

Meeting Minutes of Tittleshall Parish Council  
Tuesday 24<sup>th</sup> January 2023 starting at 19.30 pm held at the Tittleshall Village Hall

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Present: Parish Councillors: Kay Gingell (Deputy Chairperson), Barry Bowyer and Stephen Olley

Also present: Donna Secker (Parish Clerk), and 4 members of the public.

Cllr Buttle resigned after the last meeting.

Cllr Olley informed the council that he was recording the meeting.

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**1. To receive apologies for absence**

Cllr Colman sent his apology, and this was accepted. County Cllr Kiddle-Morris sent his apology

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

No declarations were received.

**3. To appoint a new chairperson**

Cllr Gingell (the Deputy Chairperson) nominated herself for Chairperson. Cllr Bowyer seconded this motion. It was confirmed that Cllr Gingell will be the new Chairperson. Cllr Olley disagreed with Kay Gingell becoming Chair and the legality of the vote. The clerk confirmed that the councillors are able to nominate themselves to become a Chair or Deputy after Cllr Olley questioned the legality of the vote.

**4. To approve the minutes of the meeting held on 1<sup>st</sup> November 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 any brief updates from County and District Councillor**

The Clerk had circulated a report from County Councillor Kiddle-Morris before the meeting and this report will be added to the website.

**6. To report progress on items on the agenda from the last meeting**

Cllr Gingell asked for an update regarding the refurbishment of the defib/telephone box. The clerk reported the work will be carried out when the weather improves.

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

A parishioner updated the council regarding the speed cameras. These have been purchased privately and the council will be updated with more information regarding the dates they will be installed.

A parishioner reported that the stream near Church Lane is rising, this might be due to the blockage of overgrown ditches further along the village. The council discussed this and as not sure about the ownership, the council will make contact with the landowner.

A parishioner contacted the clerk via email requesting the council to consider a donation towards the village fete of £200 this will be added to the next agenda.

## **8. To report and update on highway matters**

The previous items reported to highways are still outstanding. The pothole in Health Lane is very big and the clerk will report this again.

### **8.1- Trods near the war memorial**

This has been going on for several years. The council had a long discussion and due to the cost and the future maintenance, it was agreed by all cllrs to remove this from the agenda.

## **9. Planning Applications**

### **9.1 To receive planning applications by Breckland District Council**

**3PL/2022/1303/HOU-** Woodford Cottage. Erection of garage with studio/annex following demolition of the existing garage. The council agreed to make no comment.

### **9.2 To receive an update on applications decisions taken by Breckland District Council**

**3PL/2022/1131/HOU-**Willow Barn, Stanfield Road. Outbuildings to exiting residential dwelling- retrospective.

## **10. Items to discuss and update**

### **10.1 To update on the Mobile Food Shop**

Unfortunately, the van is waiting for repair and a new van might need to be purchased. This service is supplied by Kickstart for Tittleshall and is not linked with the Parish Council. Therefore, it was decided to take this off the agenda.

### **10.2 To discuss the notice board on Blenheim Crescent**

Cllr Olley reported that the noticeboard door will need to be taken off and repaired. The clerk reported no one came forward after a request for a volunteer to help. It was agreed Cllr Olley will take on the repairs once the weather is better. This will be taken off the agenda and Cllr Olley will update the council when this has been carried out.

### **10.3 To discuss the disposal of the old salt bins and salt**

Councillor Olley obtained three further quotes; One came in at £170 + Vat, £190 + Vat and £60. The Council agreed at the last meeting to obtain a cheaper quote and therefore the old bin and salt were collected and removed for £60.00. The new bins are in place and have been filled with salt. However, the bin at Blenheim crescent was not noted with Breckland and the clerk is still waiting for Breckland to register this bin. The council decided to position the bin and fill it with salt immediately so that it can be used. The clerk will chase this up.

### **10.4 Update on the village sign progress**

The clerk discussed with the Council that no volunteers have come forward but during the meeting, a parishioner volunteered to help the council with updating and refurbishing the village sign. The council thanked the volunteer and will help in any way they can to support the parishioner with this kind gesture.

### **10.5 To discuss grants for the King's coronation**

Breckland has now released the link for applying for grants. Cllr Gingell has looked into the grant and the parish council can apply for £200 for a flagpole. The clerk will apply for the grant and further discussion about the location of the pole will be added to the next agenda.

## **11. To discuss grass-cutting contracts delivered by Breckland and Norfolk County Council**

Cllr Olley reported that the bank on Blenheim crescent has still not been cut. After several attempts of contacting Breckland regarding this, the clerk will approach the District Councillor and ask for support with this. It was agreed by the council to remove the grass-cutting contract from the agenda and update only the bank at Blenheim Crescent.

## **12. To discuss the proposed planning application for Courtenay House**

The full planning permission application hasn't been submitted yet. The Council agreed to remove this item off the agenda until the full planning application has been submitted.

## **13. To implement and circulate the complaints policy**

The clerk circulated the complaints policy to the council before the meeting. It was agreed to implement this immediately and the clerk will add this to the website.

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

The clerk circulated the final budgets for the council to review. The precept was agreed to remain the same in November's meeting, but the budgets will need reviewing before the new financial year. The clerk will action this.

## **15. To update the council on**

### **15.1 The Emergency Plan**

The emergency plan coordinator discussed the best options to update the plan, without a huge cost to the council by paying for loads of copies. It was agreed to reprint copies of the emergency plans to send an updated copy to the coordinators and Parish Council only.

## **16. To receive reports**

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

The Cllr who was appointed to check on the defib has now resigned. It was agreed for Cllr Olley to take over the checks. At the meeting in November, a checklist was circulated but the council hasn't received a copy yet, the clerk will chase this up. Cllr Olley is concerned about the battery life and has cleaned the connections up but suggested the council obtain some extra batteries. The clerk will look into the cost and add this to the next agenda for further discussion.

### **16.2 To receive reports on pathways**

No report on pathways has been submitted at this meeting. The clerk was requested to contact the parishioner who has carried out this report to confirm if they are able to continue with the checks.

## **17. Finance**

### **17.1 To approve the pay scales effective from 1<sup>st</sup> April 2022**

The council all agreed for the clerk's salary to be back paid to the 1<sup>st</sup> April 2022.

### **17.2 To approve the list of payments for January 2023**

The council agreed on the list of payments for January 2023 and the financial sheet was signed to confirm this.

## **18. To receive items for the next meeting agenda Tuesday 7<sup>th</sup> March 2023**

Defib batteries

Meeting finished at 21:03

Cheque/Trans	Cheques payable	Reason for payment	Amount
Trans	D.K.Secker	Wages for Nov & Dec 22	£817.37
Trans	HMRC	PAYE Payment	£115.80
Trans	Salt Bin	Deposal	£60.00
Chq	S. Olley	Poppy Wreath	£20.99
Trans	Village Hall	Hall Hire	£15.00
Trans	HMRC	Advanced Tax payment	£24.78