Meeting Minutes of Tittleshall Parish Council
Tuesday 3rd March 2026 7.30pm held at the Tittleshall Village Hall

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Present: Parish Councillors: Kay Gingell (Chairperson), Oli Munday and Sam Hardy.

Also, present Donna Secker (Parish Clerk), 4 members of the public

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1. **To receive apologies for absence**
   Cllr Pattison, Cllr Robinson and Cllr Garner sent their apologies. Cllr Garner has now missed four meetings due to business commitments. However, due to the Council not fulfilling all seats, the Council has made an exception for Cllr Garner to continue.

2. **To receive declarations of interest on items on the agenda**
   No Declarations of interest were received.

3. **To approve the minutes of the meeting held on 6th January 2026**
   The minutes were approved by the Council and these were signed accordingly.

4. **To receive any brief updates from County and District Councillors**
   Norfolk County Council have increased the Council tax to the full 4.99%. There are three proposals for unitary councils. The consultation finished on the 15th Jan, the next parliamentary process will be in July. The Elections for County Councillors will be held 7th May 2026. This will mean that 84 Councillors will be elected and they will then finish in May 2028, when the unitary Council will take over.

5. **Open Forum for Public Participation: an opportunity to hear from members of the public (15 min max).**
   No public comments.

6. **Highway matters**
   The Clerk has been reporting various potholes in the last few weeks, especially on Heath Lane. The roads along High Street are severe, which the Council are concerned about, as residents tyres or a risk of an accident. The Council reported fly tipping on Heath Lane.
   Photos of Back Lane were sent to County Cllr Kiddle-Morris and he has forwarded them to the highways engineers to yet again find a solution to this problem, which occurs year after year and results in a condition of thick mud on the road.

7. **Planning Applications**
   - **7.1 To receive planning applications by Breckland District Council**
     PL/2025/0120/HOU—15 High Street-Demolition of conservatory and flank, rear single-storey extensions- External refurbishment. The Council commented that this is in a conservation area and the materials used must be in keeping with the original house, as there is a front porch being added to the left-hand side of the house, visible from the road.
     PL/2025/1609/FMIN-Land adjacent to Church of St Mary, Clay Hill-Proposed construction of a new self-build, 2-storey single-family dwelling, including new access and landscaping. The council

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approached the residents regarding the site and the new proposed entrance. After a long discussion, the Council agreed to support this application with no further comments.
It was noted that the residents intend to donate some land to the church for graveyards. Extra land is always needed for graveyards, but the PCC are not in a position to purchase any due to a lack of funds.

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

8. To discuss and update the Council

8.1 To consider a donation to the Bowls Club for the refurbishment of the pavilion

The Council approached the Bowls Club secretary to clarify a few questions. It was confirmed that the club members currently stand at 34, with 17 local residents. The Bowls Club is a central focal point to the village on the High Street. The Council agreed that supporting the refurbishment will be a benefit, visualising to all residents. The Council authorised the full donation of £505.98.

8.2 To discuss the Annual Parish Meeting

The Council considered holding an Annual Parish Meeting. It was noted that previous meetings have been arranged as a matter of custom; however, no request has been made by parish electors for such a meeting this year. In the absence of any request, it was agreed that an Annual Parish Meeting would not be held.

8.3 To discuss the option of transferring Breckland land to the Parish

The Clerk has been looking into the possibility of Tittleshall Parish Council adopting small patches of land that are owned by Breckland. The transfer of the land will be free, but the parish has to cover the legal costs. The Clerk has contacted Breckland to find out more information and potential costs for this to happen. This will be added to the next agenda for review.

8.4 To discuss the option of installing another SAM2 pole

The Clerk will contact Highways for permission to install the pole on Fakenham Road. This will be added to the next agenda for further discussion and approval.

9. To update the Council on

9.1 The Emergency Plan

No emergencies reported. A new co-ordinator will need to be appointed in May as the previous co-ordinator is resigning.

9.2 Update on the Asset Checklist and approve the Asset List

The Council carried out a full asset check on all the items. No items have been reported faulty. The Asset Checklist was completed. The asset will need to be redistributed at the next meeting.

9.3 The SAM2 results

All the speed data from the SAM2 sign is posted on the Parish website for parishioners to view. However, the data box is currently faulty and this will be booked in for repair.

10. To receive reports

10.1 To receive reports on pathways

Wendy Seale kindly sent an updated footpath report. The report was circulated to the Council before the meeting. The diagonal path off Church Street across the fallow field has still not been reinstated. The Clerk will contact the Countryside Officer to report this.

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11. Finance

11.1 To approve the list of payments for March 2026

Payments listed below were approved and authorised by the Council.

11.2 To appoint an internal auditor

The Council appointed the internal auditor who carried out the audit last year. This was agreed and approved.

11.3 To agree and approve the Clerk's yearly expenses

The Clerk circulated the yearly expenses. The Clerk requested if the costs towards the home office area can be raised due to the charging of the 12volt Sam2 batteries that only last two weeks. This was considered and the council agreed. The expenses were authorised and approved.

12. To receive items for the next meeting to be agreed on

Highways feedback, installing a new SAM2 pole. Re-assignment for the asset checklist. Transfer of Breckland Land. Appoint an emergency plan co-ordinator.

Meeting Closed 20.39

Trans	D.K.Secker	Wages Jan & Feb	£864.24
Trans	D.K.Secker	25/26 expenses	£241.30
Trans	Bowls Club	Donation	£505.98

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