

Meeting Minutes of Tittleshall Parish Council
Tuesday 7th November 23 7.30pm held at the Tittleshall Village Hall

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

Also present Donna Secker (Parish Clerk) and 7 members of the public.

The meeting started at 7.30pm with Cllr Gingell paying tribute in memory of a kind, generous and respected resident Mr Richard Thompson who recently passed away. A minute's silence was held in respect.

Cllr Gingell delivered a statement on behalf of the Council regarding filming of meetings. Filming is allowed during Council meetings. The Council would like to acknowledge that they were incorrect with their actions and information given at the last meeting and would like to send their sincere apologies.

1. To receive apologies for absence

County Councillor Kiddle Morris sent his apologies.

2. To receive declarations of interest

A declaration of interest was received by Cllr Bowyer regarding item no 14.1. This was accepted.

3. To adopt and implement the Filming Policy

The filming policy was circulated to the Council before the meeting. The policy was agreed by the Council and implemented immediately to be reviewed in 3 years.

4. To approve the minutes of the meeting held on 5th September 2023

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

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

County Cllr Kiddle-Morris report can be found on the website. Cllr Osborne raised the question about the appearance of our District Cllr. The Clerk has tried to make contact with the District Cllr by passing a message to Breckland for the Councillor to contact the Council. No communication has been received.

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

A parishioner requested a timescale on when the telephone box will be repainted on the outside to protect it during the winter. This will be actioned within the next few weeks. Another parishioner raised the item that the land where the phone box is positioned may potentially be Parish Council land. The parishioner shared a land registry document with the council and on inspection, it was agreed there were an obvious error on this document. Therefore, the Clerk will look into this further.

A parishioner made the Council aware of the trods on the Wellingham Road becoming overgrown, the Council have already requested action twice on these trods and the Clerk has requested for the Rangers to make it a priority at their next visit this month.

7. To report and update on highway matters

Parishioners raised their concerns about hedges overgrowing. Cllr Moore inspected these and confirmed some properties on the High Street are obstructing the pathway. The Council agreed to post on social media a request for this to be maintained. The Clerk will also put a notice in the Church and Village. It was also suggested to put a poster in the Council notice board, Cllr Osborne will arrange for this to be designed.

It was reported that the Potholes have been filled in on Heath Lane and outside the Heaths with hedge cutting taking place on Bartons Lane and Wellingham Road.

7.1- Request for white lining H markings for Folly Yard

A parishioner contacted the Clerk to request the support of the Council to have an H line painted on the road, to prevent cars from obstructing the driveway in case of an emergency to gain quick access. The Council will need to complete a report to support this application but needs to ask further questions before this letter of support can be submitted. A suggestion for the parishioners of Folly Yard to purchase cones to safeguard the entrance for planned large vehicular access was made. This will be suggested when councillors meet with the residents.

8. Planning Applications

8.1 To receive planning applications by Breckland District Council

3PL/2023/0938/F-Partial demolition of an existing care home, with modest extensions to the remaining buildings which would be converted into nine dwellings, with associated landscaping and parking.

Comments re potential flooding and difficult road access will be added to the portal.

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

9. Defibrillator

9.1 To update on the recent training

Cllr Osborne was able to organise a trainer from the South East Ambulance Service to carry out FREE CPR and defibrillator training. This was attended by 18 people over two sessions. A resident shared some feedback: it was thoroughly enjoyable and before the session was hesitant on using a defib but now has the confidence to do so. The Council agreed to arrange for another training session as the trainer will be happy to attend again. The Clerk will organise this as there may be an opportunity for residents from other villages to participate.

10. Items to discuss and update

10.1 To complete the asset checklist

The Councillors completed the asset checklist and the Clerk will collate all the information for the auditor.

10.2 To update the Council on the Councillor's training course

Cllr Moore really enjoyed the course and Cllr Osborne was able to establish some answers to some of our resident's ongoing questions.

10.3 To discuss the future use of the phone box

The Council discussed the future use of the phone box, a suggestion was to convert it into a museum for visitors. It was questioned if there is any electricity to the phone box, this will need to be established and then who will pay for the electric? Another idea from a

parishioner was to have a swop shop or an honesty shop for essential items. The Council was keen to explore this option and asked if the parishioner is able to provide further details that can be considered. This will be added to the next agenda for further discussion.

10.4 To update on the location of the space salt bin

A parishioner previously suggested the possibility of positioning the remaining salt bin purchased by the PC some time ago on his driveway. Unfortunately, after researching further, this will not be possible for access reasons. For information, the old salt bin currently being stored by the recycling bank is indeed broken and has not been filled with salt by Breckland Council. The PC will organise for this bin to be disposed of. The Council agreed the remaining salt bin will replace the old deteriorating salt bin outside the care home.

11. To discuss and agree the budgets/precepts for 2024/25

The Clerk circulated the Budget sheet for next year. The Council is considering purchasing a SAM2 sign for Tittleshall only, this is due to the increased speeding through the village. The purchase of the new defibrillator has also been taken into account. After a long discussion and with the purchase of a new updated defibrillator, it was agreed to increase the precept by £4500. This will be confirmed in January once Breckland releases the full figures. The Chair concluded with the understanding that the precept can be reduced as well as increased and this will be taken into consideration for 2025/26

12. To update the council on

12.1 The Emergency Plan

No emergency reported

13. To receive reports

13.1 To receive reports on pathways

Wendy Searle sent her apologies due to not being able to complete a report for this meeting.

14. Finance

14.1 To approve the list of payments for November 2023

Payments were approved and authorised by the Council

14.2 To approve the contribution to the Clerk's payment for attendance at the Seminar

The Council agreed to contribute £27.00 for the Clerk's cost of the Seminar.

15. To update the council on the Parish Partnership scheme

An application was made to the Parish Partnership Scheme to consider the purchase of a SAM2 sign for the village with 50% of the cost being covered by Norfolk County Council. The Council will hopefully hear if they are successful in March 2024

16. To discuss the recommendations of the email change to gov.uk

It has been recommended that Parish Council to move over to a gov.uk email address and website. The cost of this would be £180 per year. The Council will review this in a year when this may become mandatory. All Councillors agreed to make a specific email address for Council business.

17. To review and discuss any changes to the Code of Conduct Policy and Standing Order Policy

The Council agreed to adopt this policy to have a 3 year review. The standing Order Policy is a policy to define how meetings are carried out, helping to support smooth running meetings. Cllr Gingell added some extra points and would like to bring to the attention the guidelines of filming and this was discussed that the Council would encourage people to work within our standing orders and any filming would be removed from social media once the draft minutes are signed.

18. To receive items for the next meeting agenda Thursday 4th January 2023 – Please note new date just for this meeting.

QR code- Defib Trainer-phone box-Clerks cost of living rise as suggested by NCC

Meeting finished at 21.05

Cheque/Trans	Payable	Reason for payment	Amount
Trans	D.K.Secker	Wages for Sept & Oct + (£27.00 seminar)	£738.16
Trans	HMRC	PAYE Payment	£41.80
Trans	K.Gingell	Chairmans fund	£16.00
Trans	Breckland	Election Cost	£75.00
Trans	BB Garden Service	Church grass cutting	£2,450.00
Trans	East Ambulance	New Defibrillator	£1,945.74