

LONGHAM PARISH COUNCIL

Minutes of a meeting of Longham Parish Council held on Monday 18th September 2023 at 7.30pm in the Village Hall.

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

District Cllr Roger Atterwill
District Cllr Richard Duffield
One Member of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Farrell were approved. Apologies were also received from County Cllr Mark Kiddle-Morris.

2. To receive any declarations of interest.

There were none declared.

3. To approve the minutes of the meeting held on 17th July 2023.

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.

4. To consider the co-option of a new member to fill the one Council vacancy.

It was hoped that an interested person will attend the next meeting and be considered for co-option to fill the one vacancy.

5. Meeting open for public participation.

The member of the public raised the poor condition of many of the road signs in Longham. Cllr Mitton will inspect and they will be reported to Highways.

Council noted that many loose dogs were being exercised on the playing field and the mess not being cleared up. It was agreed to monitor the problem and inform the Dog Warden if necessary.

6. To receive County and District Councillors reports.

C/Cllr Kiddle-Morris had submitted a written report and, in respect of the devolution deal, Council agreed to respond that they did not fully understand the issues and cannot make a judgement.

D/Cllr Atterwill reported that things were quiet in Breckland with the Community Grant Scheme and the Rural Prosperity Fund both currently delayed.

He said the five-year land supply remained in place and the Local Plan continued through the review process.

Many officers are working from home and it is a challenge to speak to anyone and to get any information.

7. Planning Matters.

a) Applications for consideration.

There were no applications to consider.

b) Decisions to note.

Council noted that no decision had 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.

The residents of this property will be contacted and asked to cut back the overhanging hedge as it is obstructing the road.

Council noted that the following applications had been approved.

- Longham: Bittering Quarry, Reed Lane, Bittering, Dereham, Norfolk, NR19 2QS: 3CM/2023/0008/CM - FUL/2023/0018 Hybrid planning application for full planning permission for the installation of 288 PV Panels and a post and wire fence within the plant site and application for non-compliance with condition 1 (time limits) of planning permission C/3/2018/3009 to allow mineral extraction to cease and all mineral processing plant to be removed on or before 31 December 2041, waste and soil imports and deposits to cease and all related plant and equipment to be removed on or before 31 December 2042 and the site to be restored by 31 December 2043.
- 3PL/2023/0620/HOU – Rose Cottage, New Road - two storey rear extension.

c) To consider the Breckland Local Validation List consultation.

Council raised no issues in response to this consultation.

8. Highway Matters.

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

Council noted the following updates:

- Pothole on Chapel Road nr to Village Hall – reported to Highways and now repaired.
- Request for SLOW signs on Litcham Road near two Hoe Road junctions – works programmed.
- Proposed 50mph speed limit on Litcham Road – C/Cllr Kiddle-Morris taking this forward.

b) To consider any application to the Parish Partnership Scheme.

No suggestions were brought forward, however, the closing date is in December and members were advised to raise any ideas at the November meeting.

9. To receive a report in respect of the Playing Field and Play Area and:

- **To consider the purchase of a new litter bin** – Council noted that this is the responsibility of the Village Hall Committee. Breckland has confirmed the bin is emptied once a week but advised that if it was in a more prominent position then the likelihood of it being missed occasionally is less likely to arise.
- **To consider a tree surgeon report on the trees overhanging the benches** – Cllr O’Brien will obtain a quote and, in the meantime, he has cut back some of the lower hanging branches.
- **To consider a quote to repair some play area equipment, as set out in the play area report (non-urgent)** – Cllr Douglas proposed approval of the quote of £197.40 to make the repairs, this was seconded by Cllr Mitton and unanimously agreed by Council.
- **To consider quotes to paint the play area fence** – Cllr O’Brien will obtain quotes for consideration at the next meeting. The quotes will also include the benches and the bus shelter.

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

Cllr O’Brien reported that he had attended the Vattenfall presentation regarding the Community Fund but it was not open for applications until 2025.

