

Meeting Minutes of Tittleshall Parish Council
Tuesday 29th June 2021 at 19.30 held at Tittleshall Village Hall

Parish Councillors present: Sue Lane (Chairman), Kay Gingell (Deputy Chairman), Michael Colman, Helen Petrie.

Also, present: Donna Secker (Parish Clerk), County Councillor Kiddle-Morris and two members of the public, including Stephen Olley (to be co-opted onto the council under agenda item 2).

A minute's silence was held in memory of the previous Clerk Mr B Leigh who sadly passed away. He was the Parish Clerk for Tittleshall for over 10 years.

Cllr Lane opened the meeting at 7.33pm and thanked everyone for coming.

The clerk informed the council that Cllr Parke resigned just before the meeting commenced.

1. To receive apologies for absence

Apologies were received from District Councillor Carter.

2. To consider co-option of new councillors

All councillors agreed to co-opt Stephen Olley onto the council. Stephen signed the declaration of acceptance of office and agreed to complete the declaration of interest.

3. To receive declarations of interest in items on the agenda and consider any requests for dispensations

No declarations of interest were made or received.

4. To approve the minutes of the meeting held on 4th May 2021

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

5. To receive updates from County and District Councillors

County Cllr Kiddle-Morris was sad to hear about Mr Bryan Leigh, he has worked with Bryan since 2007 and he served all his parishes well, he will be sadly missed.

County Cllr Kiddle-Morris has received a large number of complaints about the grass cutting, which was delayed for two weeks in this area. The wrong

equipment is being used. This is a sub-contracted service for NCC carrying out the cuts and a complaint has been submitted directly to NCC.

The delay in pothole repairs is being dealt with. The new highways engineer had 700 outstanding repairs when he was appointed, and it is now 160 but priority potholes will be repaired first.

£3 million has been allocated to the libraries. Dereham library is being extended and a community hub added for computer use.

The finances are going to be stretched over the next 4 years and Norfolk County Council will be looking at ways to reduce spending and saving money. Over 98% of people are now working from home and companies will be looking at reducing and downsizing buildings, which may cause problems financially as this will reduce the business rates on which the councils rely.

Heath Lane has been inspected by the highway engineer due to ongoing complaints from residents. The request was to side out the verges, but this is going to cost thousands of pounds to carry out and will only gain a few inches either side of the verges. It is too much money to spend on something that won't make a big impact to the width of the road.

6. To report progress on items not on the agenda from the last meeting

Cllr Gingell will look into putting together leaflets for holiday homes within the village when covid restrictions allow. All other items are noted on this agenda.

7. Open forum for Public Participation: an opportunity to hear from members of the public (Max 15 Minutes)

During the meeting an HGV travelled down the High Street, a resident present noted that HGV drivers are using the High Street again as trees on the Church Lane route are damaging their lorries. Cllr Lane will review the overhanging trees. The clerk will contact the owners of the trees and the transport company. Cllr Gingell reported that the speed watch group is active, and a vehicle was given an on the spot fine, one police caution and several logged at over 35 miles and hours and the will receive caution letters. The speed watch group are urgently needing more volunteers to join to continue reducing speeding within the village.

A resident approached the council regarding the speed watch group. He has investigated various other equipment that can be purchased and used. Apparently 50% of the fines can be given back to the village. The clerk will look into this option and report back at the next meeting with further information.

8. Planning Applications

8.1 To receive planning applications by Breckland District

3PL/2021/0744/Hou-3PL/2021/0745/LB-Installation of two air source heat pumps at the rear of the property-17/05/21-Submitted

8.1.1 3PL/2021/0684/F-Godwick Hall, Mill Road, Retention of 3 x Shepherd's Huts for holiday accommodation-07/05/21-Submitted

3PL/2021/0686/F-Godwick Hall, Mill Road, Erection of manager's dwelling and detached carport-07/05/21-Submitted

3PL/2021/0692/F-Godwick Hall, Mill Road, Erection of cabin for holiday accommodation-07/05/21-Submitted

8.1.2-3PL.2021/0620/F-Manor Farm, Fakenham Road, development of three proposed free-range poultry houses with associated roaming areas, management facilities and infrastructure-26/04/21-10/05/21

8.2. Update on application decisions taken by Breckland District

3PL/2021/0356/HOU-Woodford Lodge, Litcham Road, the erection of a Victorian style greenhouse in the rear garden-12/05/21-Approved

3PL/2021/0355/F-The Great Barn, Mill Road. Unblocking of 5 no slot windows openings to barn and insertion of new windows-16/04/21-Approved

3PL/2021/0619/F-The Garage, Clay Hill, proposed enlarged replacement open coach garage-26/04/21-Approved

9. To authorise and approve the following:

9.1 The grant policy form

The grant was circulated to the Councillors and was adopted by all the council.

