

Meeting Minutes of Tittleshall Parish Council  
Tuesday 4<sup>th</sup> July 2023 starting at 19.30 pm held at the Tittleshall Village Hall

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

Also present: Donna Secker (Parish Clerk), and 5 members of the public.

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**1. To receive apologies for absence**

County Councillor Kiddle Morris sent his apologies.

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

Cllr Osborne sent declarations of interest for item no 8.1 ref 3PL/2023/0587/F

Cllr Garner sent declarations of interest for item no 8.1 ref 3PL/2023/0595/F

**3. To approve the minutes of the meeting held on 16<sup>th</sup> May 2023**

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

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

The report can be found on the website.

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

The preparation for the phone box was started last week, however, the contractor reported that the inside of the phone box is deteriorating rapidly and would require more work than previously thought. The council agreed after a long discussion that they will not continue with the refurbishment, but a temporary cost of paint will need to be applied to maintain the current condition of the outside. The Council will look at re-locating the defib when funds are available.

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

A parishioner updated the Council on the current situation regarding the speed cameras, unfortunately, this is an ongoing matter under discussion with Norfolk County Council.

A parishioner requested that the 10 minutes public participation time to be extended to 15 minutes, the Council agreed to this.

A parishioner has kindly purchased three Coronation plaques. The Council approved to have one of the plaques to be fitted to the base of the new village sign along with the previous plaques. The council thanked the parishioner for purchasing the plaque on behalf of the village.

The organisers of the King's Coronation shared with the Council the money that was taken during the event along with the outgoings. Unfortunately, this occurred a loss but as it was so successful the organisers are really happy with the event.

**7. To report and update on highway matters**

Cllr Osborne questioned how the highways budget is spent and would like to address this with the County Councillor. The allocation of money to various areas of the village seems uneven. The Council

agreed to request the presence of the County Councillor and District Councillor to attend the next meeting.

Highway checks, the Councillors allocated themselves an area of Tittleshall and reported many items that needed highways attention. The Clerk is still processing and checking off the completed areas that the rangers have actioned.

The footpath from Peakhall to High Street was reported and has been identified as needing action, this will/may take up to 6 weeks and was reported on the 12<sup>th</sup> of June. Although the village is looking very untidy the Council are trying to sort this out and put pressure on the highways department when necessary.

## **8. Planning Applications**

### **8.1 To receive planning applications by Breckland District Council**

**3PL/2023/0595/F**-Proposal for single-storey store extension to the east side of Barn. The Great Barn, Mill Road. The council agreed to support this application.

**3PL/2023/0587/F**-Installation of solar PV array-Land at High House Farm, Litcham Road. The Council agreed to support this application.

**3PL/2023/0559/O**-Outline planning permission for the erection of 1 dwelling with associated access and garden. The lodge, Mill Road. The Council would like to add comments on this application, the Clerk will add the comments to the planning application.

**3PL/2023/0557/HOU**-Proposed single-storey extension to rear and alterations. Betheney, 70 Fakenham Road. The Council agreed to support this application.

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

No updates received.

## **9. Items to discuss and update**

### **9.1 To implement asset checklist register and village checklist**

The Clerk circulated a checklist for the Councillors to record and check the condition of the assets in Tittleshall.

### **9.2 Update on the old village sign progress**

The old village sign requires renovating and a quote has been received for £265. The Council felt that due to insufficient funds, this is not a current priority to have the sign renovated.

A parishioner kindly asked whether the Council would consider gifting the old village sign to the Village Hall Committee who would be happy to pay for the repairs. The Council all agreed to gift the village sign to the Village Hall Committee.

### **9.3 To update and approve the leaflet in preparation for the Village Fete**

Cllr Moore kindly circulated the Parish Council leaflet that was printed last year for the village fete.

The leaflet will be updated but due to current funds, it was agreed by the Council to post the leaflet on a social media platform in the near future.

## **10. To discuss the allotment agreement and update the allotment holders**

Cllr Gingell and the Clerk have been constantly trying to communicate with the Diocese to chase up a new allotment agreement. Finally, today it was confirmed that this was being looked at and the Council hopefully will hear back with the new dated agreement.

## **11. To discuss the precept for 2024/25 in preparation for the year**

It was agreed by the Council that the precept will be raised for the next financial year. This is usually discussed towards the end of the year but due to the urgent need for new equipment, it was brought forward to the July and September agenda. A new defibrillator is urgently needed at a cost of approx £1500. Maintenance to the benches will need to be carried out and a request for more dog bins to be considered.

## **12. To discuss new councillor's training**

The Clerk circulated the dates for new Councillor training. As interested was shown by other Councillors showed in other courses, the Clerk will send the link to all Councillors.

## **13. To update the council on the electric cables**

### **13.1 The Emergency Plan**

No Emergencies to report but the electric cable maintenance from Power Network UK on Litcham Road has been reported again, may take 2/3 months to complete. Cllr Moore reported some hidden cables on Cley Hill, the Clerk has requested some photos before this can be reported.

## **14. To receive reports**

### **14.1 To receive a report on Defib and discuss purchasing new defib pads**

The Council agreed to buy new Defibrillator pads, the Clerk will order these. Cllr Olley is still carrying out frequent checks and all is in working order.

### **14.2 To receive reports on pathways**

No report received presently.

## **15. Finance**

### **15.1 To approve the list of payments for January 2023**

Payments were approved and authorised by the Council.

## **16. To acknowledge and discuss the Parish Partnership Scheme**

The Clerk reported that the Parish Partnership Scheme is now available for consideration. The Council will discuss this further at the next meeting.

## **17. To receive items for the next meeting agenda Tuesday 5<sup>th</sup> September 2023**

Allotment lease agreement, Parish Partnership Scheme, Request for County and District Councillors to attend, confirmation of the Asset Checklist and Clerk's contract.

Meeting finished at 21.02

## **To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items:**

## **18. To discuss and approve the Clerk's contract**

The Council discussed the Clerk's Contract and would like some of the additional items to be added and amended. The Chair will provide an appraisal form for the Council to approve.

Meeting finished at 21.22

Cheque/Trans	Cheques payable	Reason for payment	Amount
Trans	D.K.Secker	Wages for March & April	£631.36
Trans	HMRC	PAYE Payment	£121.60
Trans	Tittleshall V/Hall	Hall Hire	£15.00