



Tilney All Saints Parish Council
Minutes of the Parish Council Meeting
Held on Thursday 11th January 2024 at 7pm
In the Village Hall

ATTENDANCE

Andy Laughton (Chair)	Parish Councillor	Present
Chris Barley	Parish Councillor	Present
Daniel Fisher	Parish Councillor	Present
Brian Giles	Parish Councillor	Absent – Apology received
Val Grange	Parish Councillor	Present
Peter Hodgson	Parish Councillor	Absent – Apology received
Paul Jessop	Parish Councillor	Absent
Philip Mole (Vice Chair)	Parish Councillor	Present
Stella Kaye	Parish Clerk	Present
Janet Fuller	Responsible Finance Officer (RFO)	Absent – Apology received

Also present: Borough Councillor Steven Bearshaw and County Councillor Julian Kirk.

No members of the public were present.

Cllr. Laughton welcomed everyone to the meeting and wished them a Happy New Year.

1.	<p>Apologies for Absence <i>To receive and consider Councillor’s apologies for absence.</i> Apologies for absence had been received from Cllr B Giles, and Cllr P. Hodgson. Apologies for absence approved. Cllr. P. Jessop was absent with no apology received. Apology had also been received from J. Fuller (RFO).</p>
2.	<p>Declarations of Interest and Dispensations <i>To Receive Declarations of Interest from Councillors in Items on the Agenda:</i> No declarations of interest or requests for dispensations received.</p>
3.	<p>Public Participation Session No members of the public were present. No items raised.</p>
4.	<p>Minutes <i>To approve the minutes of the meeting held on 14th December 2023.</i> Councillors unanimously RESOLVED to approve the minutes of the Parish Council meeting held on 14th December 2023, including the Confidential minute sheet, as a true and accurate record. Approved minutes signed by Cllr Laughton.</p>
5. 5.1	<p>Finances <i>To approve payments to be made.</i></p>

	<p>Payments List had been circulated prior to the meeting. No payments were to be made other than the monthly agreed standing orders. Councillors unanimously RESOLVED to approve payments as per the Payments List. Payments List signed by Cllr Laughton. No payments over £100.</p>
5.2	<p><i>To receive update on financial position.</i> Copy of the monthly receipts and payments summary had been issued to all councillors prior to the meeting. No queries were raised.</p>
5.3	<p><i>Quarterly Review of 2023/2024 Budget and Analysis of Earmarked Reserves.</i> Copy of the quarterly budget review and earmarked reserves as at 31st December 2023 had been issued to all councillors prior to the meeting. No queries were raised.</p>
5.4	<p><i>Agree bank reconciliation as of 31st December 2023.</i> Copy of the bank reconciliation as at the 31st December 2023 had been issued to all councillors prior to the meeting. Cllr. Giles had confirmed to the Clerk, prior to the meeting, that bank reconciliation had been agreed with no queries raised.</p>
5.5	<p><i>Annual Fidelity Check.</i> Cllr. Giles had confirmed to the Clerk, prior to the meeting, that he had completed the annual fidelity check with no queries raised.</p>
6.	<p>Budget Setting for Financial Year 2024/2025. To agree the Parish Council budget for 2024/2025. Copy of the draft budget for 2024/2025 had been issued to all councillors prior to the meeting. Budget was discussed. It was proposed by Cllr. Barley seconded by Cllr Mole and unanimously RESOLVED to approve the budget for 2024/2025 without any amendments.</p>
7.	<p>To Set the Annual Precept for 2024/2025. After some discussion it was proposed by Cllr Mole seconded by Cllr Fisher and unanimously RESOLVED to set the Precept for 2024/2025 at £21,000. This £500, below the rate of inflation, increase on the previous year's Precept was to help cover the cost of living raises in maintenance costs etc.</p>
8.	<p>To Agree Date for the 2024 Annual Parish Meeting. Due to the limited availability of the village hall, Councillors agreed the 2024 Annual Parish Meeting was to be held on Thursday 30th May 2024 at 7pm. Clerk to confirm village hall booking. ACTION: Clerk</p>
9. 9.1	<p>Reports Chairman's Report - Verbal: On behalf of the Council, Cllr. Laughton thanked Cllr Barley for all his work clearing the dykes around the allotment land. (Agenda item 15 refers).</p>

