



Tilney All Saints Parish Council

Minutes of the Parish Council Meeting

Held on Thursday 14th March 2024 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	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: Borough Councillor Steven Bearshaw.

Lisa Delbecque the new Parish Clerk with effect from 1st April 2024 was in attendance as a guest.

One member of the public was present.

Member of the public left the meeting at the end of item 3.

Cllr. Laughton welcomed everyone to the meeting especially the new Clerk L. Delbecque. Introductions were made around the table.

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 and Cllr. P. Jessop. Apologies for absence accepted. Apology had been received from J. Fuller (RFO). County Councillor Julian Kirk had also sent his apologies.
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.	Public Participation Session One member of the public was present who raised the following item. <i>Traffic Diversion Procedures Upon Closure of the A17/A47.</i> Resident provided details and background information on road closure protocols that had been put in place following accidents in the village in 2011 when the A47 had been closed with traffic diverted both ways through the village.

	The accidents had caused severe damage to the verges and dykes with emergency repairs required. Diversion protocols had been agreed following discussions between the Police, Highways, National Highways and the Internal Drainage Board (IDB). Cllr Laughton had been in contact with the Borough Councillor/County Councillor in post at that time who had confirmed protocols had been agreed and put in place. The Police had advised Cllr. Laughton they had no record of these procedures or protocols. National Highways and the IDB were still checking their records. It was understood that responsibility for any closure of the A47 would be with National Highways upon notification/request from the Police. Cllr Laughton to go back to the Police, National Highways and IDB with the additional information provided by the resident. ACTION: Cllr Laughton Member of the public left the meeting at this point.
4.	Minutes <i>To approve the minutes of the meeting held on 8th February 2024.</i> Councillors unanimously RESOLVED to approve the minutes of the Parish Council meeting held on 8th February 2024, including the Confidential minute sheet, as a true and accurate record. Approved minutes signed by Cllr Laughton.
5.	To Approve Acceptance of Revised Quote for Purchase and Installation of Solar Powered CCTV System at the Millennium Green Car Park. Copy of the revised quote had been issued to all councillors prior to the meeting. Revised quote had been issued due to a small increase in costs since the original quotation from October 2023. It was proposed by Cllr Laughton seconded by Cllr Hodgson and unanimously RESOLVED to accept the revised quote for purchase and installation of two solar powered CCTV cameras in the Millennium Green car park. Acceptance form signed by Cllr Laughton.
6. 6.1	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: Annual bus shelter cleaning £120.00, new bus shelter purchase and installation on A47 £6,099.00 and 50% deposit for purchase and installation of CCTV system Millennium Green car park £3,231.00.
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 questions raised. Clerk advised £3,846 had been requested from NCC as their 50% towards the cost of the A47 bus shelter installation project under the Parish Partnership Scheme. Payment was expected within 28 days. The annual invoice for emptying the dog waste bins was still awaited from the Borough Council as they were experiencing problems with their invoice system.

6.3	Clerk advised Councillors that she would be claiming additional hours and mileage for her work on the new parish council newsletter, handover to the new Clerk, change to the new email address and preparation/arrangements to send council documents to the Norfolk Records Office (Agenda item 22 refers). Councillors had no objections to payment for the additional hours worked and mileage to the Norfolk Records Office. <i>Agree bank reconciliation as of 31st January 2024 and 29th February 2024</i> Copy of the bank reconciliation as at the 31st January 2024 and 29th February 2024 had been issued to all councillors prior to the meeting. Bank reconciliations for January 2024 and February 2024 had been agreed by Cllr. Giles with no queries raised.
7.	To Agree Purchase of Please Close the Gate Signage for the New Pedestrian Access Gate at the Millennium Green and Agree Site Meeting Date re New Fencing. Report from the Clerk including options, costs and examples had been issued to all Councillors prior to the meeting. It was proposed by Cllr Laughton Seconded by Cllr Barley and unanimously RESOLVED to purchase two engraved acrylic Please Close the Gate signs in green, Option D. Cost £12.98. Signs to be installed by Cllr Hodgson.
7.1	<i>Site Meeting Date re New Fencing.</i> Councillors agreed a site meeting date to agree what fencing would be required following the relocation of the pedestrian access at the Millennium Green would be arranged for after 1st April 2024 once the new Clerk was in post. ACTION: Clerk
8.	Consideration of Nominations for the Tilney All Saints Parish Council Annual Community Award. Clerk read out the three nominations received for the Annual Community Award. Nominations were discussed. A vote was taken and by a majority decision the 2023 Tilney All Saints Parish Council Community Award was awarded to the Village Hall Committee for all their work for the village, especially with the Warm Hub. The certificate listing all the names of the committee members would be presented to the Village Hall Committee at the Annual Parish Meeting on 20th May 2024. ACTION: Clerk
9.	Reports
9.1	Chairman's Report - Verbal: <i>Community Speed Watch.</i> Cllr Laughton handed out a copy to all councillors present of the Community Speed Watch return showing details of the sessions held to date including the number of vehicles reported. Three new members had joined the speed watch team bringing the total membership up to eleven. Cllr Laughton confirmed new members could be trained by existing members who had undertaken the training.

