



Tilney All Saints Parish Council

Minutes of the Parish Council Meeting

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

Cllr. Bearshaw joined the meeting during item 3.

Three members of the public were present.

All 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. P Hodgson, Cllr P. Jessop and J. Fuller (RFO). Apologies for absence approved. Apology had also been received from Cllr Bearshaw to join the meeting late due to a previous Borough Council meeting.
2.	Declarations of Interest and Dispensations <i>To Receive Declarations of Interest from Councillors in Items on the Agenda:</i> Cllr Giles and Cllr Laughton declared an interest, as residents of School Road, in item 11 To Discuss Potential Traffic Calming Measures for School Road. Councillors unanimously agreed dispensations be granted to Cllr. Laughton and Cllr Giles to participate in discussion for agenda item 11, as the dispensations would be in the interests of persons living in the parish.
3.	Public Participation Session Cllr. Bearshaw joined the meeting during this item 7.20pm. Members of the Public present requested updates on the following items:
3.1	<i>Speeding on School Road.</i> This was already to be an agenda item for discussion at the meeting. (Item 11 To Discuss Potential Traffic Calming Measures for School Road).

	Clerk advised, as agreed at the previous meeting, request had been made to Highways for information on the criteria, process and costs required to install traffic calming measures such as speed bumps along School Road. No response had been received to date. Request had been chased up earlier that week by the Clerk. Cllr Kirk reported the Highways Depot at Saddlebow were trying to employ extra staff.
3.2	<i>Speed Watch Campaign.</i> Campaign to recruit sufficient members to re-start the village Speed Watch group was in hand. Flyers were to be printed for distribution along School Road, Church Road, Glebe Estate and Willow Drive. Request would be posted on the Parish Council noticeboards and on the website. Post would also be uploaded to Tilney Next Door.
3.3	<i>Parking Around the Primary School.</i> As requested by the Parish Council, the primary school had issued a letter to all parents/carers about parking safely around the school and requesting they use the additional spaces now available in the Millennium Green car park.
3.4	<i>SAM 2 Speed Data.</i> Cllr Laughton reported the SAM 2 unit was currently not in use as repairs and replacement parts were required. Clerk explained how, due to the cost involved for the repairs and the timing of the meetings, this work could not now be agreed until the Parish Council meeting in July. Cost of a new SAM unit had been looked into, but this would be much more expensive than the repair. Cllr Laughton confirmed all the SAM speeding data to date had been submitted to the Police as usual. Cllr Laughton had already contacted the officer who undertook the speed camera checks in the village, as he had not been seen in the village for about a month. Clerk advised no response had been received to date from Highways to the Parish Council's request for additional site locations to be approved for the SAM 2 unit. Cllr Laughton had begun investigating the use of ANPR (Automated Number Plate Recognition) speed cameras etc. These units cost approx. £15,000 and were considered not suitable for use by Parish Councils. Units were also not mobile.
3.5	<i>Cable Surveys.</i> Members of the Public asked if road cable surveys, such as currently being conducted in Clenchwarton, could be undertaken for speeding along School Road. Councillors felt these types of road surveys were not for speeding, but traffic volumes and it would be unlikely Highways would agree to pay for this to be undertaken. Cllr Laughton offered to investigate further.
3.6	<i>Verge Cutting – Lynn Road.</i> Member of the Public queried who was responsible for cutting back the verge along Lynn Road at the junction of School Road by the bus shelter as it was becoming difficult to see when pulling out of the junction. Cllr Laughton replied he was not sure if it was Highways but would look into the matter. ACTION: A Laughton ACTION: A Laughton

	Cllr. Kirk advised hedge cutting would not be carried out until July, due to nesting birds. The three members of the public present left the meeting at this point 7.25pm
4.	Minutes <i>To approve the minutes of the meeting held on 18th May 2023</i> Councillors unanimously RESOLVED to approve the minutes of the annual Parish Council meeting held on 18th May 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> Clerk confirmed no nominations had been received. Notices of the vacancy were on all the village noticeboards and the Parish Council website.
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 Grounds Maintenance, £608.90 Insurance annual premium, £3,747.52 Parish Partnership Scheme Parish Contribution to project to relocate pedestrian access at the Millennium Green, £207.36 printer ink, and £109.99 McAfee annual subscription.
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 May 2023.</i> Copy of the bank reconciliation as at the 31st May 2023 had been issued to all councillors prior to the meeting. Cllr Giles had agreed the bank reconciliation for May 2023, with no queries raised. Bank reconciliation as at 30th April 2023 was still to be undertaken. ACTION: B Giles
7.	Planning. <i>Siting of a mobile home to be used as ancillary accommodation at Davmar 4 Council Houses, Lynn Road, Tilney All Saints. Ref 23/00732/F.</i> Application was discussed. Councillors unanimously agreed they had No Observations on this application. Clerk to inform Planning Department accordingly. ACTION: Clerk
8.	To Discuss Possible Changes to the Parish Development Boundary. Report from the Clerk had been issued to all councillors prior to the meeting. The report was briefly discussed. Councillors agreed with the Clerk's understanding of the current situation.

