

# LONGHAM PARISH COUNCIL

Minutes of the Annual Meeting of Longham Parish Council held on Monday 20<sup>th</sup> May 2024, at 7.50pm in the Village Hall. This meeting was preceded by the Annual Parish Meeting.

Present: Cllr Sue Douglas (Chair)  
Cllr Donna McLeod (Vice Chair)  
Cllr Paul O'Brien  
Cllr Clare Mitton  
Cllr Alan Farrell  
Cllr Roddy McLeod

District Cllr Richard Duffield  
County Cllr Mark Kiddle-Morris (arrived late)  
Five Members of the Public  
Sheryl Irving (Clerk)

## **1. Election of Chairman and signing of the Declaration of Acceptance of Office form.**

Cllr Donna McLeod proposed that Cllr Douglas be elected as Chairman, this was seconded by Cllr Mitton and unanimously agreed by Council. Cllr Douglas duly signed her declaration of acceptance of office form.

## **2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.**

Cllr Douglas proposed that Cllr Donna McLeod be elected as Vice Chairman, this was seconded by Cllr Mitton and unanimously agreed by Council. Cllr McLeod duly signed her declaration of acceptance of office form.

## **3. Welcome and apologies for absence. (apologies received from D/Cllr Roger Atterwill)**

The Chairman welcomed everyone to the meeting. Apologies had been received from District Cllr Roger Atterwill.

## **4. To receive any declarations of interest.**

There were none declared.

## **5. To approve the minutes of the meeting held on 18<sup>th</sup> March 2024.**

Cllr Douglas proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Donna McLeod and unanimously agreed by Council. The Chairman duly signed the minutes.

## **6. Meeting open for public participation.**

A query was raised as to whether the initial phase of the Breckland Local Plan review, which was not site specific, had been concluded and D/Cllr Duffield confirmed that it had and the next public consultation is due to start on the 3<sup>rd</sup> June and public meetings are ongoing. The Chairman confirmed that three sites have been put forward for development in the village and explained the location of each. However, she went on to say that it was unlikely that all three would be approved as there was no public transport or infrastructure in the village which made it unsustainable and not suitable for large development.

## **7. To receive County and District Councillors reports.**

County Cllr Kiddle-Morris was asked about the need for public transport in the village, as there was none, and he said that money is coming from Government for public transport but bus operators will not put on a new route unless people use them and it was a challenge to get an operator to set up a route in Longham.

Council will contact Dial-a-Bus to see if they could come as far as Longham, as they are based in Swaffham.

## **8. Planning Matters.**

### **a) Applications for consideration.**

There were no applications for consideration.

### **b) Decisions to note.**

Council noted that no decision has been made on the following application.

- 3PL/2021/1460/F – Meadow, Hoe Road - change of use of land from Agricultural to residential & the erection of 1No. self-build home and provision of 1 No. Self Build Plot with associated car parking and landscaping – decision delayed due to nutrient neutrality restrictions.

Council noted that the following application has been approved.

- 3PL/2024/0115/EU – Old Post Office, Chapel Road - Certificate of Lawful Existing Use - Property being used as a dwellinghouse only (Use Class C3) for a period in excess of 10 years.

### **c) To receive an update re the Breckland Local Plan and consider any action required.**

This item had been updated at item 6.

## **9. Highway Matters.**

### **a) To receive updates on matters previously reported and to consider any new highway issues.**

Council noted the following updates:

- Proposed 50mph speed limit on Litcham Road – C/Cllr Kiddle-Morris taking this forward but it will not proceed until at least the next financial year.

- Damaged warning signs - nr RB Watts and west end of Hoe Road – reported to Highways and now resolved.
- Highway degradation and potholes on Hoe Road – reported to Highways and now resolved.
- Missing junction sign at Beeston junction with Litcham Road – Highways mapping shows no sign at this junction since at least 2009 so will not be replaced.

**10. To receive a report in respect of the Playing Field and Play Area and to consider quotes to paint the play area fence, benches and bus shelter.**

Cllr O’Brien said that he continued to await quotes from contractors for the works.

**11. To receive an update regarding the Clay Pits (a county wildlife site).**

Cllr O’Brien said that they were now in a cycle of maintenance, awaiting the availability of new grants to continue the works.

**12. To receive an update in respect of the Village Appraisal.**

Cllr O’Brien reported that no progress had been made on the appraisal, due to lack of time.

**13. Finance and Governance**

**a) To receive a financial report for the year ending 31<sup>st</sup> March 2025.**

Council noted the financial report (attached).

