



Tilney All Saints Parish Council
Minutes of the Parish Council Meeting
Held on Thursday 14th December 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	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 Steven Bearshaw.

Two members of the public were present.

The two members of the public left the meeting at the end of item 3.

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, Cllr P. Hodgson, and Cllr. P. Jessop Apologies for absence approved. Apologies had also been received from J. Fuller (RFO) and County Cllr. J. Kirk.
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. 3.1	Public Participation Session <i>West Norfolk RSPCA Rehoming Centre at Eau Brink.</i> The manager of the rehoming centre spoke to thank Councillors for their support of the centre's two successful CIL (Community Infrastructure Levy) grant funding applications. The funding had been used to install solar panels and change all the lighting to LED which was saving the centre money with costs and also reducing the carbon footprint of the centre. The next project for the rehoming centre would be to replace the old boiler with a new more efficient, reliable air source heat pump system. Proposal was explained and support requested from the Council.

3.2	Councillors unanimously agreed they would support the West Norfolk RSPCA Rehoming Centre CIL funding bid for a new boiler and air source heat pump system. <i>Warning Road Sign – Eau Brink.</i> The agreed new road signage for Eau Brink, warning of pedestrians in the road, was briefly discussed. Highways had agreed the signage following a request from the Parish Council to help protect dog walkers from the rehoming centre and the Greyhound Trust. The Clerk confirmed she would be chasing up Highways about installation of the signage again in the new year. Two members of the public then left the meeting 7.25pm.
4.	Minutes <i>To approve the minutes of the meeting held on 9th November 2023.</i> Councillors unanimously RESOLVED to approve the minutes of the Parish Council meeting held on 9th November 2023, including the Confidential minute sheet, as a true and accurate record. Approved minutes signed by Cllr Laughton.
5. 5.1	Finances <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: New poles and brackets for SAM 2 unit £556.80 and new gov.uk domain and emails £216.00.
5.2	<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. Clerk confirmed the contractor had kindly agreed not to charge for the remaining play area fencing, which had now been installed. The £1,000 of earmarked funding for this work was to return to general reserves. It was proposed by Cllr Mole seconded by Cllr Barley and unanimously RESOLVED to transfer £3,000 from the savings account to the cheque account to cover the next quarters expenditure. ACTION: Clerk
5.3	<i>Agree bank reconciliation as of 30th November 2023.</i> Copy of the bank reconciliation as at the 30th November 2023 had been issued to all councillors prior to the meeting. Bank reconciliation for November 2023 had been agreed by Cllr. Giles with no queries raised. Cllr Giles confirmed he was working through the annual Fidelity Check.
6.	To Consider Purchase of New Charger for SAM 2 Unit. Report from the Clerk, including costs, had been issued to all councillors prior to the meeting. Cllr. Laughton confirmed the charger, although old, was still working and did not need to be immediately replaced.

	It was proposed by Cllr Laughton Seconded by Cllr. Mole and unanimously RESOLVED a new charger for the SAM 2 unit was to be purchased as and when required.
7.	To Consider Quotes for Additional Fencing at the Millennium Green. Report from the Clerk including quotes had been issued to all councillors prior to the meeting. Following some discussion, it was proposed by Cllr Grange seconded by Cllr Giles and unanimously RESOLVED to allocate £1,000 in the budget for 2024/2025 towards the cost of additional fencing at the Millennium Green. New quotes for the fencing work were to be obtained once the project to relocate the pedestrian access at the rear of the Millennium Green had been completed by Highways and the exact amount of fencing required would then be known.
8.	Update on Possible Grant Funding Options for Future Projects. Report from the Clerk had been issued to all councillors prior to the meeting. Options were discussed. Councillors agreed the Clerk was to put together a bid for CIL funding for replacement play equipment at the Glebe Estate playing field. Application details to be approved at the next meeting in January 2024 to meet the submission deadline of 1st February 2024. ACTION: Clerk
9.	To Consider Draft Budget for the Financial Year 2024/2025. Copy of the draft budget for 2024/2025, had been issued to all councillors prior to the meeting by the RFO. As agreed under item 7, £1,000 was to be earmarked from the 2024/2025 budget for additional fencing work at the Millennium Green. No further changes or amendments were put forward. Draft budget 2024/2025 to be agreed at the next meeting in January 2024.
10.	To Consider Options re Non-Renewal of Tenancy Agreement and Payment of Allotment Land Fees for 2023/2024. Allotment holder for plots 1 to 8 and 18 to 27 attended the meeting and completed a new tenancy agreement. Allotment land rental fees for 2023/2024 were paid by cheque.
11.	To Agree Response to the Borough Council Active Travel Enhancements: Parish Council Expression of Interest Request. Copy of the information and expression of interest form had been issued to all councillors prior to the meeting. Councillors agreed the Clerk was to complete the form expressing the council's interest in the possible 100% grant award for Sheffield cycle stands. ACTION: Clerk Councillors had already agreed at the November 2023 meeting to earmark some funding from the 2024/2025 budget to install a bike rack at the bus stop on Lynn Road.
12.	To Update on Potential Repair Work Required to the War Memorial. Clerk reported no further communication had been received from the Diocese of Ely about this potential work and she would continue to chase up the matter.