	Parish Development Boundary was to be amended to include the recently completed development site as detailed in the current Local Plan. This change was due to go out to consultation in Autumn 2023.
9.	Reports Chairman's Report - Verbal:
9.1	<i>Funeral Service for Cllr. David Whitby.</i> Cllr Laughton reported the funeral service for David Whitby, had been very well attended by friends and colleagues.
9.2	<i>SAM 2 Speeding Data.</i> Item 3.4 also refers. Copies of the most recent speeding data were handed out and discussed. Data showed during the three-week period 10,338 vehicles had travelled along School Road towards Church Road. Highest recorded speed had been 70mph. Two vehicles had been recorded at 60mph and a large number at 55mph. Cllr Laughton would continue to investigate whether vehicle registration plates could be recorded via the SAM 2 units. ACTION: A Laughton Cllr Grange reported on an accident at the Station Road junction. The accident, which closed the road, had allegedly been due to speeding.
9.3	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:
9.4	<i>AGAR: Annual Governance & Accountability Return.</i> Clerk confirmed AGAR had been submitted to and acknowledged by the external auditors. The notice period for the Exercise of Public Rights would run from Monday 5th June 2023 to Friday 14th July 2023.
9.5	<i>Speed Watch Campaign.</i> Item 3.2 also refers. Cllr Laughton and Cllr Grange kindly volunteered to deliver the speed watch flyers. ACTION: Clerk V Grange & A Laughton
9.6	<i>Street Lighting Pullover Road A47.</i> Clerk had requested information from National Highways as to why the streetlights along A47 Pullover Road were not in use. No response had been received to date.
9.7	<i>Damaged Verge and Road Surface – Glebe Estate.</i> Clerk had chased up the Properties Team at BCKLWN about repairs to the damaged verge and road surface, as this was considered a Health & Safety issue. No response had been received to date.
9.8	<i>Potholes.</i> Councillors reported a few of the potholes along Church Road had been filled in. Highways had marked many of the potholes around the village with white paint. It was hoped this meant repairs were to be undertaken shortly. Cllr Kirk reported he hoped to get the Norfolk County Council Portfolio Holder responsible for Highways to visit West Norfolk to see the problems being experienced with potholes and subsidence.

9.9	<i>Wheelie Bin Store – Millennium Green Car Park.</i> Repair work on the wheelie bin store had been completed by Cllr Laughton and Cllr Hodgson.
9.10	County Councillor's Report Cllr Kirk's monthly report had been issued to all councillors. Cllr Kirk offer to investigate if his Local Members funding could be used towards the cost of a new SAM 2 unit. Tom McCabe had been appointed as the new Chief Executive for NCC. New tenants for two of the county farms were being sought. Police had issued a warning following several lawn mower thefts and thefts of agricultural machinery. Farmers were being advised not to hide security cameras, if in place. Representatives from NCC would be attending the Norfolk Show. Cllr Kirk advised he would be a member of the Licensing Committee for BCKLWN.
9.11	Borough Councillor's Report Cllr Bearshaw reported on the recent election results. Terry Parish was the new Leader of BCKLWN. Cllr Kemp from Clenchwarton would be the new Cabinet Member for People and Communities. Cllr Bearshaw had attended planning training. West Lynn was looking to form a new Parish Council. West Lynn currently came under the BCKLWN. Highways were undertaking a feasibility study along Station Road in Clenchwarton for traffic calming measures. £5,000 grant had been agreed for the Guild Hall. Cllr Bearshaw provided an update on planning applications in Station Road Clenchwarton. Cllr. Bearshaw would be on the Regeneration & Development Committee The committee were currently looking at the A49. Cllr Bearshaw circulated a booklet detailing the site visits undertaken by the committee. Cllr Laughton enquired about the state of the bridge on A47 over the River Ouse and the repair work required. Cllr Bearshaw advised he would look into this and report back.
10.	Update on Parish Partnership Scheme to Relocate Pedestrian Access at the Far End of the Millennium Green. Clerk reported that as nothing had been heard about the Parish Partnership Scheme funding bid submitted for the proposed project to relocate the pedestrian access at the far end of the Millennium Green, she had contacted NCC, who advised the bid had been successful and the Parish Council should have been informed of this via email back in March 2023. Acceptance form had now been signed by Cllr Laughton and the Clerk and returned to NCC. Payment of the Parish Council's half of the costs (£3747.52) had been agreed as part of the Payments List.

