



Tilney All Saints Parish Council

Minutes of the Parish Council Meeting

Held on Thursday 8th February 2024 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: Borough Councillor Steven Bearshaw and County Councillor Julian Kirk.

Cllr Bearshaw and Cllr. Kirk left the meeting at the end of item 18.

Cllr Colin Rose was in attendance as a guest, having been invited by Cllr Laughton.

Cllr. Rose left the meeting at the end of item 18.

One member of the public was present.

Member of the public left the meeting at the end of item 11.

Cllr. Laughton welcomed everyone to the meeting.

1.	Apologies for Absence <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).
2.	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.
3.	Public Participation Session One member of the public was present. The following items were raised.
3.1	<i>Response to Questions Raised at SNAP (Safer Neighbourhoods Action Panel) Meeting re Traffic Being Diverted Through the Village Upon Closure of the A17/A47.</i> Cllr Laughton had attended the SNAP meeting held on 30 th January 2024. SNAP meeting had also been attended by the member of the public present.

	<p>At the meeting Cllr Laughton had raised the issue of traffic being diverted through the village upon closure of the A17 or A47 which resulted in serious damage to the verges.</p> <p>On the most recent occasion when the A17 had been closed for several hours a lorry had ended up in the dyke along Church Lane causing damage to the verge and dyke bank and to 30mph highways signage.</p> <p>Verges along Church Road, Church Lane and Station Road and also been damaged by the increased traffic, with verges being eroded.</p> <p>At the SNAP meeting it had been agreed the issue of management of road closures and diversions would be one of the priorities, but the subsequent notice from the Police following the meeting had not made any mention of this.</p> <p>Cllr Laughton had then contacted the Police directly and raised this issue with them, receiving confirmation they would be looking into the matter.</p> <p>Clerk confirmed response from the Police Engagement Officer to questions raised by the Parish Council following the A17 road closure on 11th December 2023 had been read out at the meeting held in January 2024.</p> <p>Member of the public informed the meeting that a protocol had been established, over fifteen years ago between the Police from Wisbech and King's Lynn and Highways to prevent traffic being diverted through Tilney All Saints.</p> <p>It was at this time Moat Road had been widened to take additional traffic following closure of A17 or A47.</p> <p>The issues were discussed with input from Cllr Rose who had Chaired the SNAP meeting.</p> <p>Cllr Rose agreed to take the matter forward with the Police and follow up with Highways.</p> <p>Cllr Laughton was requested to forward any email correspondence to Cllr Rose.</p> <p style="text-align: right;">ACTION: Cllr Laughton</p>
3.2	<p><i>Outside Lights at the Village Hall.</i></p> <p>Member of the public raised concerns that the outside lights were not working at the Village Hall and requested they be repaired.</p> <p>Cllr Grange advised the outside light was on the list of repairs for the village hall but unfortunately the Village Hall Committee had currently been unable to find anyone willing to undertake the repair.</p>
	<p>Councillors agreed with the suggestion from Cllr. Laughton (Chair) to bring agenda item 11 forward.</p>
11.	<p>To Discuss Parking Enforcement Around the Primary School.</p> <p>Clerk reported the Police had visited the primary school on 18th January 2024 to monitor the parking situation.</p> <p>One of the Officers had informed the Head teacher that they could not do anything about the parking as there was no signage enforcing the yellow zig-zag lines. It would be up to the Parish Council to apply for and pay the costs for signage to be put in place.</p> <p>Clerk had investigated and been informed there were two options.</p> <p>Option 1 would be to apply for a Traffic Management Order (TMO) which would then be enforced by the Borough Council Parking Enforcement Team. Approx. cost of £4,000.</p>

