



Tilney All Saints Parish Council
Minutes of the Parish Council Meeting
Held on Thursday 13th April 2023 at 7pm
In the Village Hall

ATTENDANCE

Andy Laughton (Chair)	Parish Councillor	Present
Chris Barley	Parish Councillor	Present
Brian Giles	Parish Councillor	Present
Val Grange	Parish Councillor	Present
Peter Hodgson	Parish Councillor	Absent- Apology received
Paul Jessop	Parish Councillor	Absent- Apology received
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 D. Whitby.

Clr Whitby left the meeting at the end of agenda item 12.

One member of the public was present.

1.	<p>Apologies for Absence <i>To receive and consider Councillor’s apologies for absence.</i> Apologies for absence had been received from Cllr. P Hodgson, Cllr P. Jessop and J. Fuller (RFO). Apologies for absence approved. Apology had also been received from County Councillor Julian Kirk.</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 were received.</p>
3.	<p>Public Participation Session Member of the public present introduced themselves as they would be standing in the Borough Council election for Clenchwarton Ward. No issues were raised.</p>
4.	<p>Minutes <i>To approve the minutes of the meeting held on 9th March 2023</i> Councillors unanimously RESOLVED to approve the minutes of the meeting held on 9th March 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>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Councillors unanimously RESOLVED to approve payments as per the Payments List. Payments List signed by Cllr Laughton. Payments over £100: Annual subscription Norfolk Parish Training & Support £163.37, Builder-new flower bed Millennium Green £2,550 and Npower - street lighting Glebe Estate £212.14 Payment of £4,163.98 to Solar Illuminations Ltd had been made since the previous meeting for the new solar lights in the Millennium Green car park. Transfer of £4,200 of earmarked CIL funding had been transferred from the savings account to the current account to cover this previously agreed purchase.</p> <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> <p><i>Quarterly review of budget 2022/2023.</i> Copy of the 4th quarter review of 2022/2023 budget had been issued to all councillors prior to the meeting. Cllr Laughton raised a query on the entry shown for £149.64 y e 31 03 22 salary under payment. Clerk advised she was fairly sure what the payment related to but would seek confirmation from the RFO. ACTION: Clerk</p> <p><i>Agree end of financial year bank reconciliation as of 31st March 2023.</i> Copy of the bank reconciliation as at the 31st March 2023 had been issued to all councillors prior to the meeting. Cllr Laughton had agreed the bank reconciliation for March 2023, with no queries raised.</p>
<p>6.</p>	<p>To Approve Annual CIL (Community Infrastructure Levy) Return. Copy of the annual CIL return had been issued to all councillors prior to the meeting. It was proposed by Cllr. Mole seconded by Cllr Giles and unanimously RESOLVED to approve the CIL annual return for 2022/2023. Agreed return signed by Cllr Laughton and the Clerk. Agreed return to be sent to the BCKLWN and uploaded onto the website. ACTION: Clerk</p>
<p>7.</p>	<p>To Consider Purchase of a New Notice Board to be Installed on Pullover Road. Report from the Clerk had been issued to all councillors prior to the meeting. Options were discussed. An exact location was to be agreed at the next meeting. Any installation would be subject to approval from either National Highways or NCC Highways depending on location. Councillors agreed the Clerk was to obtain costings for a new noticeboard to be installed along Eau Brink/Pullover Road. ACTION: Clerk</p>
<p>8.</p>	<p>Planning. No new applications had been received.</p>

