



Tilney All Saints Parish Council

Minutes of the Parish Council Meeting

Held on Thursday 13th July 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	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)	Present Joined the meeting during item 3.1 and left at the end of item 9

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

Cllr. Bearshaw and Cllr. Kirk joined the meeting during item 10.

Cllr. Kirk left the meeting at the start of item 15.

Cllr. Bearshaw left the meeting at the end of item 19.

Four members of the public were present.

Two members of the public left the meeting at the end of item 8.

The remaining two members of the public left the meeting at the end of item 19.

1.	Apologies for Absence <i>To receive and consider Councillor's apologies for absence.</i> Apology for absence had been received from Cllr P. Jessop. Apology for absence approved. Apologies had also been received from Cllr Bearshaw and Cllr Kirk to join the meeting late due to prior meetings.
2.	Declarations of Interest and Dispensations <i>To Receive Declarations of Interest from Councillors in Items on the Agenda:</i> Cllr Giles, Cllr. Hodgson and Cllr Laughton declared an interest, as residents of School Road, in item 13 To Discuss Potential Traffic Calming Measures for School Road. Councillors unanimously agreed dispensations be granted to Cllr Giles, Cllr Hodgson and Cllr. Laughton to participate in discussion for agenda item 13, as the dispensations would be in the interests of persons living in the parish.

3. 3.1 3.2	Public Participation Session The following item was raised by a member of the public. <i>Vegetation Overgrowing Footpaths.</i> JF joined the meeting during this item. Vegetation from a residential property on A47 Pullover Road was overgrown across the footpath causing problems when pulling out onto the highway. Clerk advised a similar issue had been reported by a resident of overgrowing vegetation from a property on Lynn Road, forcing pedestrians to walk in the road, which was to be raised under Correspondence. Councillors agreed with the suggestion from the Clerk that the relevant Highways authorities be contacted and requested to write to the homeowners requesting the vegetation be cut back. ACTION: Clerk <i>Street Lighting A47 Pullover Road.</i> Member of the public raised the matter of the streetlights along the A47 Pullover Road not being in use. Item on the Clerk's Report issued to all councillors prior to the meeting, included information on this matter. Clerk read out response received from National Highways to query already raised by the Parish Council. Councillors agreed the Clerk was to send a reply to National Highways, as it was felt their policy to permanently turn off the streetlights was negative with no consultation or consideration being given to pedestrians and residents. ACTION: Clerk
	Councillors agreed with the proposal from the Chair to bring item 8 forward as members of the public wished to speak on this item.
8.	To Consider Request from the Parochial Church Council (PCC) to Provide Funding Towards Cost of Repairs to the War Memorial in the Church Yard. Report from the Clerk had been issued to all councillors prior to the meeting. The two Church Wardens present explained the urgent work planned to the concrete base around the war memorial to prevent further rainwater damage to the Church building. Report from the Clerk had confirmed it appeared the war memorial came under the responsibility of the Parish Council, on behalf of the village, although it was located in the churchyard. The Parish Council had the power to maintain, repair protect and adapt war memorials under the War Memorials (Local Authorities Power) Act 1923 Sections 1 and 3 and the Local Government Act 1948, section 133. The PCC were requesting the Parish Council to cover the cost of four tons of shingle to replace the existing concrete base which was to be dug up. Members of the church would provide the labour to dig up the base and arrangements had been made for the broken concrete to be removed from the site. Clerk reiterated, as detailed in her report, the war memorial was a Grade II listed monument and planning permission may be required before any work could be undertaken. The Principal Conservation Officer from the Borough Council would be visiting the site shortly and would then confirm the next steps.