	Cllr Laughton reported the data recorded by the SAM 2 unit was better, which tended to evidence the Community Speed Watch was having an impact.
9.2	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:
9.3	<i>Change to gov.uk emails.</i> A couple of councillors were still having problems setting up their new email addresses. Help and support to be sought from the email provider again.
9.4	<i>New Bus Shelter A47.</i> Confirmation had been received from the insurance company that adding the new shelter to the policy would still be within the total sum insured for Street Furniture. RFO had been requested to add the bus shelter and the new noticeboard to the council Assets Register.
9.5	<i>Drainage A47 Pullover Road at Eau Brink.</i> Query had been raised, and answer provided via the water Management Alliance, by a resident regarding drainage running in front of the bungalows at Eau Brink. This had led the Clerk to make further enquires as to who is responsible for the dyke which runs behind the bus stop layby at Eau Brink. Query had been raised with both NCC Highways and National Highways. Once responsibility known request to be made for the dyke to be cleared. Cllr Hodgson reported the drains along School Road had been cleared the previous day.
9.6	<i>Fly Tipping.</i> Fly tipping had been removed from Church Lane, although the window frames still remained. Water in the dykes had receded so they were now visible again. Cllr Mole to provide Clerk with exact What Three Words location. ACTION: Cllr Mole Clerk to then report window frames to Highways again. ACTION: Clerk
9.7	<i>Potholes.</i> Potholes on Church Road between the Church and the village hall and outside 14 Church Road had been repaired. Sunken pothole in the pavement at Eau Brink had been reported on 4th March 2024 and already repaired. Clerk reported on the poor standard of the work with cracks still around the uneven repair. Cllrs also commented on the poor quality of the repairs along Church Road. Councillors agreed the Clerk was to inform Highways of the poor quality repairs, which were a false economy. ACTION: Clerk Cllr. Grange to provide the Clerk with photographs of the repairs to submit to Highways. ACTION: Cllr Grange Cllr Mole reported a pothole in front of the layby in Church Lane. Cllr Mole to provide Clerk with location details. Clerk to then report to Highways. ACTION: Cllr Mole & Clerk

9.8	<i>New Road Markings.</i> All the agreed new 30mph and SLOW road markings along Church Road and Shepherds Gate Road had now been completed. Thanks were expressed to County Cllr. Kirk who had paid the cost of the new road markings from his Members Fund.
9.9	<i>Site Meeting with Highways – Church Road/Station Road.</i> Clerk was still awaiting Highways to get back to her to organise a date for a site meeting to discuss possible new road markings/signage at the Church Road/Station Road junction. Highways had been chased again earlier that day.
9.10	<i>Relocation of Pedestrian Access at the Millennium Green.</i> Further to the update in the Clerk's Report a response was still awaited from Highways regarding potential liability to pedestrians. Councillors accepted the offer from Cllr Barley to cut back the overhanging tree branches at the new entrance. Cuttings to be left in the copse area for the wildlife. ACTION: Cllr Barley
9.11	<i>Installation of New Noticeboard A47 Pullover Road at Eau Brink.</i> Clerk was still awaiting response from National Highways as to their requirements to install the new noticeboard on the verge in the bus stop layby on A47 Pullover Road.
9.12	<i>Hedge Cutting.</i> Councillors raised a query as to who had cut back the hedges along Church Road. The hawthorn hedges had been cut using a flail/machine with the cuttings left on the pavement which elderly residents had then swept up. Enquiry to be made with Highways as to who had been responsible for cutting the hedges and request in future all cuttings be removed. ACTION: Clerk
9.13	County Councillor's Report Cllr Kirk's monthly report had been issued to all councillors.
9.14	Borough Councillor's Report. Cllr Bearshaw provided details and updates on the following: Wisbech incinerator approval by the Secretary of State for Energy, opening of some new areas of the King's Coastal Path, agreement of the Borough Council budget and new Anglian Water funding for dykes and drainage. The Borough Council were currently trying to get a representative from Anglian Water to attend a committee meeting to discuss how the funding was to be spent. Cllr Bearshaw requested any residents who had been affected by flooding to contact him. Cllr Bearshaw also spoke about the Mayor's Design Award, the retirement of the Borough Council Chief Executive and Marshland St James Parish Council being awarded £300,000 of funding towards Net Zero. Cllr Bearshaw reported on a meeting he had attended at County Hall with Net Work Rail East.

