

**MINUTES OF THE MEETING OF TITLLESHALL PARISH COUNCIL HELD AT TITLLESHALL VILLAGE HALL ON TUESDAY 7 MAY 2019 AT 7.30 P.M.**

**Present** Councillor R Thompson (Chair)  
Councillor A Corrigan  
Councillor M Colman  
Councillor P Janning  
Councillor S Parke

6 members of the public.

Prior to the meeting the Declaration of Acceptance of Office for all members present was duly signed and witnessed.

**1. Election of Chairman.**

Councillor Corrigan proposed and Councillor Janning seconded the resolution that Councillor Thompson be elected Chairman. All were in favour and the Declaration of Acceptance of Office was duly signed and witnessed.

**2. Election of Vice-Chairman.**

Councillor Janning proposed and Councillor Thompson seconded the resolution that Councillor Corrigan be elected Vice-Chairman. All were in favour and the Declaration of Acceptance of Office was duly signed and witnessed.

**3. Apologies for Absence.**

Apologies for absence had been received from Councillor Nicholls and these were accepted. Apologies for absence had also been received from County Councillor M Kiddle Morris and District Councillor T Carter.

**4. Declarations of Pecuniary Interest.**

There were no DPIs.

**5. Minutes of the Previous Meeting.**

Councillor Thompson proposed and Councillor Corrigan seconded the resolution that the minutes of the meeting held on 5 March 2019 having been circulated be approved. All were in favour and the minutes were duly signed by the Chairman.

**6. Member to inspect Documents and Report on Effectiveness and Compliance.**

Councillor Janning proposed and Councillor Corrigan seconded the resolution that Councillor Colman be appointed. All were in favour.

**7. Representative on the Village Hall Committee.**

Councillor Janning proposed and Councillor Parke seconded the resolution that Councillor Thompson be appointed. All were in favour.

**8. Millennium Green Sub-Committee.**

Councillor Janning proposed and Councillor Parke seconded the resolution that Councillor Thompson and Mr Hardy be appointed. All were in favour.

**9. Monitoring of Footpaths.**

No one was appointed.

**10. Public Participation.**

### **10.1 County and District Councillor reports.**

The Clerk read out the following report from the County Councillor As discussed previously the Council formally changed from the Committee to the Cabinet system of governance at the Councils AGM held today. Additionally, the elected member who is leader of the Council and Chairman of the Cabinet will effectively become the Chief Executive/ Managing Director of the Council in place of the officer who held the post until last December.

10 members have been included in the new Cabinet including the Leader and the Deputy Leader. All have portfolio responsibilities, the membership of the Cabinet and their responsibilities can be viewed on the Council website.

A Cabinet Scrutiny committee (of 13 members plus 4 co-opted Church and Parent Governor representatives) has been introduced and this is to be Chaired by the Leader of the main opposition group, Cllr Steve Morphew. The role of the Scrutiny Committee will be to examine the decisions of the Cabinet and the delegated executive decisions of the individual Cabinet members.

3 Select Committees (each of 13 members) have been formed which will develop policies within their own sphere and advise the Cabinet on such matters. They are the Corporate Select Committee, the Infrastructure and Development Select Committee and the People and Communities Select Committee. Other committees such as Planning Committee, Audit and Standards etc remain the same.

### **10.2 Public Participation.**

A representative from the PCC informed the meeting that there had been a meeting for the following week with the architect to draw up formal plans for improvements to the church. The plans will include toilets and a community space. Councillor Corrigan offered, as a retired architect, to attend the meeting and this was gratefully accepted by the PCC representative. There are to be events in June and then with the coordinator of the military choirs in October. Grant funding will be needed as it is a Grade 1 listed building. A letter of support would be requested in due course from the Parish Council. 5 different tree surgeons have all said that the trees at the entrance are diseased and need felling which will take place the following week. The wall will then be repaired and new gates fitted.

