



Tilney All Saints Parish Council

Minutes of the Annual Parish Council Meeting

Held on Thursday 18th May 2023 at 7pm

In the Village Hall

ATTENDANCE

Andy Laughton (Chair)	Parish Councillor	Present
Chris Barley	Parish Councillor	Absent – Apology received
Brian Giles	Parish Councillor	Present Left the meeting during item 27
Val Grange	Parish Councillor	Present
Peter Hodgson	Parish Councillor	Present
Paul Jessop	Parish Councillor	Present Left the meeting at the end of item 18
Philip Mole (Vice Chair)	Parish Councillor	Present
Stella Kaye	Parish Clerk	Present
Janet Fuller	Responsible Finance Officer (RFO)	Present Joined the meeting during item 6 and left at the end of item 16.

Also present: County Councillor J. Kirk.

Cllr Kirk left the meeting at the end of agenda item 18.1.

Four members of the public were present.

All members of the public left the meeting at the end of agenda item 6.

1.	Election of Chair and Completion of Declaration of Acceptance of Office. It was proposed by Cllr. Giles Seconded by Cllr Grange and unanimously RESOLVED to elect Cllr Laughton as Chair of the Parish Council.
2.	Election of Vice Chair and Completion of Declaration of Acceptance of Office. It was proposed by Cllr. Laughton Seconded by Cllr. Giles and unanimously RESOLVED to elect Cllr Mole as Vice Chair of the Parish Council.
3. 3.1	Welcome to the Meeting by the Chair. Cllr. Laughton welcomed everyone to the meeting. <i>Borough Councillor David Whitby.</i> Cllr Laughton informed the meeting that the previous Borough Councillor, David Whitby, had sadly passed away on 9 th May 2023. Cllr. Whitby had carried out a lot of work on behalf of Tilney All Saints during his time as Borough Councillor and had always been happy to provide help and support to the Parish Council. A letter of condolence had been sent to Cllr. Whitby's family on behalf of the Parish Council. Cllr Laughton provided details of the funeral should anyone wish to attend. Cllr Laughton advised he planned to attend the funeral.

	of Local Councils annual subscription £183.39, Installation of solar lighting £1,255.20. Two payments had been made since the previous meeting. Payments agreed by the Clerk and authorised by two councillors. Payment of agreed car park extension work £30, 578.11 upon receipt of CIL grant funding. Agreed as May meeting being held later than usual due to elections would have taken payment over the invoice payment period. Payment for games hire for the village picnic £ 190.00 was agreed as payment was required prior to delivery for the event which took place before the May meeting. Chairman informed at the time for both payments. £100 deposit refund received.
8.2	<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. Cllr Laughton thanked J. Fuller for all her work as RFO. Councillors noted that correction was to be made to the Clerk's salary payments. Increase to Clerk's hours with effect from 1st April 2023 had not been updated.
8.3	<i>Agree bank reconciliation as of 30th April 2023.</i> Copy of the bank reconciliation as at the 30th April 2023 had been issued to all councillors prior to the meeting. As bank reconciliation for April had not been undertaken by a councillor item was carried forward. (Item 19 refers)
8.4	<i>To approve payment of additional hours worked by the Parish Clerk.</i> Breakdown of additional hours worked had been provided to the Chairman. It was proposed by Cllr. Laughton Seconded by Cllr. Hodgson and unanimously RESOLVED to approve payment of nine and half additional hours to the Clerk. ACTION: RFO
8.5	<i>To resolve to pay annual Lottery registration fee by direct debit.</i> It was proposed by Cllr Mole Seconded by Cllr Grange and unanimously RESOLVED to continue to pay the annual Lottery registration to BCKLWN by Direct Debit.
8.6	<i>To confirm bank account signatories and online banking access.</i> Councillors agreed the bank account signatories and online banking access arrangements were to remain unchanged.
9.	Annual Report from the Internal Auditor. <i>To consider report received and any items raised.</i> Copy of the Internal Auditor's Report had been issued to all councillors prior to the meeting. No actions or issues had been raised by the internal auditor. No queries were raised by councillors.
10.	Approval of the Annual Governance Statement 2022/2023 Copy of the blank Annual Governance Statement had been issued to all councillors prior to the meeting.

