



Tilney All Saints Parish Council
Minutes of the Parish Council Meeting
Held on Thursday 14th September 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 Left the meeting at the end of item 15
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.

Two members of the public were present.

The two members of the public left the meeting at the end of item 6.3.

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. Apology for absence 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 were received.
3.	Co-option of New Parish Councillor. Daniel Fisher was nominated as a new Parish Councillor by Cllr Hodgson and seconded by Cllr Laughton. Vote was taken and it was unanimously RESOLVED to co-opt Daniel Fisher as a Parish Councillor for Tilney All Saints. Clerk to arrange for acceptance of office to be completed prior to the start of the next meeting and declaration of interests forms to be completed within 28 days. ACTION: Clerk
4.	Public Participation Session Members of the public raised the following items.

4.1	<i>Solar Powered CCTV Cameras for the Millennium Green Car Park.</i> Resident to provide Cllr Laughton with alternative contact details for a current user of solar powered CCTV cameras as no response had been received to date. Installation of Solar Powered CCTV Cameras in the Millennium Green Car Park to be an agenda item for discussion at the next meeting, if information available in time. ACTION: Clerk
4.2	<i>Speeding – School Road.</i> Speeding along School Road was raised by a member of the public and discussed. As minuted at the July meeting, Clerk confirmed no traffic calming measures could even be considered for installation as there was no street lighting along School Road, which was required by Highways. Installation of street lighting would be prohibitively expensive with no guarantee Highways would then approve any traffic calming measures as several other criteria would still need to be met. Installation of street lighting would also not be in line with the Neighbourhood Plan.
4.3	<i>New Community Speed Watch Team.</i> At the request of a member of the public, Clerk provided an update on the new Community Speed Watch team being set up. (Agenda item 20). The last application form had just been received and these would be sent to the Police Speed Watch Scheme for training to be arranged. Cllr Laughton had kindly agreed to act as the Tilney All Saints team co-ordinator. Cllr Hodgson volunteered to join the new Speed Watch Team. Clerk to issue application form to Cllr Hodgson for completion and return. ACTION: Clerk & P Hodgson
5.	Minutes
5.1	<i>To approve the minutes of the meetings held on 13th July 2023 and 11th August 2023.</i> Councillors unanimously RESOLVED to approve the minutes of the Parish Council meetings held on 13th July 2023 and 11th August 2023 as a true and accurate record. Approved minutes signed by Cllr Laughton.
5.2	<i>Agreed Resolution from Meeting held on 11th August 2023.</i> Cllr Hodgson stated that he wanted the agreed resolution for councillors to lock the Millennium Green car park gates overnight (Item 5) to be reversed and discussed again with alternative options. Chair and Clerk explained the process under which he could do so. (Standing Order 7a).
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: £132.00 update contact details on signage, £2,250.00 ground maintenance for July & August and £974.40 repairs to SAM 2 unit.

	As agreed at the meeting held in July, payment had been made between meetings to National Highways of £2,610 administration fee re new bus shelter A47 Pullover Road.
6.2	<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.
6.3	<i>Agree bank reconciliation as of 31st July 2023 and 31st August 2023.</i> Copy of the bank reconciliations as at the 31st July 2023 and 31st August 2023 had been issued to all councillors prior to the meeting. Cllr Giles had agreed the bank reconciliations for July and August 2023, with no queries raised. Two members of the public left the meeting at this point. (7.30pm)
6.4	<i>To approve payment of additional worked hours for the Responsible Finance Officer (RFO).</i> It was proposed by Cllr Laughton seconded by Cllr Hodgson and unanimously RESOLVED to approve payment for three additional hours worked by the RFO.
6.5	<i>Notice of Conclusion of External Audit.</i> Clerk advised Notice of Completion of the external audit had been received after the meeting agenda had been issued. No items had been raised. This would be a formal agenda item for review at the next meeting in October. Notice of Conclusion of Audit would be published prior to 30th September 2023. ACTION: Clerk
7.	To Consider Repairs Requested to the Grade II Listed War Memorial Located in the Church Yard and Agree the Way forward. Report from the Clerk had been issued to all Councillors prior to the meeting. Clerk advised no further information had been received. Confirmation as to who put forward the proposed work to replace the concrete apron with shingle and membrane and report from the Diocese were still awaited. Quotes for costs of the proposed work had been requested. No responses received to date as further information was required, which Clerk was unable to provide until report received. Item carried forward.
8.	Acceptance of Allotment Land Tenancy Agreements and Payment of Fees for 2023/2024.
8.1	<i>Plots 9 – 17:</i> Plot holder attended the meeting and paid annual allotment land fees. New tenancy agreement completed and signed accordingly.
8.2	<i>Plots 1 – 8 and 18 – 27:</i> Plot holder did not attend the meeting. Clerk to contact plot holder and request they attend the meeting in October. ACTION: Clerk