	Church Wardens had already been advised no work should be started to either the base or the memorial until clarification and advice received from the Conservation Officer. Clerk reminded the meeting that possible grant funding for the work might be available via The War Memorial Trust. Possible temporary measures (i.e. sandbags, plastic coverings) to prevent further rainwater entering the Church were put forward by councillors and discussed. Church Warden advised several groups would need to be involved with/informed of the work including the Rural Dean, Diocese of Ely, Norfolk Historic Churches and the King's Lynn Conservation Group. Church Warden was to provide contact details for these groups to the Clerk. Nothing further could be agreed until advice received from Conservation Officer. Two members of the public left the meeting at this point.
4.	Minutes <i>To approve the minutes of the meeting held on 8th June 2023</i> Councillors unanimously RESOLVED to approve the minutes of the Parish Council meeting held on 8th June 2023 as a true and accurate record. Approved minutes signed by Cllr Laughton.
5.	Co-option of New Councillor: <i>To consider any nominations received to fill the vacancy on the Parish Council following election held on 4th May 2023.</i> No nominations had been received.
6.	Finances
6.1	<i>To approve payments to be made.</i> Payments List had been circulated prior to the meeting. Councillors unanimously RESOLVED to approve payments as per the Payments List. Payments List signed by Cllr Laughton. Payments over £100: £1,092.00 monthly Grounds Maintenance, £180 play equipment annual safety inspections and £125.50 additional hours worked by Clerk.
6.2	<i>New Bus Shelter A47 Pullover Road.</i> As referred to in the Clerk's Report update had now been received from National Highways. See item 11.6. Clerk explained invoice for the National Highways administration fee for third party works and to set up the legal agreement for installation of the new bus shelter of £2,610 was now due to be issued. It was proposed by Cllr Mole Seconded by Cllr. Barley and unanimously RESOLVED the National Highways administration invoice of £2,610 was to be paid upon receipt in order to prevent further delay as the next meeting was not due to be held until the second week of September. ACTION: Clerk & RFO
6.3	RFO and the Clerk reminded councillors of the need to follow all the procedures in place when authorising online payments.
6.4	<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. Following request from the RFO it was proposed by Cllr Mole seconded by Cllr Barley and unanimously RESOLVED to transfer £10,000 from the savings account to the current account with immediate effect. ACTION: RFO
6.5	<i>Quarterly Review of 2023/2024 Budget.</i> Copy of the quarterly budget review 1st quarter to 30th June 2023 had been issued to all councillors prior to the meeting. No queries were raised.
6.6	<i>Agree bank reconciliation as of 30th June 2023.</i> Copy of the bank reconciliation as at the 30th June 2023 had been issued to all councillors prior to the meeting. Cllr Giles had agreed the bank reconciliation for June 2023, with no queries raised.
7.	To Consider Amendment to Parish Council Financial Regulations. Copy of the current Financial Regulations together with the proposed amendment had been issued to all councillors prior to the meeting. It was proposed by Cllr. Mole Seconded by Cllr. Giles and unanimously RESOLVED to amend item 4.5 in the Financial Regulations and increase the Clerk's expenditure authorisation limit to £1,000. Limit had not been increased since 2014.
9.	To Agree Repairs to SAM 2 Unit. Report from the Clerk including costs for the repairs and alternative options had been issued to all councillors prior to the meeting. It was proposed by Cllr. Hodgson seconded by Cllr Laughton and unanimously RESOLVED to repair the existing SAM 2 unit at a cost of £812 +VAT with the repairs to be funded from Depreciation Allowance in the budget as recommended by the RFO. Clerk to arrange for repairs to be undertaken. ACTION: Clerk Arrangements to be made for Cllr Laughton to collect the SAM2 unit once repairs completed. ACTION: Clerk & A Laughton RFO left the meeting at this point. 7.50pm.
10.	Planning. To consider the following new applications. Cllr Bearshaw and Cllr. Kirk joined the meeting during this item. 7.55pm
10.1	Both applications were discussed. <i>Ref 23/00845/F Rear Extension, Roof Works. at 1 Willow Drive Tilney All Saints King's Lynn Norfolk PE34 4SU.</i> Councillors unanimously agreed they had No Observations on this application.
10.2	<i>Ref 23/00920/F Replacement dwelling including formation of new access at Cordals 4 Whitecross Lane Tilney All Saints King's Lynn Norfolk PE34 4SR.</i> Councillors unanimously agreed they had No Observations on this application. Clerk to inform Planning Department accordingly. ACTION: Clerk