13.	To Approve Section 177 Agreement with National Highways to Install New Bus Shelter on A47 Pullover Road. Clerk advised the legal Section 177 paperwork had still not been received from National Highways. Clerk would continue to press for this matter to be completed as soon as possible. It was hoped work to install the new bus shelter could take place at the end of January 2024, but legal documentation would need to be completed beforehand.
14. 14.1 14.2	Planning. Ref 23/02078/F: PROPOSED DEMOLITION OF EXISTING AGRICULTURAL BARN (WHICH HAS APPROVAL FOR 1no. RESIDENTIAL DWELLING 22/02041/PACU3) TO ERECT 1no RESIDENTIAL DWELLING at Shoreboat Farm Lynn Road Tilney All Saints King's Lynn Norfolk PE34 4SD. Application was discussed and Councillors agreed they had No Observations. Ref 23/02152/RM: RESERVED MATTERS APPLICATION FOR PLOT 1 ONLY AT Thriftfields Cotts Lane Tilney All Saints King's Lynn Norfolk PE34 4SL. Application was discussed and Councillors agreed they OBJECTED to the application on the following grounds: The appearance, size and scale of the property was not in keeping with the area and would dwarf the surrounding properties. Tilney All Saints Neighbourhood Plan Policy 1.3 Design refers. Outline application was agreed on appeal to HM Planning Inspectorate under reference APP/V2635/W/22/3303848 for two properties. Thirteen conditions formed part of this approval. No reference to these conditions had been made in the application, especially regarding the need for archaeological written scheme of investigation to be submitted to and approved by the local planning authority in writing before any development can take place, and no development shall commence on site until detailed drawings for the offsite highway improvement works as indicated on Drawing No. 21092 02- 2 (Site layout) have been submitted to and approved in writing by the Local Planning Authority. As detailed in the Tilney All Saints Neighbourhood Plan there was already a higher than usual proportion of 4-bed homes in the village when compared to King's Lynn and West Norfolk as a whole. Under Neighbourhood Plan Policy 1.2 Housing Mix "To achieve a more diverse housing stock, proposals should include dwellings of two bedrooms or fewer, including dwellings suitable for or easily adaptable for older or less mobile residents." It had not been demonstrated there was a local need for another five bedroomed dwelling, especially if Plot 2 could also be for a further five bedroom dwelling as per the original application ref 21/02418/O. Under the Natural Environment and Rural Communities Act 2006, and the Environment Act 2021, there was a legal duty that developments deliver a net gain in biodiversity.

	As the property was to be built on land that was an orchard, (loss of green space and wildlife habitats), how was a net gain of biodiversity to be delivered. A possible breach of condition 12 of the HM Planning Inspectorate decision regarding site clearance and removal of trees had already been lodged. Although not part of the Reserved Matters application, Councillors had serious concerns regarding drainage in Cotts Lane.
15.	Reports Chairman's Report - Verbal:
15.1	<i>Community Speed Watch.</i> Training session had been arranged for 30th January 2024 10am at the village hall.
15.2	<i>Traffic Problems following Closure of A47.</i> Cllr Laughton raised the issue of traffic problems and damage to verges throughout the village the previous Monday (11th) when the A47 had been closed due to an accident. A lorry had gone into the dyke along Church Lane damaging the verge and the 30mph road sign, despite clear signage at either end of Church Lane stating it was not suitable for HGVs. Clerk to report damage to the verges and the road sign. ACTION: Clerk Councillors to provide photographs of the verge damage. ACTION: All Councillors Councillors requested the Clerk to contact the Police and ask for an explanation as to why the A47 had been closed for so long (6am to 4.30pm) due to the traffic problems caused and the economic cost. ACTION: Clerk
15.3	<i>SNAP (Safer Neighbourhoods Action Panel) Priority Setting Meetings.</i> Cllr Laughton requested the Clerk to find out when the next SNAP meeting was due to be held, as he would like to attend and raise the issues for Tilney All Saints around closures of the A47. ACTION: Clerk
15.4	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:
15.5	<i>Gov.UK Domain and Email Addresses.</i> New gov.uk domain name had been set up for Tilney All Saints Parish Council together with email addresses for all councillors, plus the Clerk and RFO. Clerk advised details on how to log in and set up emails was due to be issued to councillors shortly. ACTION: Clerk
15.6	<i>Replacement Street Name Plate – Shepherdsgate Road.</i> Councillors requested to check if new street name plate had been installed for Shepherdsgate Road at its junction with Station Road and Bullock Road. ACTION: All Councillors
15.7	<i>New Councillor Training Session.</i> Joint new Councillor training session with Clenchwarton Parish Council was to be held on Saturday 27th January 2024. All councillors were invited to attend the session as refresher/update training.
15.8	<i>New Poles and Brackets SAM 2 Unit.</i> New poles and brackets for the SAM 2 unit had been installed at the additional locations on 1st December 2023. Cost would be refunded from Cllr Kirk's Members Fund.

