



**Tilney All Saints Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held on Thursday 9<sup>th</sup> November 2023 at 7pm**  
**In the Village Hall**

**ATTENDANCE**

Andy Laughton (Chair)	Parish Councillor	Present
Chris Barley	Parish Councillor	Present
Daniel Fisher	Parish Councillor	Absent – Apology received
Brian Giles	Parish Councillor	Present
Val Grange	Parish Councillor	Present
Peter Hodgson	Parish Councillor	Present
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: County Councillor Julian Kirk and Borough Councillor Steven Bearshaw.

No members of the public were present.

<b>1.</b>	<p><b>Apologies for Absence</b>  <i>To receive and consider Councillor’s apologies for absence.</i>            Apologies for absence had been received from Cllr D. Fisher and Cllr. P. Jessop            Apologies for absence approved.            Apology had also been received from J. Fuller (RFO)</p>
<b>2.</b>	<p><b>Declarations of Interest and Dispensations</b>  <i>To Receive Declarations of Interest from Councillors in Items on the Agenda:</i>            No declarations of interest or requests for dispensations received.</p>
<b>3.</b>	<p><b>Public Participation Session</b>            No members of the public were present.            No items raised.</p>
<b>4.</b>	<p><b>Minutes</b>  <i>To approve the minutes of the meeting held on 12<sup>th</sup> October 2023.</i>            Councillors unanimously RESOLVED to approve the minutes of the Parish Council meeting held on 12<sup>th</sup> October 2023, including the Confidential minute sheet, as a true and accurate record.            Approved minutes signed by Cllr Laughton.</p>
<b>5.</b> 5.1	<p><b>Finances</b>  <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. Payment over £100: Grounds maintenance £1, 014.</p> <p><b><i>To receive update on financial position.</i></b> Copy of the monthly receipts and payments summary had been issued to all councillors prior to the meeting. No queries were raised.</p> <p><b><i>Agree bank reconciliation as of 31<sup>st</sup> October 2023.</i></b> Copy of the bank reconciliation as at the 31<sup>st</sup> October 2023 had been issued to all councillors prior to the meeting. Cllr Giles had agreed the bank reconciliation for October 2023, with no queries raised.</p> <p><b><i>Review of estimated surplus funding as at end of October 2023.</i></b> Copies of Balance Sheet as at 31<sup>st</sup> October 2023 including an updated analysis of earmarked reserves had been issued to all councillors prior to the meeting together with an explanation of the figures and surplus funding from the RFO. Earmarked reserves and surplus figure were briefly discussed.</p>
<p>6.</p>	<p><b>To Consider Options to Reduce Low Level Anti-Social Behaviour at the Millennium Green Car Park.</b> Report from the Clerk, including quotes for both options, had been issued to all councillors prior to the meeting. Clerk provided update on SIM card on-costs and confirmed there would be no impact or additional costs to the insurance policy for the CCTV option. Automated timed barrier option would incur an annual increase to the insurance policy of approx. £30. Options were discussed. It was proposed by Cllr Mole Seconded by Cllr Barley and unanimously RESOLVED to investigate purchase and installation of two solar powered colour CCTV cameras in the car park at the Millennium Green. £6,000 of funding to be earmarked for the project from the unallocated earmarked funds as detailed in the analysis of earmarked funds as at 31<sup>st</sup> October 2023. Clerk to investigate any available grant funding options for the project. <b>ACTION: Clerk</b></p>
<p>7.</p>	<p><b>To Consider Repair Work to the Play Equipment on the Glebe Estate Playing Field.</b> Report from the Clerk including details of proposed repair work and costs had been issued to all councillors prior to the meeting. Repair work identified following the annual RoSPA safety inspection (Low Risk) was discussed together with alternative options. It was proposed by Cllr Hodgson seconded by Cllr Grange and unanimously RESOLVED to replace the existing play equipment on the Glebe Estate playing field within the next five years. Funding towards the cost of this project to be earmarked from future annual budgets.</p>