	<p>Option 2 Signage to be displayed to denote the zigzags as a Clearway which would give the Police the power to enforce. Costs for this option, believed to be the cheaper option had been requested.</p> <p>The two options were discussed, together with a couple of alternative options. Clerk to follow up with the Borough Council regarding costs and procedure for option 2. ACTION: Clerk</p> <p>Member of the public left the meeting at this point. 7.50pm. Councillors thanked them for attending and for their input.</p> <p>In response to a query from the Clerk, Cllr Kirk advised he might be able to assist towards the costs of new Clearway signage from his Members Fund, as it was related to Highways.</p>
4.	<p>Minutes</p> <p><i>To approve the minutes of the meeting held on 11th January 2024.</i></p> <p>Councillors unanimously RESOLVED to approve the minutes of the Parish Council meeting held on 11th January 2024, including the Confidential minute sheet, as a true and accurate record.</p> <p>Approved minutes signed by Cllr Laughton.</p>
5.	<p>Finances</p>
5.1	<p><i>To approve payments to be made.</i></p> <p>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.</p> <p>Payments over £100: Purchase of new noticeboard for Pullover Road £555.60.</p>
5.2	<p><i>To receive update on financial position.</i></p> <p>Copy of the monthly receipts and payments summary had been issued to all councillors prior to the meeting.</p> <p>Cllr Mole questioned the amount donated to the Royal British Legion for the Remembrance Sunday poppy wreaths. Clerk advised in the 2023/2024 budget a £50 donation had been agreed, but invoice received from the Royal British Legion had only been for £40.</p> <p>Clerk reported the cost, less VAT, of the new SAM 2 poles and brackets (£464.00) had now been refunded from Cllr Kirk's Members Fund</p>
5.3	<p><i>Agree bank reconciliation as of 31st January 2024.</i></p> <p>Copy of the bank reconciliation as at the 31st January 2024 had been issued to councillors prior to the meeting.</p> <p>Cllr. Giles advised he had not received the bank reconciliation or any of the finance papers issued by the RFO.</p> <p>Clerk to forward copies of all finance papers to Cllr Giles. ACTION: Clerk</p> <p>Bank reconciliation for January 2024 carried forward.</p>
6.	<p>To Appoint Internal Auditor for Financial Year 2023/2024.</p> <p>Report from the Clerk including options and costs had been issued to all Councillors prior to the meeting.</p>

	It was proposed by Cllr. Mole seconded by Cllr Barley and unanimously RESOLVED to re-appoint J. Raby as the Parish Council internal auditor for financial year 2023/2024.
7.	Reports
	Chairman's Report - Verbal:
7.1	<i>Community Speed Watch.</i> Community Speed Watch training had been completed and the first session had taken place along School Road. One offender had been recorded at 36mph. Another session was planned for the following day. Cllr Laughton to send details of new Community Speed Watch team members to the Clerk. ACTION: Cllr Laughton Cllr Grange enquired about sessions being held along Church Road at the other end of the village. Cllr Laughton replied, sessions would be planned for this location but currently the SAM 2 unit was deployed at that end of Church Road.
7.2	<i>National Grid Grimsby to Walpole Electricity Transmission.</i> In response to a query from the Clerk, Cllr Laughton advised the planned online meeting he had been due to attend to discuss the proposals to upgrade the high voltage electricity transmission network between Grimsby West in Northeast Lincolnshire and Walpole, including a new electricity transmission line and five new substations, had been cancelled. Cllr Laughton was awaiting further information. Proposal was briefly discussed.
7.3	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:
7.4	<i>Defibrillator Checks.</i> Defibrillator checks had been carried out by the appointed Guardian on 30 th January 2024. Guardian had confirmed defibrillator was in good working order and the box had been cleaned inside and out.
7.5	<i>Dog Fouling.</i> Resident had reported dog fouling along the pavement in Church Road between Orchard Cottage and the 30mph sign. Following advice from the Clerk, resident had now also reported this to the Borough Council who urged all instances of dog fouling be reported to them. Councillors advised they had also received complaints from residents about this repeated dog fouling.
7.6	<i>Dyke Clearance – Allotment Land.</i> Cllr Barley reported he had been out and tried to clear more of the silt from the dykes around the allotment land. Clerk advised she was trying to get quotes for the agreed dyke clearance work, but no responses had been received to date.
7.7	<i>Change to gov.uk emails.</i> A couple of councillors had reported problems setting up their new email addresses. Help and support was being sought from the email provider.