10.3	Planning Department. Clerk reported on a lack of response from the Planning Department when trying to obtain an extension to the consultation deadline for one of the applications. Cllr Kirk informed the meeting that staffing issues at the Planning Department should now have been resolved.
10.4	White Gables Shepherds Gate Road - Planning Inspectorate Appeal. Cllr Laughton informed the meeting that an acknowledgement had now been received from HM Planning Inspectorate regarding a complaint lodged by three residents back in February 2023 to the appeal decision re White Gables Shepherds Gate Road.
11.	Reports Chairman's Report - Verbal:
11.1	Speeding Checks – School Road. The Police speed cameras had caught two drivers speeding on School Road on 11th July 2023 and four drivers the previous week. Cllr Grange enquired when the speed camera would undertake speed checks along Church Road. Cllr Laughton advised new speed camera locations had to be approved for safety and the speeding data collected showed Church Road was only just on the threshold to deploy the speed camera. Cllr Laughton to follow up.
11.2	Strimming of Verges – Lynn Road. Cllr Laughton had been in contact with the landowner about the verges being strimmed along Lynn Road around the bus shelter area.
11.3	Flower Bed – Millennium Green. New flower bed to commemorate the Queen's Platinum Jubilee had now been filled with topsoil. Thanks were expressed to the car park contractor for this. It was now too late to plant up any summer bedding plants. Roses and spring bulbs were to be planted in the Autumn.
11.4	Commemorative Silver Birch Tree – Millennium Green. Cllr Laughton and Cllr Barley had watered the silver birch tree planted to commemorate the Queen's Platinum Jubilee. It was believed the tree was not dead, following the unauthorised application of weed killer by the grounds maintenance team, as it still had some green leaves. Situation to be monitored.
11.5	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:
11.6	New Bus Shelter A47 Pullover Road. National Highways had apologised for the delay in responding. Bus shelter contractor had been requested to provide National Highways with the information they required. Item 3.2 also refers.
11.7	Damaged Verge – Glebe Estate. Damaged road surface had been repaired but concerns remained about the damaged verge as no kerb had been put in place and the guidewires for the telegraph pole were still exposed and very close to the edge.

	Cllr Grange to provide photograph of the verge to the Clerk who would then follow up with the Properties Team at the Borough Council. ACTION: V. Grange & Clerk
11.8	<i>Solar Lighting – Millennium Green.</i> Contractor who installed the solar lighting would be checking the timings of the new lights once the evenings started to get dark earlier. Remote controllers/programmers were currently held by the contractor.
11.9	<i>Fencing - Lily's Play Area.</i> Once received the palisades delivery had been a few short. Contractor was sourcing replacement palisades and would install as soon as received.
11.10	<i>Warning Signage for Eau Brink Road.</i> Clerk reported having spoken to Highways there was no road warning signage specifically about dog walkers. The only appropriate signage would be warning of pedestrians in the road. It was proposed by Cllr Laughton seconded by Cllr Grange and unanimously RESOLVED to make a formal request to Highways for the installation of road signage along Eau Brink Road to warn of pedestrians in the road following complaints by dog walkers from the RSPCA and the Greyhound Trust. ACTION: Clerk
11.11	<i>Warning Signage – Glebe Estate.</i> Clerk informed the meeting of response received from Highways regarding installation of road warning signs for children playing at the entrance to the Glebe Estate. Signage would probably not be approved. Councillors agreed this was to still be an item for discussion at the next meeting in September. ACTION: Clerk
11.12	<i>Website – Pilot Scheme for gov.uk website and emails.</i> Clerk informed the meeting that the Parish Council had not been selected by Norfolk ALC to participate in the initial pilot scheme for provision of gov.uk websites and emails, which had been limited to just fifteen councils. Norfolk ALC did plan to offer the scheme to more councils in the future and Tilney All Saints was on the list for the next round.
11.13	<i>New Road Markings.</i> Councillors requested the Clerk to chase Highways again about timescales for the installation of the agreed new 30mph roundels and SLOW road markings. ACTION: Clerk Cllr Kirk advised Highways had confirmed the new 30mph road markings would be replaced at no cost to the Parish Council should the road need to be resurfaced at any time.
11.14	<i>Damaged Road Sign – Shepherdsgate Road.</i> Cllr Grange reported the school warning sign in Shepherdsgate Road when approaching the junction with School Road had been damaged and was laying on the ground. Clerk to report to Highways. ACTION: Clerk
11.15	<i>Overgrown Hedges and Trees.</i> Cllr Hodgson reported the primary school hedges on the corner of Shepherdsgate Road and Church Road were overgrowing across the pavement causing pedestrians to step out into the road. Clerk to contact the primary school as to when hedges were due to be cut back.