	<p>Grant funding applications to be investigated and submitted. <b>ACTION: Clerk</b></p> <p>Grounds maintenance company to be advised to take more care when strimming around the play equipment and avoid the wooden legs. <b>ACTION: Clerk</b></p> <p>Clerk requested to take photographs on a six monthly basis of the wooden play equipment legs to record and track any further damage. <b>ACTION: Clerk</b></p> <p>Cllr Grange reported strimming the edges of the Glebe Estate and Millennium Green had not been undertaken.</p> <p>The Churchyard had been cut but had also not been strimmed.</p> <p>Clerk requested to remind the grounds maintenance company in April 2024 of the need for strimming to be carried out. <b>ACTION: Clerk</b></p>
8.	<p><b>To Consider Change to Gov.UK Domain Name and Email Addresses.</b></p> <p>Report from the Clerk, including costs, had been issued to all councillors prior to the meeting.</p> <p>It was proposed by Cllr Giles seconded by Cllr Mole and unanimously RESOLVED the Parish Council would obtain a Gov.UK domain name and change all parish council email addresses to compliant Gov.UK mailboxes via annual service provided by Parish Online under a special offer currently available to members of Norfolk Parish Training &amp; Support (NPTS) of £180 a year. <b>ACTION: Clerk</b></p> <p>This was in order the parish council would be compliant with changes to email requirements within the Practitioners' Guide 2023 which are mandatory for the 2023/24 period in relation to Assertion 3 in the 2023/24 Annual Governance Statement.</p>
9.	<p><b>To Consider Potential Projects for the Financial Year 2024/2025.</b></p> <p>Report from the Clerk, including estimated costs, had been issued to all councillors prior to the meeting.</p> <p>Potential projects were discussed.</p>
9.1	<p><b><i>Bike Racks – Lynn Road Bus Stop.</i></b></p> <p>Councillors agreed purchase of bike racks at the bus stop on Lynn Road was to be included as a project within the draft budget for 2024/2025. Estimated cost £300.</p>
9.2	<p><b><i>Picnic Tables for the Millennium Green.</i></b></p> <p>Councillors agreed the purchase of picnic tables for the Millennium Green was a project for future consideration.</p>
9.3	<p><b><i>Additional Fencing at the Millennium Green.</i></b></p> <p>Councillors agreed that once the re-location of the pedestrian access at the rear of the Millennium Green was completed additional fencing would be required. Site meeting to be arranged to confirm exactly what fencing required and where, in order Clerk could then obtain quotes for the work. <b>ACTION: Clerk</b></p>
9.4	<p><b><i>30mph Stickers for Wheelie Bins.</i></b></p> <p>Once one of the projects for consideration had been purchase of new 30mph wheelie bin stickers for School Road and Church Road.</p> <p>Cllr Laughton advised he still held a small supply of the original 30mph wheelie bin stickers.</p>
9.5	<p><b><i>No Cold Caller Areas.</i></b></p> <p>Cllr Hodgson raised the issue of extending the existing No Cold Caller area. Councillors agreed this should be an item for discussion at the next Annual Parish Meeting. <b>ACTION: Clerk</b></p>

