

# LONGHAM PARISH COUNCIL

Minutes of the Annual Meeting of Longham Parish Council held on Monday 15<sup>th</sup> May 2023, at 7.53pm in the Village Hall, following the Annual Parish Meeting.

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

District Cllr Richard Duffield  
Two Members of the Public  
Sheryl Irving (Clerk)

**1. Election of Chairman and signing of the declaration of office acceptance form.**

Cllr McLeod proposed that Sue Douglas be re-elected as Chairman, this was seconded by Cllr Mitton and unanimously agreed by Council. Cllr Douglas signed the declaration of acceptance of office form.

**2. Election of Vice Chairman and signing of the declaration of office acceptance form.**

In her absence, Cllr McLeod had indicated she would be willing to continue as Vice-Chairman. That being the case, 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 will sign the declaration of acceptance of office form in due course.

**3. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting. Apologies from Cllr Donna McLeod were approved and apologies from D/Cllr Atterwill and C/Cllr Kiddle-Morris were also received.

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

Cllr McLeod declared an interest in item 11a and will take no part in the decision.

**5. To approve the minutes of the meeting held on 20<sup>th</sup> March 2023 and the extra-ordinary meeting held on 29<sup>th</sup> March 2023.**

Cllr Douglas proposed that the minutes be accepted as a true record of the meetings, this was seconded by Cllr Mitton and unanimously agreed by Council.

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

It was hoped that a prospective new member would be in attendance at the July meeting.

**7. To consider adopting the General Power of Competence.**

Cllr Douglas proposed that 'the Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence', this was seconded by Cllr Mitton and unanimously agreed by Council.

The General Power of Competence gives a local authority the power to do anything which individuals generally may do. It is a power of first resort, rather than an older power.

**8. To allocate the areas of Council responsibilities to Members.**

Council allocated responsibilities as follows:

- Defibrillator – Cllr O'Brien
- Clay Pits – Cllr O'Brien
- Play Area Inspections – Cllr O'Brien
- Grass Contractor (Church) – Cllr Roddy McLeod
- Village signs, bus shelter, bins etc – Cllr Douglas.

In respect of the bus shelter, Cllr Farrell volunteered to repair the broken panels.

**9. Meeting open for public participation.**

A member of the public raised the large amount of dog mess being left on the roads and the Chairman will put a notice in the magazine advising that all mess must be picked up.

**10. To receive County and District Councillors reports.**

As this meeting followed the Annual Parish Meeting where annual reports from all councillors were received, there was no further update.

**11. Planning Matters.**

**a) Applications for consideration.**

- Longham: Bittering Quarry, Reed Lane, Bittering, Dereham, Norfolk, NR19 2QS: 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 noncompliance 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.: McLeod Aggregates Ltd

After some points were clarified, Council agreed a 'no comment' response.

**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.

Council noted that the following application has been approved:

- Longham: Bittering Quarry, Reed Lane, Bittering, Dereham, Norfolk, NR19 2QS: Construction and Use of an additional Haulage Route to transport mineral and dried-out silt between the Extraction Site and the Plant Site: McLeod Aggregates Ltd.

**c) To receive an update regarding the response in respect of the consultation regarding the Breckland Local Plan and to consider opposition to the 'New Town'.**

Council noted that a response had been submitted to the consultation, following the working party meeting.

In respect of the request from a group of parish councils to support their opposition to the 'New Town' at Bintree, Council agreed to reiterate their response made in the consultation, in that no new town should be considered before the infrastructure was in place and it was difficult to say any more until an application was submitted. At present the 'new town' is only being considered in the recent call for sites, however, the Parish Council shares the concerns of the group.

**12. Highway Matters.**

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

- Potholes on New Road – reported to Highways.
- Potholes on Chapel Road – this will be reported to Highways.
- SLOW signs on road on Litcham Road near Hoe Road junctions – a request will be submitted to Highways.
- Junctions need cutting back as visibility is obscured – Hoe Road and Wending Road junctions – this will be reported to Highways.
- 50mph speed limit on Litcham Road – this was being taken forward by C/Cllr Kiddle-Morris and an update will be requested.

**b) To consider any action in respect of the mud on the road near the Bittering Road Pig Farm.**

Cllr McLeod reported that the ditch/culverts have been cleared which should aid drainage and the pig feeder has been moved onto the field; this should resolve much of the problem.

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

Cllr McLeod reported that a 'stone burier' is to be hired which will take the stones down below the top soil and the football pitch will then be reseeded. It is hoped this will resolve the problems.

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

Cllr O'Brien had nothing further to add to his report given at the preceding Annual Parish Meeting.

**15. To receive an update regarding the planting of the Jubilee & Coronation Trees.**

The Chairman reported that two flowering cherry trees have been planted, one for the Queen's Jubilee and one for the King's Coronation and they will be kept watered over the summer.

The Chairman thanked Cllrs Donna and Roddy McLeod for supplying and planting the trees.

**16. To receive an update regarding the proposed Village Appraisal.**

The Chairman circulated a revised appraisal document which reflected many of the suggestions raised at the working party meeting. Cllr O'Brien suggested that much of the information requested could be obtained from the recent census reports and ideally the questionnaire should be kept short. Cllr O'Brien and the Chairman will meet to revise the document again ready for consideration at the July meeting.

**17. Finance and Governance**

**a) To receive a financial report for the years ending 31<sup>st</sup> March 2023 and 31<sup>st</sup> March 2023.**

The financial reports (attached) were noted.

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

The internal auditors report was noted and the recommendations will be followed.

**c) To approve the annual governance statement in the 2022-23 Annual Return.**

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

**d) To approve the Statement of Accounts in the 2022-23 Annual Return.**

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

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

Cllr O'Brien proposed approval of the certificate of exemption, this was seconded by Cllr Farrell and unanimously agreed by Council. The Chairman duly signed the certificate.