7.8	<p><i>Fly Tipping.</i></p> <p>The bags of rubbish along Church Lane had been removed.</p> <p>Further fly tipping including a venetian blind had now occurred along Church Lane. Clerk to report to Borough Council. ACTION: Clerk</p> <p>It was thought the window frames previously reported remained in the dyke as due to the high water level it would not be easy to see and remove them.</p>
7.9	<p><i>Handyman Work – Replacement Post.</i></p> <p>Handyman had replaced the rotten wooden post in the Millennium Green car park.</p> <p>The yellow warning paint to the top of the post would be applied once the weather dried up.</p> <p>Handyman had confirmed he was still willing to carry out the remaining agreed Handyman work.</p> <p>Handyman had put forward a change to the agreed brickwork for the village sign plinth. Matter to be and agenda item for the next meeting. ACTION: Clerk</p>
7.10	<p><i>Potholes.</i></p> <p>Clerk had reported the line of potholes on Church Road between the Church and the village hall and also reported again the pothole outside 14 Church Road.</p>
7.11	<p><i>New Road Markings.</i></p> <p>New SLOW marking had been painted on Church Road and the Give Way lines at the Glebe Estate junction had been re-painted.</p> <p>The agreed new SLOW road marking for Shepherdsgate Road and the 30mph roundels for Church Road had not been completed at the same time.</p> <p>Clerk had questioned this with Highways, who were taking this up with the contractors.</p>
7.12	<p><i>Noticeboards & Wheelie Bin Store.</i></p> <p>Clerk drew councillors’ attention to the notice boards at the Millennium Green and the village hall which were becoming dirty and needed to be cleaned.</p> <p>The same applied to the wheelie bin store in the Millennium Green car park.</p> <p>Clerk advised she would try to clean the notice boards before leaving at the end of March but would not be able to clean the wheelie bin store.</p>
7.13	<p><i>Parish Council Community Award.</i></p> <p>Clerk reminded councillors that the annual Parish Council Community Award winner for 2024 was due to be agreed at the next meeting in March.</p> <p>No nominations had been received to date.</p>
7.14	<p>County Councillor’s Report</p> <p>Cllr Kirk’s monthly report had been issued to all councillors.</p> <p>Cllr Kirk provided information and updates on the following:</p> <p>Apprenticeships Week, Norfolk Rural Business Awards. Any local rural businesses or industries could be nominated and the NCC budget for 2024/2025 was still to be agreed with £25 million of savings needed.</p> <p>Borough Councillor’s Report.</p> <p>Cllr Bearshaw provided details and updates on the following:</p> <p>The tax on second homes had been voted through, debate held on Harding Pits, rainfall in October had been up by 11%, funding for the IDB (Internal Drainage Board), CIL funding, fees for items such as weddings at the town hall, budget for 2024/2025 including breakdown of how much percentage had to be given to NCC</p>

	<p>and IDB, the lack of cemetery space, the new Net Zero project in Marshland St James, residents moving into the new homes at Salters Road and the recognition of long serving Borough Council employees.</p> <p>Cllr Bearshaw had spoken to Freebridge about the empty property on the Glebe Estate, which had been raised by a councillor at the January meeting.</p> <p>Freebridge had advised it could take a year to get a property back into use.</p> <p>Cllr Laughton thanked both councillors for their reports.</p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Planning</p> <p>No new applications had been received.</p> <p>The following permitted application was noted by councillors.</p> <p>Shoreboat Farm Lynn Road Tilney All Saints King's Lynn Norfolk PE34 4SD - Proposed Demolition of Existing Agricultural Barn (which has approval for 1no. residential dwelling 22/02041/PACU3) to erect 1no residential dwelling.</p> <p><i>Thriftfields, Cotts Lane Planning Application.</i></p> <p>This planning application was currently still going through the planning process at the Borough Council.</p>
9.	<p>To Agree Purchase of CCTV System for Installation in the Millennium Green Car Park.</p> <p>Report from the Clerk detailing costs and quotations received had been issued to all councillors prior to the meeting.</p> <p>Information in the report and the options were discussed.</p> <p>Clerk advised the required Data Protection Impact Assessment (DPIA) was in the process of being completed.</p> <p>It was proposed by Cllr. Hodgson seconded by Cllr Mole and unanimously RESOLVED to accept the quote from CTS to supply and install two solar powered colour CCTV camera system, including first year's maintenance, onto existing poles in the Millennium Green car park.</p> <p>A 4G data only SIM card was also to be purchased as was the required CCTV warning signage.</p> <p>As an employee of the Parish Council and the council's Responsible Officer the Parish Clerk was appointed as the responsible person for the CCTV system.</p> <p>Councillors approved the purchase despite it only being possible to obtain two quotes for a solar powered system.</p> <p>Quotes had been requested from eight different companies.</p>
10.	<p>To Agree Purchase of a Plaque for the Platinum Jubilee Flower Bed at the Millennium Green.</p> <p>Report from the Clerk, including quotes, had been issued to all Councillors prior to the meeting together with examples of the different plaques.</p> <p>It was proposed by Cllr Laughton seconded by Cllr Giles and unanimously RESOLVED to purchased option C Brass plaque 170mm x 70mm at a cost of £36.66 +VAT for installation on the Platinum Jubilee flower bed.</p> <p>Plaque to be funded from reserves as no earmarked funding remained from the original flower bed project.</p> <p>Councillors agreed installation of the plaque was to be undertaken by Cllr Hodgson.</p>

