

Meeting Minutes of Tittleshall Parish Council
Tuesday 1st November starting at 19.30 pm held at the Tittleshall Village Hall

Present: Parish Councillors: Sue Lane (Chairperson), Kay Gingell (Vice Chairperson), Michael Colman, Barry Bowyer, Stephen Olley and Tracey Buttle.

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

1. To receive apologies for absence

County Cllr Kiddle-Morris sent his apologies.

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

A declaration was received by Cllr Bowyer regarding item 17.1 payment for BB garden services invoice.

3. To approve the minutes of the meeting held on 6th September 2022

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

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

The County Cllr report can be found on the website with the minutes.

District Cllr Hambidge updated the council, the Wellingham Dairy Farm has been approved today. Also, avian flu is still on high alert and to make people aware who have chickens keep them locked inside.

5. To report progress on items on the agenda from the last meeting

The tree at Renowood Close will be monitored as the tree surgeon will not be taking any further action. The pothole in Peakhall Road has been repaired as a crack was reported by the clerk. The brambles at Courtenay House have been removed by the landlord as per the request from the parish council. The verges are still being investigated by County Cllr Kiddle-Morris after the discussion at the last meeting.

6. Open Forum for Public Participation: an opportunity to hear from members of the public

A parishioner updated the council regarding purchasing speed cameras for the village. The council are in full support of these being implemented by the parishioner, which has been noted in previous minutes as the parishioner felt there was a misunderstanding that the council did not support this. The parishioner has spent many hours discussing with Norfolk County Council and gained much information to establish the speed cameras can be purchased personally. After a long discussion, Cllr Lane requested for the parishioner to liaise with the clerk to communicate and keep the council informed. The council thanked the parishioner for all his work in researching this and hopefully, the speed cameras will be implemented very soon.

7. To report and update on highway matters

A pothole in Heath Lane has been noted and this will be reported by the clerk. The clerk will also chase the re-instating of the trod near the war memorial as this has been reported several times and is still waiting to be actioned.

A parishioner reported the footpath on Church Lane needs attention.

Cllr Olley requested that the clerk chase up the drainage in Blenheim Crescent due to potential flooding that occurs in heavy rain.

Cllr Buttle reported the dyke in Blenheim Crescent has collapsed, the clerk will report these items to highways.

8. Planning Applications

8.1 To receive planning applications by Breckland District Council

3PL/2022/1131/HOU-Outbuildings to existing residential dwelling-retrospective. Willow Barn, Stanfield Rd. The councils comments have been reported to the planning department.

8.2 To receive an update on applications decisions taken by Breckland District Council

3PL/2022/0868/HOU- 3PL/2022/0869/LB-Woodford Lodge, Litcham Road. Replacement of conservatory with Orangery-Approved.

3PL/2021/0421/0-Outline permission to Demolition of existing single & two storey care home buildings and the erection of up to 7 dwelling houses with internal access road. Existing site access to be retained-Approved.

3PL/2022/0938/HOU- 3 Folly Cottages, High Street. Proposal two-storey side extension-Approved.

3PL/2022/0734/EU- Willow Barn, Stanfield Road. Cert. Law Exist. Use. Previously constructed buildings earlier approved outbuilding- Withdrawn.

9. Items to discuss and update

9.1 To update on the Mobile Food Shop

The Clerk and Cllr Buttle have been communicating with Kickstart and Breckland for several months to push for Tittleshall to be considered on the route. It was eventually agreed for the Mobile food shop to visit Tittleshall. The first visit will now be on the 10th November and it will be parked outside of the Village Hall between the hours of 1-2pm.

9.2 To update on the community car scheme

The Clerk has not received any communication regarding possible volunteers. Unfortunately, this service is not able to operate without drivers, this item will be removed from the agenda. The clerk will try again advertising for volunteers next year.

9.3 To discuss the notice board on Blenheim Crescent

After a long discussion, it was agreed that only the door needs attention. It will need resealing and repositioning. The Clerk will obtain some quotes.

9.4 To discuss signs and the quotes for the defib/telephone box refurbishment

The council all agreed the defib/telephone box needs refurbishment; the Clerk will contact the company that sent in a quote of £250 to go ahead. A further cost will be electricity as the decorator will need to use power tools. Cllr Gingell has spoken with a nearby resident, and they have agreed to allow access to their electricity. The council will cover the cost of the electricity used. All Cllrs voted and agreed.

