

Meeting Minutes of Tittleshall Parish Council
Tuesday 6th January 2026 7.30pm held at the Tittleshall Village Hall

Present: Parish Councillors: Oli Munday (acting Chairman), James Pattison and Sam Hardy.

Also, present Donna Secker (Parish Clerk), 2 members of the public

1. To receive apologies for absence

Cllr Gingell, Cllr Robinson and Cllr Garner sent their apologies; this was accepted. District and County Cllrs sent their apologies

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 4th November 2025

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

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

No report received

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

A parishioner asked the parish council if they could consider a donation to the Bowls Club. The donation/contribution will help towards updating and refurbishing the pavilion. This will be added to the next agenda for consideration.

6. Highway matters

The Clerk has been reporting various potholes in the last few weeks, especially on Heath Lane and along the Fakenham Road. These have been inspected and are waiting for repair.

7. Planning Applications

7.1 To receive planning applications by Breckland District Council

PL/2025/1791/SCO-Cokesford Poultry Farm, Clay Hill- Replacement of poultry breeder sheds and ancillary development. The Parish Council have added comments to the planning portal.

PL/2025/1698/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 Parish Council will be making further comments.

PL/2025/1892/PAAF - Straw Storage Building At Grenstein Farm, Mileham Road, Tittleshall. The Parish Council have no objections.

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

8. To discuss and update the Council

8.1 To update the Council on the new grit bin

The third grit bin will be installed at the junction of Church Street/High Street. The Clerk will follow up on the topping up of the Grit bins, as it was noted that the Grit has gone hard in the other Grit bins.

8.2 To update the Council on the new email address and website address

The new email address is now set up and working; this is to comply with the government's requests for the parish council to have a gov.uk email address. The website address has also changed to be compliant with www.tittleshallparishcouncil.gov.uk

8.3 To discuss any new village projects and ideas

No new projects were raised; however, the Bowls Club request will be considered.

9. To update the Council on

9.1 The Emergency Plan

The emergency coordinator was not present at the meeting.

9.2 Update on the Asset Checklist and approve the Asset List

The Clerk is in the process of putting together a new asset list. This will be added to the next agenda for approval.

9.3 The SAM2 results

All the speed data from the SAM2 sign is posted on the Parish website for parishioners to view. The Speedwatch group is still active and posting information on the residents' Facebook page with their findings.

10. To receive reports

10.1 To receive reports on pathways

Due to the current weather conditions, a footpath report was not available.

11. Finance

11.1 To approve the list of payments for January 2026

Payments listed below were approved and authorised by the Council.

11.2 To approve the Clerks (Assertion 10) Course

The Clerk attended a course to prepare for the new external audit requirements from the government. The Council agreed to pay for the course.

11.3 To update the Council on the new bank charges

The current bank charges are £6.00 per month; this will increase to £8.00. The Council agreed on the extra cost.

11.4 To update on the new bank signatories

The two new signatories are now in place and are registered with the bank.

12. To approve and update the following policies

12.1 IT Policy – The IT policy was circulated to the Council before the meeting for review. This was adopted and approved by the Council

12.2 Data Policy – The data policy was circulated to the Council before the meeting for review. This was adopted and approved by the council.

13. To receive items for the next meeting Tuesday, 6th January 2026

Bowling Club request, Asset List, Budget review.

Meeting Closed 20.08

Trans	D.K.Secker	Wages Nov & Dec	£885.84