

MINUTES OF THE MEETING OF TITTLESHALL PARISH COUNCIL HELD VIRTUALLY ON  
TUESDAY 3rd NOVEMBER 2020 AT 7.30PM

Present: Councillor S Lane (Acting Chair)  
Councillor K Gingell  
Councillor M Colman  
Councillor S Parks  
Councillor H Petrie  
District Councillor Carter

6 Parishioners

**1. Apologies for Absence.**

County Councillor Kiddle-Morris was unable attend the meeting.

**2 Declarations of interest**

There were no declarations of interest.

**3 To approve the minutes of the meeting held on Tuesday 22<sup>nd</sup> September 2020.**

Councillor Gingell proposed and Councillor Colman seconded the resolution that the minutes of the meeting held on Tuesday 22<sup>nd</sup> September 2020 having been circulated be approved. The minutes were signed and shown to the other Councillors during the virtual meeting and all agreed.

**4 Co-option to the Parish Council**

Councillor Gingell proposed and Councillor Petrie seconded the resolution that James Kilsby be co-opted to the parish council. All were in favour and the Declaration of Acceptance of office was duly signed and witnessed.

**5 Public Participation.**

**5.1 County and District Councillor Reports.**

Please see the reports attached from County Councillor Kiddle-Morris and District Councillor Carter

**5.2 Public Comments.**

A parishioner reported their concern about the road surface on Heath Lane, Fakenham Road and Mileham Road. The banks have collapsed which is narrowing the roads. Vehicles are knocking the banks down due to the restricted road width; this is dangerous, and the roads are becoming slippery due to the

**6 Highways**

**6.1 To note any new problems within the Parish**

A parishioner reported that she would like a reminder to all homeowners to trim and cut back their hedges and bramble bushes. When walking with children the low branches can become a safety issue and also restrict the footpath widths. The parishioners will make a note of the worst areas and pass the information to the Councillors and Clerk.

The worst area is Peakhall Road to Fakenham Road. This was cut recently but, due to this time of year, brambles are growing rapidly.

Councillor Lane highlighted the County Councillor's report regarding the reduction in the verge cutting from 2 to 1 a year. This is going to cause visual problems to drivers and may cause health and safety issues. The clerk will report this to the Highways department.

Councillor Petrie reported a signpost down opposite the wildflower meadow and this has been reported.

**6.2 Update on matters reported**

The Millennium Green; the Councillors requested for the dog signs to be removed and this has been actioned.

The Clerk reported the potholes in Health Lane, and this was noted to County Councillor Kiddle-Morris and also to highways.

The Clerk reported that after chasing up Anglian water, the water leak on Clay Lane has been repaired and the road is now opened. The High Street has also had two water leaks repaired.

The trod on Litcham Road/Fakenham Road, the trod on Fakenham Road/Peckhall Road and Wellingham Road have and will be inspected by the Streetscene inspector on the 23<sup>rd</sup> November.

The clerk reported that the tree branch is still hanging at a dangerous level, Councillor Colman will speak to the landowners regarding this.

The Clerk reported all the footpaths on Back Street-Mileham/Litcham/Fakenham road these will be inspected on the 23<sup>rd</sup> November.

The clerk contacted highways regarding "The High Street" sign on the corner of the High Street which has been reported due to missing and unreadable letters.

Councillor Petrie reported that the phone box has been cleaned and the Defib has had replacement batteries and pads.

## **7 Planning. 3PL/2020/1099F-Erection of single storey dwelling and detached double garage.**

All Councillors expressed their views on objecting to this planning application. The Clerk will add all the parishioners' comments and collate the Councillors comments.

Councillor Lane has sent the Clerk her comments which she would like taken into consideration.

Councillor Gingell expressed a concern about more building within the village. There are 3 houses for sale in various sizes. The previous points about the wildlife act are very significant as we live in a rural area. This may set a precedent for other houses in the village and that is concerning.

Councillor Kilsby also confirmed that consultation document has been added and it gives reference to hedgehogs bats and birds under the wildlife act of countryside 1981 and references that need to be considered. This will be noted when submitting the Parish Council comments to the planning department.

## **8 Matters to report**

### **8.1 Bin by the Bottle Bank**

Councillor Lane reported that a replacement bin will be £49.00 + VAT. The Millennium Green has several litter bins and Councillor Lane suggested we borrow one of the bins from the Millennium green, until we are able to purchase our own bin and re-locate it. Before we relocate the bin, the brambles need cutting back. Councillor Gingell has volunteered to cut the brambles around the recycling banks and Councillor Colman has volunteer to move the bin.

