

Tuesday 16th May 2023 at 7.30pm held at Tittleshall Village Hall

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

Also present: Donna Secker (Parish Clerk) 9 members of the public.

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

Cllr Osborne nominated Cllr Gingell and this was seconded by Cllr Moore. The declaration of acceptance was signed.

2. To elect the Deputy-Chairperson-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 consider accepting apologies for absence

Cllr Olley sent his apologies and these were accepted. County Councillor Kiddle Morris sent his apologies.

4. To consider any declarations of acceptance of office that have not been received

No declarations of acceptance were received.

5. To consider the process for the co-option of Councillors from the vacancies arising from the election

An application was received from Mr. James Garner, this was circulated to the Council. It was agreed to co-opt Mr. Garner to the Council. Mr. Garner signed the declaration of acceptance of office.

6. To approve the minutes of the meeting held on 7 March 2023

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

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

District Councillor Kiddle-Morris's report will be added to the website.

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

Cllr Gingell asked for feedback on the event of the coronation. It was a very good event, a great atmosphere and an opportunity to meet up with other residents. Live music was amazing and over 270 people attended. The Council would like to thank all the organisers for putting together this event and the Clerk will write a letter thanking them all.

A parishioner reported at the last meeting regarding the uneven road surface on the A 1065 in Weasenham, which was due to tree roots. The Clerk reported this to one of the Cllrs at Weasenham Parish Council and this will be looked into.

The Clerk chased up the date regarding the refurbishment of the telephone box, this is scheduled for work to be carried out in late June/July.

9. Open forum for Public Participation: an opportunity to hear from members of the public

A parishioner updated the Council about the speed cameras that have been privately purchased. The Council thanked the parishioner for all their hard work in making this happen. The parishioner has been liaising with the police and Norfolk County Council and hopefully, these will be installed within the next few weeks. It was noted that the speedwatch team will no longer be monitoring and carrying out checks.

A parishioner would like to pass on the thanks regarding the private purchase of the new village sign which was installed on the King's coronation. A discussion took place regarding the new location of the old village sign which is owned by the Council. The potential new sites considered are, the village hall, bowls club, church and millennium green. The old sign will need refurbishing and the Council will arrange for this to happen.

A parishioner raised the item that the grass cutting on a blind spot has been taken off the agenda. This was removed because the Council have exhausted all contacts and requests without resolving the problem and took the decision to remove it from the agenda. The previous District Cllr was going to look into this further on behalf of the Council, but Tittleshall now has a new District Cllr and this will have to be communicated with him.

10. To report and update on highways

Cllr Moore raised the issue about potholes and the delay in getting them repaired. The Clerk did inform the Council that the reply from highways does state that a pothole will take 6-8 weeks to be repaired. All potholes reported by the Clerk will be monitored and chased if needed. The Clerk will chase up the potholes on the High Street with highways as this is a risk to cyclists and children.

10.1 To discuss the main electricity cable

The Clerk reported the electricity cables to UK Power Network as they are hidden within trees which is a prevention exercise. UK Power Network cut back the trees on one side of the road but didn't carry out the work on the opposite side. The Clerk will chase this.

10.2 To update on the waterways

A complaint from a parishioner regarding water rising from Church Street which runs through the village has now been cleared. The culverts have been maintained and drains

have been uncovered. The Council would like to thank some residents who gave up their time to help with this roadside maintenance.

11. Planning Applications

11.1 To receive planning applications from Breckland District

No applications received

11.2 To receive an update on applications decisions taken by Breckland District Council

No decisions have been received by Breckland District

12. Items to discuss and update

12.1 Update on the King's coronation plaque

The Council received a quote for a plaque which was approx £150. However, the new village sign is already displaying the date of the coronation. The Council would like to invite comments from parishioners regarding the ideas and thoughts of the plaque.

12.2 Update on the village sign progress

The village sign was purchased privately by a parishioner. The parishioner has kindly donated the sign to the Council who will take ownership of the new sign, as a gift.

12.3 To discuss the defib pads and defib grant

Cllr Olley requested for the defib pads to be replaced. This will be moved to the next agenda for further discussion.

12.4 To discuss a representation to attend the village fete

The council displayed a banner at the village fete last year. Cllr Moore volunteered to put together a leaflet for distribution at the village fete.

13. To adopt and approve the policy of Risk Management Assessment

The Clerk circulated the Risk Management Assessment which the Council agreed to adopt and approved the Risk Management Assessment.

14. To discuss the asset register list for insurance and AGAR register

It was agreed by the Council to send the AGAR with the current asset register. The Clerk will circulate an updated asset register to the new Cllrs for their review. It was agreed to add this item to the next agenda for further discussion and approval.

The Clerk obtained three new quotes for the insurance renewal. One quote was £502.16, the second quote was £859.62 and the final quote was from our existing insurance company and a 3-year commitment will be £540.46. The Council agreed to remain with the existing company with a fixed 3-year rate of £540.46.

15. To update the Council on

15.1 The Emergency Plan

No emergency was reported.

16. To receive reports

16.1 To receive reports on defib

All checks are being carried out regularly by Cllr Olley. Unfortunately, the housing for the defib is still not suitable but this will be discussed with other options later in the year.

16.2 To receive reports on Pathway

A report for May of the pathway inspection was carried out by Wendy Seale. The report will be posted on the website for parishioners to view. The Council would like to thank Wendy for her time and work on this report.

17. Finance

17.1 To approve the annual Governance and Accountability Return-to approve the following documents: The certificate of exemption, Annual Audit Report and Annual Governance Statement.

The AGAR Certificates and statements were signed by the Chairman and signed by the Clerk/Financial Officer. All documents will be added to the website.

17.2 To approve the list of payments

The Council agreed on the list of payments detailed at the end of the minutes for the Month of May 2023.

18 To receive items for the next meeting Tuesday 4th July 2023

Allotments
Defib pads
Asset register
Village sign (outcome)
Speed cameras
Electric cable

The meeting finished at 20.51

Cheque /Trans	Cheques payable	Reason for payment	Amount
Trans	D.K.Secker	Wages for March & April	£660.36
Trans	HMRC	PAYE Payment	£92.60
Trans	Breckland	Flagpole grant	£200.00
Trans	L. Jarratt	Auditor	£30.00
Trans	Zurich	Insurance	£540.46
Trans	Tittleshall V/Hall	Hall Hire	£15.00
Trans	Diocese	Allotment Rent	£175.00