	Each individual section of the governance statement was read out by Cllr. Laughton and responses to all nine sections were unanimously agreed by Councillors, with the Governance Statement then completed accordingly by Cllr. Laughton. It was proposed by Cllr. Jessop Seconded by Cllr Mole and unanimously RESOLVED to approve the Annual Governance Statement 2022/2023. Annual Governance Statement signed by Cllr. Laughton and the Clerk.
11.	Approval of the Accounting Statements for 2022/2023 and Completion of the Annual Return. Copy of the Accounting Statements 2022/2023 completed and signed by the RFO had been issued to all councillors prior to the meeting. It was proposed by Cllr. Hodgson Seconded by Cllr. Grange and unanimously RESOLVED to approve the Accounting Statements for 2022/2023. Approved Accounting Statement for 2022/2023 signed by Cllr. Laughton. Completed AGAR (Annual Governance and Accountability Return) 2022/2023 to be collated and sent to the external auditors. ACTION: Clerk
12.	Review of Any Budget Surplus 2022/2023. It was proposed by Cllr. Giles Seconded by Cllr. Mole and unanimously RESOLVED to transfer £10,000 from the current account to the savings account. ACTION: RFO
13.	To Consider Applying for a Parish Council Unity Trust MultiPay Charge Card. Report from the Clerk had been issued to all councillors prior to the meeting together with information sheet including fees on the Unity Trust MultiPay card. After a brief discussion it was proposed by Cllr. Mole seconded by Cllr Hodgson and unanimously RESOLVED to apply for a Unity Trust MultiPay charge card for the Clerk with a limit of £500. RFO and the Clerk to be programme administrators. Any balance to be paid by direct debit on the 20th of the month. ACTION: Clerk
14.	Annual Review of Financial Regulations. Copy of Financial Regulations 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 the Financial Regulations subject to the following amendments: • Item 3.3 amended to a 12 month forecast. • Items 5.6 and 5.7 be removed. • Personal credit or debit cards of members or staff shall not be used under any circumstances; to be added under item 6.20. ACTION: Clerk
15.	Annual Review of Standing Orders. Copy of the Standing Orders had been issued to all councillors prior to the meeting. It was proposed by Cllr. Jessop seconded by Cllr. Hodgson and unanimously RESOLVED to approve the Standing Orders without any amendments.
16.	Annual Acceptance of Code of Conduct. Copy of the Code of Conduct had been issued to all councillors prior to the meeting. It was proposed by Cllr Jessop seconded by Cllr. Laughton and unanimously RESOLVED to approve the Code of Conduct without any amendments.

	J. Fuller left the meeting at this point 8.30pm.
17.	Reports
	Chairman's Report - Verbal:
17.1	<i>SNAP (Safer Neighbourhoods Action Panel) Meeting.</i> Cllr Laughton and the Clerk had attended the SNAP meeting held on 18 th April 2023 in Terrington St John. Cllr Laughton reported the meeting had mainly been about the new 30mph speed limit and speeding along Smeeth Road in Marshland St James. Cllr Laughton had raised the issues of speeding in Tilney All Saints and the use of nitrous oxide canisters at the Millennium Green car park and the Glebe Estate. Next SNAP meeting was to be held on 25 th July 2023 at the Watlington Village Hall.
17.2	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:
17.3	<i>Condition of Wheelie Bin Store at the Millennium Green Car Park.</i> Clerk reported the lid of the wheelie bin store had been blown open again. Cllr. Laughton confirmed he and Cllr. Hodgson had begun work to repair the storage bin, with further work to be completed in the next few days. ACTION: A. Laughton & P Hodgson
17.4	<i>Trees at the Anglian Water Site on Glebe Estate Playing Field.</i> Willow trees that had been growing up into the power lines had finally been cut back by UK Power Networks. Cllr. Grange confirmed the cut wood had now been removed.
17.5	<i>Damaged Road Surface and Verge - Glebe Estate.</i> Highways had advised the road surface and verge were the responsibility of BCKLWN. The damage had been reported to the Properties Team by Highways. Clerk would be following up with BCKLWN. ACTION: Clerk
17.6	<i>New Flower Bed – Millennium Green.</i> Soil for the new flower bed was still awaited. Cllr Laughton advised he had some bedding plants ready to be planted. Clerk to contact the contractor about the soil. ACTION: Clerk
17.7	<i>Councillor Vacancy.</i> Following the uncontested election there remained one vacancy for a councillor on the Parish Council. Co-option of Parish Councillor to be an agenda item for the next meeting on 8 th June 2023. ACTION: Clerk
17.8	County Councillor's Report Cllr Kirk's monthly report had been issued to all councillors. Cllr. Kirk reported on behalf of the absent Borough Councillor. The Mayor making meeting had been held. Lesley Bambridge had stood down as a councillor and the new Mayor of King's Lynn would be Cllr Margaret Wilkinson. Cllr Kirk advised empty nitrous oxide canisters could be collected and sold for scrap. The new leader of Norfolk County Council was Cllr. Kay Mason-Billing. Cllr Kirk had an extra £1,000 of member's funding to spend in his Ward on Highways issues.