8.3	<i>Dyke Maintenance.</i> Cllr Mole requested a letter to be issued to both tenancy holders reminding them, as part of the tenancy agreement, they were responsible for maintenance of the dykes. ACTION: Clerk
9.	Planning.
9.1	No new applications had been received.
9.2	Councillors noted the following two permitted applications: 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. Ref 23/00732/F Davmar 4 Council Houses, Lynn Road, Tilney All Saints. Siting of a mobile home to be used as ancillary accommodation.
10.	Reports
	Chairman's Report - Verbal:
10.1	<i>Flower Bed – Millennium Green.</i> The new flower bed to commemorate the Queen's Platinum Jubilee needed weeding. Cllr Laughton advised he had some pansy plants to be planted. Clerk confirmed she would be purchasing the spring crocus and snowdrop bulbs shortly. Cllr Laughton and Clerk to arrange for flower bed to be weeded and planted up with pansies and spring bulbs. ACTION: A Laughton & Clerk Cllr Kirk confirmed the roses would be available for planting later in October.
10.2	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:
10.3	<i>Willow Trees at the Anglian Water Site – Glebe Estate.</i> Confirmation had finally been received from Anglian Water that the trees located inside their site had been safety inspected in March 2021. Copy of the report had also been provided. Anglian Water advised all recommended work to the trees had been undertaken between April and June this year. Councillors agreed the Clerk was not to follow up for confirmation of a regular schedule of safety inspections being in place. Any future concerns with the trees were to be raised with Anglian Water at that time.
10.4	<i>New Bus Shelter A47 Pullover Road.</i> Legal documentation for the Section 177 licence was still awaited from National Highways. Person dealing with this at National Highways had been away on annual leave for most of August. Clerk would be following up if nothing received in the next few days. ACTION: Clerk
10.5	<i>Damaged Road Sign – Shepherdsgate Road.</i> Councillors requested to check if the damaged School warning sign in Shepherdsgate Road had been replaced and inform the Clerk accordingly. ACTION: Councillors

10.6	<i>Installation of Bird Deterrent Strip to Play Equipment.</i> Councillors requested the Clerk to contact the Handyman and ask him to install the new bird deterrent strips to the swing bays at the Glebe Estate and in Lily's Play Area. ACTION: Clerk
10.7	<i>New Councillor Training.</i> New councillor training would need to be arranged for Cllr. Fisher and also for Cllr Jessop. Cllr Bearshaw advised Clenchwarton Parish Council were looking to arrange training for their new councillors and may be open to a joint session being held to help spread the cost. Clerk to contact the Clerk at Clenchwarton. ACTION: Clerk
10.8	<i>Noticeboard – Millennium Green Car Park.</i> Outside of the noticeboard had been cleaned by the Clerk as it was becoming grubby with some green moss appearing. Clerk advised noticeboard needed to be cleaned inside and out. ACTION: Clerk
10.9	<i>Oil Boiler Ban.</i> Responses received from County Councillor, Borough Councillor and local MP to the concerns raised by Cllr Barley at the August meeting over the proposed ban on new oil-fired boilers from 2026 had been issued to all Councillors.
10.10	<i>Hedges Along Church Road.</i> Cllr Grange reported her husband had started to cut back the overgrown hedges along Church Road from the Church Lane junction. Councillors expressed their thanks to Mr Grange for this work and approved Mr Grange continuing to cut back the remaining overgrown hedges along Church Road in a volunteer capacity.
10.11	<i>County Councillor's Report</i> Cllr Kirk's monthly report had been issued to all councillors. Cllr Kirk reported on the meeting he had attended at County Hall with the Norfolk Health Overview and Scrutiny Committee regarding the recording of deaths in the county. Cllr Kirk had been speaking to Highways as there had been another crash at the Station Road junction on the A17. Issues and potential solutions were then briefly discussed. Clerk offered to provide Cllr Kirk with a copy of the minutes from a joint meeting held with Highways several years previously about the problems at the junction. ACTION: Clerk
10.12	<i>Borough Councillor's Report.</i> Cllr. Bearshaw spoke about the traffic issues at the Hardwick roundabout and his proposal for new gantries to be installed on the approaches. Cllr Bearshaw was now a member of four IDBs (Internal Drainage Boards) and had attended IDB training. He was also a member of the Audit Committee. Cllr Bearshaw reported on the scoring system for successful CIL funding applications.