Parishioners stated that there are potholes again on Heath Road and the hedge on the S bend on Heath Road needs cutting back. The parishioner said she would contact the landowner.

## **11. Matters to report.**

### **11.1 Website.**

There was nothing to report although the time for the meeting is incorrect.

### **11.2 Allotment Rent.**

A request had been received from the Allotment Holders to pay just the sum that is the rent for the land and the surplus would remain with the Allotment Holders and not in the Parish Council accounts. This was agreed.

### **11.3 Matters to report not covered by the agenda.**

There were no matters raised.

### **11.4 Millennium Green.**

The area had been rolled, new bark put down and the wire netting removed which now needs replacing. The area has been cut and further volunteer has come forward to assist with maintenance. The effectiveness of the rolling was queried but the Parish Council needed to spend the grant money. The RoSPA inspection will be done in June.

### **11.5 Annual Parish Meeting.**

This was poorly attended and more notice of the event is to be tried next year.

### **11.6 Emergency Plan.**

There is no leader for this at present and the new plan has been in place for a year and all coordinators within the village have been given the new plan.

## **12. Highways.**

### **12.1 Report on Matters raised at the last meeting.**

The Clerk reported that he had reported the missing road junction sign on Litcham Road and Norfolk County Council had confirmed that it will be resolved. The finger post at Mill Road had been replaced.

### **12.2 New Problems.**

The finger post at the junction of Church Lane and Fakenham Road needs replacing and there is still a lot of shingle being washed down from drives onto footways and this will be highlighted in the Church and Village magazine.

### **12.3 Footpaths.**

Councillor Janning presented the following report which had been circulated to all Councillors and highlighted the major problem on FP1.

FP2, the footpath from Church Lane to FP4 and onwards to Godwick Farm. This path has been sprayed. No levelling of the footpath for walkers therefore uneven and also less than the required width.

FP12. High Street to Fakenham Road. No change, still passable.

FP5 and FP7. The former goes through the farm yard. Machinery parked on the path but passable. FP7 crosses the former cricket pitch. No clearance or spraying visible.

FP6. The electric fence still in place, not always switched on so there is still concern about walkers with children and dogs. A sign indicating the electric fence would be appropriate. The undergrowth has started to make walking between hedge and electric fence more difficult.

Remains to be seen if this will be cut. It was discussed at our meeting with the farm manager and this action was considered acceptable.

**F1. Path alongside the turkey fields leading to the new bridge over the ditch. In January it was requested that the gates on these fields be made easier to negotiate by walkers. It is currently (7 May 2019) even more difficult to negotiate. The gate at the public footpath sign is tied with string on both sides. A deterrent to walkers and a blatant disregard of the sign. It was not possible for our group to pass through.**

F8, F11, F10. Footpaths from Tittleshall to Mileham. Passable by walkers with determination.

### **12.4 Traffic Calming on Fakenham Road.**

The County Councillor had confirmed to the Clerk that this is unlikely to be allowed as there would be little benefit in reducing the road width from 4.8m to 4.1m and it is too expensive.

## **13. Planning.**

### **13.1 Applications.**

#### **13.1.1 3PL/2019/0227/HOU-Woodford Lodge Litcham Road-erection of new shed.**

No response had been forwarded to Breckland Council.

### **13.2 Decisions.**

The following decisions were noted.

#### **13.2.1 3PL/2019/0227/HOU-Woodford Lodge Litcham Road-erection of new shed.**

**Approved**

#### **13.2.2 3PL/2018/1503/F-Wicken Farm Stanfield road-proposed barn conversion to residential use (2 dwellings).**

**Approved.**

## **14. Finance.**

### **14.1 Exemption Certificate.**

The Clerk explained that a Parish Council can exempt itself from a limited audit if its income and expenditure is less than £25000.

Councillor Janning proposed and Councillor Parke seconded the resolution that the Exemption certificate be signed. All were in favour and this was duly signed by the Chairman and Responsible Financial Officer.

