

Meeting Minutes of Tittleshall Parish Council  
Tuesday 7<sup>th</sup> May 2024 7.30pm held at the Tittleshall Village Hall

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Present: Parish Councillors: Kay Gingell (Chairperson), Barry Bowyer, Peter Moore, James Garner, Oli Munday and Mary Osborne

Also, present Donna Secker (Parish Clerk), 10 members of the public, County Cllr Kiddle-Morris and District Cllr Hunter-Clarke

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**1. To elect the Chairperson-The Chairperson to sign the declaration of acceptance of office**

Cllr Osborne nominated Cllr Gingell to continue as Chairperson, this was seconded by Cllr Moore and this was agreed by all the Council. The declaration of acceptance was signed.

**2. To elect the Deputy Chairperson-The Deputy Chairperson to sign the declaration of acceptance of office**

The Council decided not to elect a Deputy Chairperson at this present time.

The Declaration of Acceptance of office was duly signed by all Cllrs and witnessed by all members of the Parish Council.

**3. To receive apologies for absent**

No apologies received

**4. To receive declarations of interest of items on the agenda**

No declarations of interest were received.

**5. To approve the minutes of the meeting held on 26<sup>th</sup> March 2024**

It was resolved to accept the minutes of the meeting in March as a true record and it was signed by the Chairperson.

**6. To receive any brief updates from County and District Councillor**

Please find the Annual report from County Cllr Kiddle-Morris on the website. The Council and parishioners were introduced to the new District Cllr Hunter-Clarke and he was welcomed. Cllr Hunter-Clarke reported the Local Plan will be going to the cabinet for review on the 13<sup>th</sup> May and 6 weeks later the consultation will commence.

The Local Government Boundary Commission for England is currently undertaking a review of Breckland electoral and boundary arrangements. Currently, Breckland has 49 Councillors and should be 51. A questions and answers presentation will take place on Wednesday 15<sup>th</sup> May at 10.30 more details can be found on the Breckland website <https://www.lgbce.org.uk/all-reviews/breckland>.

Breckland is opening a grant funding scheme "Inspiring Communities Match Funding". The scheme is delivered by Norfolk Community Foundation, further information can be found on the Breckland Website.

<https://www.norfolkfoundation.com/funding-support/grants/groups/breckland-council-inspiring-communities/>

**7. Open Forum for Public Participation: an opportunity to hear from members of the public (15 min max)**

No comments from the Public Forum.

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

The Council are constantly monitoring potholes and highway matters frequently. Cllr Kiddle-Morris reported that a parish in Norfolk is maintaining pathways themselves and being paid by NCC for this service. The Clerk will look into this further as the Council would be keen to take this opportunity up.

**9. Planning Applications**

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

**3PL/2024/0257/F-68** Fakenham Road. Proposed change of use of existing brick shed from residential to storage to part-time butcher prep area. No customers to visit the site. The Council had a long discussion regarding the statement from the environmental health. The parishioner was able to answer a lot of questions that the Council had about this application. It was agreed for the Council to submit comments alongside the concerns of environmental health.

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

**3PL/2023/0938/F-** Partial demolition of an existing care home, with modest extensions to the remaining building which will be converted into nine dwellings.  
This was noted but no date was given for the work to commence.

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

**10.1 To update and feedback regarding the future use of the phone box**

A parishioner kindly put a report together with proposed options before the meeting, which the Clerk circulated to the Council. Unfortunately, the parishioner was not able to offer any time to be responsible for this project so the council agreed to link this item with 10.3

**10.2 To update the Council on the D-Day event and purchase of the Beacon**

Cllr Garner and Cllr Osborne have been planning this event and confirmed the Beacon has been purchased. The details for the event are as follows; a free shuttle bus will leave Tittleshall at 7pm to help parishioners get to Godwick Hall. There will be the opportunity to purchase drinks and food and the lighting of the Beacon will be at 8.30pm. The Council discussed the options on who would light the Beacon and the County Cllr Kiddle-Morris was agreed with a parishioner reading the statement provided.

**10.3 To discuss purchasing equipment for litter picking for Tittleshall Village**

The Council agreed that the telephone box will be used to store the litter-picking items which a parishioner has been able to obtain free from Breckland.

**10.4 To update regarding the old defib**

Cllr Gingell reported that a parishioner has come forward and offered to buy the old defib for £175. The defib is not suitable for children and is semi-automatic. The money will go towards purchasing a second defib for the village.

#### **10.5 To update on the resident leaflet**

Cllr Osborne circulated a draft copy of the leaflet and the Council thanked her for all the work she has done with putting this together. A few adjustments with some additional items to be added and this will be ready to be distributed to new residents that move into the village.

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

##### **11.1 The Emergency Plan**

Cllr Gingell confirmed that UK Power networks have surveyed the area and trees on Litcham Road, but still no action has been taken.

##### **11.2 Update on the Asset Checklist**

This will be added to the next agenda so that a checklist can be distributed before the next meeting.

#### **12. To receive reports**

##### **12.1 To receive reports on pathways**

Wendy Seale sent her report and this has been posted to the Parish Council website. The Council would like to thank Wendy for the report which is so detailed.

#### **13. Finance**

##### **13.1 To approve the list of payments for May 2024**

Payments listed below were approved and authorised by the Council.

##### **13.2 To approve the AGAR external documents.**

The Annual Governance and Accountability Return and the following documents: The certificate of exemption, Annual Audit Report and Annual Governance Statement were all signed and dated for the external auditor.

#### **14. To discuss item number 3 on the standing orders**

Cllr Moore suggested that during the public participation section, each parishioner should be given an allocated time to speak so that each individual feels like they have been heard. The Council agreed to monitor this but Cllr Gingell feels that she can monitor this fairly without a time being set.

#### **15. To discuss the lease of the allotment holders and complete the lease agreement**

This will be added to the next agenda due to Cllr Osborne raising a few questions with the new lease agreement and the unanswered questions about insurance etc.

#### **16. To discuss the correspondence from Mr George Freeman MP regarding the community surgery Friday or Saturday.**

The Council agreed that it would be a great opportunity for parishioners to speak and visit Mr George Freeman and felt a Friday surgery would be the best day. The Clerk will organise this.

#### **17. To receive items for the next meeting agenda Tuesday 16<sup>th</sup> July 2024**

Pavement monitoring, Leasehold for the allotment holders.

Cllr Osborne sent her apologies for the next meeting.

The meeting finished at 21.25

TITTLESHALL FINANCE 1st April 2024

COMMUNITY ACCOUNT

	Balance at 31st March 2024		£3,931.94
Money In	Breckland Council	Precept	£6,875.00
	Breckland Grant	Beacon	£300.00
	Breckland Council	Recycling	£210.45
	<b>Total</b>		<b>£11,317.39</b>

Cheque/Trans	Cheques payable	Reason for payment	Amount
Trans	D.K.Secker	Wages	£804.96
Trans	K. Gingell	Refreshments	£25.00
Trans	Zurich	Insurance	£593.70
Trans	J. Garner	Beacon costs	£508.80
Trans	LJ Internal Audit	Auditor	£60.00