

## LONGHAM PARISH COUNCIL

Minutes of a meeting of Longham Parish Council held on Monday 20<sup>th</sup> January 2025, at 7.30pm in the Village Hall.

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

District Cllr Richard Duffield  
County Cllr Mark Kiddle-Morris (arrived late)  
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 District Cllr Roger Atterwill, and County Cllr Mark Kiddle-Morris will be arriving later.

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

There were none received.

### **3. To approve the minutes of the meeting held on 18<sup>th</sup> November 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.

### **4. To receive an update regarding the one council vacancy and consider the co-option of a new Council member.**

There was no update in respect of the vacancy and a flyer will be circulated to households, together with the Village Appraisal, asking for anyone interested to get in touch.

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

Cllr Mitton, on behalf of a member of the public, raised the issue of the large amounts of litter in the village, and some fly tipping. Cllr Douglas reported that a litter pick will be taking place on the first weekend in April and that any fly-tipping should be reported to Breckland, who will deal with it.

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

D/Cllr Duffield reported that all was quiet at Breckland and he had nothing to report.

## **7. Planning Matters.**

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

There were no applications for consideration.

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

Council noted that the following application remained delayed by the nutrient neutrality issue.

- 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.

### **c) To consider the Planning Reform White Paper.**

Council noted the ongoing national consultation and that members could respond as individuals.

## **8. Highway Matters.**

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

Council noted the following update.

- Blocked groups on Litcham Road – reported to Highways and all groups in the village have now been cleared.
- Mud on Bittering Road- Cllrs Mitton and Roddy McLeod will investigate and speak to the landowner if necessary.

At this point in the meeting, County Cllr Kiddle-Morris arrived.

## **9. To receive a report in respect of the Playing Field and Play Area, including an update regarding matters raised in the annual inspection.**

Cllr O'Brien reported that the painting works will take place once the weather improves.

He also reported that he had attended a Play Inspection Course which had been extremely useful, regarding health and safety etc. Given the level of use of the play area, a visual inspection should be carried out fortnightly, with a routine quarterly inspection looking for any issues. The professional inspection should, as present, be carried out annually. Cllr O'Brien will carry out the inspections as advised.

The issues arising from the 2024 annual inspection have been forwarded to the contractors and their recommendations are awaited. There were no urgent issues raised in the report.

The Chairman thanked Cllr O'Brien for his work at the play area.

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

Cllr O'Brien reported that a pond clearing day had been held on the 4<sup>th</sup> December and some of the gravel had been used to improve a path. The next volunteer day will be in March.

He had contacted RWE regarding the Community Fund querying when it would be open to Longham but, to date, received no response. He will attend the RWE drop-in event on the 18<sup>th</sup> February to try and take this matter forward.

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

Cllr O'Brien now has the proof copy which will be circulated to all council members and, subject to any amendments, go to print in a week.

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

Cllr O'Brien reported that the regular checks continued and all was in order.

**13. To receive an update regarding additional dog bins on New Road and Hoe Road.**

A possible site on Hoe Road was identified and an application for permission will be made to Highways.

Council approved a bin design for New Road and Cllr Roddy McLeod volunteered to fit it.

At this point in the meeting, C/Cllr Kiddle-Morris gave his report (item 6) as follows:

- The Government has given the County Council funding for bus service improvements and the C/Cllr has requested a weekly Friday bus service for Longham, to Dereham. If approved, it would commence in April and will need to be used or it would be lost again.
- Devolution and local government reorganisation is ongoing with Norfolk and Suffolk moving to a Mayoral Combined Authority, with unitary councils. A decision regarding delayed elections for 2025 is due shortly and the C/Cllr will keep members updated. These changes will not impact parish councils, although Government may approve additional powers.

**14. To consider alternative dates/times for 2025 meeting dates.**

The Chairman reported that a hall booking has been made for every Monday evening and the parish council meeting will need to be moved. It was agreed to move to the third Thursday of the month, as follows for 2025:

- 20<sup>th</sup> March
- 15<sup>th</sup> May (Annual Parish Meeting and Annual Council Meeting)
- 17<sup>th</sup> July
- 18<sup>th</sup> September
- 20<sup>th</sup> November

## 15. 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 authorise financial payments as set out below and note any receipts.

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

#### PAYMENTS

P27	Bank Charges (November)	£6.00
P26A	Mole Removal	£285.00
P28	Clerk – Salary/Allowance (Dec) (including pay award and back dated arrears to 01.04.2024)	£193.64 (SO)
P28	HMRC – PAYE	£45.80
P28A	The Conservation Volunteers – Clay Pits	£408.00
P29	Bank Charges (December)	£6.00
P30	Clerk – Salary/Allowance (Jan)	£147.52 (SO)
P30	HMRC PAYE	£34.40
P31	Bank Charges (January)	£6.00

#### RECEIPTS

Bank Interest	£50.78
---------------	--------

## 16. Correspondence for circulation

Council noted the correspondence and no action was proposed although Cllr Mitton will try and attend the webinar regarding community resilience.

- Breckland Ward Boundary Review - Draft Recommendations.
- Community Resilience Plan – Emergency and Civil Contingency.

## 17. To receive any new items for the next agenda.

There were no new items received for the next agenda.

## 18. To note the next meeting of the Parish Council will be held on Monday 20<sup>th</sup> March 2025, at 7.30pm, in the Village Hall.

Council noted the amended date of the next meeting and the Chairman then closed the meeting at 8.12pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<b>LONGHAM PARISH COUNCIL</b>							
<b>YEAR ENDING 31ST MARCH 2025</b>							
<b>FINANCIAL REPORT - JANUARY 2025</b>							
<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To</b>	<b>%</b>				
	<b>2024/25</b>	<b>date</b>	<b>Spend</b>				
<b>PAYMENTS*</b>							
Admin	1,225	869	71%				
Salary	2,095	1,673	80%				
Open Spaces	2,565	2,105	82%				
Donations	1,025	1,025	100%				
Defibrillator	50	-	0				
<b>TOTAL</b>	<b>6,960</b>	<b>5,672</b>	<b>82%</b>				
<b>RECEIPTS</b>							
Precept	7,500	7,500	100%				
Bank Interest	100	172					
Wayleaves	-	-					
Salary/HMRC	-	-					
Recycling	150	263	176%				
<b>TOTAL</b>	<b>7,750</b>	<b>7,935</b>	<b>102%</b>				
<b>SURPLUS/DEFICIT</b>	<b>790</b>	<b>2,263</b>					
<i>*includes payments as listed on agenda.</i>							
				<b>Balance at 01.04.2023</b>	<b>9535.39</b>		
				Plus Receipts at 31.12.2024	8243.43		
				Less Payments at 31.12.2024	7,268.42		
				<b>TOTAL</b>	<b>10,510.40</b>		
				<b>Bank Balance at 31.12.2024</b>			
				Unity Trust Current Account	3,738.69		
				Unity Trust Instant Access	6,771.71		
				<b>TOTAL</b>	<b>10,510.40</b>		
				Less outstanding payments	0.00		
				Plus outstanding receipts	0.00		
				<b>TOTAL</b>	<b>10,510.40</b>		
				including:			
				Clay Pits Reserve	573.33		
				Village Hall Reserve	1,700.00		
				<b>General Reserve</b>	<b>8,237.07</b>		