10.	<p><b>To Update on Potential Repair Work Required to the War Memorial.</b>  Clerk reported no further information had been received following the site visit by the Head of Estates at the Diocese of Ely and an architectural advisor on 16<sup>th</sup> October 2023.  Matter could not be progressed further until outcome of site visit and recommendations/requests then received from the Diocese.  Councillors questioned if the work to resolve the problem with damp/water damage to the church building would be the responsibility of the Parish Council as it appeared to be a drainage issue not necessarily related to the war memorial or the apron.</p>
11.	<p><b>Acceptance of Allotment Land Tenancy Agreements and Payment of Fees for 2023/2024.</b>  <i>Plots 1 – 8 and 18 – 27:</i>  Plot holder did not attend the meeting and annual fee for 2023/2024 still remained outstanding.  Clerk requested to write to the plot holder again requesting immediate payment of fees and look into debt collection options open to the council should the fees remain unpaid. <b>ACTION: Clerk</b></p>
12.	<p><b>Planning.</b>  No new applications had been received.  Possible breach of the planning conditions relating to outline application at Thriftfields, Cotts Lane had been acknowledged by the Planning Department and was to be investigated.</p>
13.	<p><b>Reports</b>  <b>Chairman’s Report - Verbal:</b>  13.1 <i>Millennium Green.</i>  Rose bushes donated by Cllr Kirk were now held by Cllr Laughton who would arrange for them to be planted in the new commemorative flower bed. <b>ACTION: A Laughton</b>  Cllr Laughton also offered to cut back the nettles and vegetation around the notice board at the Millennium Green car park. <b>ACTION: A Laughton</b>  Cllr Barley’s offer to brush the fallen leaves off the footpath along Church Road from Orchard Cottage to the Millennium Green entrance was accepted by Councillors. <b>ACTION: C Barley</b>  13.2 <i>Armistice Day Service – Wreath Laying.</i>  Cllr Laughton had collected the wreaths from the Royal British Legion.  Cllr Kirk had also provided a wreath to be laid on his behalf.  Cllr Bearshaw advised he would be attending the service and laying a wreath.  13.3 <i>Community Speed Watch.</i>  Meeting had been arranged for 16<sup>th</sup> November 2023 with officers from Community Speed Watch to agree and risk assess locations along School Road and Church Road.  13.4 <b>Clerk’s Report:</b>  Copy of the Clerk’s Report had been issued to all Councillors prior to the meeting. No questions were raised.  Clerk advised she had now been Parish Clerk for just over eleven years and J. Fuller had been RFO for ten years.</p>

<p>13.5</p> <p>13.6</p> <p>13.7</p> <p>13.8</p> <p>13.9</p> <p>13.10</p> <p>13.11</p>	<p>Clerk provided the following updates:</p> <p><b><i>New Road Markings- Church Road and Shepherds gate Road.</i></b> Matter had been discussed with Highways when meeting held on site to confirm location of new pedestrian access at the Millennium Green. Delays to work orders placed had been caused by a change of contractors.</p> <p><b><i>Children Playing – Warning Signage for Glebe Estate.</i></b> Highways had confirmed the signage could be installed at the revised location of the telegraph pole on the left-hand side as you entered the Glebe Estate. Cllr Laughton kindly agreed to install the new signage. Sign to be attached via cable ties. <b>ACTION: A Laughton</b></p> <p><b><i>Replacement Street Name Plate – Shepherds gate Road.</i></b> 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. <b>ACTION: ALL Councillors</b></p> <p><b><i>Willow Tree at Entrance to Millennium Green Car Park.</i></b> Primary school had confirmed their grounds maintenance contractors had been instructed to go ahead with the work required to the willow tree. Tree was growing up into the power lines and across the footpath. School was currently awaiting a date for the work to be carried out.</p> <p><b><i>Pothole – Station Road.</i></b> Councillors reported the pothole at the top of Station Road had finally been repaired, but the repair had left a raised lump in the road, which was just as dangerous for cyclists.</p> <p><b>County Councillor’s Report</b> Cllr Kirk’s monthly report had been issued to all councillors. Cllr Kirk reported on the following items: Bridge closure at Stowbridge by The Heron pub, councillors were looking into exactly what the companies within NORSE provided, problems driving into King’s Lynn due to traffic, County Deal vote to take place on 2<sup>nd</sup> December 2023, and meeting to be held with Highways to discuss issues around the crossing on A17 at Terrington St Clement.</p> <p><b>Borough Councillor’s Report.</b> Cllr Bearshaw advised he had attended ninety eight meetings and eighty seven training sessions since becoming a councillor in May 2023. Cllr Bearshaw was now the Armed Forces Champion for BCKLWN. Cllr. Bearshaw reported on the following items: Changes to planning regulations re biodiversity and net gain, updates to be made to the CIL (Community Infrastructure Levy) policy, planning application for six hundred new houses at Knight’s Hill, planned meeting with train companies and planned updates for Cambridge North and Ely stations and ownership of the county library.</p>
<p>14.</p>	<p><b>To Approve Updated Quotation for New Bus Shelter on A47 Pullover Road.</b> Copy of updated quote had been issued to all councillors prior to the meeting. It was proposed by Cllr Laughton seconded by Cllr Hodgson and unanimously RESOLVED to accept the updated quote to supply and install new bus shelter on the A47 Pullover Road.</p>