15.9	<i>Footpath – Church Road.</i> Councillors agreed to the offer from Cllr Barley to volunteer to sweep the wet leaves from the footpath along Church Road from Orchard Cottage to the Millennium Green.
15.10	<i>Fly Tipping Church Lane.</i> Cllr Mole advised some old window frames had been fly tipped along Church Lane. Clerk to report to Highways. ACTION: Clerk
15.11	County Councillor's Report Cllr. Kirk had sent his apologies for the meeting. Cllr Kirk's monthly report had been issued to all councillors.
15.12	Borough Councillor's Report. Cllr Bearshaw provided details and updates on the following: As the free parking in King's Lynn over the Christmas period had historically made no difference to footfall charges would continue as normal, delays to the new hospital build, the Clenchwarton Warm Hub, meeting with National Highways regarding signage on the approaches to junction on A47 at the Hardwick roundabout, the Warm Homes Scheme for households with an income less than £31,000, travel path from Hunstanton to Sutton Bridge, improvements to housing, need for the Borough Council to be frugal with spending, Charles Joyce stepping down as Labour leader, and Government loan to build affordable homes. Cllr Bearshaw also spoke about roads being gritted following reports of vehicles almost sliding onto the A17 from Station Road. Cllr Grange commented that no gritting lorries had been through the village so far this winter. Cllr Laughton thanked Cllr Bearshaw for his report and for all the hours he was putting in since becoming Borough Councillor.
16.	Biodiversity Duty for Tilney All Saints. <i>To consider what the Parish Council could do to conserve and enhance biodiversity under the 2021 Environment Act.</i> Report from the Clerk, including examples and suggestions, had been issued to all Councillors prior to the meeting. Councillors discussed what was already undertaken to enhance biodiversity on the land owned/managed by the Parish Council in the village. (Millennium Green, Allotment Land and Glebe Estate) and the amount of wildlife already seen in the parish. This included deer, hares, herons, egrets, frogs, and newts. The new flower bed on the Millennium Green would help increase the biodiversity. Some suggestions for consideration included setting up a wildflower bed/area at the Millennium Green and/or Glebe Estate, Hedgehog Highways, nest boxes for Glebe Estate and bug hotels as a project that could be linked to the primary school. Clerk to investigate further and draw up policy and report for further discussion. ACTION: Clerk Cllr. Bearshaw offered to send through to the Clerk biodiversity information available from the Borough Council.

17.	Play Area and Goalpost Inspections
17.1	<i>To discuss any issues raised from the regular councillor inspections.</i> Glebe Estate – Play Equipment: Inspections had been undertaken by Cllr. Grange during November. Cllr Grange apologised but due to illness she had not yet been able to type up the reports. No issues had been raised. Parents using the car park had apparently been picking up the litter and hippy crack canisters. Cllr Gange would also be undertaking a litter pick. Reports to be issued to the Clerk. ACTION: V Grange
17.2	Lily’s Play Area – Millennium Green: Inspections had been undertaken by Cllr. Grange as above. Reports to be issued to the Clerk ACTION: V Grange
17.3	Goal Post Inspection: Inspections had been undertaken by Cllr. Grange as above Reports to be issued to the Clerk. ACTION: V Grange
18.	Policies: <i>Annual review of Health & Safety Policy and to approve new Internal Controls Policy.</i> Copies of both policies had been issued to all councillors prior to the meeting.
18.1	Health & Safety Policy. It was proposed by Cllr Laughton Seconded by Cllr Barley and unanimously RESOLVED to approve the Health and Safety Policy without any amendments.
18	Internal Controls Policy. Cllr Giles confirmed he was happy to take on the additional action in the policy to confirm the authenticity of the internal audit. It was proposed by Cllr Laughton Seconded by Cllr Barley and unanimously RESOLVED to approve the Internal Controls Policy without any amendments.
19.	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.
20.	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.

Next Parish Council meeting would be the meeting to be held on Thursday 11th January 2024 at 7pm in the Village Hall.

Meeting closed at 9.30pm

Total number of pages 7.