9.5 To discuss the disposal of the old salt bins and salt

Cllr Olley received a quote for £170 + VAT to dispose of the old salt bin. The Clerk has also contacted a skip company but is unsure of how to move the bins into the skip. Cllr Olley suggested a nearby farm might be able to help us. It was agreed by 4 of the councillors that £170 + VAT will be the maximum budget to remove this, but the clerk will obtain further quotes for this to come in cheaper. One councillor did not agree with this cost as it seemed very expensive to move one bin that contained salt.

10. To discuss a parishioner's complaint; to clarify the precept money on future contractual projects.

This complaint was not made directly to the council and came from a third party. The cllrs had a discussion regarding the latest contract which was agreed upon in front of parishioners within a parish meeting. The decision was clearly minuted. Apparently, this decision was not transparent enough for this parishioner, but the council all agreed it was discussed openly and fairly at the time. This is the conclusion to this complaint.

11. To discuss the ideas for Parish Partnership Scheme 2023/2023

The speed cameras will be considered as a potential bid for this scheme and the Clerk will liaise with the parishioner and take this further.

12. To discuss the proposed planning application for Courtenay House

The full planning application will be submitted next year. The council agreed to start putting together questions etc in preparation. Cllr Gingell asked if this land can be sold prior to the full planning application and it was confirmed that this can be sold with outline planning permission.

13. To implement and circulate the complaints policy

The council would like a policy to go alongside the complaints procedure. The clerk will organise this and add this to the next agenda for approval.

14. To discuss the budgets and precept by 2023/2024

After a long discussion, the council agreed to keep the precept to £9,750 per year and an increase is not needed especially with the current increases in other bills. The budgets were also discussed in length and the only increase will be village maintenance and misc. All cllrs voted and agreed for this to be actioned.

15. To update the council on

15.1 The Emergency Plan

No emergencies have been reported.

16. To receive reports

16.1 To receive a report on Defib and appoint a new Cllr to carry out checks

The clerk replaced the defib pads two months ago. It was agreed for Cllr Buttle to take over with regular checks.

16.2 To implement a checklist for the defib checks

Cllr Lane shared a defib checklist with all the cllrs and this will be displayed with the defib.

16.3 To receive reports on pathways

No report on pathways has been submitted this meeting.

17. Finance

17.1 To approve the list of payments

The council approved the list of payments for November as detailed at the end of the minutes. The clerk circulated BB garden services invoice so that the council were able to see the areas that BB garden services cut, and the council approved the payment. The other areas of the village are cut voluntarily by a parishioner, this is due to safety as the verges overgrow and this reduces the visibility. The council requested for the parishioner to stop cutting these areas so that it can monitor what Breckland and Norfolk County Council are fulfilling within their agreed contracts. Three out of the five councillors disagreed with this. This will be added to the next agenda for further discussion.

17.2 To consider a new signature for the bank account

All cllrs agreed that Cllr Bowyer will be the new signature for the bank account. The clerk will organise this.

18. To consider opting out of the external auditor appointment

The council agreed to continue with the present external auditor.

19. To receive items for the next meeting agenda Tuesday 3rd January 2023

Notice boards

Village sign

Grass cutting with Breckland and Norfolk County Council

Trods near the war memorial

Coronation contribution grant

Policy for complaints

Defib door

Mobile Food Van

Meeting finished at 9.21

To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items:

20. Councillors to discuss issues to become a more effective team

Also, several complaints were raised by different parishioners about the council not being transparent enough. The complaints were again from a third party and not raised directly to the council. This was also discussed but all complaints were dismissed. Tittleshall Parish Council has a complaints procedure in place and any complaints reported via this system will be investigated fully.

Cllr Gingell left the meeting at 9.35

Discussions were had between cllrs about improving communication which needs to be the priority.

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Meeting finished 10.02

Cheque/Trans	Cheques payable	Reason for payment	Amount
Trans	D.K.Secker	Wages for Sept & Oct 22	£630.37
Trans	HMRC	PAYE Payment	£68.80
Trans	Salt Bin	Salt Bin x 2	£188.28
Trans	Wix.com	Website subscription	£106.06
Trans	BB garden service	Churchyard cutting 2022	£2,450.00