9.2 The Code of Conduct policy

The policy is being circulated to all the council and will be approved at the next meeting.

9.3 The financial regulations policy

The policy is being circulated to all the council and will be approved at the next meeting.

9.4 The standing order policy

The policy is being circulated to all the council and will be approved at the next meeting.

9.5 The GDPR statement

The policy is being circulated to all the council and will be approved at the next meeting.

10. To discuss and update the Council

10.1 To discuss Highway matters

Cllr Gingell reported that the repairs to the potholes on Health Lane were badly repaired and they are all breaking up after a couple of weeks. County Cllr Kiddle-Morris will check and report this.

Cllr Petrie reported that the potholes that were reported back in April are still not repaired but have been marked. This will be chased up by County Cllr Kiddle-Morris.

10.2 To update the Council on the Millennium Green

It has been confirmed that the Millennium Green trust is taking up full responsibility. The parish council will continue to pay for the grass cutting on a regularly basis. Further discussion is needed to establish the ownership of the play equipment and this will be added to the next agenda.

10.3 To update the Council on the Councillors training course

Cllr Gingell reported that it was a great course and all new cllrs should attend. It was really useful information and it was good to have documents that can be referred back to. Cllr Petrie reported that it was really good to know what parish councils can get involved with.

10.4 To discuss the Benches

Cllr Gingell advised that a resident has offered several times to repair and re-varnish the benches. The clerk will contact the resident.

10.5 To discuss the dog bins/signs

Cllr Lane reported that the dog signs have been removed that a resident had displayed. The authorised highway signs are just small stickers that go unnoticed. The council will continue to look into ways of implementing bigger signs. The clerk will contact the dog warden and make them aware of the worst areas: High Street and Fakenham Road.

The dog bin post by the Flower Meadow is damaged, and Cllr Colman will repair this.

10.6 To discuss the 1 Million tree planting

The clerk has been looking into this scheme via Norfolk County Council but without any further information to report. The clerk will investigate further via Countryside TV programme to see if that gives direct information.

10.7 To discuss the Bee bombs and wildflower

Cllr Olley requested the possibility of having a wildflower area on the green near Blenheim Crescent. The clerk will contact Breckland to see if this area is owned by them and if we can seek approval.

10.8 To consider and approve the Grant application for Millennium Green

A grant request form was received from the Millennium Green trust for £250. All the council agreed to award the full amount.

10.9 New village website

The new village website is going to be launched and this will be publicised in the Church and Village magazine with the new link

11. To update the Council on

11.1 The Emergency Plan

Cllr Gingell reported that the full emergency plan master copy is being disturbed to the cllrs and volunteer for their records. The council thanked Cllr Gingell for all her hard work on this plan.

12. To Receive reports

12.1 To receive reports on Defib

Cllr Petrie has made the regular checks, and all is in order.

12.2 To receive reports on Pathways

12.2.1-Permissive pathway

A report was received from the Tittleshall pathway village inspection which has been carried out by Wendy Seale (who has kindly given us permission to publish her name). The report will be posted on the website on the front page for all residents to view. This report is very thorough and was read out by Cllr Lane. The council thanked Wendy for her time and work on the report. The clerk will also forward this report to the footpath department at Norfolk County Council highlighting the areas of concern that need actioning.

13. Finance

13.1 To approve the list of payments

The Council approved the list of payments for June/July 2021 as detailed at the end of the minutes.

13.2 To approve the budget

The Council approved the budget for June/July 2021

13.3 To authorise direct debit to the Information Commissions Office

The Council approved the direct debit payment to the ICO

13.4 Clerks Course-Planning

The council agreed for the clerk to attend the course on “understanding the planning process”.

14. To receive items for the next meeting agenda 7th September 2021

New dog bin-Fakenham Road

New village website

Sport equipment

Queen's Platinum celebration - new sign
 Social media and approve the policies
 Meeting finished at 9.32pm

TITTLESHALL FINANCE 30th April 2021-31st May 2021

COMMUNITY ACCOUNT

Balance at 30th April 21	£6,991.60
Vat Refund	£34.75
Allotment Rent	£175.00
Balance	<u>£7,201.35</u>
Presented Chq's	£1,587.13
Total	<u>£5,614.22</u>
Unity Balance-31/5/21	
Business Savings Account-30th April	
Barclays 2021	<u>£63.68</u>

Unity Trans	Kay Gingell	Emergency plan copies	£80.00
Unity Trans	NPTS	Planning System-course	£44.00
Unity Trans	D.k. Secker	Wages May & June	£644.28
Chq 300001	C.Millward	Church Grass cutting	£700.00
Chq 300002	Donation	Millennium Green	£250.00
Total			£1,718.28

Parish Clerk: Donna Secker
pctittleshall@gmail.com

07436 394270
www.tittleshallpc.info