<p>15.</p> <p>15.1</p> <p>15.2</p> <p>15.3</p> <p>15.4</p>	<p><b>Play Area and Goalpost Inspections</b></p> <p><i>To discuss any issues raised from the regular councillor inspections.</i></p> <p><b>Glebe Estate – Play Equipment:</b>  Inspections had been undertaken by Cllr. Grange on 25<sup>th</sup> October 2023 and 6<sup>th</sup> November 2023.  Reports held by the Clerk.  Cllr Grange reported brambles needed to be cut back around the dog waste bin.</p> <p><b>Lily’s Play Area – Millennium Green:</b>  Inspections had been undertaken by Cllr. Grange on 25<sup>th</sup> October 2023 and 6<sup>th</sup> November 2023.  Reports held by the Clerk.  Cllr Grange reported the play equipment was not being used as much due to the weather.</p> <p><b>Goal Post Inspection:</b>  Inspections had been undertaken by Cllr. Grange on 25<sup>th</sup> October 2023 and 6<sup>th</sup> November 2023.  Reports held by the Clerk.</p> <p><b>Weeds – Millennium Green Car Park.</b>  Grounds maintenance contractor had informed the Clerk that weed killer/herbicide had been applied to the Millennium Green car park on 25<sup>th</sup> October 2023.</p>
<p>16.</p>	<p><b>To Consider Transfer of Parish Council Documents to the Archive at the Norfolk Records Office.</b></p> <p>Clerk reported on the Parish Documents she currently held and the recommendation that they be transferred to the Norfolk Records Office for permanent safe storage.</p> <p>The Norfolk Records Office made no charge for this service.</p> <p>It was proposed by Cllr. Barley seconded by Cllr Giles and unanimously RESOLVED to transfer all Parish Council minutes and record books to the Norfolk Records Office.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p>
<p>17.</p>	<p><b>Annual Review Financial Risk Assessment.</b></p> <p>Copy of Financial Risk Assessment had been issued to all councillors prior to the meeting.</p> <p>It was proposed by Cllr. Barley seconded by Cllr Mole and unanimously RESOLVED to approve the Financial Risk Assessment without any amendments.</p> <p>Cllr Giles kindly agreed to undertake the annual Fidelity compliance check.</p> <p style="text-align: right;"><b>ACTION: B Giles</b></p>
<p>18.</p>	<p><b>Annual Review of Business Continuity Plan.</b></p> <p>Copy of the Business Continuity Plan had been issued to all councillors prior to the meeting.</p> <p>Clerk confirmed the only amendment had been the addition of contact details for the RFO as requested by Cllr Laughton.</p> <p>It was proposed by Cllr. Grange seconded by Cllr. Mole and unanimously RESOLVED to approve the Business Continuity Plan.</p>
<p>19.</p>	<p><b>Correspondence:</b> <i>To discuss any matters arising from the Correspondence Lists.</i></p> <p>Copies of the Correspondence Lists had been issued to all Councillors prior to the meeting. No questions were raised.</p>

19.1	<p><b><i>Changes to Fire Legislation – Non-Residential Properties.</i></b>  Details and templates of the changes to fire regulation legislation for non-residential properties, which would include village halls, had been sent to and acknowledged by the Village Hall Committee.</p>
20.	<p><b>Confidential Item – Appointment of New Parish Clerk</b>  Exclusion of Public and Press under the Public Bodies (Admission to Meetings) Act 1960(2) due to the confidential nature of the business to be transacted including staff pay scales.  Separate confidential minute sheet.</p>

Next Parish Council meeting would be the meeting to be held on Thursday 14<sup>th</sup> December 2023 at 7pm in the Village Hall.

Meeting closed at 8.50pm

Total number of pages 7.