



Tilney All Saints Parish Council
Minutes of the Parish Council Meeting
Held on Thursday 12th October 2023 at 7pm
In the Village Hall

ATTENDANCE

Andy Laughton (Chair)	Parish Councillor	Present
Chris Barley	Parish Councillor	Absent – Apology received
Daniel Fisher	Parish Councillor	Present
Brian Giles	Parish Councillor	Present
Val Grange	Parish Councillor	Present
Peter Hodgson	Parish Councillor	Present
Paul Jessop	Parish Councillor	Present Left the meeting at end of item 10.13
Philip Mole (Vice Chair)	Parish Councillor	Present
Stella Kaye	Parish Clerk	Present
Janet Fuller	Responsible Finance Officer (RFO)	Present Joined the meeting during item 5.1. Left the meeting at end of item 8

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

No members of the public were present.

1.	<p>Apologies for Absence <i>To receive and consider Councillor’s apologies for absence.</i> Apology for absence had been received from Cllr C. Barley. Apology for absence approved.</p>
2.	<p>Declarations of Interest and Dispensations <i>To Receive Declarations of Interest from Councillors in Items on the Agenda:</i> Cllr Laughton declared an interest in item 7: Annual Review of Chairman’s Allowance.</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 September 2023.</i> Councillors unanimously RESOLVED to approve the minutes of the Parish Council meeting held on 14th September 2023 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> Payments List had been circulated prior to the meeting.</p>

	<p>Councillors unanimously RESOLVED to approve payments as per the Payments List. Payments List signed by Cllr Laughton. Payments over £100: Grounds maintenance £1,092 and audit fees £378. RFO joined the meeting at this point (7.10pm) All councillors who accessed the online banking confirmed they were able to sign into the new Unity Trust online system.</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>Agree bank reconciliation as of 30th September 2023.</i> Copy of the bank reconciliation as at the 30th September 2023 had been issued to all councillors prior to the meeting. Cllr Giles had agreed the bank reconciliation for September 2023, with no queries raised.</p>
5.4	<p><i>Quarterly Review of 2023/2024 Budget.</i> Copies of the quarterly budget review and an analysis of earmarked reserves had been issued to all councillors prior to the meeting. Councillors agreed with the suggestion from the RFO for the Analysis of Earmarked Reserves to be produced quarterly. ACTION: RFO Queries raised by the Clerk around the earmarked balance shown for the Millennium Green car park extension work, which had been completed, were discussed. Cllr Laughton requested the RFO to produce a breakdown of estimated surplus funds available, in light of the possible large cost for work to the war memorial. ACTION: RFO</p>
6.	<p>To Consider the External Auditors Annual Governance & Accountability (AGAR) Report for 2022/2023. Copy of the AGAR report had been issued to all Councillors prior to the meeting. No matters had been raised by the auditors. No questions raised by Councillors.</p>
7.	<p>Annual Review of Chair's Allowance. Cllr Laughton left the room at this point. Cllr Mole took over as Chair of the meeting. It was proposed by Cllr Mole seconded by Cllr Grange and unanimously RESOLVED the Chair's Allowance for 2024/2025 would remain unchanged at £30 per month. Cllr Laughton returned to the room and resumed as Chair of the meeting.</p>
8.	<p>Acceptance of Allotment Land Tenancy Agreements and Payment of Fees for 2023/2024. <i>Plots 1 – 8 and 18 – 27:</i> Plot holder did not attend the meeting and annual fee for 2023/2024 remained outstanding. Clerk to try and contact plot holder. ACTION: Clerk RFO left the meeting at this point (7.40pm).</p>

