

**MINUTES OF THE MEETING OF TITTLESHALL PARISH COUNCIL HELD AT TITTLESHALL
VILLAGE HALL ON TUESDAY 1 MAY 2018 AT 7.30 P.M.**

Present

Councillor S Lane	(Chair)
Councillor R Thompson	(Chair after election)
Councillor J Blackwell	
Councillor M Colman	
Councillor N Hills	
Councillor L Kilbey	
Councillor P Janning	

County Councillor M Kiddle Morris

1. Election of Chairman.

Councillor Blackwell proposed and Councillor Kilbey seconded the resolution that Councillor Thompson be elected Chairman. All were in favour and the Declaration of Acceptance of Office was duly signed and witnessed.
Councillor Thompson assumed the Chair.

2. Election of Vice-Chairman.

Councillor Kilbey proposed and Councillor Janning seconded the resolution that Councillor Blackwell be elected Vice-Chairman. All were in favour and the Declaration of Acceptance of Office was duly signed and witnessed.

3. Apologies for Absence.

There were no apologies for absence.

4. Declarations of Pecuniary Interest.

There were no DPIs.

5. Minutes of the Previous Meeting.

Councillor Kilbey proposed and Councillor Janning seconded the resolution that the minutes of the meeting held on 6 March 2018 having been circulated be approved. All were in favour and the minutes were duly signed by the Chairman.

6. Member to inspect Documents and Report on Effectiveness and Compliance.

Councillor Kilbey proposed and Councillor Thompson seconded the resolution that Councillor Colman be appointed. All were in favour.

7. Representative on the Village Hall Committee.

Councillor Blackwell proposed and Councillor Janning seconded the resolution that Councillor Kilbey be appointed. All were in favour.

8. Millennium Green Sub-Committee.

Councillor Kilbey proposed and Councillor Colman seconded the resolution that Councillors Thompson and Blackwell be appointed. All were in favour.

9. Monitoring of Footpaths.

Councillor Kilbey proposed and Councillor Blackwell seconded the resolution that Councillor Janning be appointed. All were in favour.

10. Public Participation.

10.1 County and District Councillor reports.

The County councillor reported that there is a consultation starting on the Western Link from Broadland Northway(NDR) to the A47. This will go on until July.

10.2 Public Participation.

There were no parishioners present.

11. Matters to report.

11.1 Website.

There was nothing to report.

11.2 New Website.

It was agreed to change to a word press site but to renew the existing domain name.

11.3 Matters to report not covered by the agenda.

There were no matters raised.

11.4 Millennium Green.

11.4.1 Report from the Sub-Committee.

Councillor Thompson that it has been too wet to get on the Green to do any levelling. As soon as it is dry it will be levelled and the picnic table fixed to a base. It had been agreed to fill in the low areas and then roll but not to dig up any areas. Two parishioners will be contacted on the cutting of the orchard although it is much too wet at present. The pathways need cutting. The hedge will not be cut until the autumn.

11.4.2 Grass cutting.

The cutting is very satisfactory and an extra cut has been done because of the growth of the grass. 10 moles had been caught.

11.4.3 RoSPA Inspection.

The Clerk had been informed that this will be done in June or July.

11.5 World War Beacon.

Councillor Janning reported that all is under control

11.6 Annual Parish Meeting.

This had been a good meeting which was well attended and the reports had been well presented. The parishioners present thanked the Parish Council for getting Highways to respond to the flooding.

11.7 Resignation of Councillor.

Councillor Lane resigned from the Parish Council. Breckland Council will be informed and the notice of vacancy will be posted on the website.

12. Highways.

12.1 Report on Matters raised at the last meeting.

The Clerk reported that he had stressed again the poor state of Mileham Road, and had been requested by a parishioner to see if better cattle crossing signs could be erected on Fakenham Road. Clay Hill had been repaired but the trod has not and the Clerk had reminded the highways Engineer of this and to side out the footway along Wellingham Road. The sign for Peakhall Road had been replaced. The Highways Engineer had confirmed all the points raised at the site meeting regarding flooding are programmed. The replacement finger post at Church Lane/Fakenham Road is programmed.

