids Lane has not been repaired and this will be reported yet again. Grass cuttings are still being thrown onto Pound Lane from the field behind the hedge and this will be reported.

**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 Balances and Cheques for Authorisation.**

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

**Balances :-****Bank of Ireland.**

Balance at 31 05 16	9341.66
Less Direct Debit- E-on- 13 06 16-54.63	
Cheques authorised 09 05 16-51.40	
Cheques authorised 06 06 16-351.88	
Cheques authorised 04 07 16-4468.15	
Direct Debit E-on-11 07 16-52.87	<u>4978.93</u>
	4362.73
Plus Interest 06 06 16-.83	
Rent for Long Meadow-250.00	
Interest 05 07 16-.71	
Breckland Community Car-12.00	
Norfolk Community Foundation Community Car-35.91	
HMRC-Vat Refund-839.55	<u>1139.00</u>
Balance at 31 07 16	5501.73
Plus float for Community car	<u>100.00</u>
Balance at 31 07 16	5601.73

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

Spend to Date :£0.00

Cheques for authorisation:

396	B J Leigh	Salary-Aug 305.15 less PAYE 61.00	244.15
397	HMRC	PAYE-Aug	61.00
398	Mrs E Christie	Community Car June	56.07
399	Mazars LLP	External Audit	120.00

**8.3 Outside Light at the Jubilee Hall.**

Councillors Anderson, Christie and Lawrence withdrew from the meeting.

A request had been received from The Jubilee Hall Management Committee to contribute towards the outside light in the bus shelter. Councillor Oldfield proposed and Councillor Fagence seconded the resolution that £25 be donated All were in favour.

Councillors Anderson, Christie and Lawrence rejoined the meeting.

**8.4 External Audit.**

This had been completed with no comments from the External Auditor.

**9. Correspondence for circulation.**

There was no correspondence for circulation.

**10. Matters for the next meeting.****10.1 Telephone Box.****12. Date of the next meeting.**

This was confirmed as Monday 3 October 2016 at 7.30p.m. to be held at The Jubilee Hall, Litcham.

The meeting closed at 2044.