	ACTION: Clerk Clerk had raised the issues with the overgrowing willow tree and trees growing up into the power lines with the governing body at the primary school, as a response from the academy trust (DEMAT) had still not been received. Cllr Barley reported tree branches were overhanging the pavement along Church Road from Orchard Cottage to the Millenium Green. Offer from Cllr Mole and Cllr Barley to volunteer and cut back the tree branches was accepted by councillors. ACTION: P. Mole & C. Barley
11.16	County Councillor's Report Cllr Kirk's monthly report had been issued to all councillors. Cllr Kirk had contacted Highways about verges across the ward not being cut back. No response had been received to date. Councillors were requested to report any damage to the highways or verges caused by sugar beet lorries to the Highways Saddlebow depot immediately. The state of the verges and culverts due to HGVs driving through the village and the poor repairs undertaken was briefly discussed. Cllr Kirk was till trying to arrange for the NCC Portfolio Holder for Highways to visit the area to see for themselves the extremely poor state of the roads and the specific issues with subsidence. A large sink hole had appeared along West Drove. Cllr Kirk provided an update on the refurbished Norfolk Farms. NCC were looking for new tenants to take on the farms.
11.17	Borough Councillor's Report Cllr Bearshaw provided updates on the work at the QEII Hospital, fly tipping audit to help target hot spots, new housing development at Gaywood, plans to regenerate Harling Pits and changes to fees at the refuse centre. One free bag of rubbish would now be permitted. Funding for the Summer Fun Scheme would be coming to an end. The Borough Council wished to continue to scheme and were looking for ways to find the funding. The library would be moving into the centre of town. In response to a query from Cllr Laughton about the Carnegie building which currently housed the library, Cllr Kirk advised it was planned for the Grade I listed building to remain as a public building of some kind. Cllr Kemp had written to James Wild MP about changing the methodology to help attract dentists to the area. The Kings Lynn Night Shelter was at risk of closure. Funding had been requested from Government. The Borough Council continued to keep an eye on the Wisbech incinerator plans which they had fought hard to reject. Councillors were requested to inform Cllr. Bearshaw of any children they were aware of in the parish who did not attend a nursery or school in order arrangements could be made for them to receive their Coronation commemorative coin from the Borough Council.
12.	To Discuss Grounds Maintenance Issues at the Millennium Green. Report from the Clerk had been issued to all councillors prior to the meeting.

	Concerns with the application of weed killer on the Millennium Green without consultation or approval from the Parish Council, nor the grounds maintenance company itself, were discussed. Clerk advised as well as being applied along the fencing, around the silver birch tree and the village sign, weedkiller had also been applied around the benches and bins and the play area fencing. Councillors agreed this was a deviation from the contracted work and should a similar incident occur, the council would consider ending the three-year ground maintenance contract. Request to be made for details of the weedkiller used and confirmation applied by a suitably qualified person. Councillors requested the Clerk to send an official complaint to the grounds maintenance contractor detailing the concerns raised. ACTION: Clerk
13.	To Discuss Potential Traffic Calming Measures for School Road Report from the Clerk, including full details of the response from Highways and the criteria for installing traffic calming measures, had been issued to all councillors prior to the meeting. Councillors agreed as one of the criteria before installation of any traffic calming measures would even be considered was the requirement for street lighting, it would not be possible to continue with this avenue of enquiry. There were no streetlights along School Road and the installation of any would likely be prohibitively expensive and also would not be in line with the Tilney All Saints Neighbourhood Plan. Police speed checks would continue. Additional sites to deploy the SAM 2 unit were being investigated and SAM 2 data would continue to be sent to the Police. Community Speed Watch Team was to be set up with flyers due to be issued to residents shortly. 30mph roundel road markings were due to be installed at the top of School Road and the start of the 30mph zone at the village gateway signs on Church Road.
14.	To Discuss Options to Alleviate Issue with the Gate Bolt Hole at the Entrance to the Millennium Green Car Park. Contractor had advised concreting the width of the car park entrance incorporating a new gate bolt hole would resolve the problem of gravel around the bolt hole wearing away as vehicles pull in and out of the car park. Quote for costs had been requested. Councillors agreed this item was to be carried forward to the next meeting to consider costs. ACTION: Clerk Clerk advised she had refilled the gravel around the bolt hole again. Currently this was being done on a monthly basis. Gravel in the car park needed to be re-spread as bare patches and puddles were forming again.
15.	To Discuss Results of Residents Surveys. Cllr Kirk left the meeting at this point. 9pm Summaries of the residents' surveys undertaken at the Coronation Picnic event in May 2023 had been issued to all councillors prior to the meeting, together with a summary of the online survey undertaken from May 2023 to July 2023. Survey results were discussed.