17.9	Cllr Kirk kindly offered to help with a new Speed Watch group. Borough Councillor's Report New Borough Councillor was not present.
18.	Planning. No new applications had been received.
18.1	The following decision was noted: Permission refused: Ref 23/00162/F Rear Extension, Roof Works and New Dormer Windows. at 1 Willow Drive Tilney All Saints King's Lynn Norfolk PE34 4SU. Cllr Kirk left the meeting at this point.
18.2	<i>Thriftfields Cotts Lane.</i> A brief update was provided for Thriftfields, which was now up for sale with the agreed outline planning permission following appeal to the Planning Inspectorate. Cllr Jessop left the meeting at this point. 8.55pm.
19.	Councillor Responsibilities: <i>To appoint Councillors responsible for the following roles.</i> Councillor responsibilities were agreed as follows: Monthly Bank Reconciliation Checks – Cllr Giles Regular Play Equipment Safety Checks – Cllr Grange Monthly Goal Post Safety Checks – Cllr Grange Representative to Norfolk Association of Local Councils – Cllr Laughton Emptying of litter bins at the Millennium Green, Glebe Estate, Church Road – Cllr Grange Emptying of litter bin at Bus Shelter Lynn Road – Cllr Laughton.
20.	To Agree Parish Council Insurance Policy Provider with effect from 1st June 2023 Report from the Clerk, including details of three quotes obtained, had been issued to all councillors prior to the meeting. Clerk provided the following updates: Under quote from Company A it had been confirmed Libel & Slander and Employee Dishonesty were included in the policy. It was just worded differently and shown under heading Fraud & Dishonestly & Defamation. Under Company C the amount of cover would need to be increased to £70,000 to include the wetpour surfacing at Lily's Play Area. Insurance company advised Key person cover was considered outdated with increased cover provided under Per Accident cover. New premium for Company C ££857.29 Following a brief discussion, it was proposed by Cllr Hodgson seconded by Cllr Mole and unanimously RESOLVED to accept the quote from Company B. Clerk to enquire if the company offered a 3-year long term agreement (LTA) if LTA available this was to be accepted. ACTION: Clerk
21.	To Consider Purchase of a New Notice Board to be Installed on Pullover Road at Eau Brink. Report from the Clerk, including three cost options, had been issued to all councillors prior to the meeting. It was proposed by Cllr. Hodgson seconded by Cllr. Mole and unanimously RESOLVED to purchase a new notice board, Option B in the report (£438), to be installed along side the bus stop towards Wisbech on the A47 Pullover Road at Eau Brink, subject to agreement by National Highways. Funding to taken from the Contingency Fund.

