

Meeting Minutes of Tittleshall Parish Council  
Tuesday 16<sup>th</sup> July 2024 7.30pm held at the Tittleshall Village Hall

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Present: Parish Councillors: Kay Gingell (Chairperson), Barry Bowyer and Peter Moore

Also, present Donna Secker (Parish Clerk), 10 members of the public and District Cllr Hunter-Clarke

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**1. To receive apologies for absence**

Councillor Munday, Cllr Osborne and Cllr Garner all sent apologies and these were accepted.

**2. To receive declarations of interest**

A declaration of interest was received, completed and signed by Cllr Moore regarding item 7

**3. To approve the minutes of the meeting held on 7<sup>th</sup> May 2024**

It was resolved to accept the minutes of the meeting as a true record and it was signed by the Chairperson.

**4. To receive any brief updates from County and District Councillor**

District Cllr Hunter-Clarke reported the consultation on the proposed Car park charges. The full report can be found on the website.

A Parishioner raised concerns that ticket machines will eventually only accept payments by via an app on mobile phones, however, some parishioners do not have smartphones. Also, it was raised that some residents work in the area and are required to park daily, it was suggested that a permit might be introduced. Both these concerns will be raised.

**5. Open Forum for Public Participation: an opportunity to hear from members of the public (15 min max)**

Cllr Gingell updated the public regarding an item raised at the May meetings, regarding replacing septic tanks with free treatment plants. It has been established that half of the Tittleshall village water runs into the river Wensum but the other half runs into the Nar. Therefore, a volunteer is required to be a champion to help spread the word about replacing septic tanks to reduce the phosphates running into the River Wensum. If you are interested, please contact the Clerk who will put you in touch with the company that will give you further information or please google the link <https://www.norfolknutrientneutrality.co.uk/>

**6. To discuss the lease of the allotment holders and complete the lease agreement**

The Chairman of the allotment holders Mr Paul Hands was forwarded a copy of the new lease agreement before the meeting. He was under the impression that the Parish Council was not prepared to renew the lease but this information was incorrect. The lease agreement is only issued every four years, 2017 being the last agreement and Cllr Gingell was not the Chairperson at that time. The Parish Council wanted to work with the allotment holders to make sure that the requirements for the lease were correct, that the correct insurance cover is in place and that holders were aware of the full details. The Council was updated that a new allotment holder is given information on the requirements of renting a plot. The Council has not seen or heard of this document and therefore requested a copy from

Paul Hands. After a long discussion about the insurance, it was established that risk assessments will need to be in place, this will support the public liability insurance the Council has, that covers the public area. However, as the Parish Council does not own the land then further insurance is unobtainable. It was agreed that allotment holders would check their own house insurance for personal cover.

## **7. To discuss the correspondence received from the Bowls Club**

The Chairman of the trustees reported that under the Constitution of 1983, if the Bowls Club was to dissolve it would automatically be handed to the Parish Council. The Council requested running costs which is approx £3,000 a year.

This cost would have to be recouped from an increase in precept if the council agrees to take on the responsibility, it was highlighted that 23/24 was particularly a volatile year for the council and if this situation reoccurs, it would seem likely that the council would be under threat of dissolution. It was therefore suggested it would be in the best interest of the bowls club, to approach other village organisations and if successful, then amend the bowls club constitution.

## **8. Highway matters**

It was noted that Heath Lane pothole has finally been repaired. The village is being constantly monitored and potholes are reported regularly.

## **9. Planning Applications**

### **9.1 To receive planning applications by Breckland District Council**

### **9.2 To receive an update on application decisions taken by Breckland District Council**

**3PL/2024/0257/F-68** Fakenham Road. Proposed change of use of existing brick shed from residential to storage to part-time butcher prep area. No customers to visit the site – Approved

## **10. To discuss and update the Council**

### **10.1 To discuss the progress on the pavement monitoring**

The Council has been looking into taking on the full maintenance of the village, looking after verges, pavements and weed killing. The quote for the parish to be paid yearly from Norfolk County Council will be £310. This payment doesn't even cover, Indemnity insurance, special equipment, safety clothing and purchasing weedkiller etc. The Council all agreed that this is not feasible and will be declining this offer.

### **10.2 To discuss the purchase of a new defib**

The Council completed a grant form to apply via Breckland grant to have a second defib in the area. The grant has not materialised. Therefore, the Council has now re-applied to London Hearts and will wait to see if they are successful.

## **11. To update the council on**

### **11.1 The Emergency Plan**

No emergencies were reported by the Co-ordinator

## 11.2 Update on the Asset Checklist

The asset checklist was completed before the meeting and no items need urgent attention

## 12. To receive reports

### 12.1 To receive reports on pathways

Wendy Seale presented the pathway report to the Council, just before the meeting. This will be added to the website for review and any areas of concern will be reported to NCC.

## 13. Finance

### 13.1 To approve the list of payments for July 2024

Payments listed below were approved and authorised by the Council and these were agreed.

## 14. To approve the new financial regulations policy

The new financial regulations policy was circulated to the Council before the meeting. This was approved and will be adopted and added to the website.

## 15. To receive items for the next meeting agenda Tuesday 3<sup>rd</sup> September 2024

Allotment documentation, Bowls Club, SAM2, neighbourhood watch speaker, Defib update and Grass cutting quotes.

The meeting finished at 20.40

	Balance at 3rd June 2024		£9,706.24
Money In	Breckland Council	Defib Purchase	£175.00
		Allotment Rent	£225.00
			£10,106.24
Money out	Payments	Bank Service Charge	£18.00
	Total		<b><u>£10,088.24</u></b>

Cheque/Trans	Payee	Reason for payment	Amount
Trans	D.K.Secker	Wages	£804.96
Trans	Norwich Diosese	Allotment rent	£225.00

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