**f) To receive an update regarding the Council Insurance renewal.**

Council noted that the insurance was due for renewal and this was the final year of a three-year deal. There had been a £36.20 increase on the previous year.

**g) Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of a staffing matter.**  
The contracted, annual incremental increase was noted.

**h) To authorise financial payments as set out below and note any receipts.**  
Cllr Mitton proposed approval of the following payments, this was seconded by Cllr McLeod and unanimously agreed by Council. The receipts were noted.

Ref	Payee	Amount
<b>PAYMENTS</b>		
• P1	Clerk – Salary/Allowance (Apr)	£158.52 (SO)
• P1	HMRC – PAYE	£1.60
• P2	Clerk – Salary/Allowance (May)	£159.52 (SO)
• P2	HMRC PAYE	£2.40
• P3	Norfolk Parish Training & Support Subscription	£75.00
• P4	Brisley PC (Clerk Training – FOI)	£6.86
• P5	Training (Play Area Inspections) – Cllr O’Brien	£60.00
• P6	BHIB Council Insurance	£409.52
• P7	Internal Auditor	£35.00
• P8	London Hearts	£50.99
• P9	TCV Clay Pit Volunteers	£360.00
<b>RECEIPTS</b>		
• R1	Precept	£3,750.00

**18. Correspondence for circulation**

There was no correspondence for circulation.

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

There were no new items received for the next agenda.

**20. To note the next meeting of the Parish Council will be held at 7.30pm on Monday 17<sup>th</sup> July 2023 in the Village Hall.**

The date of the next meeting was noted and before closing the meeting, the Chairman thanked Mrs Margaret Dye, who had not stood for re-election, for her 52 years service as a parish councillor, her input into village matters could not be under-estimated and she will be a great loss to the Council, with her knowledge of village matters.

The Chairman then closed the meeting at 8.30pm.

Signed:

Date:

---

LONGHAM PARISH COUNCIL					
YEAR ENDING 31ST MARCH 2023					
FINANCIAL REPORT AT YEAR END 31ST MARCH 2023					
BUDGET UPDATE	Budget 2022/23	To date	% Spend		
<b>PAYMENTS*</b>				<b>Balance at 01.04.2022</b>	<b>6233.81</b>
Admin	1,132	889	79%	Plus Receipts at 31.03.2023	8973.9
Salary	1,649	1,759	107%	Less Payments at 31.03.2023	6,785.40
Open Spaces	1,000	658	66%	<b>TOTAL</b>	<b>8,422.31</b>
Clay Pit Maintenance	1,000	1,000	100%	<b>Bank Balance at 31.03.2023</b>	
Donations	1,925	1,050	55%	Unity Trust Current Account	3,381.06
Defibrillator	100	-	0	Unity Trust Instant Access	5,041.25
<b>TOTAL</b>	<b>6,806</b>	<b>5,356</b>	<b>79%</b>	<b>TOTAL</b>	<b>8,422.31</b>
				<b>including:</b>	
<b>RECEIPTS</b>				Clay Pits Reserve	948.33
Precept	7,000	7,000	100%	Village Hall Reserve	1,700.00
Bank Interest	-	18		<b>General Reserve</b>	<b>5,773.98</b>
Wayleaves	-	-			
Salary/HMRC	-	27		<b>CLAY PIT PROJECT as year end</b>	
Recycling	100	110	110%	Income*	10,100.00
<b>TOTAL</b>	<b>7,100</b>	<b>7,155</b>	<b>101%</b>	Expenditure	9151.67
				<b>Balance</b>	<b>948.33</b>
<b>SURPLUS/DEFICIT</b>	<b>294</b>	<b>1,799</b>		<i>*Income includes £1,000 2022/23 budget</i>	
<i>*includes payments as listed on agenda.</i>					

LONGHAM PARISH COUNCIL					
YEAR ENDING 31ST MARCH 2024					
FINANCIAL REPORT - MAY 2023					
BUDGET UPDATE	Budget 2023/24	To date	% Spend		
<b>PAYMENTS*</b>				<b>Balance at 01.04.2023</b>	<b>8422.31</b>
Admin	2,352	606	26%	Plus Receipts at 31.04.2023	3750
Salary	2,019	302	15%	Less Payments at 31.04.2023	220.12
Open Spaces	3,528	-	0%	<b>TOTAL</b>	<b>11,952.19</b>
Donations	1,025	-	0%	<b>Bank Balance at 31.04.2023</b>	
Defibrillator	50	-	0	Unity Trust Current Account	3,910.94
<b>TOTAL</b>	<b>8,974</b>	<b>908</b>	<b>10%</b>	Unity Trust Instant Access	8,041.25
				<b>TOTAL</b>	<b>11,952.19</b>
<b>RECEIPTS</b>				<b>including:</b>	
Precept	7,500	3,750	50%	Clay Pits Reserve	948.33
Bank Interest	-	-		Village Hall Reserve	1,700.00
Wayleaves	-	-		<b>General Reserve</b>	<b>9,303.86</b>
Salary/HMRC	-	-			
Recycling	100	-	0%	<b>CLAY PIT PROJECT as year end</b>	
<b>TOTAL</b>	<b>7,600</b>	<b>3,750</b>	<b>49%</b>	Income*	11,100.00
				Expenditure to 31.03.2023	9151.67
<b>SURPLUS/DEFICIT</b>	<b>(1,374)</b>	<b>2,842</b>		Expenditure 2023/24	0.00
<i>*includes payments as listed on agenda.</i>				<b>Balance</b>	<b>1,948.33</b>
				<i>*Income includes £1,000 2023/24 budget</i>	