

LONGHAM PARISH COUNCIL

Minutes of a meeting of Longham Parish Council held on Monday 21st July 2025 at 7.30pm in the Village Hall.

Present: Cllr Susan Douglas (Chair)
Cllr Clare Mitton
Cllr Paul O'Brien

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

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs Donna and Roddy McLeod were approved. Apologies were also received from District Cllr Richard Duffield.

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

In the absence of Cllr Donna McLeod, this item was deferred to the next meeting.

3. To receive any declarations of interest.

There were none received.

4. To approve the minutes of the meeting held on 19th May 2025.

Cllr Douglas 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.

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

Council noted the interest from one resident who would meet the criteria in January. Council welcome contact from anyone else who may be interested.

6. Meeting open for public participation.

No matters were raised by members of the public.

7. To receive County and District Councillors reports.

County Cllr Kiddle-Morris said he was pleased the bus service to Dereham will commence the following day but stressed it will be reviewed, and possibly removed, if the service is not used.

The Chairman asked if there could be a second stop at the Village Hall as it is a long way for residents to walk from the pub, particularly with shopping. The County Cllr will see if this is possible as it will depend on the route being taken.

He also confirmed that the Norfolk/Suffolk Mayor will be elected in May 2026. The Mayor will have responsibility for housing and strategic planning, transport and infrastructure, amongst other things.

District Cllr Atterwill reported that the Local Government Reorganisation has created a lot of work for Breckland and this, with the Local Plan, are the two main, ongoing matters at Breckland. In respect of the Local Plan, the next consultation, regarding settlement hierarchy and the call for sites, will be in October.

8. Planning Matters.

a) Applications for consideration.

PL/2025/0998/FMAJ – land at Dykewood Farm, Beeston - proposed construction of ground mounted solar panel arrays and associated infrastructure – Council agreed, given that the application had only just been received and there was a large amount of information to work through, to delegate authority to the Clerk to respond. Council members will forward their comments to the Clerk and a Council response will be submitted.

b) Decisions to note.

There were no decisions to note.

c) To receive an update regarding the Local Plan.

This matter had been dealt with at item 7 above.

9. Highway Matters

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

- Potholes at Village Hall pull-in – an excellent repair has been carried out by Highways.

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

Council noted the scheme and members can bring forward any ideas before the closing date in December.

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

Cllr O'Brien reported that the play area was in good order but there were a lot of rabbit holes on the field, however, there was little that could be done except fill them in whenever possible.

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

Cllr O'Brien reported that the volunteers will be attending on the 28th July to carry out more clearance.

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

The Chairman reported that the document had been well received and positive comments had been made regarding the information supplied.

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

Cllr O'Brien reported that regular checks continue and all was in good order.

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

Cllr Mitton reported that, despite only two responses being received, she had enough information to put together a plan and volunteered to be the co-ordinator, Cllr Douglas volunteered to be the deputy.

Cllr Mitton will now prepare the document ready for approval at the next meeting.

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

Council noted that the Beeston site application has been submitted to Breckland (item 8a).

D/Cllr Atterwill reported that Breckland has submitted a joint statement, with the support of both cross-party MPs, stating that planning decisions in respect of solar farms should be made locally.

It was also noted that connection points to the national grid is slowing down matters.

16. To note the new Tuesday bus service for Longham.

This item was dealt with at item 7 above.

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 approval of the following policy documents.

Council noted that Standing Orders and Financial Regulations have been updated as advised by the Internal Auditor. Cllr Douglas proposed approval of the policies, this was seconded by Cllr Mitton and unanimously agreed by Council.

- Financial Regulations
- Risk Assessment & Management Policy
- Asset Register
- Standing Orders
- Equality Policy

c) 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

P12	Zurich Insurance Renewal	£448.00
P13	Clerk – Salary/Allowance (June)	£160.37 (SO)
P13	HMRC – PAYE	£24.40
P14	Bank Charges (June)	£6.00
P15	Clerk – Salary/Allowance (July)	£160.57 (SO)
P15	HMRC PAYE	£24.20
P16	Village Hall Donation	£1,000.00
P16	Norfolk Citizens Advice Donation	£25.00
P17	Bank Charges (July)	£6.00

RECEIPTS

R1	HMRC VAT Refund 2024/25	£377.07
	Bank Interest	£42.84
R2	Breckland – Recycling	£243.72

18. Correspondence for circulation

CPRE Norfolk Anti Mega Solar Alliance – there was no proposal to join the alliance.

Local Government Reorganisation – Council noted recent correspondence and no action was required.

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

No new items were received for the next agenda.

20. To note the next meeting of the Parish Council will be held on Monday 15th September 2025, at 7.30pm in the Village Hall.

Council noted the date of the next meeting and the Chairman then closed the meeting at 7.53pm.

Signed:

Date:

LONGHAM PARISH COUNCIL						
YEAR ENDING 31ST MARCH 2026						
FINANCIAL REPORT - JULY 2025						
BUDGET UPDATE						
	Actual	Budget	To	%		
	2024/25	2025/26	date	Spend		
					Balance at 01.04.2023	9,611.43
					Plus Receipts at 31.05.2025	3,750.00
					Less Payments at 31.05.2025	3,818.08
					TOTAL	9,543.35
PAYMENTS*						
Admin	964	1,239	755	61%		
Salary	2,063	2,199	874	40%	Bank Balance at 31.05.2025	
Open Spaces	2,105	2,525	1,135	45%	Unity Trust Current Account	3,075.65
Clay Pits	1,445	900	900	100%	Unity Trust Instant Access	7,323.70
Donations	1,075	1,050	-	0%	TOTAL	10,399.35
Defibrillator	-	50	-	0	Less outstanding payments	856.00
TOTAL	7,652	7,963	3,665	46%	Plus outstanding receipts	0.00
					TOTAL	9,543.35
RECEIPTS						
Precept	7,500	7,500	3,750	50%	including:	
Bank Interest	224	50	43	86%	Defibrillator	50.00
Wayleaves	-	-	-		Clay Pits Reserve*	1,135.33
Recycling	263	250	244	97%	Village Hall Reserve	1,700.00
TOTAL		7,800	4,037	52%	General Reserve	6,658.02
					*includes 25/26 budget £900	
SURPLUS/DEFICIT	(7,652)	(163)	372			
<i>*includes payments as listed on agenda.</i>						