8.1	Prior approval not required was noted for application ref 23/00080/T3 Proposed upgrade to existing radio base station installation at CTIL 11054524 Fairfield Farm, Tilney All Saints, PE34 4SG.
9.	<p>Reports</p> <p>Chairman's Report - Verbal:</p> <p>9.1 <i>Nitrous Oxide Canisters:</i> Cllr Laughton reported more nitrous oxide (Hippy Crack) canisters had been found in the Millennium Green car park. Cllr Laughton offered to try and remove the canister thrown into the middle of the dyke. ACTION: A. Laughton Cllr Grange reported balloons used for hippy crack had been found on the Glebe Estate playing field.</p> <p>9.2 <i>Condition of Wheelie Bin Store at the Millennium Green Car Park.</i> Cllr Laughton reported the wheelie bin storage unit was broken. Following a brief discussion, it was proposed by Cllr Mole Seconded by Cllr Barley and unanimously RESOLVED that Cllr Laughton and Cllr Hodgson were to assess the wheelie bin storage unit and if it was deemed beyond repair the new replacement storage unit that had been purchased previously and currently held by Cllr Laughton was to then be installed. ACTION: A. Laughton & P Hodgson</p> <p>9.3 <i>Clerk's Report:</i> 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> <p>9.4 <i>Motor Bike on the Glebe Estate Playing Field.</i> Matter had been reported to the Police who had confirmed they would patrol the area.</p> <p>9.5 <i>Street Lighting Pullover Roundabout and Pullover Road A47.</i> Streetlights not working along the A47 Pullover Road and at the Pullover Roundabout had been reported to National Highways with the following response received: "The relevant departments have been notified of the issue and we'll endeavour to get resolved as soon as possible." Clerk confirmed National Highways records showed this issue had already been reported by a resident back in October 2022.</p> <p>9.6 <i>SNAP (Safer Neighbourhoods Action Panel) Meeting.</i> The next priority setting meeting was due to be held face to face on Tuesday 18th April 2023 at the Methodist Church in Terrington St John from 7pm. Clerk advised she planned to attend to raise the issues of the hippy crack canisters and motor bike being ridden on the Glebe Estate. All councillors were invited to attend. Dates for the next SNAP meetings were as follows: 25th July 2023: 7pm at the Watlington Village Hall and online 24th October 2023: 7pm at The Downham Market Town Hall and online. Clerk to send SNAP meeting details to all councillors. ACTION: Clerk</p>

<p>9.7</p> <p>9.8</p> <p>9.9</p>	<p>Defibrillator Use. Clerk had been informed there had been two activations of the defibrillator to date due to certain 999 calls triggering the criteria. It did not appear that the defibrillator has been physically used on either of these occasions. Activation 1 had been on Thursday 23rd February and activation 2 had been on Sunday 9th April.</p> <p>County Councillor's Report Cllr Kirk's monthly report had been issued to all councillors.</p> <p>Borough Councillor's Report Cllr Whitby handed out details of the Borough Council Beat your Bills Roadshows. There would still be time to register for postal votes in the upcoming elections. Litter picks were to be re-started. Clerk to provide details of the litter along Station Road, which Councillors reported as getting bad again, to Cllr Whitby who would then forward to the Borough Council to arrange for litter to be cleared. ACTION: Clerk Councillors noted Station Road was a 60mph speed limit with no footpaths</p>
<p>10.</p>	<p>To Agree Installation Location for New Solar Car Park Lighting Columns at the Millennium Green Car Park. Following the discussions that took place at the Annual Parish Meeting the previous week, the installation locations for the two new solar lighting columns at the Millennium Green car park were discussed again by councillors. It was proposed by Cllr Laughton seconded by Cllr. Barley and unanimously RESOLVED to install lighting column 1 in the car park the other side of the vehicle access gate along the fence to the Millennium Green from the main entrance, as recommended by the manufacturer. Column 2 was to be installed in the car park further along the fence to the Millennium Green between the trees and the pedestrian access gate at the far end of the current car park area. Clerk to inform the contractor accordingly. ACTION: Clerk</p>
<p>11.</p>	<p>To Agree Arrangements for Planting and Future Maintenance of the new Platinum Jubilee Flower Bed on the Millennium Green. Report from the Clerk detailing possible options had been issued to all councillors prior to the meeting. Options were discussed. Councillors agreed flower bed was to be planted with six rose bushes in a mixture of red and Blue Moon (or similar) colours. Councillors agreed Clerk was to approach Cllr Kirk about his kind offer to supply roses bushes. ACTION: Clerk Mixed colour crocus bulbs and snowdrop bulbs were to be planted in the Autumn. Bulbs to be donated by the Clerk. ACTION: Clerk Future maintenance i.e., weeding and watering would be undertaken by councillors. Some soil for the flower bed was being provided from the car park extension. Councillors agreed purchase of extra topsoil, if required, was to be an agenda item for the next meeting in May. ACTION: Clerk Councillors agreed prices were to be obtained for a plaque to be placed on the flower bed to record why it had been commissioned. ACTION: Clerk</p>

