

# Meeting Minutes of Tittleshall Parish Council

Tuesday 2<sup>ND</sup> MARCH 2021 at 1930 held online using Zoom

## Present:

Parish Councillor present: Sue Lane (Acting Chairman), Michael Colman, Kay Gingell, Helen Petrie.

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

### 1. **Apologies for absence**

Apologies were received from Cllr Parke and Cllr Kilsby. These were accepted.

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

No declarations of interest were made.

### 3. **Approval of the minutes of the meeting held 5 Jan 2021**

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

### 4. **To report progress on items on the agenda from the last meeting**

The clerk updated the Cllr's with a verbal report and all actions were completed.

### 5. **Open Forum for the public participation**

A resident reported the condition of Heath Road and Mileham Road which has become single track, due to verges being encroached. Heath Road has very large potholes. County Cllr Kiddle-Morris will re-report the verges to highways. Cllr Lane reported a large pothole on Church Street and High Street.

The clerk received a letter from a resident regarding the condition of the Common Road to Litcham Road, raising concerns about the stones and mud in the road. The clerk has replied to the resident and has contacted highways.

The clerk received an email from a resident regarding the dumped bin bags and car tyres. The clerk replied informing the parishioner that these bags were due to a recent litter pick within the village and that they are stored there until Breckland can collect them. It was agreed to add a sign to the black bin bags to make residents aware that these items are waiting collection from Breckland.

### 6. **To receive reports from County and District Councillor.**

County & District Councillor Kiddle-Morris reported that the government is putting in place plans to hold Covid secure elections on the 6<sup>th</sup> May. In Norfolk, there will be elections for the 84 seats on Norfolk County Council and for the Police and Crime Commissioner which was postponed in May last year. Currently, hand delivery of leaflets and canvassing is not allowed. Instructions on delivery of election material from candidates is awaited. The government is allocating extra money to local councils to allow polling stations

and vote counting venues to be made Covid secure. Rules on postal voting and proxy voting are being considered.

Norfolk County Council have recruited a new Highways Inspector and he will be visiting the area and review the outstanding items previously reported to highways.

The County Council have set the Council Tax budget and it will increase by 1.99%, which works out at £4.95 as a band D property in Breckland. Social Care budget will increase by 2%. Full details of the whole budget can be seen on the Norfolk County Council Website. A budget has been allocated of £4000 for renewal on local pathways and the County Council budget was £6000 and will increase to £10,000 which will help to improve environmental projects or small highway improvements.

Breckland Council will be launching a new support programme this month, designed to provide social connection to young carers aged 16-24 years. Called 'My Future' Social programme, it will include employability and self-awareness workshops to help highlight the skills and attributes a caring role can provide and how these can translate into the workplace. Initially, a range of activities and events such as online art classes, comedy events and wellbeing sessions will take place, with attendees invited to shape the future of the programme around their collective needs and interests. "My Future" Social launch event will be held on 18 March, 2pm. Young carers can register for a free place by visiting [www.breckland.gov.uk/myfuture](http://www.breckland.gov.uk/myfuture).

The single point of contact for general information and enquiries, including financial support, is Norfolk Assistance Scheme – available by calling 0344 800 8020. NAS can help with food, supermarket online delivery slots, paying bills, and money for everyday essentials. The scheme can also help if people can't meet their everyday needs and are struggling for reasons other than coronavirus. Residents are encouraged to access the Norfolk Assistance Scheme in the first instance so demand can be effectively triaged. However, for direct referrals to our Community Hub, please email [communitysupport@breckland.gov.uk](mailto:communitysupport@breckland.gov.uk). Further information can be found on Breckland website.

## **7 Planning application**

### **7.1 To receive updates on application decisions taken by Breckland District Council**

No decision to report

## **8 Finances**

### **8.1 To approve the list of payments**

The following payments (see attached list) totaling £907.94 were approved by the council

### **8.2 To approve the budget**

The clerk circulated the present budget, and this was approved by the council.

### **8.3 To appoint a Councillor to check the finances ahead of the internal audit.**

Cllr Colman has offered to check the finances ahead of the internal audit, the clerk will arrange this.

### **8.4 To approve payment to the Village Website Editor.**

The council approved the invoice to the village website editor.

Cllr Petrie reported that the current village website has out of date items. She will check and liaise with the clerk to see if we can remove some of the items. The clerk maintains and updates the Parish Council website daily.

### **8.5 To discuss the payment of training courses for clerk and councillors.**

The council approved payment for the clerk's and Cllr's courses.

### **8.6 To update the councillors on the bank account**

The clerk has sent off a letter to inform Barclays regarding closing the account and hopefully this will be actioned soon.