A further scheduled maintenance day at the Clay Pits will take place on the 9th November.

11. To receive an update regarding the village defibrillator.

Cllr O’Brien reported that the unit had failed recently but had now been upgraded with a new battery and pads and was fully functional once again.

12. To receive an update regarding the proposed Village Appraisal.

Cllr O'Brien reported that the appraisal had evolved and now provided information to residents, taken mainly from the 2021 census, but also asked questions relevant to information required by Council. He asked for approval to continue the work in shaping the draft document and Council agreed, in principle, to continue.

There was concern that there was little interest from much of the village but the document will be welcomed by those with a community interest.

13. Finance and Governance

a) To receive a financial report for the year ending 31st March 2023.

The financial report (attached) was noted.

b) To appoint an internal auditor the year ending 31st March 2023.

Cllr Douglas proposed that Mrs Dann be appointed as internal auditor for the year ending 31st March 2023 at a fee of £35, this was seconded by Cllr Mitton and unanimously agreed by Council.

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

Cllr Donna McLeod proposed that the following payments be approved, this was seconded by Cllr Douglas and unanimously agreed by Council.

| | | |
|-----|------------------------------------|--------------|
| P17 | Clerk – Salary/Allowance (August) | £159.52 (SO) |
| P17 | HMRC – PAYE | £2.40 |
| P19 | Clerk – Salary/Allowance (Sept) | £159.52 (SO) |
| P19 | HMRC PAYE | £2.40 |
| P18 | Conservation Volunteers (Clay Pit) | £378.00 |
| P20 | SLCC Membership | £20.57 |
| P22 | Bank Charges (3 months) | £18.00 |
| P21 | Clerk – Expenses | £21.60 |
| P23 | Footpath Hedge Cutting | £35.00 |

14. Correspondence for circulation

There was no correspondence to note.

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 at 7.30pm on Monday 20th November 2023 in the Village Hall.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.28pm.

Signed:

Date:

| LONGHAM PARISH COUNCIL | | | | | |
|--|----------------|--------------|--------------|--|-----------------|
| YEAR ENDING 31ST MARCH 2024 | | | | | |
| FINANCIAL REPORT - SEPTEMBER 2023 | | | | | |
| BUDGET UPDATE | Budget | To | % | Balance at 01.04.2023 | 8422.31 |
| | 2023/24 | date | Spend | Plus Receipts at 31.08.2023 | 4493.82 |
| | | | | Less Payments at 31.08.2023 | 3,928.07 |
| PAYMENTS* | | | | TOTAL | 8,988.06 |
| Admin | 2,352 | 725 | 31% | | |
| Salary | 2,019 | 910 | 45% | Bank Balance at 31.08.2023 | |
| Open Spaces | 3,528 | 676 | 19% | Unity Trust Current Account | 1,908.34 |
| Donations | 1,025 | 1,025 | 100% | Unity Trust Instant Access | 7,082.12 |
| Defibrillator | 50 | 51 | 1.0198 | TOTAL | 8,990.46 |
| TOTAL | 8,974 | 3,335 | 37% | less outstanding payment | 2.40 |
| | | | | | 8,988.06 |
| RECEIPTS | | | | including: | |
| Precept | 7,500 | 3,750 | 50% | Clay Pits Reserve | 1,333.33 |
| Bank Interest | - | 41 | | Village Hall Reserve | 1,700.00 |
| Wayleaves | - | - | | General Reserve | 5,954.73 |
| Salary/HMRC | - | - | | | |
| Recycling | 100 | 246 | 246% | CLAY PIT PROJECT | |
| TOTAL | 7,600 | 4,036 | 53% | Income* | 11,100.00 |
| | | | | Expenditure to 31.03.2023 | 9151.67 |
| SURPLUS/DEFICIT | (1,374) | 702 | | Expenditure 2023/24 | 615.00 |
| | | | | Balance | 1,333.33 |
| <i>*includes payments as listed on agenda.</i> | | | | <i>*Income includes £1,000 in 2023/24 budget</i> | |