9.2	<p>Clerk's Report: Copy of the Clerk's Report had been issued to all Councillors prior to the meeting. No questions were raised. Clerk provided the following updates:</p>
9.3	<p><i>Response from Police following A17 Road Closure.</i> Clerk read out response received from the Police Engagement Officer following query raised by the council as to why the A17 had been closed for such a length of time following the accident on 11th December 2023 and request for signed diversions away from the village during closures of A17 and A47.</p>
9.4	<p><i>Gov.uk Email Addresses.</i> All councillors were reminded to log in to their new gov.uk emails as soon as possible and confirm to the Clerk once they had done so.</p>
9.5	<p><i>Photographs for Parish Council Website.</i> All councillors present confirmed they were happy for their photographs to be uploaded to the new Parish Council website.</p>
9.6	<p><i>Damaged Verge – Glebe Estate.</i> Cllr. Grange offered to check if any further work had been completed to the damaged verge and inform the Clerk accordingly. ACTION: V. Grange</p>
9.7	<p><i>Street Lighting Maintenance Records.</i> Clerk advised confirmation email had finally been received from the previous street lighting maintenance company that the annual clean and inspections were carried out in 2020, 2021, 2022 and 2023. Company, which withdrew their street lighting inspection service in September 2023 had advised no reports had been issued as "reports would only be produced if faults had been found". In response to a query from the Clerk Councillors agreed this would have to be sufficient for the Parish Council maintenance records as it was felt no further documentation would be forthcoming. Clerk had contacted the new company requesting timescales for when next annual maintenance and electrical safety checks were due to be carried out.</p>
9.8	<p><i>Street Lighting Electricity Bills.</i> Clerk explained as she had discovered that UK Power networks had not updated their records following the changeover to LED lamps in January 2022 the electricity invoices had now been recalculated. New invoices and credit notes had been issued by electricity supplier npower, but no new account statement was available. Clerk had contacted npower and received confirmation of her calculations that the street lighting electricity account was currently £112.17 in credit.</p>
9.9	<p><i>Replacement Street Name Plate – Shepherdsgate Road.</i> Clerk to follow up on request for new street name plate to be installed for Shepherdsgate Road at its junction with Station Road and Bullock Road. ACTION: Clerk</p>
9.10	<p><i>New Councillor Training Session.</i> Cllr Jessop and Cllr Fisher were booked to attend the joint New Councillor training session with Clenchwarton Parish Council to be held on Saturday 27th January 2024.</p>
9.11	<p><i>Fly Tipping Church Lane.</i> Cllr Mole advised the old window frames fly tipped along Church Lane had not yet been collected. Clerk to follow up with Highways. ACTION: Clerk</p>