<p>12.</p>	<p>Update on the New Bus Shelter Installation A47 Pullover Road. Report from the Clerk detailing the current position had been issued to all councillors prior to the meeting. Suggestion put forward by the bus shelter contractor, detailed in the report, was discussed. After due consideration it was proposed by Cllr Mole seconded by Cllr Giles and unanimously RESOLVED to continue with the project as originally agreed with a two bay bus shelter with half end panels and a seat to be installed, as to try and change to installing a larger more enclosed shelter on a new concrete pad on land not owned by the Parish Council or National Highways would incur additional costs and delay the project even further. Clerk requested to investigate cost of having a noticeboard installed inside the bus shelter. ACTION: Clerk Cllr Whitby left the meeting at this point 8.05pm</p>
<p>13.</p>	<p>To Review and Agree Annual Inspection of Parish Council Assets including Alterations to Millennium Green Village Sign Brickwork Plinth. Copy of the annual Assets and Equipment Inspection Report had been issued to all councillors prior to the meeting. Clerk informed councillors one item that would need to be added to the report was the state of the existing fencing around the Millennium Green, as some small movement was starting to be seen with a few of the posts. Councillors agreed replacing the fencing around the Millennium Green should be marked as a future project for funding and added to the report. Councillors talked through the report and the suggested actions required. It was agreed installing new fencing along the dyke in the original car park area was also to be a future project. Prices to replace the bird deterrents on the play equipment at the Glebe Estate Playing Field were to be obtained for consideration at the Parish Council meeting to be held in June 2023. ACTION: Clerk Costs to update the contact telephone number for the Clerk shown on the information signs at the Millennium Green and Glebe Estate Playing Field were to be obtained. ACTION: Clerk Costs to replace the faded dog bin stickers were also to be obtained. ACTION: Clerk Litter bin at the bus shelter on Lynn Road towards King’s Lynn to be emptied. ACTION: A. Laughton It was proposed by Cllr Mole seconded by Cllr Grange and unanimously RESOLVED that all four village Gateway signs were to be rubbed down and re-painted by Cllr Laughton Cllr Laughton to purchase materials as required. ACTION: A. Laughton Clerk to draw up risk assessment for the work to be undertaken. ACTION: Clerk It was agreed the proposed alterations to the Millennium Green village sign brick plinth were to be considered at the next meeting in May. ACTION: Clerk It was proposed by Cllr Barley seconded by Cllr Mole and unanimously RESOLVED to agree and accept the Assets and Equipment Report – March 2023.</p>
<p>14.</p>	<p>Annual Insurance Policy Review. Report from the Clerk had been issued to all Councillors prior to the meeting.</p>

	<p>In response to a question from Cllr Grange it was confirmed by the Clerk that quotes from different insurance companies would be obtained prior to renewal as the current three year long term agreement (LTA) would come to an end on 31st May 2023. No further questions were raised.</p>
<p>15.</p>	<p>To Update and Agree Final Arrangements for the Village Picnic to Celebrate the Coronation of HM King Charles III.</p> <p>Report from the Clerk had been issued to all councillors prior to the meeting. Hedgehog Hotel and The Greyhound Trust had prior commitments so would be unable to attend. Moat Road Nursery would also be unable to attend. Layout for the day, including location for the portable toilets, was unanimously agreed.</p> <p>Village Picnic Event Risk Assessment was unanimously agreed and approved with one amendment. 10mph speed limit to be in place for any vehicles driving onto the Millennium Green.</p> <p>Cllr Grange to check if 10mph signs still held from previous events.</p> <p style="text-align: right;">ACTION: V Grange</p> <p>Arrangements were discussed and actions agreed as follows:</p> <ul style="list-style-type: none"> • Councillors to man the Parish Council stand on a rota basis throughout the day. • Cllr Laughton & Cllr Barley to bring fire extinguishers. • Cllrs Mole, Barley and Jessop to provide generators. • Cllr Barley to provide fencing to mark off generator area. • Clerk to source/purchase hazard marking tape and matting for generator cables. • Clerk to check with Village Hall about borrowing cones. • Clerk to arrange to be on site for delivery of the portable toilets on Friday 5th May. • Clerk to source/purchase fencing/tape barrier for portable toilets area. • Portable toilets to be chained together, if possible, at the end of the event prior to collection on Tuesday 9th May. • All councillors to try and source tables. • Clerk to try and arrange to borrow display boards. • Clerk and Councillors to provide dustbins. • Clerk to provide black rubbish sacks. • Judging for the Primary School competitions to be arranged and entries collected from and returned to the school. • Clerk to donate two £5 The Works vouchers as prizes for the primary school competitions. • Cllrs Mole, Hodgson and Barley to continue to approach classic car owners and clubs about attending. • As requested by the council's insurance company classic car owners to sign to confirm valid insurance in place. Clerk to draw up sign in sheet to be completed by owners as they arrive on the day. <p>It was proposed by Cllr Barley Seconded by Cllr Grange and unanimously RESOLVED to purchase two advertising banners 600mm x 900mm to be displayed at the Millennium Green and on the fence at the village hall and to hire a giant four in a row game for the day.</p> <p style="text-align: right;">ACTION: Clerk</p>