	Cllr Bearshaw reported on the Southgates Master Plan and a possible solution to try and reduce the volume of traffic going into King's Lynn. Cllr Bearshaw was setting up a new Facebook page. Cllr Bearshaw warned Councillors about a parking app that shows overnight parking spots for camper vans.
11.	To Agree New Street Lighting Maintenance Contract. Report from the Clerk, including three quotes, had been issued to all councillors prior to the meeting. Clerk informed Councillors of the information provided regarding timings of electrical and structural testing. Options were discussed. It was proposed by Cllr Mole seconded by Cllr Laughton and unanimously RESOLVED to accept Option A, but only for a one-year contract. Clerk to sign contract and obtain a copy of the company's public liability insurance certificate. ACTION: Clerk
11.1	<i>Annual Safety Inspection Reports 2020 – 2023.</i> Clerk advised Councillors that despite repeated requests copies of the written annual safety inspection reports had not been provided by the current street lighting maintenance contractor for the period 2020 to 2023. As the contractor was now withdrawing from provision of street lighting maintenance Clerk had requested copies of the reports again. ACTION: Clerk
11.2	<i>Street Lighting Electricity Tariff.</i> Clerk reported on the investigative work she had undertaken after it became apparent the electricity tariff for the Glebe Estate street lighting had not been changed over to the new tariff upon conversion to LEDs in January 2022. The power company had not informed the supply company of the change when advised by the Clerk at the time of the change. A credit note had been issued but the invoices did not match up. Clerk would be investigating further and report back at the next meeting. ACTION: Clerk
12.	To Consider Purchase of Second-Hand Speed Aware Messaging (SAM) Unit. Report from the Clerk had been issued to all councillors prior to the meeting. The pros and cons of purchasing a second-hand unit were discussed in detail. It was proposed by Cllr Laughton Seconded by Cllr Mole and unanimously RESOLVED to offer Upwell Parish Council £200 to purchase their second-hand SAM 2 unit subject to a satisfactory diagnostic check being undertaken by Westcotec Ltd and Upwell Parish Council agreeing to pay half the cost of the diagnostic test. Should purchase go ahead £100 was to be vired across from the Election Costs budget line with the balance to be funded from the Contingency budget line. Clerk to contact Upwell PC. ACTION: Clerk
12.1	<i>Additional Locations for Deployment of SAM 2 Unit.</i> As detailed in the report from the Clerk the proposed additional locations for the SAM 2 unit to be deployed from needed to be agreed by Councillors in order the request could be made and approved by Highways.