<p>9. 9.1 9.2 9.3</p>	<p>Planning. No new applications had been received. Councillors noted the following permitted application: Ref 23/01036/F Demolition of attached former outbuildings and rebuilding new two storey extension at Thriftfields, Cotts Lane, Tilney All Saints King's Lynn Norfolk PE34 4SL. Possible Breach of Planning Conditions – Thriftfields Cotts Lane. Clerk requested to ask the Borough Planning Department to investigate a possible breach of the planning conditions relating to outline application permitted following appeal to the Planning Inspectorate. ACTION: Clerk</p>
<p>10. 10.1 10.2 10.3 10.4 10.5 10.6 10.7 10.8 10.9</p>	<p>Reports Chairman’s Report - Verbal: Flower Bed – Millennium Green. Flower bed had been weeded and planted up with pansies and crocus and snowdrop bulbs by Cllr. Laughton and the Clerk. Roses were due to be planted later in the Autumn. 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: Possible Work Required to War Memorial. No update available on the situation since the Clerk’s Report had been issued. Clerk advised as specialist contractors would need to be appointed for any work undertaken, the cost of which was currently unknown but would probably be extremely expensive, Councillors would need to factor this in when considering funding for any new projects or expenditure not already budgeted for. Damaged Road Sign – Shepherds gate Road. Damaged school warning sign had now been replaced. New Road Markings- Church Road and Shepherds gate Road. Highways had confirmed orders for all work had been sent out to contractors several weeks ago. Highways were not provided with a timescale for completion. Children Playing – Warning Signage for Glebe Estate. Signage had been purchased and was held by the Clerk. Councillors advised the Clerk they now wished to install the signage on the telegraph pole on the left-hand side as you entered the Glebe Estate, not on the lamppost as agreed with Highways. Clerk to go back to Highways for approval of the new location. ACTION: Clerk Pedestrians in Road – Warning Signage for Eau Brink. Cllr Laughton offered to check if Highways had installed the agreed signage. ACTION: A Laughton. Fencing – Lily’s Play Area. Contractor had apologised for the delay and informed the Clerk fencing work should be completed the following week. Remotes for Solar Lighting – Millennium Green Car Park. Councillors agreed the car park contractor was to drop off the solar lighting remotes to Cllr Laughton.</p>

10.10	<p>Replacement Street Name Plate – Shepherds Gate Road. Councillors requested to check if new street name plate had been installed for Shepherds Gate Road at its junction with Station Road and Bullock Road.</p> <p style="text-align: right;">ACTION: ALL Councillors</p>
10.11	<p>Parish Partnership Scheme Project – Relocate Pedestrian Access at the Millennium Green. Highways advised design for the project had been undertaken, but member of staff now on leave so they were unsure of the current status.</p>
10.12	<p>New Councillor Training. Clerk had been in contact with the Clerk at Clenchwarton PC and a joint face to face New Councillor training session was to be arranged for November.</p>
10.13	<p>Remembrance Day Service. In response to a request from the Church Warden, Councillors estimated at least three, possibly four, wreaths would be laid at the Remembrance Service on 11th November. Clerk to inform Church Warden accordingly</p> <p style="text-align: right;">ACTION: Clerk</p> <p>Cllr Jessop left the meeting at this point (8.10pm).</p>
10.14	<p>County Councillor’s Report Cllr Kirk’s monthly report had been issued to all councillors. Cllr Kirk reported on the following items: Upcoming decision to be made on an elected leader, continuing issues with verge cutting and potholes and subsidence.</p>
10.15	<p>Borough Councillor’s Report. Cllr. Bearshaw reported on the following items: Proposal to Highways for gantry on A47 approaching the Hardwick roundabout, Transport Strategy for King’s Lynn, including the Southgates Roundabout project, the agreed Government funding for improvements to the Ely rail junction, the new homes planned at West Winch, Annual Council Tax Support Scheme, Neighbourhood Plan for Burnham Market, 5th Birthday of the Community Lottery which would be continuing, and the Corporate Plan Strategy going to the scrutiny panel. Cllr Bearshaw also spoke about his Borough Councillor community grant scheme, available to local groups such as the Village Hall Committee. Parish Councils could not apply. Cllr Grange to take information on the grant scheme to the next Village Hall Committee meeting.</p> <p style="text-align: right;">ACTION: V. Grange</p> <p>Cllr Laughton thanked Cllr Kirk and Cllr Bearshaw for their reports.</p>
11.	<p>To Reconsider Resolution to Lock the Vehicle Access Gate to the Millennium Green Car Park Overnight as Agreed at the Meeting held on 11th August 2023. Under Standing Order 7a, request had been received from three councillors to reverse the previous resolution. Report from the Clerk had been issued to all Councillors prior to the meeting, together with Risk Assessment and draft procedures for Locking and Unlocking the Car Park Gates.</p>

