

Meeting Minutes of Tittleshall Parish Council  
Tuesday 4<sup>th</sup> November 2025 7.30pm held at the Tittleshall Village Hall

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

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

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Cllr Kay Gingell welcomed everyone to the meeting and informed the Council that it is with deep regret that Cllr Moore and Cllr Osborne has resigned from the Council.

**1. To receive apologies for absence**

Cllr Garner sent his apologies, this was accepted. District and County Cllr sent their apologies

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

A declaration of interest was received from Cllr Gingell and Cllr Pattison regarding Item No 9.1.

**3. To approve the minutes of the meeting held on 1<sup>st</sup> July 2025**

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

**4. To agree and co-opt new Councillors**

The Council received two applications for two current Cllr vacancies. The Council welcomed Karen Robinson and Sam Hardy to join Tittleshall Parish Council and the acceptance of office was signed.

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

County Cllr Kiddle-Morris' full report can be found on the Parish Council website. It was confirmed that Norfolk County Council have agreed to the Devolution deal and Norfolk will be merging with Suffolk.

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

No public members present

**7. Highway matters**

Highways has completed the repairs on the High Street. The Clerk will chase MKM on the request to have a complete road re- surface on Heath Lane. Cllr Munday updated the Council about the re-surfacing of Wellingham Road/Heath Lane crossroads. The delay is with highways presently but is being chased up. A manhole cover on the Litcham/Fakenham Road needs urgent attention.

**8. Planning Applications**

**8.1 To receive planning applications by Breckland District Council**

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

**9. To discuss and update the Council**

**9.1 To agree and approve the donation to the village hall kitchen project**

The village hall committee circulated to the Council a list of improvements that need urgent attention. Costs will be cut by purchasing a second-hand kitchen. The committee are requesting

£3000 with the rest being funded by the Village Hall and a £5600 Lottery grant, making the total cost of the renovation £12,450.

The Council all agreed to donate £3000 towards the project; this was a unanimous decision

#### **9.2 To update the Council on the new government requirements for a new email address**

The Clerk updated the Council that, due to changes on the External audit forms, it will be a requirement for the Council to adopt a gov.uk email address. The Clerk has applied for a new email address for the council so that this will fulfil the requirements needed. The Council approved the new email address to be used with immediate effect and to merge this with the website as well.

#### **9.3 To discuss the comment on the Local Plan**

The Local Plan was released on Friday, 31<sup>st</sup> October. This was circulated to the council for review. There are no proposed sites in Tittleshall for consideration, but there is a potential site in Litcham for land to build 100 houses. The Council would like the following comments to be submitted to the Local Plan: due to the lack of infrastructure, transport and oversubscribed doctors' surgery. As a surrounding village, it will not support this proposed site.

### **10. To update the Council on**

#### **10.1 The Emergency Plan**

No emergencies reported

#### **10.2 Update on the Asset Checklist and approve the Asset List**

Items on the Asset list will need to be re-assigned to the Councillors. This will be added to the next agenda.

#### **10.3 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.

### **11. To receive reports**

#### **11.1 To receive reports on pathways**

Wendy Seale kindly circulated the footpath report to the Council before the meeting. It was agreed to report FP3 as this has not currently been reinstated.

### **12. Finance**

#### **12.1 To approve the list of payments for November 2025**

Payments listed below were approved and authorised by the Council.

#### **12.2 To approve the purchase of a Poppy Wreath**

The Council agreed to the purchase of the Poppy Wreath

#### **12.3 To agree and approve the Budgets for 26/27 and discuss the precept**

The budgets were discussed with two adjustments. To reduce the Training budget to £400 and the election budget to be carried across.

The Council had a long discussion regarding the precept and it was agreed to reduce the precept to £12,000. This will reduce the cost of a Band D house from £103 to approximately £87

**13. To approve and update the following policies**

**13.1 Code of Conduct** – The planning policy was approved by the Council

**13.2 ICO** – The privacy policy was discussed and approved by the Council

**13.3 Risk Management** – The GDPR has been updated and approved by the Council

**14. To receive items for the next meeting Tuesday, 6<sup>th</sup> January 2026**

Bank account, new signature. Asset Checklist for distribution and future village project ideas. Grit bin

Meeting Closed 20.53

Trans	D.K.Secker	Wages Sept & Oct	£897.84
Trans	Tittleshall V/Hall	Hall Hire	£15.00
Trans	British Legion	Poppy Wreath	£19.99
Trans	Cokesford Farm	Bottle Bank area	£5.00
Trans	Tittleshall V/Hall	S137	£3,000.00
Trans	BB Garden Services	Grass cutting	£2,950.00
Trans	Grit Bin	Approved in Jan-item 10.4	£143.29