

Meeting Minutes of Tittleshall Parish Council  
Tuesday 4<sup>th</sup> January 2022 at 19.30 held at Tittleshall Village Hall

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

Also present: Donna Secker (Parish Clerk), 9 members of the public, County Councillor Kiddle-Morris and District Councillor Hambidge

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Cllr Lane thanked County Councillor Kiddle-Morris for covering the role of the District Cllr and introduced the new District Councillor Hambidge to the meeting.

**1. To receive apologies for absence**

No apologies received

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

No declarations of interest were received

**3. To approve the minutes of the meeting held on 2<sup>nd</sup> November 2021**

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

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

The consultation on the current budget ended on the 30<sup>th</sup> December, budgets are not set until 20<sup>th</sup> February. Norfolk County Council was awarded an extra £800,000 which will be allocated to assist people in care after leaving hospital due to covid.

Highways has been working really hard to reduce the 900 outstanding issues from 2021 to currently monitoring and actioning the new ones that have been reported.

Unfortunately, there has been some major flooding issues within other parishes which will have priority.

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

The council would like to thank the parishioner for refurbishing the benches. They have all been varnished and treated. The council would also like to thank the same parishioner who has also replaced the gravel boards around the war memorial due to the previous ones deteriorating. This parishioner has volunteered his own time to do this work himself and only the cost of the materials was covered by the council. The council have received some positive feedback from residents regarding the benches and the war memorial. The village sign won't be added to the agenda until we have been notified and awarded the Parish Partnership Scheme, as we will require the contribution to assist in the cost of the village sign. The clerk will look into the tree scheme for the next planting season which will be Oct 22- March 23. It is a four-year scheme.

**6. Open forum for Public Participation: an opportunity to hear from members of the public (Max 10 Minutes)**

A Parishioner reported on the last minutes, item 9.4. It was noted that the grass around the war memorial may be added to the quote for the grass cutting area. It was clarified and confirmed that the Norfolk County Council cut this area and also a parishioner kindly volunteers to cut this area in between the council cuts and does not receive payment.

A parishioner reported the trodden banks on the Wellingham Road, tractors are mounting the pavements and damaging the kerbs due to the narrowing of the road, as the bank is now encroaching onto the road and will be blocking gullies. The clerk will report this, requesting for the banks to be sided out and will chase the outstanding areas that have encroaching banks and any trods that need urgent attention.

A parishioner updated the council on a meeting regarding the Village Fete and would like to approach the council for a donation to be considered. This will be added to the next agenda.

A parishioner from the speedwatch scheme reported that due to lack of numbers a planned date was not able to go ahead. However, the parishioner was still able to use the speeding gun but is not able to feedback the data or use any signs. It was noted that between the hours of 8-9am 27 cars travelled between 35-53, which might prove that the drivers slow down purposely for the speedwatch signs and therefore they might not be fully preventing speeding. A black box was suggested at the last meeting as this would enable data to be collected. Please see item 7 about the progress.

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

The clerk has reported the “High Street” sign again due to the letters not being readable. Also pot-holes were reported on Barton’s Lane and are waiting for repair. With regard to the flooding around Blenheim Crescent, work is still being carried out and this will be monitored. The council reported that a vehicle is permanently parking on the pavement and the clerk will write to the homeowner requesting for this to be parked without obstructing the pathway.

Cllr Gingell updated the council regarding the communication on trying to obtain a black box which would collect data to send to the community police speedwatch department. The clerk has approached highways, Breckland and NCC to try and gain further information about the black box but still awaiting a reply. County Cllr Kiddle-Morris is going to investigate this further and hopefully feedback to the council with contact details.

#### **8. To discuss the licence to occupy the premises regarding the land for the purpose of the bottle and clothing bank**

It was highlighted to the council in December that the land where the bottle, clothing and recycling bins are situated is privately owned. The landowner has notified the council and sent a licence for the council to sign and agree to. The landowner is charging the council £5.00 per year but the council would like some further information from the licensee before the document can be signed.

#### **9. To discuss and approve the play equipment check list to commence 1<sup>st</sup> January 22-31<sup>st</sup> May 2022**

Cllr Lane wanted to make it clear that the parish council are only paying for the insurance of the play equipment until May 2022.

Due to the council still covering the insurance of the play equipment at the Millennium Green the insurance company has requested regular checks. A check list has been drawn up and it was agreed by the council to use this check list as a guideline when inspecting the equipment. It was agreed that Cllr Colman will complete the site visit with a trustee from the Millennium Green. A visit has been planned for Saturday 8<sup>th</sup> January 22 and it was agreed on monthly checks to be carried out.

**10. To authorise and approve the planning policy**

The planning policy was circulated to the all the cllr's before the meeting. The council agreed to implement the policy.

**11. Planning Applications**

The planning application for the removal of the hawthorn tree outside the village hall was removed from the agenda as the decision of the felling of the tree is to be carried out due to the tree being diseased. The village hall committee are extremely upset that this is the only option for the tree, but this decision was not taken lightly and for health and safety issues this is the best cause of action.

**11.1 To receive planning application by Breckland District Council**

No new applications received.