	<p>Following some discussion, it was proposed by Cllr Giles seconded by Cllr Mole and RESOLVED by a majority decision of four votes to two to reverse the previous resolution to lock the vehicle access gates overnight which had been unanimously agreed at the Parish Council meeting held on 11th August 2023.</p> <p>Options to install CCTV or an automated barrier were to be investigated including any possible avenues for funding. ACTION: Clerk</p> <p>Cllr Hodgson to send the quotes he had obtained for automated barriers to the Clerk. ACTION: P. Hodgson</p>
12.	<p>To Consider Purchase of Second-Hand Speed Aware Messaging (SAM) Unit.</p> <p>Upwell Parish Council had rejected the offer of £200 for their second hand SAM 2 unit, subject to satisfactory diagnostic check, the cost for which was to be split between the two councils.</p> <p>Councillors agreed not to pursue this purchase any further.</p>
13.	<p>To Agree Purchase and Installation of New SAM 2 Posts and Brackets</p> <p>Report from the Clerk including confirmation from Highways of two new additional deployment locations for the SAM 2 unit and quotes for posts and brackets, had been issued to all councillors prior to the meeting.</p> <p>It was proposed by Cllr Laughton seconded by Cllr Hodgson and unanimously RESOLVED to purchase two posts and two sets of brackets at cost of £494 + VAT. Purchase to be funded from general funds.</p> <p>Cllr Kirk kindly offered to help cover the cost from his Members Fund.</p> <p>Order to be placed via Highways. ACTION: Clerk</p>
14.	<p>To Consider Work to Alleviate Issue with the Gate Bolt Hole at the Entrance to the Millennium Green Car Park.</p> <p>Report from the Clerk including cost for proposed work had been issued to all Councillors prior to the meeting.</p> <p>Councillors agreed this work was to be considered as a future project for 2024/2025.</p> <p>Clerk to continue to top up the gravel around the gate bolt hole on a monthly basis. ACTION: Clerk</p>
15.	<p>Handy Man Work. To consider costs to relocate litter bin at Lily's Play Area.</p> <p>Report from the Clerk including Handyman's costs to relocate the litter bin at Lily's Play Area had been issued to all Councillors prior to the meeting.</p> <p>It was proposed by Cllr Mole seconded by Cllr Grange and unanimously RESOLVED to approve Handyman to undertake relocation of the litter bin at Lily's Play Area, as recommended in the annual RoSPA safety inspection.</p> <p>Work to be funded from the Repairs and Maintenance budget.</p> <p>Clerk to inform Handyman accordingly. ACTION: Clerk</p>
16.	<p>To Discuss the Possibility of Setting Up a New Electronic Parish Magazine/Newsletter for Tilney All Saints.</p> <p>Report from the Clerk had been issued to all Councillors prior to the meeting. Options were discussed and Councillors agreed they would like to investigate further the setting up of a new predominantly electronic Parish Newsletter. ACTION: Clerk</p> <p>Cllr Bearshaw advised his community grant funding could be used to produce newsletters. (Item 10.15 also refers).</p>

<p>17. 17.1 17.2 17.3 17.4</p>	<p>Play Area and Goalpost Inspections <i>To discuss any issues raised from the regular councillor inspections.</i> Glebe Estate – Play Equipment: Inspections had been undertaken by Cllr. Grange on 19th August 2023, 5th September 2023, 19th September 2023 and 9th October 2023. Reports held by the Clerk.</p> <p>Lily’s Play Area – Millennium Green: Inspections had been undertaken by Cllr. Grange on 16th August 2023, 8th September 2023, 19th September 2023 and 9th October 2023. Reports held by the Clerk.</p> <p>Goal Post Inspection: Inspections had been undertaken by Cllr. Grange on 16th August 2023, 8th September 2023, 19th September 2023 and 9th October 2023. Reports held by the Clerk. Cllr Grange reported some areas along one side of the Millennium Green were being missed when the grass was cut.</p> <p>Weeds – Millennium Green Car Park. Cllr Gange had reported the number of weeds all over the Millennium Green car park to the Clerk. Clerk contacted the grounds maintenance contractor who had confirmed weed killer had not yet been applied, as per the maintenance schedule, and was due to be applied at the next visit on 23rd October 2023. This visit would also see the final grass cut of the season.</p>
<p>18. 18.1</p>	<p>Correspondence: <i>To discuss any matters arising from the Correspondence Lists.</i> Copies of the Correspondence Lists had been issued to all Councillors prior to the meeting. No questions were raised. Councillors confirmed they had no items of work for the Highway Rangers on this occasion.</p> <p>Condition of Footpaths. Clerk requested to report to Highways the vegetation overgrowing the footpaths along Lynn Road from Church Lane to the Shoreboat. (Clerk confirmed this had been reported previously but she would report again), and along the A47 Pullover Road from the Shoreboat roundabout to DMG timber. ACTION: Clerk</p>
<p>19</p>	<p>Confidential Item – Exclusion of Public and Press Report from the Chair following Staff Annual Performance Management and Salary Reviews and Review of the Clerk’s Job Description. Annual Performance Management Reviews had been held for both the Clerk and the RFO. Separate confidential minute sheet.</p>

Next Parish Council meeting would be the meeting to be held on Thursday 9th November 2023 at 7pm in the Village Hall.

Meeting closed at 9.35pm

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Signed by Chair

Dated