

**MINUTES OF THE MEETING OF TITLLESHALL PARISH COUNCIL HELD AT TITLLESHALL  
VILLAGE HALL ON TUESDAY 5<sup>th</sup> NOVEMBER 2019 AT 7.30 P.M.**

**Present** Councillor R Thompson (Chair)  
Councillor A Corrigan  
Councillor N Hills  
Councillor S Parke

County Councillor M Kiddle Morris  
District Councillor T Carter.

Thirteen members of the public.

Prior to the meeting a minute's silence was held in remembrance of John Garner a former Chairman of the Parish Council who had sadly passed away.

**1. Apologies for Absence.**

Apologies for absence had been received from Councillors Colman and Nicholls and these were accepted.

**2. Declarations of Pecuniary Interest.**

There were no DPIs.

**3. Minutes of the Previous Meeting.**

Councillor Corrigan proposed and Councillor Parke seconded the resolution that the minutes of the meeting held on 3 September 2019 having been circulated be approved. All were in favour and the minutes were duly signed by the Chairman.

**4. Public participation.**

**4.1 County and District Councillor Reports.**

The County Councillor reported as follows:-

Budget: The County Council is consulting on proposals for the 2020-21 budget. The consultation runs from 23<sup>rd</sup> October until 10<sup>th</sup> December. The Councils Budget Book 2019 – 2022 contains the details of the proposed budget and this is available on the NCC website. Consultation responses can be made using an online form which can be viewed at [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget) or by post using a paper copy of the form from the website. Paper response forms can also be obtained by telephoning 0844 800 8029.

At the meeting on the 13<sup>th</sup> January the Cabinet will review the findings from the public consultation, the outcome of the local government settlement, other risk and impact assessments and agree final proposed budget savings. Cabinet will then recommend a set of budget proposals to Council which meets on the 17<sup>th</sup> February.

Norfolk Fire and Rescue service (NFRS). NFRS are consulting on the draft Integrated Risk Management Plan 2020-2023. By law every fire service must produce an IRMP which sets out how to achieve goals of improving public safety, reducing the number of emergency incidents and saving lives. The draft IRMP is available to view on the NCC website and responses can be made via an online form. Consultation closes on the 10<sup>th</sup> December.

Boundary Review. The Boundary Commission (BC) is carrying out an independent review of the County Council Divisions in Norfolk. The purpose of the exercise is to ensure that each councillor represents, as nearly as possible, the same number of voters. The Boundary Commission is minded to recommend that NCC retains its current number of 84 Councillors. County divisions are tied to district borough and city lines, Breckland District currently has 12 County Councillors and the BC have suggested this should be increased to 13 based on the current increase in population of the District and the projected population growth over the next 5 years. Thus, it is inevitable there will be some change within Breckland to divisional

boundaries. The consultation is available to view on the BC website and closes on the 2<sup>nd</sup> December. There will be a further consultation on the draft recommendations between 3<sup>rd</sup> March 2020 and the 11<sup>th</sup> May 2020, the BCs final recommendations will be published on the 4<sup>th</sup> August 2020.

Road Closures. Anybody wishing to visit Norwich on Friday 8<sup>th</sup> November should be aware of extensive road closures to accommodate the Big Boom firework display from Norwich Castle. The details are on the NCC website.

The District Councillor reported as follows:-

Local Plan: The Planning Inspectorate have returned the Inspectors Report on the examination of the new Local Plan. The Inspector concludes that the plan provides an appropriate for the planning of the District providing that several Main Modifications (MM) are made to it. The report and details of the MMs are available to view on the Breckland website. The new plan will be presented to Council for adoption at a special meeting on the 28<sup>th</sup> November.

Council Tax and Universal Credit: BDC is consulting on a scheme which will change the way Council Tax is calculated for people claiming Universal Credit. Currently any variation of income however small generates a recalculation of Council Tax payable. The proposed scheme will not recalculate Council Tax for people who claim Universal Credit unless their income varies by more than £15 weekly or £65 monthly. The consultation details are on the Breckland website, and responses can be submitted from the 28<sup>th</sup> October until the 8<sup>th</sup> December.

Community match Funding. £100k per annum has been set aside from Council reserves to fund a Community Match Funding grant scheme. Grants of up to £5k will be available to help fund locally identified projects. Norfolk Community Foundation will administer the scheme for BDC which will open for bids in December.

VE/VJ Day 75<sup>th</sup> Anniversary Celebrations 2020. Breckland have set up a fund of £30k to support community celebrations of the 75<sup>th</sup> anniversary of the end of the second world war. Grants of up to £500 will be available to communities to celebrate the events which will be held nationally on Friday 8<sup>th</sup> May (VE) and Saturday 15<sup>th</sup> August. Grant funding will also be available to help celebrate the 80<sup>th</sup> anniversaries of the Dunkirk evacuation (26<sup>th</sup> May – 4<sup>th</sup> June) and the Battle of Britain in September. The scheme will be administered by Norfolk Community Foundation.