9.12	<p><i>Nitrous Oxide Canisters.</i> Cllr Barley reported he had collected and disposed of over seventeen canisters from along Station Road. Cllr Grange would be removing three canisters from the Millennium Green car park.</p>
9.13	<p><i>Road Signage – A17 Station Road Junction.</i> Councillors reported the road signage for Tilney All Saints at the Station Road junction on the A17 was in the way and blocking driver’s view down the A17 when pulling out. Clerk to report issue to Highways. ACTION: Clerk</p>
9.14	<p><i>Biodiversity Action Plan.</i> Councillors were requested to provide the Clerk with any project ideas or suggestions which would be suitable for inclusion in the Biodiversity Action Plan. Plan was due to be discussed at the next meeting in February. ACTION: ALL Cllrs. A joint project with the primary school to build bird boxes and bug hotels was put forward by Cllr Laughton. Cllr Grange advised her husband had just installed a hedgehog hotel in the churchyard.</p>
9.15	<p><i>Transfer of Documents to Norfolk Records Office.</i> Clerk reported she had been in contact with the Norfolk Records Office, and they would be happy to take on deposit all the Parish Council minutes up to 31st December 2022, plus any old receipt books etc held. Clerk would be arranging for the documents to be taken over to the Records Office in Norwich, hopefully before the end of March 2024.</p>
9.16	<p>County Councillor’s Report Cllr Kirk’s monthly report had been issued to all councillors. Cllr Kirk provided information and updates on the following: NCC had voted to accept the Governments elected leader package. The fire brigade had been working hard to pump out flooded properties following the recent heavy rain. The Internal Drainage Board (IDB) had also been very good over the past two/three weeks coming out onto sites. Cllr. Kirk had been digging out ditches to help residents. Planning Enforcement were now starting to look at developments where ditches and dykes had been filled in. Some of the Members Funding still remained. Clerk advised sadly none of the current Parish Council projects meet the criteria to apply. The free bus pass scheme had been extended for disabled residents.</p>
9.17	<p>Borough Councillor’s Report. Cllr Bearshaw provided details and updates on the following: Loan to build and purchase new affordable new homes to help move families out of bed and breakfast accommodation. Borough Council budget 2024/2025 due to be set on 1st February 2024. The surplus reported was mainly earmarked funding. Christmas trees could be placed in the brown bins. Plans for a new flyover at the Pullover Roundabout had scored low in the Borough Council strategy so had been dropped.</p>

	<p>Cllr Kirk advised he would be taking this up with the local MP James Wild. National Highways would like NCC to take on responsibility for the Hardwick roundabout.</p> <p>Cllr Bearshaw provided updates on the QE hospital building work including the new diagnostic centre was on track for completion in Autumn 2024.</p> <p>The air ambulance helipad was to be relocated across the road from the hospital. Work was being undertaken on the RAAC (Reinforced Autoclaved Aerated Concrete) to slow down the corrosion.</p> <p>Report on the aging population of West Norfolk had been produced.</p> <p>Council tax on second homes was being discussed.</p> <p>A webinar on personal safety, which would be open to all councillors, was to be held on 28th January 2023.</p> <p>The St Germans pumping station had been reported on the national news for the amount of water they had been processing during the heavy rainfall.</p>
<p>10.</p> <p>10.1</p>	<p>Planning</p> <p>No new applications had been received.</p> <p><i>Thriftfields, Cotts Lane Planning Application.</i></p> <p>Request had been received from Cllr Jessop, via Cllr Laughton, for the Thriftfields planning application to be an agenda item for the next meeting in February 2024.</p> <p style="text-align: right;">ACTION: Clerk</p> <p>The Parish Council had already objected to the application.</p> <p>Councillors requested Borough Councillor Bearshaw to call in the application to the Planning Committee.</p>
11.	<p>To Update on Potential Repair Work Required to the War Memorial.</p> <p>Clerk read out response received from the Diocese of Ely earlier that day regarding proposed repair work to the war memorial located in the churchyard. Issue was discussed.</p> <p>Councillors agreed as the proposed work was only to the surrounding concrete apron which did not form part of the original war memorial, the Parish Council would not be responsible for any repair work to it.</p> <p>Parish Council was only responsible for the maintenance and repair of the actual war memorial.</p> <p>Diocese for Ely had stated in their response that the concrete apron postdated the war memorial.</p> <p>Parish Council was also not responsible for proposed work to the church yard grounds or footpaths also mentioned in the email from the Diocese.</p> <p>Clerk to inform the Diocese accordingly.</p> <p style="text-align: right;">ACTION: Clerk</p>
12.	<p>To Approve Section 177 License Agreement with National Highways to Install New Bus Shelter on A47 Pullover Road.</p> <p>Copy of the Section s177 licence had been issued to all Councillors prior to the meeting.</p> <p>National Highways had advised no changes or amendments could be made to the document unless there was a legal reason to do so.</p> <p>Councillors unanimously approved s177 licence agreement with National Highways to install a new bus shelter on the A47 Pullover Road.</p> <p>Licence signed by Cllr Laughton and the Clerk.</p>