	Councillors agreed the two new locations would be as follows: Church Road: opposite the junction with Church Lane facing away from Orchard Cottage going out of the village. School Road: outside no 22 facing away from the school towards Lynn Road. Formal request to be made to Highways. ACTION: Clerk It was suggested by Cllr Grange that an existing post be used for the location in Church Road. Clerk to look into costs for additional post/s and brackets. ACTION: Clerk
13.	To Approve Purchase and Installation of New Information Signage in the Millennium Green Car Park re Locking of the Vehicle Access Gates Overnight. Report from the Clerk, including cost options, had been issued to all Councillors prior to the meeting. Councillors agreed this item was to be carried forward due to issues raised by Cllr Hodgson under agenda Item 5.2. Cllr Laughton and Cllr Barley had cut back the vegetation from the primary school grounds overhanging the pedestrian gate access.
14.	To Consider if New “Children Playing” Warning Signage is to be Purchased for the Glebe Estate. Report from the Clerk, including options and costs, had been issued to all Councillors prior to the meeting. It was proposed by Cllr Barley Seconded by Cllr Grange and unanimously RESOLVED to purchase “Children Playing” warning sign (Option B). Sign to be installed by cable ties on the first lamppost upon entry to the Glebe Estate. Clerk to advise Highways accordingly. ACTION: Clerk
15.	To Approve Printing Costs for Parish Council Identification Lanyards. Report from the Clerk, including costs, had been issued to all Councillors prior to the meeting. It was proposed by Cllr. Barley Seconded by Cllr Hodgson and unanimously RESOLVED for the Parish Council identification lanyards to be printed by Snappy Snaps at a cost of approx. £23. Printing to be funded from the Stationary budget line. Clerk to arrange printing. ACTION: Clerk Cllr Gange left the meeting at this point (8.50pm)
16.	Remembrance Sunday Wreaths. It was proposed by Cllr Barley seconded by Cllr Giles and unanimously RESOLVED to make a donation to the Royal British Legion of £50 for two poppy wreaths under S137. Clerk requested to contact Church Warden/Rural Dean about arrangements for a Remembrance service to be held at the war memorial on 11th November 2023. ACTION Clerk
17.	To Approve Work to Alleviate Issue with the Gate Bolt Hole at the Entrance to the Millennium Green Car Park. Quote for costs was still awaited. Gravel around the bolt hole was being refilled on a monthly basis by the Clerk. Item carried forward.
18.	To Agree Response to BCKLWN Active Travel Priorities Questionnaire. Copy of the questionnaire had been issued to all Councillors prior to the meeting. Responses were discussed and agreed as follows:

	1/ Are there any schemes or proposals under development within your parish to improve (not maintain) rural footpath or cycleway links or to enhance key routes that have been agreed as being important to benefit your parish and potentially the wider area? <i>No but need for footpath/cycle route over A17 to Clenchwarton.</i> 2/ Is there a need for improved community cycle provision within your parish? <i>Yes. See above.</i> 3/ Have you identified a need for additional cycle parking / racks. <i>Yes, alongside bus shelter on Lynn Road.</i> 4/ Would E-bike charging facilities benefit the residents and visitors to your parish? <i>No.</i> 5/ Are you aware of or have you accessed existing grants and funding opportunities for any active travel projects within your parish? <i>No.</i> 6/ Any other comments you wish to make on the important of active travel to your parish and how improvements would benefit your community? <i>No.</i> Clerk to respond accordingly. ACTION: Clerk
19.	Play Area and Goalpost Inspections
19.1	<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 during July and August but reports had not yet been written up. ACTION: V. Grange
19.2	<i>Lily’s Play Area – Millennium Green:</i> Inspections had been undertaken by Cllr. Grange during July and August but reports had not yet been written up. ACTION: V. Grange
19.3	<i>Goal Post Inspection:</i> Inspections had been undertaken by Cllr. Grange during July and August but reports had not yet been written up. ACTION: V. Grange
19.4	<i>Operational Report – Lily’s Play Area.</i> Copy of the Operational Report undertaken by Online Playgrounds on 1st August 2023 had been issued to all Councillors prior to the meeting. No queries raised by Councillors.
19.5	<i>Maintenance.</i> All bolts and hangers on the play equipment at the Glebe Estate and in Lily’s Play Area had been tightened by Cllr. Laughton and Cllr Mole at the end of July 2023. The arson damage to the bench at the Glebe Estate had been sanded down again.
20.	To Receive Update on the New Community Speed Watch Team for Tilney All Saints. Update had been provided by the Clerk under Public Participation. (Item 4.3)
21.	Annual Review of Risk Assessments. Copies of risk assessments due for review together with new risk assessment for Cleaning/Re- painting of the Village Gateway Signs had been issued to all councillors prior to the meeting. It was proposed by Cllr. Mole seconded by Cllr Laughton and unanimously RESOLVED to approve and accept the following Parish Council risk assessments, without any amendments:

	Allotment Land Glebe Estate Playing Field Lily's Play Area Millennium Green SAM 2 Unit Internet Banking Cleaning/re-painting of the Village Gateway Signs.
22.	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.

Next Parish Council meeting would be the meeting to be held on Thursday 12th October 2023 at 7pm in the Village Hall.

Meeting closed at 9.03pm

Total number of pages 9.