

Meeting Minutes of Tittleshall Parish Council  
Tuesday 5<sup>th</sup> September 23 starting at 19.30 held at Tittleshall Village Hall

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

Also present: Donna Secker (Parish Clerk) and 25 members of the public.

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**1. To receive apologies for absence**

County Councillor Kiddle Morris sent his apologies. Cllr Osborne sent apologies, these were accepted.

**2. To receive declarations of interest in items on the agenda.**

No declaration of interest received.

**3. To appoint and co-opt new Councillors**

**3.1**      Seat available before election-Co-option seat

The Council had received four applications. The applicants had not given GDPR consent to share their details and therefore a paper vote was carried out. Three out of the four Councillors voted in Oliver Munday, the Office of acceptance was signed and the Council welcomed Cllr Munday.

**3.2**      Seat available after election-Notice of Vacancy seat.

Due to an error from Breckland, the wrong Vacancy notice was advertised, a new notice was received from Breckland dated 29<sup>th</sup> August and requires a 14 day notice period. Therefore, this seat will be available to co-opt in November.

**4. To approve the minutes of the meeting held on 4<sup>th</sup> July 2023**

It was resolved to accept the minutes of the last meeting as a true record and it was signed by the Chairperson. The Clerk reminded the Council and Parishioners regarding the information that is required on the minutes. Minutes must be short, concise and not reports. They are to be a formal record of decisions only made by the Council.

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

County Cllr Kiddle-Morris report can be found on the website.

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

All items are on the agenda

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

A parishioner raised the item of the spare Salt Bin that the Council purchased. It was suggested previously to be placed by the recycling bins but this is private land. A parishioner volunteered an area of personal land, the parishioner will verify with Breckland Council the viability and report back to the next parish council meeting.

A parishioner asked what would happen to the phone box once the defib has been relocated. The Council currently hasn't discussed this and this will be added to the next agenda.

A parishioner requested an update on the speed cameras and due to some miscommunication with Norfolk County Council, they will be delayed until November.

## 8. To report and update on highway matters

Highways had visited Back Street at the end of August and had left it in a state. Mud was all over the road and due to this had narrowed the road with debris piling up the verges. Highways have since returned and have attempted to clear away the debris and mud, the Clerk will monitor this.

Other items are still outstanding from when the Council carried out a full village inspection in May, which included verge and roadside cutting. The Clerk will chase these.

## 9. Planning Applications

### 9.1 To receive planning applications by Breckland District Council

No new applications received

### 9.2 To receive an update on application decisions taken 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. **Approved**

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

**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. **Refused**

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

## 10. Items to discuss and update

### 10.1 To update on the current de-fib

The Council are currently using a loaned de-fib, free of charge until the end of September. Our existing defib is being inspected in the USA by the manufacturer at no charge to the Council (this inspection should have cost £270, however, Zoll was very accommodating).

### 10.2 To update on grants available for a new defib and finance currently secured

All grants available have been applied for but it will be towards the end of the year before the Council will be notified. However, the Council are now able to fund the new defib, with the hope of gaining a proportion of grant money.

### 10.3 To discuss and agree on the site for the defib

A new site has been discussed and this will be the Village Hall. The Village Hall requested confirmation regarding costs, responsibility and insurance coverage. It was agreed by the Council to pay for all installation costs for the defib to be sited at the Village Hall. The Council also agreed to be fully responsible for the defib unit which includes the checking, maintenance and insurance of the defib.

**10.4** To discuss the quotations received and options available for the defib

The Council received three quotes (one to rent, two to purchase) and it was agreed to purchase the new defib from the East of England Ambulance Service Trust. The Council agreed to go for the Gold Pack which includes fully automatic Zoll AED Plus and External Heated Cabinet for £1878.20 (inc VAT). This includes a paediatric setting. The Council will enquire about the maintenance/checking of the device.

A FREE Defibrillator training course has been booked for Thursday 12<sup>th</sup> October at Tittleshall Village Hall for two sessions. The first at 4pm and second at 7.30pm, both for approx. 1 hour. Please email the Clerk if you would like to attend.

**11. To discuss an update the Council**

**11.1** To update on the asset checklist and village checklist

The checklist has been circulated with each Councillor volunteering an area to cover assets. The checklist will be completed at each meeting forming a report for the audit.

**12. To discuss the allotment agreement and update the allotment holders**

The Chairperson had finally received communication from the diocese. Our last lease agreement was 2017-2020 and hasn't been updated since. A new agreement will be sent to the Council in April 2024. This will then be sent to the Chairman of the allotment group.

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

It was agreed to raise the precept for 2024/25 but the final amount will be discussed at November's or January's Meeting.

**14. To update the Council on**

**14.1** The Emergency Plan

No update regarding Network Power removing branches from around the cable on Fakenham Road. No emergency was reported.

**15. To receive reports**

**15.1** To receive reports on pathways

Wendy Searle kindly put together another amazing report for September and this report can be found on the website. The Clerk will be contacting the landowner regarding the FP1 & FP2 footpaths to find out when the diagonal lines can be re-instated.

**16. Finance**

**16.1** To approve the list of payments for September 2023

Payments were approved and authorised by the Council.

**17. To acknowledge and discuss the Parish Partnership Scheme**

The Council discussed the Parish Partnership Scheme and ideas put forward: Defibrillator, Coloured Tarmac for when entering villages and any hedge funding contributions. The Clerk will look into applying to see if these suggestions meet the criteria.

**18. To review and discuss any changes to the Code of Conduct Policy and Standing Order Policy**

The present policies are due to be renewed at the next meeting. The Chairperson asked the Council to read through the documentation and offer any amends for discussion and agreement at the next meeting.

**19. To receive items for the next meeting agenda Tuesday 7<sup>th</sup> September 2023**

Precept/budgets, update on policies, defib, allotment agreement, salt bin location, phone box

Meeting finished at 21.06

**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:**

**20. To discuss and approve the Clerk's contract**

The Clerk's contract was approved and signed by the Chairperson. The appraisal form was also approved and a date to carry out the Clerk's appraisal will be arranged. Cllr Garner and Cllr Gingell will carry out the review.

Meeting finished at 21.22

Cheque/Trans	Cheques payable	Reason for payment	Amount
Trans	D.K.Secker	Wages for May & June	£711.16
Trans	HMRC	PAYE Payment	£41.80
Trans	Wix.com	Website & Domain	£106.06
Trans	NPTS	Courses	£164.00