13.	<p>Update on Funding Applications for Replacement Play Equipment at the Glebe Estate Playing Field.</p> <p>Report from the Clerk had been issued to all Councillors prior to the meeting. Options were discussed.</p> <p>It was proposed by Cllr. Mole seconded by Cllr Grange and unanimously RESOLVED to not make any funding applications in financial year 2024/2025 for the project to replace the play equipment at the Glebe Estate Playing Field. Grant funding applications were to be made the following year 2025/2026 when further funds could be earmarked from that year's budget, evidence of local support gathered, possible fund-raising events held, and clarification obtained regarding the playing field lease which appeared to have expired in 2023.</p>
14.	<p>To Agree Purchase and Installation of New Noticeboard A47 Pullover Road at Eau Brink.</p> <p>Clerk reported one company, out of the five contacted, had been able to source noticeboards which met the National Highways criteria for installation on the A47. Details and costs were circulated.</p> <p>It was proposed by Cllr. Mole seconded by Cllr Laughton and unanimously RESOLVED to purchase a Tradition 6 x A4 noticeboard with concrete in posts in green at a cost of £463.00 +VAT. ACTION: Clerk</p>
15.	<p>To Discuss and Agree Way Forward Following Flooding of Allotment Land.</p> <p>Cllr Barley talked through all the work he had carried out to try and clear the dykes around the allotment land following the recent flooding, and the issues he had encountered.</p> <p>Clerk to obtain quotes for dyke clearance work. ACTION: Clerk</p>
16. 16.1 16.2 16.3 16.4	<p>Play Area and Goalpost Inspections</p> <p><i>To discuss any issues raised from the regular councillor inspections. Glebe Estate – Play Equipment:</i></p> <p>Inspections had been undertaken by Cllr. Grange on 18th December 2023 and 9th January 2024.</p> <p>Reports held by the Clerk.</p> <p>Councillors agreed purchase of replacement swing seat for one which was beginning to split, was to be an agenda item for the next meeting in March. ACTION: Clerk</p> <p><i>Damage to the Playing Field Surface.</i></p> <p>A quad bike or similar vehicle had been driving on the playing field causing damage to the surface despite clear signage stating these types of vehicles were prohibited.</p> <p>Councillors requested the Clerk to contact Freebridge to ask their tenant to stop using their quad bike/buggy on the playing field. ACTION: Clerk</p> <p><i>Lily's Play Area – Millennium Green:</i></p> <p>Inspections had been undertaken by Cllr. Grange on 16th December 2023 and 6th January 2024.</p> <p>Reports held by the Clerk.</p> <p><i>Goal Post Inspection:</i></p> <p>Inspections had been undertaken by Cllr. Grange on 16th December 2023 and 3rd January 2024.</p>

	Reports held by the Clerk.
17.	<p>Policies: To agree new Biodiversity Policy and annual review of Internet Banking Policy.</p> <p>Copies of both policies had been issued to all councillors prior to the meeting. It was proposed by Cllr Laughton seconded by Cllr Barley and unanimously RESOLVED to approve the Biodiversity Policy and Internet Banking Policy with no amendments.</p>
18.	<p>Correspondence: To discuss any matters arising from the Correspondence Lists. Copies of the Correspondence Lists had been issued to all Councillors prior to the meeting. No questions were raised.</p>
18.1	<p>Temporary Event Notice (TEN).</p> <p>Clerk advised TEN had been received for an event at Holly Manor on 2nd February 2024.</p>
18.2	<p>Request for Information re Access Road to St Mary's Church at Islington Green near Tilney All Saints.</p> <p>Request had been received for any local knowledge as to who might own the roadway to St Mary's Church.</p> <p>No one present had any knowledge.</p> <p>Cllr Grange kindly offered to make some enquires. ACTION: V Grange</p>
19.	<p>Confidential Item – Appointment of New Parish Clerk</p> <p>Exclusion of Public and Press agreed under the Public Bodies (Admission to Meetings) Act 1960(2) due to the confidential nature of the business to be transacted.</p> <p>Separate confidential minute sheet.</p>

Next Parish Council meeting would be the meeting to be held on Thursday 8th February 2024 at 7pm in the Village Hall.

Meeting closed at 9.10pm

Total number of pages 7