

Meeting Minutes of Tittleshall Parish Council
Tuesday 1st March 2022 at 19.30 held at Tittleshall Village Hall

Parish Councillors present Sue Lane (Chairperson), Kay Gingell (Deputy Chairperson), Stephen Olley, Michael Colman and Barry Bowyer.

Also present: Donna Secker (Parish Clerk), 5 members of the public, District Councillor Hambidge

- 1. To receive apologies for absence**
Cllr Petrie sent apologies these were accepted and County Councillor Mark Kiddle-Morris.
- 2. To receive declarations of interest in items on the agenda and consider any requests for dispensations**
No declarations of interest were received
- 3. To co-opt a new councillor**
It was all agreed by the Council to co-opt Mr Bowyer to the Parish Council. Declaration of acceptance was signed.
- 4. To approve the minutes of the meeting held on 4th January 2022**
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**
District Cllr Hambidge reported that all parishes will receive a letter/leaflet from Breckland regarding the change in bin collection days. Other villages have received this letter, but Tittleshall residents haven't yet. District Cllr Hambidge will confirm this with Breckland. Community Grant applications for the Queen's Jubilee will open on the 1st April. The grant requests can be min £500-£10,000.
- 6. To report progress on items not on the agenda from the last meeting**
Millennium Green equipment checklist was carried out by Cllr Colman and a trustee from Millennium Green. All was in order. The council didn't receive a copy of the report. The Clerk will contact the trustees to request a copy for their records for insurance purposes.

The council were unfortunately not successful in winning the Parish Partnership bid to replace the village sign. A discussion will be needed to look at other options in purchasing or refurbishing a new village sign. It was suggested to contact city college to see if they might be interested in refurbishing the sign. This will be added to the next agenda.

7. Open forum for Public Participation: an opportunity to hear from members of the public (Max 10 Minutes)

7.1-To clarify the situation in Blenheim Crescent.

The council would like to clarify the discussion at a previous parish meeting last year regarding the possibility of implementing a small wildflower garden at Blenheim Crescent. This hadn't been fully discussed and has not been confirmed that this will be actioned. The suggestion at the time was to consider a small wildflower garden between the trees. Therefore, no plans or further enquiries have been made. Breckland council will continue to cut the grass as this is a contract with Breckland and not the parish council. The council would like to clarify the service hasn't been withdrawn.

A parishioner raised a concern over a tree that is causing problems with their property. The council will investigate this matter and establish if it is on Breckland land and arrange a visit. Cllr Gingell and Cllr Olley will also inspect the tree and feedback to the council with their findings. The clerk will contact Breckland and make this a priority.

A parishioner complained to the council about hedge cuttings falling into their property, this, unfortunately, is not a parish council matter because the hedges that were being cut are privately owned. Cllr Lane suggested the parishioners contact the landowner directly. However, Cllr Lane mention that if debris impeded the highway, it would be a parish council matter to investigate.

8. To report and update on highways matters

All potholes are being badly repaired and will not be a permanent fix. The clerk will report this to Cllr Kiddle-Morris to make him aware of this situation and request for this to be fed back to highways.

A parishioner had reported to Cllr lane that the hedges/brambles near Courtney House are overhanging the pavement and may become a health and safety issue with pedestrians using the path. The homeowners will be contacted and requested to cut these back. Cllr Colman reported that one of the 30mph signs has slipped down the pole. The clerk will report this to highways.

The council had previously arranged to inspect the roads in areas of Tittleshall which have been reduced in width by trodden down verges. The council reported its findings to highways and enclosed photos as evidence to the highways engineer. The highways engineer and the County Cllr Kiddle-Morris also visited the site after the report and their findings were fed back to the council. The report concluded that the road that was dug away from the verges wasn't weight-bearing and therefore it was not classed as a road. Also, a further report was conducted by the Area Manager of highways who fed back to the council with the final findings. It still concluded that no action will be taken.

It was agreed for the clerk to contact highways and get an agreement that any future tarmac/road resurfacing that is carried will cover the full width of the current road and not narrow the road further.

Cllr Lane suggested installing a traffic mirror within the village on the roads that have dangerous visibility. The clerk will investigate this and obtain further details to see if this is viable.

9. To discuss the licence to occupy the premises regarding the land for the purpose of the bottle and clothing banks.

The council discussed rubbish which is being dumped around the land near where the bottle bank bins are situated. It was agreed that Cllr Colman will inspect the land on a weekly basis to maintain the area. This is part of the agreement within the licence. A request will be added to FB asking parishioners to not dump rubbish within this area. The council agreed to the licence, and this was signed and dated by the Chairperson. The council all agreed to pay the £5.00 yearly fee.

10. To discuss the responsibility of power cables running through private gardens - trees/hedges.

Cllr Gingell reported that during the recent storms, the emergency volunteers noted that power cables were at risk of being damaged if trees were to fall because of the strong winds. The emergency plan coordinator will inspect and walk around the village and note any potential trees that may need maintenance.