16.	<p>To Agree Questions for the Parish Residents Survey. Report from the Clerk including example questions for the surveys had been issued to all Councillors prior to the meeting. It was proposed by Cllr Mole seconded by Cllr Giles and unanimously RESOLVED to approve the questions for the online residents' survey, to be completed via Google forms, and the questions and options for residents' survey to be undertaken at the village picnic, as detailed in the report from the Clerk.</p> <p style="text-align: right;">ACTION: Clerk</p> <p>The question regarding speed watch was not to be included in the online survey. Question regarding speed watch was removed as it had already been included in the previous survey. The Police were regularly in the village undertaking speed checks with monthly speeding data being provided to them from the Parish Council SAM 2 unit. At the request of Cllr. Grange Police to be asked if they would carry out speed checks at the other end of the village along Church Road. ACTION: A Laughton</p>
17.	<p>To Consider Update for the Parish Council Website. Report from the Clerk detailing options available had been issued to all Councillors prior to the meeting. Clerk informed the meeting that since the report had been issued it had not been possible to upload any new documents to the website as the storage limit on the free version of the Wix site had been reached. To increase the storage the site would need to be upgraded and this would involve a cost. Clerk had contact NALC for an update on the provision of gov.uk emails and websites proposed before Christmas. Package would be going to the NALC Board the following week. It was planned for this to then be rolled out to councils. NALC had confirmed this package would involve a fee but would be cheaper. Councillors unanimously agreed to defer a decision on any update to the Parish Council website until full details had been received from NALC on the gov.uk package to be offered. Councillors unanimously agreed with the suggestion from the Clerk to remove as many of the older documents as possible from the website in order to try and free up some storage space to get through until full information available for a decision to be made on upgrading the site. ACTION: Clerk</p>
18.	<p>Annual Review of Data Information Audit. Copy of the Information Audit – April 2023 had been issued to all councillors prior to the meeting. It was proposed by Cllr. Laughton seconded by Cllr Grange and unanimously RESOLVED to approve the Information Audit – April 2023.</p>
19. 19.1	<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 27th March 2023 and 8th April 2023. Reports held by Clerk. Grass needed to be cut. Clerk confirmed new grounds maintenance contract had begun on 1st April 2023.</p>

<p>19.2</p> <p>19.3</p>	<p>Lily's Play Area – Millennium Green: Inspections had been undertaken by Cllr. Grange on 27th March 2023 and 8th April 2023. Reports held by the Clerk. Cllr Grange queried the new fencing installed along the car park extension did not match the existing fencing. Clerk to follow up with the contractor. ACTION: Clerk</p> <p>Goal Post Inspection: Inspections had been undertaken by Cllr. Grange on 29th March 2023 and 8th April 2023. Reports held by the Clerk. Cllr Grange reported the grass needed cutting.</p>
<p>20.</p>	<p>Annual Review of Reserves Policy. Copy of the Reserves Policy had been issued to all Councillors prior to the meeting. It was proposed by Cllr. Laughton Seconded by Cllr. Mole and unanimously RESOLVED to approve the Reserves Policy without any amendments. RFO would produce update appendix now end of year figures were available. ACTION: RFO</p>
<p>21.</p> <p>21.1</p> <p>21.2</p>	<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> <p>Notice of Uncontested Election. Since the Correspondence Lists had been issued Notice of Uncontested Election for the Parish of Tilney All Saints had been received from the Returning Officer. Seven councillors had been duly elected unopposed with one vacancy.</p> <p>Highway Rangers. Highway Rangers were due to visit the Parish again in May. Clerk to request hedge opposite The Haven on Church Road be cut back as encroaching over the pavement. ACTION: Clerk Councillors requested the Clerk to report the following potholes and Highways issues. ACTION: Clerk Councillors to provide Clerk with photographs of potholes. ACTION: Councillors Pothole: Church Road between Orchard Cottage and Millennium Green rear entrance. Potholes: Church Road from Meadow Farm to Village Gateway signs. Potholes: Station Road just before junction A17. Pothole: Church Lane had not yet been repaired and was getting bigger. Verge: Corner A17 junction Station Road towards Terrington St Clement. Verge: Edge of the green on the Glebe Estate worn away leaving telegraph pole guide ropes in danger of being caught by vehicles.</p>

Next Parish Council meeting would be the meeting to be held on Thursday 18th May 2023 at 7pm in the Village Hall.

Meeting closed at 9.10pm

Total number of pages 8.