12.2 New Problems.

There is flooding at Pear Tree Cottage, the footway between Peakhall Road and Fakenham Road needs clearing.

12.3 Footpaths.

There was no report given as it has been too wet to walk.

13. Planning.

13.1 Applications.

There were no applications to consider.

13.2 Decisions.

The following decision was noted.

13.2.1 3PL/2017/1623/F-Land at field Barn Dairy, Litcham Road-erection of one

14. Finance.**14.1 Exemption Certificate.**

The Clerk explained that a Parish Council can exempt itself from a limited audit if its income and expenditure is less than £25000.

Councillor Blackwell proposed and Councillor Kilbey seconded the resolution that the Exemption certificate be signed. All were in favour and this was duly signed by the Chairman and Responsible Financial Officer.

14.2 Annual Governance Statement for the Financial Year April 2017-March 2018.

Councillor Janning proposed and Councillor Kilbey seconded the resolution that the Annual Governance Statement which had been circulated be approved for the financial year April 2017-March 2018 be approved. All were in favour. The Annual Governance Statement was duly signed by the Chairman and Clerk.

14.3 Accounting Statement for the Financial Year April 2017 to March 2018.

Councillor Janning proposed and Councillor Colman seconded the resolution that the Accounting Statement which had been circulated be approved for the financial year April 2017-March 2018 be approved. All were in favour. The Accounting Statement was duly signed by the Chairman and Responsible Financial Officer.

14.4 Insurance for 2018/19.

Councillor Blackwell proposed and Councillor Kilbey seconded the resolution that the quotation from Inspire be accepted at a cost of £344.74. All were in favour.

14.5 Balances and Cheques for authorisation.

Councillor Colman proposed and Councillor Blackwell seconded the resolution that the balances and cheques for authorisation be approved. All were in favour.

Balances :-**Community Account**

Balance at 31 01 18	1030.16
Plus Norfolk Community Foundation Grant-667.50	
Norfolk Community Foundation Grant-1000.00	
HMRC PAYE Refund-93.60	<u>1761.10</u>
	2791.26
Less Cheques authorised 08 01 18-141.72	
Cheques authorised 06 03 18-1597.74	<u>1739.46</u>
Balance at 31 03 18	1051.80
Plus Profit from Sunflower Saturday-	<u>170.57</u>
Balance at 31 03 18	1222.37

Business Saver Account

Balance at 29 12 17	4004.47
Interest	<u>2.00</u>
Balance at 29 12 17	4006.47

Amount available for Section 137 : 328x£7.57 =£ 2482.96

Spend to Date : £0.00

Cheques for authorisation:

960	B J Leigh	Contract March and April 593.58 Less PAYE 118.60	474.98
961	Tittleshall Village hall	Hall hire	24.00
962	HMRC	PAYE	118.60
963	Norfolk County Council	Local Parish Partnership Gateways	1300.00
964	Norwich Diocesan Board of	Allotment rent	145.00

	Finance Limited		
965	Julia Bloomfield	Website Maintenance	100.00
966	Norfolk Association of Local Councils	Subscription	117.76
967	Max Bergin	Internal Audit	20.00
968	Ms S Lane	Refreshments for APM	35.05
969	B B Garden Services	Mole Catching	120.00
970	Came and Company	Insurance	344.74

14.5 Signatories for the Bank Account.

It was agreed that the signatories would remain as Councillors Thompson, Hills and Colman. The Clerk will arrange for a new mandate.

14.6 Recycling Payment.

Breckland Council had confirmed that this would be £338.45 for the year April 2016 to March 2017. Last year the payment was £385.60. This is made up of £151.56 against £189.28 for glass last year which reflects the increased use of the black wheelie bin for glass. The amount for textiles is £186.89 a decrease on the previous year of £9.43 on the previous year. These figures will be placed on the website.

15. Correspondence.

There was no correspondence for circulation.

16. Matters for next meeting.

16.1 Emergency Plan.

16.2 Clerk's Salary.

16.3 GDPR.

18. Date of Next meeting.

This was confirmed as Tuesday 3 July 2018 at 7.30 p.m. at Tittleshall Village Hall.

The meeting closed at 2033.