

Meeting Minutes of Tittleshall Parish Council
Tuesday 6th September starting at 19.30 pm held at the Tittleshall Village Hall

Present: Parish Councillors: Sue Lane (Chairperson), Kay Gingell (Vice Chairperson), Michael Colman, Barry Bowyer, Stephen Olley, and Tracey Buttle. (Cllr Bevan resigned after the last meeting).

Also, present: Donna Secker (Parish Clerk), District Councillor Hambidge, and 3 members of the public

1. To receive apologies for absence

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

No declarations of interest were received

3. To approve the minutes of the meeting held on 5th July 2022

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

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

District Cllr Hambidge reported that Breckland will be releasing details of support due to the cost-of-living crisis and more details will be available in 3-4 weeks.

County Councillor Kiddle-Morris had nothing to report.

5. To report progress on items on the agenda from the last meeting

Unfortunately, the grant for the renewing the village sign was denied. This may be due to the grant changing direction to support the cost-of-living crisis.

The clerk had contacted the tree surgeon to request further branches to be removed from the tree outside Renowood Close. This hasn't been actioned yet, but the parishioner is further concerned that she thinks that the cracks in the wall are due to the tree. The clerk will report the parishioner's further concerns. The parish council still have not established land to enable further trees to be planted, however, it was confirmed that Millennium Green has applied for free trees and they going to be delivered 30th November 2022.

6. Open Forum for Public Participation: an opportunity to hear from members of the public

Nothing was reported by the public.

7. To report and update on highway matters

The council reported that the Brambles from Courtenay House have now overgrown the brick wall. The clerk will contact the management company and request for these to be cut back.

Cllr Buttle reported that no update has been received regarding the mobile food van for Tittleshall to be added to the route. The clerk informed the council that Breckland will be gaining information and research on the need and requirement for Tittleshall to be considered on the new route of the mobile food van.

- 7.1 Pothole on Peakhall Road-this has now been repaired but will be monitored as the repair has a crack in it.
- 7.2 Discuss the NCC and Breckland verge cutting-Cllr Olley and Cllr Buttle reported that areas of Wellingham Road and several other verges within the village are not being completed when cut. District Cllr Hambidge will look into this for us. County Councillor Kiddle-Morris has requested a map of the areas that are being missed and he can then follow this up with highways.
- 7.3 Update on the trods on Fakenham Road. These have been re-instated, and the Cllr's feel that the work that has been carried out was brilliant.

8. Planning Applications

8.1 To receive planning applications by Breckland District Council

3PL/2022/0878/F-Land to East of Casa Mia, Wellingham Rd. Proposed new dwelling house- Cllr Olley would like to withdraw from any comments regarding this planning portal. The council has concerns about the size of the potential house in comparison to the small size of the plot. The other concerns are the access and exit of the plot and the extended cars approaching the junction with Fakenham Road, Wellingham Road and the High Street. The council will ask for further information regarding the above comments. Cllr Olley asked that his name be disassociated with these requests.

3PL/2022/0868/HOU- Woodford Lodge, Litcham Road. Replacement of conservatory with Orangery- The parish council has submitted comments on the planning portal.

3PL/2022/0938/HOU- 3 Folly Cottages, High Street. Proposal two-storey side extension-The council are concerned about the narrow approach and builder's parking on the High Street when working on the extension.

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

3PL/2022/0550/LU- Ilex House, High Street. Cert.Law.Prop use. Removal of existing rear garden room and creation of new rear extension.

9. Items to discuss and update

9.1 To discuss replacing the salt bin

The council agreed to purchase two new 100 ltr bins in yellow to replace one of the old salt bins and to add a salt bin to Wellingham Road. The clerk will purchase these before the next meeting. County Councillor Kiddle-Morris will speak with the gritting team to request for the bins to be filled up with fresh salt. The council will need to discuss further disposing of the old salt bin.

9.2 To update on the community car scheme

The clerk has not received any volunteers, the clerk will continue to make this public. Unfortunately without volunteers, the community car scheme will not be able to operate.

9.3 To discuss the notice board on Blenheim Crescent

Cllr Buttle requested to purchase a new notice board for Blenheim Crescent. The clerk will obtain some quotes and Cllr Bowyer will see if it can be repaired meanwhile.

9.4 To discuss signs and the quotes for the defib/telephone box refurbishment

The clerk has only been able to obtain one quote due to the nature of the lead paint. The quote was £250 for the re-painting of the phone box and £96.00 for replacing the defibrillator signage on the box. The council all agreed to purchase the new signage to display on the box, which is now a defibrillator unit. The refurbishment quote will be added to the next agenda.

9.5 To discuss the insurance cover

Cllr Olley requested verification of what duties the councillors can do under the cover of the insurance. This was discussed and verified that the terms of any duties taken whilst under the councillor roles will involve a risk assessment before any duties are carried out.

10. To update the council on

10.1 The Emergency Plan

The coordinator handed out new copies of the emergency plan to the new councillors. The coordinator explained how the emergency plan works.

10.2 Feedback on Councillor training course-Cllr Bowyer and Cllr Olley

Both cllr's feedback to the council that the training course was excellent and very informative. Cllr Gingell highlighted that although cllrs have volunteered to take on this role for the village and its residents, the importance of remembering that cllrs are still residents, neighbours and friends within the parish is paramount. Cllr Gingell also highlighted to those present that parishioners need to approach cllrs formally or via the clerk, if they wish to consult or report on matters within the village. It is unacceptable to assume that cllrs are always wearing their parish council hats

11. To receive reports

11.1 To receive a report on Defib

The clerk has replaced the defib pads and checks have been carried out by Cllr Lane. All is in order, but the defib box will need to be cleaned.

11.2 To receive reports on pathways

Wendy Seale has unfortunately been unwell and hasn't completed a pathways inspection. She will send an interim report.

12. Finance

12.1 To approve the list of payments

The council approved the list of payments for September as detailed at the end of the minutes

13. To receive communication from the Chair

Cllr Lane informed the council that November will be the last meeting as the chairperson and therefore will be leaving after November's meeting. She thanked Donna Secker for her hard work and knowledge in support of Tittleshall Parish Council

14. To receive items for the next meeting agenda Tuesday 1st November 2022

Food bank van
Courtenay House, planning
Decision on the defib refurbishment
New signatory for bank account

Meeting finished 21.23

Cheque/Trans	Cheques payable	Reason for payment	Amount
Trans	D.K.Secker	Wages for July & August	£630.37
Trans	HMRC	PAYE Payment	£68.80
Trans	Sand	Sand Bin and tape	£47.19
300021	Village Hall	Hall Hire-May + July	£60.00