**11.2 Update on application decisions taken by Breckland District Council**

3PL/2021/0686/F-Erection of manager's dwelling and detached carport including access-Refused

**12. To discuss and update the Council**

**12.1 To agree on a decision on parishioner's complaint letter**

The council agreed not to read out the parishioner's complaint letter. This was a unanimous decision. Parish councils are not obligated to read out any parishioner letters.

**12.2 To deliver a statement regarding a parishioner's complaint letter**

A statement was read out by the chairman and the statement is attached. It was agreed to send the statement to the Church and Village for publication. It was also noted that the parish council have not received any other complaints letters from any other parishioners regarding this matter.

**12.3 To discuss the quotes for the Churchyard Cutting**

The council have now received two quotes. Unfortunately, the third company approached did not have the proper equipment to carry out the cutting around the graveyards. One of the quotes received stated that were not able to take any more work on. The one quote that remained included the cutting of the graveyard as well as the extra areas which the Cllrs feel need cutting. It was agreed by the council that BB Garden Service will take on the new contact which includes the extra areas that the council felt needed attention, and this will commence in March 2022.

**12.4 To update on the meeting regarding the village fete**

A meeting was held on 1<sup>st</sup> November 2020 and all representatives from local clubs, groups, and committees from Tittleshall attended and plans were put in place. The organiser from the village fete committee requested a donation during the public participation for £200. This will be considered at the next meeting. The fete will be held on 25<sup>th</sup> June 2022.

**12.5 To discuss the Queen's Jubilee**

Cllr Lane has made contacted with a local company to request the loan of the beacon; this was kindly agreed. The council are now in discussion on the location to site the beacon and make further arrangements. This will be added to the next agenda to confirm the final details.

**12.6 To appoint Cllrs tasks and responsibilities**

It was agreed for cllrs to take on individual tasks and responsibilities. Cllr Olley and Cllr Petrie will co-ordinate and liaise regarding the queen's jubilee plans. Cllr Colman will continue to check and audit the financial records for the council.

**12.7 To agree on Councillor to attend the introduction course**

It was agreed by the council for Cllr Olley to attend the introduction Cllr course in February. The clerk will arrange this.

**12.8 To agree location of the commemorative plaque**

The council agreed that the covid plaque will be positioned on the village sign with the other plaques but will wait until the new sign is fitted.

**13. To update the Council on the emergency plan**

**13.1 The Emergency Plan**

The emergency plan co-ordinator suggested purchasing sandbags to have in preparation for any potential flooding. The clerk will look into costs of purchasing prepared sandbags or purchasing the equipment to make up sandbags

**14. To Receive reports**

**14.1 To receive reports on Defib**

Defib has been checked and all is working correctly.

**14.2 To receive reports on Pathways**

Unfortunately, no pathway report was received due to illness of Wendy Seale.

**15. Finance**

**15.1 To approve the list of payments**

The council approved the list of payments for January as detailed at the end of the minutes.

**15.2 To discuss and circulate the budgets for 2022/23**

The budgets and precepts were circulated, the budgets were discussed and agreed. The council agreed that the precept will remain the same.

**16. To receive items for the next meeting agenda 1<sup>st</sup> March 2022**

To agree a donation to the village fete committee and attendance.

To agree on a location for the beacon

To agree on costs etc on sandbags

To agree on a jubilee plaque to be purchased.

Meeting finished at 21.29

TITTLESHALL FINANCE 30th Nov-30th Dec 2021



The parish council chair and clerk have received letters from a parishioner with regard to the Millennium Green and would like to provide clarity about some of the concerns raised in those letters.

It is important to note that the clerk is an employee of the parish council and cannot make decisions for the council. The chair is one of the parish councillors and as such she cannot make unilateral decisions because her actions have to be ratified by the council as a whole. Therefore any matters should have been raised with the Tittleshall Parish Council, not individual members or employees.

The author of the letters was not named due to specific privacy laws.

Some of the questions raised in his letters pertain to agencies other than the council and cannot therefore be answered by the council. However, we can respond to questions concerning the temporary closure of the Millennium Green play area.

Prior to the annual Rospa inspection of the play area, due in June 2021, the council chair invited one of the most experienced Millennium Green volunteers, the complainant to check in advance for any problems that might be highlighted in the inspection report. Unfortunately he was unable to join the chair.

The parish clerk received the Rospa report late due to it being mistakenly sent to the previous clerk, but the council shared the information with the Millennium Green Trust as soon as it was received. At that time we understood that the trust consisted of just one official trustee and three prospective trustees.

The Millennium Green Trust and Tittleshall Parish Council called for a meeting on the millennium green (the message having been sent to all interested parties) to ascertain what could be done. The parish council chair attended the inspection party on the day because the council was still providing cover under its insurance policy and understood that it was still accountable under the terms of that policy.

The report did not conclude that the play equipment was unfit for use, but some individual parts were appraised as being in the red zone under the traffic light system used by Rospa. In addition, the inspection party noticed that there were a couple of problems that had not been noted in the report, including a prominent splinter of wood, and deteriorating posts supporting swings. Needing further professional input, they considered it prudent to put up warning signs as a precaution whilst arranging for repairs. The trust taped off the area.

The council would like to apologise for any inconvenience that may have been caused, particularly since the closure coincided with the beginning of the summer holidays.

Tittleshall Parish Council now considers this matter as closed.