### **8.2 Speedwatch**

The Clerk reported a parishioner requested to join the Speedwatch team. A Speedwatch team was set up a few years ago but it is no longer running. This was raised at a previous meeting back in January/March and a parishioner offered to set up the Speedwatch team, but nothing has happened since. The Speedwatch will need a co-ordinator, the clerk will contact thee parishioner and see if he is still interested.

### **8.3 Allotment roadside hedge**

Councillor Gingell was approached by a parishioner regarding the hedge on the roadside

which is overgrown and now causing visibility issues. Councillor Gingell has spoken to a previous chairman and there is no record of this being cut in 5 years. The land is owned by the diocese and Tittleshall Parish Council rent it from them. The Clerk will contact highways and report this.

#### **8.4 Bank Account**

The Clerk reported that we only have one Councillor as a signature on the bank account and Barclays are delaying sending in the forms to add an additional signature. The Clerk has found a new bank account which is used by a large number of other parishes. Councillor Petrie proposed and Councillor Kilsby seconded the resolution to opening a new bank account. All Councillors agreed to the opening of the new bank account.

#### **8.5 Parish Partnership Scheme**

The Clerk reported that the Parish Partnerships Scheme forms will need to be completed by December to apply for 50% funding towards a purchase. All Councillors agreed that no items need purchasing.

#### **8.6 Emergency Plan:**

Councillor Gingell circulated a draft copy of the emergency plans and all Councillors have read the draft copy and thanked Councillor Gingell for her work putting this together.

#### **8.7 Millennium Green, consider donations**

The Clerk received an email from the Chairman of the Millennium Green Trust requesting a donation towards replacing some wooden posts. Unfortunately, due to our financial situation we are unable to donate any money at present. The Clerk will email the Chairman of Tittleshall Millennium Green to update them.

#### **8.8 Website/Policies**

The New Tittleshall Website is now live, and the clerk reported that the website is still being updated. The old parish website will still be active and used mainly to update parishioners on current village events. The new website will be mainly for parish council documents, Agenda's and the minutes. A link from the previous website will go directly to the new parish council website.

The Clerk also reported that the Parish Council policies need renewing and updating. The clerk will update all the policies and will add it to the agenda for the next meeting for them to be signed.

#### **8.9 Sports Equipment**

Councillor Lane reported that a few years ago, Tittleshall applied for some funding for sports equipment and was granted the funding and sports equipment was purchased. It is all stored in a container next to the village hall. Councillor Parke and Councillor Kilsby will organise and carry out an inventory with the idea to promote this equipment to the parishioners which can then be available to lend out.

### **9 Finance**

**9.1 Balance and cheques for authorisation as circulated:** Councillor Colman proposed and Councillor Petrie seconded the resolution on the authorisation of cheques and balances. All Councillors agreed.

**9.2 Budgets to be Circulated:** Councillor Petrie proposed and Councillor Colman seconded the resolution on the budgets that were circulated. All Councillors agreed.

### **10 Matters for next meeting (not for discussion)-**

Precept

Raise our visibility /profile

Litter picking initiative

Community projects for younger people

Millennium Green regarding Charity or Trust?

### **11 To confirm the next meeting is Tuesday 12<sup>th</sup> January 2020.**

## Meeting Closed 2200

TITLESHALL FINANCE 30th Aug 2020-29th Sept 2020

### COMMUNITY ACCOUNT

Balance at 30.08.2020	£2,785.45
Presented cheques	£656.28
Balance at 29th Sept 2020	<b>£2,129.17</b>
Outstanding Cheques 1060	£49.05
Balance at 29th Sept 2020	<b><u>£2,080.12</u></b>
Business Savings Account-29th Sept 2020	<b><u>£63.68</u></b>

1061	NPTS	Norfolk Parish Training and support	£56.88
1062	D.k.Secker	Defib replacement pads & Batteries	£65.79
1063	B.Bowyer	BB Garden Services	£1,312.00
1064	B.J.Leigh	Expenses from March-Sept	£94.95
1066	D.k.Secker	Salary for Sept & Oct	£644.28
1067	Wix Ltd	Wix Ltd, Website	£86.40

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