	Councillors noted that request for a pub had been made by several people in the surveys although there was already a pub/bar in the village at Eagles Golf Centre. There was also the Coach & Horses on Lynn Road. A Book Exchange had been suggested as a use for the BT box, once refurbished. Cllr Grange advised there was already a Book Exchange in place in the Church from 9am to 5pm. Potential future projects had been well supported. 100% had supported 20mph warning signs outside the primary school. 90% supported a small amount of outdoor fitness equipment for the Millennium Green and more village events to be held like the Coronation Picnic. Only 50% of respondents had been willing to help organise future village events.
16.	To Consider if Any Projects Would Be Suitable for the Parish Partnership Funding Scheme 2024/2025. Information on the Parish Partnership Funding Scheme for 2024/2025 had been issued to all councillors prior to the meeting. No projects were put forward on this occasion.
17.	Review of Play Equipment Annual Safety Inspections. Annual safety inspections of the swing sets on the Glebe Estate playing field and play equipment in Lily's Play Area had been undertaken by RoSPA on 19th June 2023. Copy of the reports had been issued to all councillors prior to the meeting. Individual items raised in the reports were discussed. The following actions were agreed: Purchase of bird deterrent strips for installation on the swing bay in Lily's Play Area to be considered under agenda item 19. All bolts and hangers identified as loose to be tightened. ACTION: A. Laughton & P Mole Relocating the litter bin outside Lily's Play area to be investigated and reported back at the next meeting. ACTION: A Laughton & P Mole Estimated costs to relocate the litter bin outside Lily's Play Area to be requested from the Handy Man. ACTION: Clerk Free play equipment inspection to be requested from Online Playgrounds as per completion certificate. ACTION: Clerk Cost of metal foot plates to prevent further strimmer damage to the swing sets on the Glebe Estate to be obtained for consideration at the next meeting in September. ACTION: Clerk
18.	Play Area and Goalpost Inspections
18.1	<i>To discuss any issues raised from the regular councillor inspections.</i> <i>Glebe Estate – Play Equipment:</i> Inspections had been undertaken by Cllr. Grange on 20th June 2023 and 5th July 2023. Reports held by Clerk. Cllr. Grange reported the grass cutting had been better, but the edges had still not been trimmed well.
18.2	<i>Lily's Play Area – Millennium Green:</i> Inspections had been undertaken by Cllr. Grange on 21st June 2023 and 5th July 2023.

18.3	Reports held by the Clerk. Cllr Grange reported on the number of hippy crack canisters in the bins and around the green. Goal Post Inspection: Inspections had been undertaken by Cllr. Grange on 21st June 2023 and 5th July 2023. Reports held by the Clerk.
19.	To Agree Purchase of Replacement Bird Deterrent Strips for the Play Equipment on the Glebe Estate Playing Field. Report from the Clerk, including options and costs, had been issued to all councillors prior to the meeting. Options and costs were discussed. It was proposed by Cllr Laughton seconded by Cllr Grange and unanimously RESOLVED to approve Option A in the report, purchase of 2 x 10m Prikka Eco strips in terracotta at a cost of £11.99 each, which were to be installed on the two swings sets at the Glebe Estate Playing Field and also on the two bay swing set in Lilly's Play Area at the Millennium Green, as recommended in the RoSPA annual report. (Item 17 also refers). ACTION: Clerk The two remaining members of the public and Cllr Bearshaw left the meeting at this point. 9.30pm
20.	Policy Reviews. Copies of policies due for review had been issued to all councillors prior to the meeting. It was proposed by Cllr. Laughton seconded by Cllr Giles and unanimously RESOLVED to approve and accept the following Parish Council policies, without any amendments: - Complaints Procedure - Vexatious Complainants Policy - Disciplinary Policy - Expenses Policy – Councillors - Expenses Policy – Employees - Freedom of Information (FOI) Policy - Grant Award Policy - Grievance Policy - Sickness Absence Policy.
21.	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. Advice of a Temporary Event Notice had been received for a property on Eau Brink Road on 19th August 2023.

Next Parish Council meeting would be the meeting to be held on Thursday 14th September 2023 at 7pm in the Village Hall. No meeting held in August.

Meeting closed at 9.35pm

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