To request an email alert when the above schemes go live please send your name, the organisation you represent and the grant scheme you are interested in to [community@breckland.gov.uk](mailto:community@breckland.gov.uk).

Electric Car Charging: The rapid car charging points in Dereham and Swaffham are operational. The Dereham points are at the Cowper Road car park and in Swaffham are located at the Pedlars Lane car park. The charging points can charge 2 cars simultaneously and will charge a battery in 30 minutes. Payment can be made with contactless debit or credit cards.

#### **4.2 Public Participation.**

A parishioner raised the matter of having larger 30 mph signs on the gates at each end of the village and this will be investigated. The white lining is missing at several places within the parish and the 30 mph sign on Litcham Road is obscured by the hedge. Heath Road is closed as there is a sinkhole but traffic is driving around the barriers. A parishioner informed the meeting that there had been near accidents as cars are exiting onto main roads without looking and this could be down to the lack of white lines, A parishioner raised the matter of grass cutting and stated that there are more cuts than on the contract, the arisings are not left and in addition Bartons Lane, the bottle lank and the trods are also cut. A parishioner stated that the Millennium Green was established as an amenity for all and this includes walking dogs not on leads and it is the responsibility of dog owners and parents to act responsibly. Funding was given for it to be an area for all. A parishioner stated that the Parish Council should ensure that the Parish Council obtains like for like quotations for the grass cutting. Another parishioner stated that the cutting had never looked as good. A parishioner raised the matter of the hedge at 47 Fakenham Road overhanging the footway and the owner will be

written to.

County Councillor M Kiddle Morris and District Councillor T Carter withdrew from the meeting.

## **5. Matters to report.**

### **5.1 Emergency Plan.**

Councillor Corrigan reported as follows:-

1. I have reviewed all the documents and other contents in the box that I received from the former Emergency Co-ordinator. There are 3 hard copies of the most recent Community Emergency Plan, together with 2 hard copies of a reduced version of the C.E.P. for Area Volunteers. There are also hi-vis jackets, a torch, marker pens and other documents relating to the production of the Plan, in the box.
2. The C.E.P. was last updated in August 2018 and this is the version that is current. I have communicated with the Deputy Co-ordinator to verify this. He has a computer copy of the latest version of the C.E.P. that he is sending to me for revisions/updates.
3. Contact with the Deputy Co-ordinator has made me aware of the contents of his box. I have a list of these so I know what equipment is available in case of emergency.
4. There are 3 actions that are required in the near future:
  - a. Emergency contact details are to be checked and updated.
  - b. Some of the text needs amending relating to the Co-ordinator role and people moving out of the village or changing their circumstance.
  - c. Investigating whether newcomers to the village are willing to be Area Volunteers.
5. The Plan will be amended as in 4) prior to the next Parish Council Meeting and circulated to the Parish Councillors for comment/approval.

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

No matters were raised.

### **5.3 Report from the Millennium Green Sub-Committee.**

The hedges had been cut and the final clearance would be the following weekend. A small bonfire will be needed, the bins have been cleared and the working party will clean all the signs in the village. The War Memorial will be tidied prior to 10 November.

### **5.4 Local Government Boundary Commission Consultation.**

It was agreed to await the next consultation prior to sending a response when any changes to Breckland area will be known.

### **5.5 Casual Vacancy.**

No volunteer had contacted the Clerk.

### **5.6 Dates of Meetings for 2020.**

These were agreed as follows:-

#### **Parish Council Meetings.**

January 7<sup>th</sup>

May 5<sup>th</sup>

September 1<sup>st</sup>

March 3<sup>rd</sup>

July 7<sup>th</sup>

November 3<sup>rd</sup>

#### **Annual Parish Council Meeting**

May 5<sup>th</sup>

#### **Annual Parish Meeting**

April 28<sup>th</sup>

### **5.7 Dogs off Leads on Millennium Green and Churchyard.**

Following the discussion in the part open to the public it was decided to monitor the situation.

## **6. Highways.**

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

The Chairman raised the matters of Casa Mia footway, flooding at Mileham Road junction and water cascading down Clay Hill which had all been reported previously.

### **6.2 New Problems.**

No new problems were reported.

### **6.3 Footpaths.**

The bridge on FP2 at the Church Lane end was not safe and this will be reported..

## 7. Planning.

### 7.1 Applications.

#### 7.1.1 3PL/2019/1203/F-Courtney House Care Home Fakenham Road-proposed new access to the north of the site onto High Street.

