

Meeting Minutes of Tittleshall Parish Council
Tuesday 20th May 2025 7.00pm held at the Tittleshall Village Hall

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

Also, present Donna Secker (Parish Clerk), 1 member of the public

Cllr Kay Gingell welcomed everyone to the meeting

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

It was a unanimous vote that Cllr Gingell be elected and continue the role of elected Chairperson. The declaration of acceptance form was signed.

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

Cllr Munday and Cllr Garner sent their apologies, which were accepted. District Cllr Hunter-Clarke and County Cllr Kiddle-Morris sent their apologies.

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

No declarations received

5. To approve the minutes of the meeting held on 4th March 2025

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

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

County Councillor Kiddle-Morris' report can be found on the website. The Council expressed their concerns over the lack of support and appearance at the Tittleshall Parish Meetings, both from the County Cllr and the District Cllr.

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

A member of the public ask when the devolution deal is in place between Norfolk and Suffolk what will the future of Parish Councils be? The Council are presently not able to answer this question.

8. To update the Council on the new defibrillator location

The new defibrillator has now been fitted at Godwick Barn and can be found at the main entrance of the barn on the right-hand side. The Defib at the Village Hall was checked, due to a recent alert that it had been used, however, this is now back in service. The Clerk will order some new defib pads as a reserve.

9. Highway matters

The Council has had ongoing issues with the severe mud on Back Street, which has been occurring over several years but has become worse this year. The mud has gradually worsened covering the road so

that vehicles are struggling on the road and one vehicle got stuck. The Council have been in constant contact with Highways, who are refusing to take responsibility for the ditches and verges, stating they don't own it. A boundary search was requested and this came back inconclusive. It was therefore agreed that County Cllr Kiddle-Morris would pay out of his budget to get the road cleared. After a recent inspection it showed a disturbing sight that the ditches were cleaned out, however, all the mud/debris was dumped on top of the verge, and in heavy rain, the dirt/debris will run back on the road. This will cause more issues rather than solving the initial problem. The Council discussed in depth that the next form of action will be to put a formal complaint in and escalate this to a higher level. It was agreed to measure the road and the stacked-up verges and complain to the director of highways, transport and waste. The Council will draft a complaint letter.

10. Planning Applications

10.1 To receive planning applications by Breckland District Council

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

11. To discuss and update the Council

11.1 To discuss the fence around the War Memorial

The Council inspected the rope around the War Memorial and it was noted that the rope does need changing. It was agreed to replace the rope with a galvanised metal chain. The Clerk will obtain quotes and add this to the next agenda.

11.2 To discuss training for Councillors

Cllr Pattison confirmed that he would like to attend the new councillor course. The Clerk will arrange this. All other Cllrs agreed that no other training was needed.

11.3 To discuss and approve the renewal of the insurance policy

The Clerk circulated the insurance policy and quote to the Council before the meeting and it was agreed to continue with Zurich. The cost last year to the Council was £593.70 and this year it has been reduced to £553.75.

11.4 To discuss the new location of the poles for the SAM2

The Council discussed this and all agreed that a new location for a SAM2 pole is not currently needed.

12. To update the Council on

12.1 The Emergency Plan

The Co-ordinator confirmed that there has been no emergencies. A new updated emergency plan was circulated to each Cllr and to the Clerk for information.

12.2 Update on the Asset Checklist and approve the Asset List

The Asset Checklist was circulated to the Council before the meeting and the form was completed. It was noticed that the Noticeboard on Peakhall Road is very loose and this will need repairing as soon as possible. The benches will need to be preserved and treated.

12.3 The SAM2 results

All the speed data is posted on the resident's Facebook page and the Parish Council website for parishioners to view. The results confirm that higher speeding vehicles occur when the sign is facing the Litcham direction. The speedwatch team are now active and will target the time of days where there is a high volume of speeders which will be taken from the SAM2 data.

13. To receive reports

13.1 To receive reports on pathways

Wendy Seale kindly provided an updated pathway report, which was circulated to the Council before the meeting. The footpath issues were reported to NCC after the last meeting and are still waiting for repair (Footpath 3, 6 & 9).

14. Finance

14.1 To approve the list of payments for May 2025

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

14.2 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 1st July 2025

Memorial chain quotes, bench maintenance and update on Courtney House

Meeting Closed 20.45

Trans	D.K.Secker	Wages Mar & April	£837.20
Trans	A R Electrical	Defib fitting	£300.00
Trans	Norwich Diocesan	Allotment Rent	£175.00
Trans	L. Jarrett	Auditor	£60.00
Trans	Zurich	Insurance	£553.75
Trans	K. Gingell	Printing for emergency plan	£113.35
Trans	Defib Pads	Spare Defib Pads	£ 170.44