

Meeting Minutes of Tittleshall Parish Council  
Tuesday 7<sup>th</sup> September 2021 at 19.30 held at Tittleshall Village Hall

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

Also present: Donna Secker (Parish Clerk), six members of the public.

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**1. To receive apologies for absence**

Apologies were received from County Councillor Kiddle-Morris and District Councillor Carter.

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

No declarations of interest were made or received.

**3. To approve the minutes of the meeting held on 29<sup>th</sup> June 2021**

It was resolved to accept the minutes of the last meeting as a true record and it was signed by the Chairman. It was also resolved to accept the minutes of the extraordinary meeting minutes to be a true record and it was signed by the Chairman.

**4. To receive updates from County and District Councillors**

Grass Cutting: The second cut of the year to highway verges and junctions was due to start on August 9<sup>th</sup> and when completed should have addressed all the inadequacies of the first cut of the year which was, quite frankly, a shamble. Please let me know if there are still problems in your area with the standard of the cut.

One Million Trees: Norfolk County Council (NCC) acknowledges that trees are a vital resource in combating climate change alongside rewilding for carbon sequestration. As reported previously NCC have committed resources to work with communities, landowners and partners to plant 1 million trees over 5 years which must amount to a net increase. NCC's tree planting scheme will work in harmony with the unique "Queens Green Canopy" initiative created to mark Her Majesty's Platinum Jubilee in 2022. There are packs of trees and hedging plants available to parishes to "kick start" the project. If there is any interest, please contact me for further detail on how to apply. The planting season runs from November 2021 to March 2022.

Offshore Transmission Network (OTN): There has been a lot of discussion between our local MPs in both Norfolk and Suffolk and government ministers about the number and length of cable routes crossing both counties bringing

wind generated electricity to connection points on land. To minimise ecological and commercial damage to the countryside an OTN has been proposed. The OTN would allow connection of all future wind farm electricity output to a cable system lying offshore which would only require one overland route to a connection point with the National Grid. NCC have been involved in the initial Offshore Consultation Project in 2020 and are currently responding to an OFGEM consultation which is asking for comments on proposals to amend regulations to allow the use of an OTN.

Highways: Despite the lack of revenue funding in NCCs coffers there is still some capital available to put towards some highway schemes such as resurfacing (not surface dressing) and junction and other highway improvements. If you have any work that you would wish to be carried out, please let me know.

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

All items are on the agenda for discussion.

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

A parishioner kindly offered to repair the gravel board which is situated around the war memorial which is deteriorating. The council have not been able to find any information about who has responsibility for the war memorial. Currently the council have temporarily adopted it. The council requested a quote from the parishioner, and this will be added to the next agenda for discussion.

**6.1 Letter from parishioner-** The council received a letter from a parishioner and unfortunately due to the Data General Protection Regulation the contents of this letter are not able to be read out. The council are in contact with the parishioner and have acknowledge and replied.

**7. Planning Applications**

**7.1 To receive planning applications by Breckland District**

**3PL/2021/0874/F-Wicken Farm, Stanfield Road-Proposed detached garage-Approved**

**7.2 Update on application decisions taken by Breckland District**

**3PL/2021/0744/Hou-3PL/2021/0745/LB-Installation of two air source heat pumps at the rear of the property-Approved.**

**8. To authorise and approve the following:**

**8.1 The grant policy form**

This policy had been circulated to the councillors and was adopted by all the council. It will be added to the website for reference.

**8.2 The Code of Conduct policy**

This policy had been circulated to the councillors and was adopted by all the council. It will be added to the website for reference.

### **8.3 The financial regulations policy**

This policy had been circulated to the Councillors and was adopted by all the council. It will be added to the website for reference.

### **8.4 The standing order policy**

This policy had been circulated to the Councillors and was adopted by all the council. It will be added to the website for reference.

### **8.5 The GDPR statement**

This policy had been circulated to the Councillors and was adopted by all the council. It will be added to the website for reference.