This item was taken after the open part of the meeting as most parishioners had attended for this application.

The meeting was adjourned.

The parishioners present raised concerns as to why a new access was needed, the demolition of a flint wall which is part of the conservation area, it is a bad junction and highway safety will be compromised and the High Street is too narrow for an access at this point as vehicles are parked along the High Street which would make exiting impossible. There had also been many comments to Breckland Council on the application all opposing it.

The meeting was re-convened.

Councillor Hills proposed and Councillor Parke seconded the resolution that the application be opposed. All were in favour. The response is to include the following comments:-

This application for a new access/exit to Courtenay House Care Home, Fakenham Road, Tittleshall has been considered by Tittleshall Parish Council and it strongly objects to this proposal. Planning permission should not be granted for the following reasons.

**Safety** - The vision splay to the east of the proposed access/exit point is just over 6 metres from the centre of the access. This is extremely short given that this is the side from which vehicles (and pedestrians) are approaching and poses a serious safety issue. Vehicles exiting from the site would find it necessary to push out into the High Street to be able to see traffic travelling down the High Street east to west. The residents opposite the proposed access generally park on the north side of the High Street at this proposed access/exit point exacerbating the potential danger.

**Nuisance & Pollution** - There would be a considerable increase in traffic & noise disturbance on the High street in the heart of the village. The existing access is in an open area that can cope in all respects with cars and commercial vehicles coming and going safely from the nursing home. This has been adequate for some 25-30 years. If a new access/exit is formed this could in practice become the only access/exit thus increasing the volume of traffic on what is the historic High Street. In addition to cars, all deliveries including oil, skip/waste, catering and other supplies coming in by tanker, lorry or vans could then enter or leave via the High Street. There would certainly be an increase in noise and air pollution. In times of darkness the lights from exiting vehicles would be shining directly into the houses opposite particularly if the vehicle is a commercial vehicle.

**Conservation Area** - The proposed access/exit is in the Tittleshall Conservation Area and would not enhance it in any way. It would necessitate the demolition of at least 32 metres of the existing venerable flint boundary wall. This wall is part of the original village fabric, built by the Holkham Estate. It is built of smooth round flints with buff coping stones made on the Holkham Estate and it matches the wall on the opposite side of the High Street. The two sides form a most attractive entrance to the High Street. Altering this as proposed would greatly detract from the current aesthetic, destroying the "entrance" to the High Street and its historic fabric.

#### **Incorrect Application Form –**

**Item 7** (Materials) of the planning application form appears to be incorrectly completed. It is marked that the development does not require any materials to be used. The construction of the wall and the construction of the new access would require materials. It is not noted on the plans what materials are proposed, the height of the wall, the style and height of the

gates. No elevation is provided to assist in assessing the application.

**Item 19** (Hours of Opening) is incorrectly marked as not being relevant however if the access/exit can be used at any time of any day then this is certainly relevant

## **7.2 Decisions.**

There were no decisions to report.

## **8. Finance.**

### **8.1 Budgets.**

The budget sheets had been circulated. Councillor Thompson proposed and Councillor Corrigan seconded the resolution that these be approved. All were in favour.

### **8.2 Balances and Cheques for authorisation.**

Councillor Corrigan 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 07 19	899.14
Plus VAT Refund-110.59	
Breckland Precept-3375.00	<u>3485.59</u>
	4384.73
Less Cheques authorised 03 09 19-	<u>731.28</u>
Balance at 30 09 19	3653.45
Less Unpresented cheques authorised 02 07 19-12.00	
Unpresented cheques authorised 03 09 19- 13.06	<u>25.06</u>
Balance at 01 10 19	3628.39

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

Balance at 31 03 19	513.01
Plus Interest	<u>0.26</u>
Balance at 30 06 19	513.27

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

Spend to Date : £0.00

Cheques for authorisation:

1032	B J Leigh	Contract September and October 644.28 Less PAYE 128.80	515.48
1033	Tittleshall Village hall	Hall hire	12.00
1034	HMRC	PAYE	128.80
1035	Chris Millward	Cutting of churchyard	700.00

### **8.3 Grass Cutting Contract.**

This was deferred until January.

### **8.4 Precept.**

A decision was deferred until January and the Clerk will provide projections for the increase in the precept for both grass cutting contracts.

## **9. Correspondence.**

The following correspondence would be circulated.

### **9.1 Clerks and Councils Direct November.**

## **10 Matters for next meeting.**

There were no matters raised.

## **11. Date of Next meeting.**

This was confirmed as Tuesday 7 January 2020 at 7.30 p.m. at Tittleshall Village Hall.

The meeting closed at 2100.