**b) To consider the Breckland Ward Boundary Review - Initial Consultation.**

Council noted that Breckland has advised that no ward be represented by more than one Councillor, as was the case at present in Longham, who have two. The Boundary Commission have recommended that the total number of councillors be increased from 49 to 51.

**c) To receive an update regarding the Council insurance renewal.**

Council noted that two quotes had been received, and Cllr Douglas proposed approval of the one year deal at £448.00, this was seconded by Cllr Donna McLeod and unanimously agreed by Council.

**d) To receive the internal auditors report and consider any recommendations.**

Council noted the report and in respect of the recommendation was reminded of their duties in respect of data protection.

**e) To approve the annual governance statement in the 2023-24 Annual Return.**

Cllr Douglas proposed approval of the annual governance statement, this was seconded by Cllr Donna McLeod and unanimously agreed by Council. The Chairman duly signed the statement.

**f) To approve the Statement of Accounts in the 2023-24 Annual Return.**

Cllr Douglas proposed approval of the statement of accounts, this was seconded by Cllr Donna McLeod and unanimously agreed by Council. The Chairman duly signed the statement.

**g) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.**

Cllr Douglas proposed approval of the certificate of exemption, this was seconded by Cllr Donna McLeod and unanimously agreed by Council. The Chairman duly signed the certificate.

**h) To authorise financial payments as set out below and note any receipts.**

Cllr Donna McLeod proposed approval of the following payments, this was seconded by Cllr Mitton and unanimously agreed by Council. The receipts were noted.

**PAYMENTS**

P1	Clerk – Salary/Allowance (Apr) (including annual salary incremental increase)	£169.93 (SO)
P1	HMRC – PAYE	£4.80
P2	Clerk – Salary/Allowance (May)	£141.93 (SO)
P2	HMRC PAYE	£32.80
P3	Annual Website Fee (reimbursement to Clerk)	£120.46
P4	Internal Auditor	£35.00
P5	Insurance Renewal	£448.00

**RECEIPTS**

R1	Precept 2024/25 (1 of 2)	£3,750.00
R2	Breckland Recycling	£263.46
R3	VAT Return – 2023/24	£308.30

**14. Correspondence for circulation**

Norfolk Minerals and Waste Local Plan - Notification of Submission and availability of documents for inspection – this was noted by Council.

**15. To receive any new items for the next agenda.**

There were no new items received for the next agenda.

**16. To note the next meeting of the Parish Council will be held on Monday 15<sup>th</sup> July 2024, at 7.30pm, in the Village Hall.**

The date of the next meeting was noted and the Chairman then closed the meeting at 8.14pm.

**Signed:**

**Date:**

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LONGHAM PARISH COUNCIL					
YEAR ENDING 31ST MARCH 2025					
FINANCIAL REPORT - MAY 2024					
<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To</b>	<b>%</b>	<b>Balance at 01.04.2023</b>	<b>9535.39</b>
	<b>2024/25</b>	<b>date</b>	<b>Spend</b>	Plus Receipts at 30.04.2024	4321.76
				Less Payments at 30.04.2024	249.73
<b>PAYMENTS*</b>				<b>TOTAL</b>	<b>13,607.42</b>
Admin	1,225	230	19%	<b>Bank Balance at 30.04.2024</b>	
Salary	2,095	329	16%	Unity Trust Current Account	6,377.26
Open Spaces	2,565	-	0%	Unity Trust Instant Access	7,230.16
Donations	1,025	-	0%	<b>TOTAL</b>	<b>13,607.42</b>
Defibrillator	50	-	0	less outstanding payment	0.00
<b>TOTAL</b>	<b>6,960</b>	<b>560</b>	<b>8%</b>	<b>TOTAL</b>	<b>13,607.42</b>
<b>RECEIPTS</b>				<b>including:</b>	
Precept	7,500	3,750	50%	Clay Pits Reserve	1,703.33
Bank Interest	100	-		Village Hall Reserve	1,700.00
Wayleaves	-	-		<b>General Reserve</b>	<b>10,204.09</b>
Salary/HMRC	-	-			
Recycling	150	263	176%	<b>CLAY PIT PROJECT</b>	
<b>TOTAL</b>	<b>7,750</b>	<b>4,013</b>	<b>52%</b>	Income*	12,100.00
<b>SURPLUS/DEFICIT</b>	<b>790</b>	<b>3,454</b>		Expenditure to 31.03.2024	10,396.67
<i>*includes payments as listed on agenda.</i>				Expenditure 2024/25	0.00
				<b>Balance</b>	<b>1,703.33</b>
				<i>*Income includes £1,000 set aside in 2024/25 budget</i>	