

Meeting Minutes of Tittleshall Parish Council
Tuesday 7th July 2026 7.30pm held at the Tittleshall Village Hall

Present: Parish Councillors: James Pattison (Acting chair), Oli Munday, Sam Hardy and David Emsworth

Also, present Donna Secker (Parish Clerk), 0 members of the public

1. To receive apologies for absence

Cllr Garner sent his apologies. These were accepted.

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

Cllr Munday declared an interest on item 8.1 on the agenda. A declaration of interest form was completed and signed.

3. To approve the minutes of the meeting held on 5th May 2026

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

4. To consider and co-opt a new Councillor

The Council received an application form from Mr David Emsworth; this was circulated to the Council before the meeting. The Council would like to welcome David Emsworth; the declaration of acceptance to office was signed.

5. To receive any brief updates from County and District Councillors

The new County Councillor for the Launditch Division is Mr Tom Dickerson. Cllr Dickerson sent an email with his apologies due to this meeting clashing with other commitments. However, a full report was sent and this will be available to read on the website.

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

No public comments.

7. Highway matters

The Council were updated regarding the Crossroad at Heath Lane. The Wellingham Dairy farm has confirmed that the road will be closed on 17th August to 28th August to allow for the crossroads to be widened and a passing place to be installed.

Cllr Pattison reported that the tree roots on Weasenham Road, after Heath Lane, were raising the road surface. The Clerk will report this.

8. Planning applications

8.1 To receive planning applications by Breckland District Council

PL/2026/0840/FMIN-Field Barn House, 43 Litcham Road. Change of use from residential to part residential/business cabin for catering business use. The Council will support this application.

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

9. To discuss and update the Council

9.1 Update the Council on a new emergency co-ordinator

Tracey Buttle kindly volunteered to become the new emergency co-ordinator. The new contact details for Tracey are email: Tittleshallcommunity@yahoo.com or phone 07392296980. Tracey has now received all the relevant paperwork, and the emergency plan will not need a full review until 2028. This is not related to the Parish Council, so any questions will need to be put directly to Tracey.

9.2 To update and reassign assets for the Checklist.

The Council reassigned the assets and the Clerk will update the Checklist. The assets will need checking bi-monthly.

9.3 To update on the SAM2 data

Cllr Pattison has kindly solved the connection with the SAM2 and downloaded the data. Due to the file being very large this will not be added to the website but any future data will be added to the website once downloaded.

10. To receive reports

10.1 To receive reports on pathways

Wendy Seale unfortunately, was unable to send a pathway report. Cllr Pattison reported that P6 has not been maintained; the Clerk will report this.

11. Finance

11.1 To approve the list of payments for July 2026

Payments listed below were approved and authorised by the Council.

12. To receive items for the next meeting to be agreed on Tuesday 1st September 2026

New councillor training, village projects and discuss additional grass cutting.

Meeting Closed 20.12

TITTLESHALL May & June
2026

Unity Trust Community Account

Money in	Balance at 1st May 26	£11,196.20
	Tax Refund	£202.88
	Total	<u>£11,399.08</u>

Money out		
	Payments out	£1,847.48
	Service Charge June	£7.00
	ICO	£47.00
	Total	<u>£9,497.60</u>

Trans	D.K.Secker	Wages May & June	£943.94
Trans	Tittleshall Village Hall	Hall Hire	£30.00