## **9 To discuss Subcommittees**

### **9.1 To discuss the Sub-committee for the Millennium Green**

The previous chairman has resigned from the Sub-committee. The council would like to thank him for the many hours of hard work and volunteering to look after the Millennium green. Cllr Lane reported that she will be the representative from the Parish Council at the sub-committee, the council agreed. A trustee reported that the Millennium Green hasn't had a meeting for 5 years and it was also noted that The Land Registry is incorrect and will need updating. The Millennium green has a balance of £90 in cash and a bank account will need to be opened. General maintenance needs to be done on the Millennium Green and could cost approx. £15,000 and the trustee will need to apply for grants to cover this. It is proposed to completely fence in the children's play area. A resident reported that the last checks on the green were about 9 months ago. Some of the fencing and hedges are in need of urgent maintenance. The trustee confirmed that the Millennium Green is a charity but isn't registered with the Charity Commissions. Cllr Lane reported that the volunteers are still needed.

### **9.2 To discuss the Subcommittee for the Isaac Riches Pond**

A subcommittee needs to be formed for the Isaac Riches Pond but this will be added to the next agenda to discuss the Terms of Reference.

### **9.3 To discuss highway matters**

This was discussed in detail in item 5

### **9.4 To discuss benches**

Cllr Lane reported that 3 benches in the village are in need of maintenance. One is on the corner of Bartons Lane and the others are on the Millennium Green. The bench on Church Road has been requested by the family not to be maintained. The Parish Council will see if a resident will volunteer to maintain the other two benches.

## **10 To update the council on**

### **10.1 The Emergency Plan**

Cllr Gingell has circulated the final version of the Emergency Plan to the Council. The results from the leaflet drop were amazing and due to this, the Emergency Plan has grown in pages. The offer of help has been incredible. The previous volunteer struggled to identify vulnerable parishioners, however using the words additional support has meant we now have 7 self-identified households. All Councillors thanked Councillor Gingell for all her time and work that she has put into such an important and vital Emergency Plan for Tittleshall Village.

### **10.2 The annual parish meeting**

The annual parish meeting is held each year apart from last year due to lock down. The Council agreed that due to the present situation and not being able to meet face to face, the Annual Parish meeting will be moved to a date when social gathering is able to happen.

### **10.3 Litter picking scheme**

Cllr Lane thanked Cllr Kilsby on his community litter picking which was a huge success. Cllr Kilsby is out litter picking most weekends. This is a great community project and he would like to encourage more parishioners to get involved.

### **10.4 Dog poo**

A resident has displayed some dog poos signs within the village. The clerk has spoken to the Animal Warden service regarding the current re-occurrence of dog poo on the pathways. The Animal Warden Service is encouraging all parishioners to be vigilant. If you see anyone **not** picking up their dog poo, please report it directly to the Animal Warden 01362 858500.

## **11. To receive reports**

### **11.1 To receive reports on Defibrillator**

Cllr Petrie tested the defibrillator which is in good working order. The phone box is cleaned regularly. The council thanked Cllr Petrie for monitoring this vital piece of equipment.

### **11.2 To receive reports on pathways**

Cllr Colman has walked along the pathways, Litcham, Tittleshall, Wellingham Road, to check the conditions and there is nothing to report. A resident reported that a new footpath sign has been erected by a landowner encouraging residents to use the boundary to walk around and not to walk across the field. The correct footpath is across the field. The clerk has reported this sign to Norfolk County Council. A resident has kindly volunteered to take over the checks on the pathways around the village, the council thanked the volunteer and they will report back to the council with updates.

## **12. To discuss the traffic along the High Street**

It has been reported that there is an increase in lorries using the high street again and a number of these are speeding. The clerk has reported that the transport company will require evidence of what time the lorries are passing and a registration number if possible.

## **13. To receive items for the next meeting agenda 4<sup>th</sup> May 2021**

This will be Tittleshall Annual Parish Council meeting.

Meeting Closed 21.51

## TITTLESHALL FINANCE 28th Nov 2020-31st Dec 2020

### COMMUNITY ACCOUNT

Balance at 31st Dec 2020	£3,994.82
Presented cheques	£724.28
Balance at 27th Nov 2020	<b><u>£3,270.54</u></b>
Business Savings Account-29th Sept 2020	<b><u>£63.68</u></b>

1073	D.K. Secker	Wages Jan & February £644.28-paying HMRC privately	£644.28
1074	Julia Bloomfield	Website payment	£80.00
Unity	BB Garden Service	Tittleshall Allotments	£60.00
Unity	D.K. Secker	Clerk's Expenses	£94.76
Unity	K. Gingell	Leaflets for EP	£28.90