	Highways had been contacted about when this work would now be scheduled for completion.
11.	To Discuss Potential Traffic Calming Measures for School Road This item had already been discussed as part of the Public Participation Session (Item 3). Cllr Laughton put forward, if speed bumps were to be put in place, it might be better to have the smaller bumps that could be straddled, rather than those which were the entire width of the road.
12.	To Consider Installation of Noticeboard Within New Bus Shelter Installation A47 Pullover Road. Clerk advised the type of noticeboard agreed at the previous meeting would cost £400 +VAT and that cheaper noticeboards were available. After some discussion Councillors agreed installation of a noticeboard in the new bus shelter on A47 Pullover Road would be carried forward until the bus shelter had been installed. Available options would then be looked at again.
13.	To Discuss Options to Alleviate Issue with the Gate Bolt Hole at the Entrance to the Millennium Green Car Park. Councillors agreed this item was to be carried forward to the next meeting as options were still being investigated.
14.	To Approve Costs to Change Clerk's Telephone Contact Details Shown on the Information Signs in the Parish. Report from the Clerk, including costs and options, had been issued to all Councillors prior to the meeting. It was proposed by Cllr. Laughton seconded Cllr Barley and unanimously RESOLVED to completely recover both information signs in order to update the Clerk's telephone contact number at a cost of £55+VAT per sign. ACTION: Clerk
15.	To Consider Putting Together and Submitting a Case Study to the National Association of Local Councils (NALC) Call for Evidence Planning Survey. Details of the NALC Planning Survey had been issued to all councillors prior to the meeting. It was proposed by Cllr. Laughton Seconded by Cllr Barley and unanimously RESOLVED that Cllr Laughton and R. Sloan (Chair of the Neighbourhood Plan Working Party) were to draw up a case study on the Neighbourhood Plan and how this had benefitted the community and submit it to the NALC Call for Evidence Planning Survey before the closing date of 27th June 2023. ACTION: A Laughton
16.	To Discuss Broadband Availability and Options for the Parish. Report from the Clerk had been issued to all Councillors prior to the meeting. Report was discussed. The majority of the parish was classified as Green by Better Broadband for Norfolk (BBfN), which was having high speed broadband speeds "Available to some or all properties and no further upgrade planned via BBfN." The rest of the parish was classified as Amber. "under consideration for further upgrades."
17.	Play Area and Goalpost Inspections <i>To discuss any issues raised from the regular councillor inspections.</i>
17.1	<i>Glebe Estate – Play Equipment:</i>

	Inspection had been undertaken by Cllr. Grange on 1st June 2023. Report held by Clerk. Cllr Grange reported the bird deterrent on the play equipment now needed to be replaced. Clerk confirmed item was due to be an agenda item at the September meeting but would now be brought forward to the July meeting. ACTION: Clerk Swing seat had been cleaned again. Clerk requested to raise again with the grounds maintenance contractors the standard of grass cutting on the Glebe Estate and at the churchyard. ACTION: Clerk
17.2	<i>Lily's Play Area – Millennium Green:</i> Inspections had been undertaken by Cllr. Grange on 6th June 2023 and 22nd May 2023. Reports held by the Clerk. Cllr Grange reported the Millennium Green was being well used and in good condition. Deep ruts had been made in the gravel of the new car park area by drivers doing donuts.
17.3	<i>Goal Post Inspection:</i> Inspections had been undertaken by Cllr. Grange on 22nd May 2023 and 6th June 2023. Reports held by the Clerk.
18.	Annual Review of Risk Schedule. Copy of the Risk Schedule as of June 2023 had been issued to all Councillors prior to the meeting. Clerk advised Risk Schedule would need to be updated as a new streetlighting maintenance contract would need to be put in place from September 2023. Goal Post inspection frequency was amended from monthly to fortnightly. It was proposed by Cllr Mole seconded by Cllr Giles and unanimously RESOLVED to approve the Risk Schedule.
19.	Annual Review of Risk Management Policy. Copy of the Risk Management Policy had been issued to all councillors prior to the meeting. It was proposed by Cllr Barley seconded by Cllr Giles and unanimously RESOLVED to approve the Risk Management Policy without any amendments.
20.	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 13th July 2023 at 7pm in the Village Hall.

Meeting closed at 8.45pm

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