

LONGHAM PARISH COUNCIL

Minutes of a meeting of Longham Parish Council held on Monday 17th November 2025 at 7.30pm in the Village Hall.

Present: Cllr Donna McLeod (Chair)
Cllr Clare Mitton
Cllr Paul O'Brien

County Cllr Mark Kiddle-Morris
District Cllr Roger Atterwill
Three Members of the Public
Sheryl Irving (Clerk)

In the absence of Cllr Susan Douglas, the Vice Chair, Cllr Donna McLeod, took the chair.

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs Susan Douglas and Roddy McLeod were approved.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 15th September 2025.

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

4. To receive an update regarding the two council vacancies and consider the co-option of new Council members.

Council welcomed to the meeting a potential new council member who will be eligible for co-option at the January meeting.

5. Meeting open for public participation.

There were no matters raised by members of the public.

6. To receive County and District Councillors reports.

County Cllr Kiddle-Morris reported that the elections for a Mayor will take place in 2026, with the elected Mayor then taking over responsibilities of the Police and Crime Commissioner in 2028, that

post being abolished. County council elections are also planned to take place in 2026. Work continues on the Local Government Reorganisation.

District Cllr Atterwill reported that work continues on the Local Plan at Breckland, otherwise all is quiet.

7. Planning Matters.

a) Applications for consideration.

There were no applications to consider.

b) Decisions to note.

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

- PL/2025/0998/FMAJ – land at Dykewood Farm, Beeston - proposed construction of ground mounted solar panel arrays and associated infrastructure.

c) To receive an update regarding the Local Plan.

Council noted that neither of the two sites approved by the Parish Council had been included in the draft Local Plan and Cllr McLeod proposed that previous comments supporting those sites be resubmitted to the ongoing consultation, this was seconded by Cllr Mitton and unanimously agreed by Council.

8. Highway Matters

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

There were no issues raised.

b) To consider any projects for funding under the Parish Partnership Scheme.

There were no projects put forward for funding.

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

Cllr O'Brien reported that he had consulted the installers of the play area and they confirmed that the wood will crack and close and that this is a natural process; there is no cause for concern. The equipment will continue to be monitored.

The annual inspection had raised no matters for concern and Cllr O'Brien will report further at the next meeting.

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

Cllr O'Brien reported that a routine tidying had taken place on the 2nd November. He also reported that to provide an access path at the front and a safe stairway with handrails will cost approx. £1,500, this being the minimum works required to open the site. Additional works to open access will cost much more, possibly up to £12,000. Cllr O'Brien continues to investigate grant funding sources and the D/Cllr suggested some possible routes. Council agreed to consider this further at the next meeting when a full council will be present.

11. To receive an update in respect of the Village Defibrillator.

Cllr O'Brien reported that all is in good order.

12. To receive an update regarding Community Resilience – Emergency & Civil Contingencies.

Cllr Mitton reported that the plan is now complete, with additional volunteers having come forward, and details can now be published on the Parish Council website. She also reported that Breckland advice was to advise anyone assisting in an emergency that they must make sure they are covered in respect of public liability insurance.

13. To receive an update regarding the proposed High Grove Solar Farm, the Regener8 site at Beeston, and the George Freeman Action Group.

There was no update in respect of this with both sites awaiting confirmation from the National Grid re their connections to the grid.

14. To consider the grass cutting contract for 2026.

Cllr O'Brien proposed approval of the quote for 2026, at £1,442, this was seconded by Cllr McLeod and unanimously agreed by Council.

15. To receive an update regarding matters raised in the annual inspection of assets:

- Backless benches on Playing Field.
- Bench on the Green, Chapel Road.

In the absence of Cllr Douglas, this matter was deferred to the next meeting.

16. To note the meeting dates for 2026.

The meeting dates set out below for 2026 were noted.

- Monday 19th January
- Monday 16th March
- Monday 18th May (Annual Parish (7.00pm) and Annual Council Meetings)
- Monday 20th July
- Monday 21st September
- Monday 16th November

17. Finance and Governance

a) To receive a financial report for the year ending 31st March 2026.

The financial report (attached) was noted.

b) To consider the budget and set the precept for the year ending 31st March 2027.

Council considered the budget and agreed an additional fund of £500 was necessary for the Clay Pits in order to try and open the site up to members of the public. Cllr O'Brien proposed that with that adjustment the budget be approved and the precept set at £8,300, this was seconded by Cllr Mitton and unanimously agreed by Council. This increase will result in an annual increase of just under £10 for a Band D property.

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

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

PAYMENTS

P24	Clerk Salary & Allowance – October	£164.95 (SO)
P24	HMRC PAYE	£25.40
P25	Clerk Salary & Allowance – November	£164.95 (SO)
P25	HMRC PAYE	£25.40
P26	SLCC Membership (Clerk)	£24.70
P27	Grass Contractor	£685.00
P28	Tree Inspection Course (POB)	£150.00
P29	Play Area Annual Inspection	£180.00
P30	Clay Pit Volunteers	£408.00
	Bank Charges (Oct/Nov)	£12.00

RECEIPTS

Breckland Precept (2 of 2)	£3,750.00
Bank Interest	£40.91

18. Correspondence for circulation

There was no correspondence for consideration.

19. To receive any new items for the next agenda.

There were no new items for the next agenda.

20. To note the next meeting of the Parish Council will be held on Monday 19th January 2026, at 7.30pm in the Village Hall.

The date of the next meeting was noted and the Chairman closed the meeting at 7.59pm.

Signed:

Date:

LONGHAM PARISH COUNCIL
YEAR ENDING 31ST MARCH 2026
FINANCIAL REPORT - NOVEMBER 2025

BUDGET UPDATE	Actual 2024/25	Budget 2025/26	To date	% Spend
PAYMENTS*				
Admin	964	1,239	1,000	81%
Salary	2,063	2,199	1,443	66%
Open Spaces	2,105	2,525	1,970	78%
Clay Pits	1,445	900	900	100%
Donations	1,075	1,050	1,025	98%
Defibrillator	-	50	-	0
Maintenance	-	-	1,098	
TOTAL	7,652	7,963	7,437	93%
RECEIPTS				
Precept	7,500	7,500	7,500	100%
Bank Interest	224	50	84	168%
Wayleaves	-	-	-	
Recycling	263	250	244	97%
TOTAL	7,800	7,827	7,827	100%
SURPLUS/DEFICIT	(7,652)	(163)	391	

*includes payments as listed on agenda.

Balance at 01.04.2023	9,611.43
Plus Receipts at 31.10.2025	8,204.54
Less Payments at 31.10.2025	6,260.23
TOTAL	11,555.74
Bank Balance at 31.10.2025	
Unity Trust Current Account	5,173.69
Unity Trust Instant Access	6,407.45
TOTAL	11,581.14
Less outstanding payments	25.40
Plus outstanding receipts	0.00
TOTAL	11,555.74
including:	
Defibrillator	50.00
Clay Pits Reserve*	795.33
Village Hall Reserve	1,700.00
General Reserve	9,010.41

*includes 25/26 budget £900