It has been noted that there is a tree that is of concern that is on Breckland land, and the clerk will report the tree that is on Breckland land to power network.

11. To discuss the Annual Parish Meeting and Annual Parish Council Meeting in May.

The Annual Parish Meeting is an opportunity for the parish to come together and share information with residents of Tittleshall. It was agreed to hold the Annual Parish Meeting on Saturday 7th May-10o/c-12o/c. The clerk will contact the groups within Tittleshall and invite them to attend. It was also agreed to hold the Annual Parish Council meeting on Tuesday 3rd May

12. Planning Applications

12.1 To receive planning application by Breckland District Council

3PL/2022/0153/HOU-Keppel House-Demolition of dilapidated outbuilding and garage and erection of detached outbuilding with first floor accommodation and external staircase (amended scheme to 3PL/2021/0474/HOU).

The council discussed this planning application due to concerns of the the external staircase not keeping in character of the previous building. The council decided to support this application.

3PL/2022/0038/F-The Bowling Green-Replacement of part of existing flint wall with brick pillars and wooden gate and posts for creation of new pedestrian access.

The council supported the application.

12.2 **Update on application decisions taken by Breckland District Council**

No application decided

13. **To discuss and update the Council**

13.1 **To consider a donation to the village fete**

A request of £200 was received from the village fete committee to consider a donation to contribute towards the cost of the road closure. The council all agreed to donate £200.

13.2 **To update on the meeting regarding the village fete**

This event will be held on the 25th June 2022. Owners of classic cars will be invited and stall holders will be present, along with the displays within the church. Any profits that will be made will be shared with all village organisations. Also, each stallholder will be allowed to keep their own profits.

13.3 **To discuss the Queen's Jubilee plans and location of the beacon**

The location that the council has agreed to position the beacon will be the green by Blenheim Crescent. The clerk has approached Breckland requesting permission and completed an application form. This is still being considered. Until this has been agreed upon, no further plans can be discussed.

13.4 **To consider the purchase of sandbags**

The clerk circulated various costs and options. Option A is to purchase filled sandbags, but these will only keep for a max of 6 months inside and 1 year outside. Option B is to purchase empty bags and a bulk bag of sand and a plastic storage container. The council discussed both options in detail and it was agreed that purchasing sandbags is an essential and preventative measure for the village. The council all agreed that Option B will be implemented and purchased. The village hall has kindly agreed to store the bin and the bags, the council thanked them for storing these.

13.5 **To agree purchase regarding jubilee plaque**

This item will be added to the next agenda

13.6 **To discuss implementing wooden posts on footpath on Wellingham Road**

The clerk reported this to highways as a request for health and safety reasons, due to vehicles being seen to drive over the trod, not just use it as a passing place. Unfortunately, this was refused. The clerk will continue to report as it is felt this is an important safety measure. The clerk will report this again within the next financial year as highways do not have any money left in the budget for this financial year.

14. **To update the Council on the emergency plan**

14.1 **The Emergency Plan**

During the storms of Dudley and Eunice, all the volunteers were notified and were on standby if needed. Thankfully they were not required.

15. **To Receive reports**

15.1 **To receive reports on Defib**

Defib has been checked and all is working correctly.

15.2 **To receive reports on Pathways**

Apologies received from Wendy Seale that due to weather conditions walks had not been made and no report was submitted. It was noted that the bridge has been repaired by the landowner and the council thanked him for repairing this.

16. **Finance**

16.1 **To approve the list of payments**

The council approved the list of payments for February/March as detailed at the end of the minutes.

16.2 **To approve the invoice for Chairman to attend the seminar**

The council agreed to cover this cost and agreed to pay, in conjunction with two other parish councils, for the clerk to attend. It was also agreed to pay for another cllr to attend if required.

16.3 **To approve the clerk's yearly expenses.**

The council all agreed

17. **To receive items for the next meeting agenda Tuesday 3rd May 2022**

Salt bin
Village sign
Jubilee beacon
Village plaque

Meeting finished 21.20

TITTLESHALL FINANCE 30th Dec-31st January 22

COMMUNITY ACCOUNT

Balance at Dec 2021	£5,568.12
Less Presented cheques	£10.00
Less Service Charge	£18.00
Total	<u>£5,540.12</u>

Balance at Jan 2022	£5,540.12
Less Presented Cheques	£848.28
Total	<u>£4,691.84</u>

Cheque/Trans	Cheques payable	Reason for payment	Amount
	D.K.Secker	Wages for Jan & Feb	£515.48
	HMRC	PAYE Payment	£128.80

	NPTS	Cllr course & Seminar	£88.00
	D.k.Secker	Clerk's yearly expenses 21-22	£202.37
	Cokesford Farm	Yearly lease rent	£5.00
	Jubilee Committee	Village fete donation	£200.00