### **14.2 Annual Governance Statement for the Financial Year April 2018-March 2019.**

Councillor Thompson proposed and Councillor Janning seconded the resolution that the Annual Governance Statement which had been circulated be approved for the financial year April 2018-March 2019 be approved. All were in favour. The Annual Governance Statement was duly signed by the Chairman and Clerk.

### **14.3 Accounting Statement for the Financial Year April 2018 to March 2019.**

Councillor Corrigan proposed and Councillor Janning seconded the resolution that the Accounting Statement which had been circulated be approved for the financial year April 2018-March 2019 be approved All were in favour. The Accounting Statement was duly signed by the Chairman.

#### 14.4 Insurance for 2018/19.

Councillor Thompson proposed and Councillor Parke seconded the resolution that the quotation from Inspire be accepted at a cost of £344.74. All were in favour.

#### 14.5 Balances and Cheques for authorisation.

Councillor Colman proposed and Councillor Parke seconded the resolution that the balances and cheques for authorisation be approved. All were in favour.

#### Balances :-

##### **Community Account**

Balance at 31 01 19	730.14
Plus Transfer from Business Saver Account	<u>2500.00</u>
	3230.14
Less Cheques authorised 05 03 19 -	<u>2841.25</u>
	388.89
Less unrepresented cheque	<u>12.00</u>
Balance at 31 03 19	376.89

##### **Business Saver Account**

Balance at 31 12 183011.67	
Less Transfer to Community Account	<u>2500.00</u>
	511.67
Plus Interest	<u>1.08</u>
Balance at 31 03 19	512.75

Amount available for Section 137 : 328x£7.57 =£ 2482.96

Spend to Date : £0.00

Cheques for authorisation:

1009	B J Leigh	Contract March and April 634.45 Less PAYE 126.80	507.65
1010	Tittleshall Village hall	Hall hire	12.00
1011	HMRC	PAYE	126.80
1012	Norwich Diocesan Board of Finance	Allotment Rent	145.00
1013	FTC Hire and Sales	Hire of roller	164.60
1014	Norfolk Association of Local Councils	Membership	120.00
1015	D Hastings	Rolling of Millennium Green	172.50
1016	123 Reg	Domain Name	19.19
1017	B B Garden Services	Mole Trapping-37.50 Bark for Millennium Green-177.50	215.00
1018	M Bergin	Internal Audit	20.00
1019	Tittleshall Methodist Church	Hire of Chapel	12.00
1020	Came & Company	Insurance	344.74

#### 14.6 Signatories for the Bank Account.

It was agreed that the signatories would remain as Councillors Thompson, Hills and Colman.

#### 14.7 Recycling Payment.

Breckland Council had confirmed that this would be £273.28 for the year April 2018 to March 2019. Last year the payment was £338.45. This is made up of £113.40 against £151.56 for

glass last year which reflects the increased use of the black wheelie bin for glass. The amount for textiles is £159.88 a decrease on the previous year of £29.40 on the previous year. These figures will be placed on the website.

**14.8 Noticeboard at the Methodist Chapel.**

Councillors Thompson and Colman will re-stain and undertake any maintenance.

**15. Review of Regulatory Documents.**

**15.1 Standing Orders.**

The Clerk will draft these.

**15.2 Financial regulations**

Councillor Corrigan will review these.

**15.3 General Data Protection Regulation Policy.**

There had been no breach in the year or any complaints.

**15. Correspondence.**

The following correspondence would be circulated.

**16.1**

**Clerks and Councils Direct May.**

**16.2**

**Fly the Red Ensign.**

**16.3**

**Dudgeon.**

**16. Matters for next meeting.**

There were no matters raised for the next meeting.

**18. Date of Next meeting.**

This was confirmed as Tuesday 2 July 2019 at 7.30 p.m. at Tittleshall Village Hall.

The meeting closed at 2021.