

Meeting Minutes of Tittleshall Parish Council
Tuesday 26th March 2024 7.30pm held at the Tittleshall Village Hall

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

Also, present Donna Secker (Parish Clerk), 7 members of the public and two members of the community SNAP team.

The meeting was filmed by the Council and verbal permission was granted by parishioners who were sitting within the video angle.

1. To receive apologies for absence

Councillor Munday sent apologies and these were accepted.

2. To receive declarations of interest

A declaration of interest was received, completed and signed by Cllr Garner regarding item 8.1.

3. To approve the minutes of the meeting held on 4th January 2024 & 5th March 2024

It was resolved to accept the minutes of the meeting in January and the meeting in March, as a true record and it was signed by the Chairperson.

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

The District Councillor has resigned and a new election will be held on 2nd May. County Cllr Kiddle-Morris reported that the Breckland local plan consultation ended in February and the Local Plan will be approved after 8th April. It was discussed with the County Cllr regarding mud on the road and it was confirmed that water is coming off the land and mixing with the muddy verges and due to the very narrow roads it makes the situation worse. Once the water has dispersed silt is left on the roads. Cllr Osborne asked the County Cllr if there is any money to side out roads to make them wider, the County Cllr informed the Council that no money is available to improve this situation.

Breckland raised the Council tax by £4.95 for the year under a band D property. It was also confirmed that Norfolk County Council are running out of revenue and might have to borrow some money which hasn't been done for many years.

5. An update and talk from the SNAP (Safer Neighbourhood Action Panel)

The Engagement Officer PC Paula Gilluley and PC Johnson updated the Council and parishioners about the SNAP Team. We have one Engagement Officer for 39 parishes covering all of Kings Lynn and Breckland. It is essential that these are attended by members of the public, as it allows residents to highlight areas within their parishes about any criminal occurrences or any matters of concern. Anything that is discussed will then be communicated and forwarded to the appropriate team and can therefore be made a priority. The next meeting is to be held on Wednesday 5th June at 7-8pm. SNAP meetings are planned every 3 months and are held in Breckland District Council Offices and are also held online.

6. Open Forum for Public Participation: an opportunity to hear from members of the public (15 min max)

Cllr Gingell reported that the village speedwatch team has now dispersed due to not enough volunteers and was informed that the speed camera team would have visited Tittleshall due to the data submitted in 2022. PC Gilluley will investigate this to see if Tittleshall made the criteria for a speed van or bike to visit the area. It was suggested due to the lack of residents that a speedwatch team could be made up by forming a team with another local village.

7. To report and update on highway matters

Potholes are being constantly monitored and previous potholes in Heath Lane are having to be re-filled due to the poor repair. The Council are again encouraging residents to send any sited potholes to the Clerk as the Council can then monitor progress. Also, highways are being inundated with residents reporting the same potholes which means that this delays the repair process due to duplicated data.

8. Planning Applications

8.1 To receive planning applications by Breckland District Council

3PL/2024/0191/HOU-41 & 42 Mill Road, Godwick. Proposed alteration works to

combine pair of cottages into single dwelling – Comments to be added-no objections.

3PL/2024/0188/HOU-Keppel House, Church Lane. Erection of wall to front boundary (outbuilding has permission under 3PL/2022/0153/HOU)-Comments to be added -no objections.

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

9. To discuss and update the Council

9.1 To discuss a leaflet for new residents

Cllr Osborne circulated a draft copy of a welcome leaflet before the meeting to deliver to new residents. The leaflet will have information for example bin day, dog walks and doctors information. Cllr Osborne volunteered to organise this on behalf of the Council, the Council all agreed for this to go ahead.

9.2 To update and feedback regarding the future use of the phone box

Several ideas have come forward regarding the future use of the old phone box. However, the Council is requesting a volunteer to be responsible for and to take ownership of the project use of the phone box. This will be added to the next agenda for further discussion.

9.3 To discuss the situation on the third salt bin

After many discussions at past meetings and investigations, it has now been confirmed that the Council has a third salt bin location and NCC will provide us with the salt bin. The Council discussed appropriate sites. It was unanimously agreed to site the bin at the Church Lane and High Street junction.