12.	<p>To Discuss if Any Road Safety Improvements Should be Considered for the Bend at Church Road, Junction of Station Road.</p> <p>Following an accident on 19th January 2024 when a vehicle ended up in the ditch on the bend at the junction of Church Road and Station Road, potential road safety improvements were put forward and discussed.</p> <p>These included chevron road signage and SLOW road markings.</p> <p>Councillors agreed the Clerk was to contact Highways and request a site meeting to discuss options to improve safety on and approaching the bend. ACTION: Clerk</p> <p>Cllr Laughton briefly left the meeting at this point with Cllr Mole taking over as Chair.</p>
13.	<p>To Agree Installation of New Noticeboard A47 Pullover Road at Eau Brink.</p> <p>New notice board had been purchased and was being stored by Cllr. Mole.</p> <p>Councillors agreed the Clerk was to try and obtain quotes from local handy men to install the noticeboard and obtain clarification from National Highways as to any requirements they may have for the work to be undertaken. ACTION: Clerk</p>
14.	<p>To Discuss Setting Up an Electronic Parish Council Newsletter.</p> <p>Report from the Clerk detailing options and including a draft newsletter had been issued to all Councillors prior to the meeting.</p> <p>Following a brief discussion Councillors agreed a quarterly electronic Parish Council newsletter was to be produced.</p> <p>Newsletter would be distributed via email with some hard copies being made available in the village hall, church, and possibility the primary school.</p> <p>New newsletter was to be advertised via the website, Facebook, and posters around the village.</p> <p>Cllr Laughton returned to the meeting at this point and resumed as Chair.</p>
15.	<p>To Discuss Potential Biodiversity Projects and Agree the Biodiversity Action Plan.</p> <p>Copy of the draft Biodiversity Action Plan had been issued to all Councillors prior to the meeting.</p> <p>Action Plan was discussed.</p> <p>It was agreed installation of owl boxes and for the edges of the Glebe Estate playing field to be left unmown were to be added to the action plan.</p> <p>It was proposed by Cllr Grange seconded by Cllr Barley and unanimously RESOLVED to approve the Parish Council Biodiversity Plan.</p> <p>Clerk to start putting into place some of the actions in the plan including contacting the primary school and the grounds maintenance contractor.</p> <p>ACTION: Clerk</p>
16. 16.1	<p>Play Area and Goalpost Inspections</p> <p><i>To discuss any issues raised from the regular councillor inspections.</i></p> <p>Glebe Estate – Play Equipment:</p> <p>Inspections had been undertaken by Cllr. Grange on 23rd January 2024 and 6th February 2024.</p> <p>It appeared the quad bike had stopped driving around the playing field but a large vehicle, possibly a truck, had driven onto the playing field and left some deep scars in the surface.</p> <p>Reports held by the Clerk.</p>

16.2	<p><i>Lily's Play Area – Millennium Green:</i> Inspections had been undertaken by Cllr. Grange on 23rd January 2024 and 6th February 2024. Reports held by the Clerk.</p>
16.3	<p><i>Goal Post Inspection:</i> Inspections had been undertaken by Cllr. Grange on 23rd January 2024 and 6th February 2024. Some large mole hills had been noted on the Millennium Green Reports held by the Clerk.</p>
17.	<p>To Approve Purchase and Installation of Replacement Swing Seat at Glebe Estate Playing Field: Report from the Clerk, including costs, had been issued to all Councillors prior to the meeting. Photograph of the cracked swing seat was circulated to all Councillors present. Councillors agreed the swing seat was not to be replaced at this time, but Cllr Laughton and Cllr Mole were to inspect the swing seat and report their findings back at the next meeting ACTION: Cllr Laughton & Cllr Mole</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. Clerk reported on two requests that had been received after the Correspondence Lists had been issued.</p>
18.1	<p><i>180th Birthday of Tilney All Saints Primary School.</i> The primary school would be celebrating its 180th birthday the following year and as part of the celebrations it was planned to produce a publication about the school and its history. Information about the school had been requested.</p>
18.2	<p><i>Old Petrol Service Station on A47 Pullover Road.</i> Information had been requested about the old petrol station on Pullover Road. Councillors confirmed the village memories Group was still up and running and might be able to assist. Clerk to contact Memories Group about both requests. ACTION: Clerk</p>
18.3	<p><i>80th Anniversary of VE Day.</i> 80th anniversary of VE day would take place in May 2025. Councillors agreed this should be an item for discussion at the next meeting. ACTION: Clerk Cllr Bearshaw, Cllr Kirk, and Cllr Rose left the meeting at this point (9.05pm).</p>
19.	<p>Confidential Item – Appointment of New Parish Clerk 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. Separate confidential minute sheet.</p>

Next Parish Council meeting would be the meeting to be held on Thursday 14th March 2024 at 7pm in the Village Hall.

Meeting closed at 9.15pm

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Signed by Chair

Dated