	ACTION: Clerk
22.	To Consider Purchase of Noticeboard to be Installed in the New Bus Shelter on the A47 Pullover Road. Photograph of the type of proposed noticeboard to be installed in the new bus shelter at A47, Pullover Road was circulated to all councillors present. Councillors agreed to the size and style of noticeboard. Clerk to obtain details of cost from contractor. ACTION: Clerk
23.	To Approve Costs to Change Clerk's Contact Telephone Number on the Information Signs in the Parish. As details of costs were still awaited, councillors agreed item was to be carried forward to the next meeting in June. ACTION: Clerk
24.	Handyman Work. <i>To approve brickwork to the plinth of the village sign at the Millennium Green and replacement of the rotten wooden post in the Millennium Green car park.</i> Report from the Clerk had been issued to all councillors prior to the meeting. It was proposed by Cllr. Laughton seconded by Cllr. Mole and unanimously RESOLVED the Handyman was to cut away at ground level the rotten wooden post in the Millennium Green car park and dig a new hole sited behind the existing post but in a position where it clears any existing concrete. Top of replacement post to be painted yellow. Top tier of brickwork on the plinth of the village sign on the Millennium Green to be replaced by blue engineering bricks or pavers, as per the new flower bed.
25.	Feedback on the Village Picnic Held to Celebrate the Coronation of King Charles III. Cllr. Laughton expressed his thanks to everyone who helped organise, run and attended the Coronation Village Picnic. It was agreed the event went well, although it would have been good to have had a few more people attend, but there were several other local events taking place at the same time plus it had been a Bank Holiday weekend. Clerk reported good feedback from the local groups, Village Hall, Church and Friends of School, who had run stalls. The one negative comment received was discussed. Results of the residents' surveys undertaken at the event were to be collated and reviewed at the July meeting. ACTION: Clerk
26.	To Discuss Parking Around the Primary School During Drop Off and Pick Up Times. Concerns raised by a parent about the parking around the primary school were discussed. Councillors agreed the Clerk was to write to the Head teacher at the primary school and ask if a letter could be sent out to all parents asking them to use the Millennium Green car park, now additional car parking spaces had been provided, and not to park on the corner of Church Road/Shepherds Gate Road. Local Police Beat Team to be asked if they could attend again during drop off or pick up times to speak to parents about safe parking around the school. Matter to be raised at the July SNAP meeting. ACTION: Clerk

27.	Update on the Parish Council Website. Clerk informed councillors that despite removing two years' worth of documents she was still unable to upload any new documents to the website. Clerk then provided details of the current options available. Update from NALC about registering for the new package to be offered for gov.uk domains and emails had been issued to all councillors prior to the meeting. Options were discussed. Councillors agreed the Clerk was to register the Parish Council for the NALC gov.uk package. ACTION: Clerk Cllr. Giles left the meeting at this point 9.30pm. It was proposed by Cllr Hodgson seconded by Cllr Grange and unanimously RESOLVED that the current Parish Council Wix website was to be moved across to a new NALC WordPress website. ACTION: Clerk
28.	Play Area and Goalpost Inspections <i>To discuss any issues raised from the regular councillor inspections.</i> Clerk advised the annual RoSPA play equipment safety inspections had been booked to be carried out in June 2023. 28.1 <i>Glebe Estate – Play Equipment:</i> Inspections had been undertaken by Cllr. Grange on 23rd April 2023 and 18th May 2023. Reports held by Clerk. Screw had become loose again on one of the swing seats. Cllr Laughton to address the problem. ACTION: A. Laughton Cllr Grange queried it appeared that the grass on the Glebe Estate playing field had not been cut when the Millennium Green and the church yard had last been. Also, the edges of the playing field and under the trees had not been cut/strimmed. Cllr Grange reported the church yard had not been cut to its usual good standard. Comments to be passed onto the ground's maintenance contractor. ACTION: Clerk 28.2 <i>Lily's Play Area – Millennium Green:</i> Inspections had been undertaken by Cllr. Grange on 23rd April 2023 and 4th May 2023. Reports held by the Clerk. 28.3 <i>Goal Post Inspection:</i> Inspections had been undertaken by Cllr. Grange on 23rd April 2023 and 4th May 2023. Reports held by the Clerk.
29.	Annual Review of Data Protection Policy. Copy of the Data Protection Policy had been issued to all Councillors prior to the meeting. It was proposed by Cllr. Laughton seconded by Cllr. Mole and unanimously RESOLVED to approve the Data Protection Policy without any amendments.
30.	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.

30.1	<i>Possible Use of Millennium Green by Primary School.</i> Clerk advised the primary school had verbally confirmed they would no longer be requesting use of the Millennium Green for Sports Day, as planned work on the school field was due to be completed before then.
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Next Parish Council meeting would be the meeting to be held on Thursday 8th June 2023 at 7pm in the Village Hall.

Meeting closed at 9.35pm

Total number of pages 9.