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

### **9.1 To discuss Highway matters**

The clerk updated the council on the re-surface dressing which was carried out on Health Lane. Cllr Olley reported the raised drains in Blenheim Crescent at the last meeting. The clerk reported this to highways, but no action has been taken yet. The highways engineer is due to visit the area soon. The clerk will add this to his inspection list. Cllr Lane confirmed that the trees on Church Lane have been cut back. Cllr Lane reported that weeds are growing in the new laid road dressing on the Stanfield Road. This will be added to the highways engineer report. A pothole needs reporting near Courtney House. The clerk will report this. Cllr Lane reported a hedge is overgrowing the pathway near to the village hall. The clerk will write to the homeowner and ask if it can be cut back.

The clerk reported that some wheelie bins may not be collected on the usual day of collection due to staff shortages. Please keep your bins out if this happens and the bins will be collected asap.

### **9.2 To discuss the sports equipment location.**

The sports equipment, which is stored at the village hall, hasn't been used for many years. The council agreed to donate the equipment to the church.

### **9.3 To discuss the Benches**

The clerk contacted a parishioner who had kindly volunteered to maintain and re-stain two of the benches. The benches will need to be maintained before the winter, and therefore the clerk will make contact again with the volunteer and see if this will be possible.

### **9.4 To discuss the dog bins/signs**

The clerk contacted the dog warden and requested a visit to monitor the worst area of dog fouling. They agreed to visit but the clerk hasn't received any confirmation if they have visited yet. The clerk also checked with the dog warden about dog poo signs, unfortunately the only signs that can be provided to the council are the stickers that go on lamp posts.

#### **9.5 To discuss the Bee bombs and wildflower**

The clerk reported that unfortunately no confirmation has been received from Breckland regarding the wildflower area to be implemented at Blenheim Crescent. The clerk will chase this up. The purchase of Bee Bombs will be postponed until next year.

#### **9.6 To discuss the village sign.**

Cllr Lane had been in contact with a parishioner last year to discuss a new design for the village sign. Due to Covid this was delayed, and the clerk has recently contacted the parishioner to see if this can still be made and if the volunteer is still willing to complete this project.

#### **9.7 New village website**

The new village website has been launched and can be found [www.tittleshall.wordpress.com](http://www.tittleshall.wordpress.com). Cllr Petrie will contact the admin due to some of the information that has been transferred across being out of date.

#### **9.8 To update the Parish Partnership Scheme for 2022.**

The clerk reported that the application form has been received from Breckland and this the opportunity for the council to purchase items for the village with the cost being 50% paid by Breckland and 50% paid by the council. The council would like to apply for this scheme to help towards the cost of the new village sign and a new plaque celebrating the queen's jubilee.

#### **9.9 To discuss the display of the minutes on the notice boards.**

The Clerk reported that due to the size of the village notice boards, the minutes are not able to be displayed fully. Also, other users have been putting up their leaflets on top of the minutes due to lack of room. The council agreed for the clerk to display a notice saying that the minutes are published, and with information on how they can access them easily.

### **10. To update the Council on the emergency plan**

Cllr Gingell reported that no emergencies have been reported.

### **11. To Receive reports**

#### **11.1 To receive reports on Defib**

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

#### **11.2 To receive reports on Pathways**

A report was received from the volunteer who inspects the Tittleshall village pathways. This had 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.

## **12. Finance**

### **12.1 To approve the list of payments**

The Council approved the list of payments for September as detailed at the end of the minutes.

### **12.2 To approve the budget**

The Council approved the budget for August 2021

## **13. To receive items for the next meeting agenda 2<sup>nd</sup> November 2021**

Budgets

Quotes for churchyard cutting

Village benches

Village sign

War memorial fencing

Shed at the village hall

Meeting finished at 2035

TITTLESHALL FINANCE 30th June-31st July 2021

COMMUNITY ACCOUNT

Balance at 30th June 2021	£5,854.54
Presented payments	£768.28
Presented cheques	£950.00
Total	£4,136.26
Barclays closing balance	<u>£63.68</u>
Total	<b><u>£4,199.94</u></b>

Cheque/Trans	Cheques payable	Reason for payment	Amount
	D.K.Secker	Wages for July & August	£644.28
	Rospa	Inspection for play equip	£82.20
Total			