

Meeting Minutes of Tittleshall Parish Council
Tuesday 5th May 2026 7.30pm held at the Tittleshall Village Hall

Present: Parish Councillors: Sam Hardy (Acting Chairperson) Oli Munday, James Pattison, and James Gardner

Also, present Donna Secker (Parish Clerk), 2 members of the public and County Cllr Kiddle-Morris

Cllr Kay Gingell attended the meeting and, unfortunately, tendered her resignation. The Council thanked her so much for all her time, energy and commitment that she gave to Tittleshall Parish Council.

1. To elect a Chairperson-The Chairperson to sign the declaration of acceptance of office

Due to other commitments, the Councillors were unable to put themselves forward to take on the Chairperson role permanently. Therefore, it was agreed to rotate the position of acting Chair at each meeting.

2. To elect a Deputy Chairperson-The Deputy Chairperson to sign the declaration of acceptance of office

It was agreed not to elect a Deputy Chairperson.

3. To receive apologies for absence

No absence of attendance was received.

4. To receive declarations of interest on items on the agenda

No declarations received

5. To approve the minutes of the meeting held on 3rd March 2026

The minutes were approved by the Council and these were signed accordingly

6. To approve the minutes of the Annual meeting held on 20th May 2025

The minutes were approved by the Council and these were also signed accordingly

Cllr Gardner joined the meeting.

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

Breckland have announced that due to a fire at the recycling depot, they are currently not able to take small electrical items or batteries.

Norfolk County Council are planning to introduce a food waste bin from the 1st September, a 5ltr bin will be provided. Recent data shows that the recycling rate is currently only 37%, and therefore NCC are considering introducing another wheelie bin for cardboard and glass only.

The local plan will be released on the 13th July.

It has now been agreed that the reorganisation from the devolution deal will be three unitaries. The current elections will mean that the Councillor elected in May 26, will serve for a year until 2027 and then have a shadow position until 2028 until the new unitaries are in place.

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

No items raised

9. Highway matters

The Clerk confirmed with the County Cllr Kiddle-Morris that a surface dressing for Heath Lane is in the pipeline.

A large pothole has been reported in the High Street. All other items are still waiting for repair.

10. Planning Applications

10.1 To receive planning applications by Breckland District Council

PL/2026/0120/HOU- 15 High Street. Demolition of conservatory and rear single-storey extensions.

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

PL/2025/1698/FMIN- Land Adjacent to Church of St Mary Clay Hill, Tittleshall.

Proposed construction of a new self-build 2-storey single-family dwelling including new access and landscaping-Refused

PL/2026/0260/HOU- 5 Folly Cottage, Folly Yard-Single storey rear extension (part replacement)-Granted with conditions.

11. To discuss and update the Council

11.1 To update and discuss the quote for a new pole for the SAM2

The Clerk has not received confirmation from Highways to go ahead with the installation of a new pole. This will be moved to the next agenda.

11.2 To update on the transfer of Breckland land

The Clerk is still unable to confirm the costs of the legal fees for the Land Transfer. After a discussion, it was confirmed that this may not be viable for the Council to take over the full responsibility of the maintenance of land, this item will be removed from the agenda.

12. To update the Council on

12.1 The Emergency Plan

The Co-ordinator confirmed that there have been no emergencies. A new co-ordinator will need to be appointed. The Clerk will put a note in the Church and Village and on the Council Facebook page.

12.2 Update on the Asset Checklist and approve the Asset List

The Clerk will circulate the Asset list for the Councillors to check and comment.

12.3 The SAM2 results

The SAM2 was out of action because the Bluetooth device in the sign was faulty. The sign was returned with no fault found, but we are still not able to gain the data from the sign. The Clerk will need to return the sign and find out why a connection is not being made. Therefore, there will be a delay in any reports being released until the data is accessible.

13. To receive reports

13.1 To receive reports on pathways

Unfortunately, no pathway reported was received.

14. Finance

14.1 To approve the list of payments for May 2026

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

14.2 To approve the insurance quote for 2026-27

The Clerk informed the Council that the insurance quote has risen by £104. The Clerk contacted the insurance company and the increase is due to the rise in the cost of our assets. The war memorial had the biggest increase by 15%. The Council do not own the war memorial but has adopted it and feels that the increase in the insurance costs was necessary. The new insurance quote was approved.

14.3 To approve the Annual Governance and Accountability Return. To approve the following documents: The certificate of exemption, Annual Audit Report and Annual Governance Statement.

The accounts were completed and the internal auditor carried out a full report. The Council approved the final accounts and the AGAR was signed by the Chairman and agreed by the Council

15. To receive items for the next meeting agenda Tuesday 7th July 2026

Sam2 pole and asset allocation list

Meeting Closed

Trans	D.K.Secker	Wages Mar & April	£806.24
Trans	NPTS	Subscription	£144.00
Trans	L. Jarrett	Auditor	£60.00
Trans	Zurich	Insurance	£655.24
Trans	Norwich Diocesan	Allotment Rent	£175.00