9.4 To discuss the option of donating to a local charity or Dereham Cancer Care

The Council discussed the option of donating money to a local charity, however, the Council agreed to not donate at this time.

9.5 To update regarding the new defib and to discuss the relocation of the old defib

The new defib has been installed by a local electrician who kindly didn't charge the Council for fitting. The Council agreed for the clerk to send a thank you letter. The old defib has been inspected and has had a full service and confirmation that it is now safe to use. This is a first-generation model, is semi-automatic and cannot be used on infants. Cllr Garner asked if there is a requirement for how many defibs need to be in place for a certain number of residents, there are no requirements. It was unanimously agreed to site the old defib at a temporary site, which will be located in Godwick. This was due to being the furthest location away from the village hall and further discussion will be added to the next agenda. A possibility will be selling it and purchasing a new updated defib.

9.6 To discuss the match funding grant to purchase a new Beacon for D-Day

Cllr Garner completed the application to request the match funding from Breckland (max amount £300). The Council has been granted the match funding. Cllr Garner, Cllr Osborne and Cllr Bowyer will form a working party to plan the D-Day event. The Beacon will need to be lit at 9.45pm on Thursday 6th June 2024 further arrangements will be advertised.

9.7 To discuss purchasing equipment for litter picking for Tittleshall Village

A Parishioner requested the Council to purchase some litter-picking equipment to enable the Tittleshall litter pickers to become flexible. The Council requested some prices and more information to be brought to the next meeting. This will be added to the next agenda.

9.8 To approve the cost of materials for maintaining the benches within the village

The Council currently owns five benches and these will need to be treated before the summer. Cllr Bowyer volunteered to maintain the benches and the Council agreed to purchase materials up to the sum of £100.

10. To update the council on

10.1 The Emergency Plan

After several contacts made by the Council, UK Power Network has finally visited Litcham Road to survey and view the electric cables that are covered by large trees. It was agreed for this to be actioned by UK Power Network who would also like to cut back the trees on the opposite side of Litcham Road. The Council will be monitoring this.

11. To receive reports

11.1 To receive reports on pathways

Wendy Searle sent her report and this has been posted to the Parish Council website. The Council would like to thank Wendy for the report which is so detailed.

12. Finance

12.1 To approve the list of payments for March 2024

Payments listed below were approved and authorised by the Council and these were agreed.

12.2 To approve the Clerk's expenses for 23/24

The Council approved the Clerk's expenses as listed in the payment sheet.

12.3 To approve the internal audit quote

The Council agreed to continue to use the internal audit from previous years. The current quote is coming in between £60-£75.00 and the Council agreed to this cost.

12.4 To consider a third signatory for the bank account

The Council agreed for Cllr Moore to become the third signatory for the bank account. The Clerk will arrange for the details to be added.

13. To discuss the Annual Parish Meeting date

It was agreed to hold the Annual Parish Meeting on Tuesday 7th May at 7pm. Cllr Gingell has invited two visitors to give a talk on two topics and the Annual Parish Council meeting will continue straight after. Refreshments will be served after the meetings.

14. To adopt and implement a statement and procedure for Dealing with abusive, persistent or vexatious complaints or behaviour

The statement was circulated to all the Councillors before the meeting. The Council agreed to adopt the statement and this will be added to the website.

15. To discuss and approve the additional items to No 2 of the standing orders regarding Disorderly conduct at meetings

The Council agreed to add the additional sections on item no 2. Items B & C were approved to be added to the standing orders. This will be updated and added to the website.

16. To receive items for the next meeting agenda Tuesday 7th May 2024

Standing order item 3 to be reviewed. Beacon, litter pick, defib, phone box and allotments.

The meeting finished at 21.24

Cheque/Trans	Cheques payable	Reason for payment	Amount
Trans	D.K.Secker	Wages Dec & Jan	£752.76
Trans	HMRC	PAYE Payment	£52.20
Trans	Village Hall	Rent for 5 meetings	£75.00
Trans	NPTS	Council Subscription	£137.50
Trans	D.K.Secker	Yearly expenses	£191.00

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