10. 10.1 10.2	Planning <i>Shayne, 40 Church Road, Tilney All Saints, PE34 4SW: Ref 24/00192/F Variation of Condition 2 of Planning Permission 22/00360/F Extensions, internal alterations and replacement roof covering.</i> The above application was discussed, and councillors agreed they had No Observations. <i>Thriftfields, Cotts Lane Planning Application.</i> Time extension had been agreed for the above consultation until 29th March 2024 to allow revised drawings and condition clearance from the outline application.
11.	To Consider Agreement and Allocation of Allotment Land Dyke Clearance Work. Report from the Clerk detailing costs and quotations received had been issued to all councillors prior to the meeting. It was proposed by Cllr Laughton seconded by Cllr Barley and unanimously RESOLVED to allocate the work as detailed under Option B. Work was approved with only two quotes received as the Clerk had strived to obtain three estimates. (Financial Regulations 11.1h) Work to be undertaken to clear silt from bottom of dyke along back of the allotment land and down the side to the point where previous clearance work ended to improve the flow of water. Copy of Public Liability Insurance certificate to be requested. ACTION: Clerk Further work to clear the dykes, especially around the trees, to be undertaken in September/October 2024 once any crops had been harvested. Matter to be an agenda item for the July meeting. ACTION: Clerk
12.	Handyman: Quarterly Review of Allocated Work and To Consider Recommended Changes to Agreed Work to the Plinth of the Millennium Green Sign. Updated Handyman Work Schedule and report from the Clerk re work to the plinth of the Millenium Green sign had been issued to all councillors prior to the meeting. Clerk advised updated public liability insurance certificate had been received from the Handyman. It was proposed by Cllr Barley Seconded by Cllr. Giles and unanimously RESOLVED that just any missing bricks were to be replaced on the plinth of the Millennium Green sign. The previously agreed work to replace the top layer of bricks to match the flower bed would not now be undertaken as the existing brickwork could not be matched in. No questions were raised on the Handyman Work Schedule.
13.	To Appoint Company to Undertake Tree Safety Survey. Copy of the report from the Clerk including details of the five quotes obtained had been issued to all councillors prior to the meeting. It was proposed by Cllr. Mole Seconded by Cllr. Hodgson and unanimously RESOLVED to appoint company A to undertake the tree safety survey.
14.	To Approve the First Parish Council Newsletter for Distribution. Copy of the draft newsletter had been issued to all councillors prior to the meeting. Cllr Grange requested further information be added to the item on dog fouling,

	as dog walkers had been using the normal rubbish bins to dispose of dog waste. Only designated dog waste bins should be used for this as they were emptied and the waste disposed of separately. Newsletter approved for distribution with the one addition requested. Advertising the availability of the newsletter was briefly discussed. Councillors agreed flyers were not to be issued. Newsletter to be advertised via the Parish Council noticeboards, website, Facebook page and at the Annual Parish Meeting. (Agenda item 15 refers)
15.	To Agree Arrangements and Agenda Items for the Annual Parish Meeting. Copy of a draft agenda for the Annual Parish Meeting to be held on Thursday 30th May 2024 at 7pm had been issued to all councillors prior to the meeting. Annual Parish Meeting agenda was discussed and approved without any amendments. List of people and local groups to be invited to the meeting was discussed and agreed. Councillors agreed with a suggestion from the Clerk that refreshments be available prior to the start of the meeting from 6.45pm. Councillors agreed to bring/provide the following items: Cllr Laughton: Tea, milk, sugar and biscuits Cllr Grange: Coffee Cllr Barley: Biscuits/cakes Cllr. Giles: Juice.
16.	To Discuss and Agree Methods and Questions for the Residents Survey. Copy of the report from the Clerk, which included a list of possible questions, had been issued to all councillors prior to the meeting. Questions were discussed and agreed with the additional of question "Have you suffered from drainage issues in the past twelve months?" Councillors agreed the survey was to be held online only.
17.	To Review and Agree Annual Inspection of Parish Council Assets. Copy of the annual Assets and Equipment Inspection undertaken by the Clerk on 29th February 2024 had been issued to all councillors prior to the meeting. Councillors talked through the inspection report and the following actions were agreed:
17.1	<i>Millennium Green.</i> Investigation and repair of the damaged fencing rails. ACTION: Cllr Barley Weeding and planting of summer bedding plants in the flower bed. ACTION: Cllr Laughton
17.2	<i>Millennium Green Car Park.</i> Working party to be arranged for the Spring to rake and re-distribute the car park gravel after the CCTV cameras had been installed. To be an agenda item for the April meeting. ACTION: Clerk
17.3	<i>Glebe Estate Playing Field.</i> Topping up and levelling out of the old sand pit area to be an agenda item for the June meeting. Topsoil prices to be obtained by the Clerk. ACTION: Clerk Councillors to contact any one locally who might be able to assist with provision and delivery of topsoil. ACTION: All Councillors

17.4	<i>Benches, Bins and Signage.</i> Setting up of a working party to clean all the benches, bins and information signs to be an agenda item for the June meeting. Incorporating a litter pick into the working party to also be considered. ACTION: Clerk Bin in the bus shelter on Lynn Road to be emptied. ACTION: Cllr Laughton
17.5	<i>Dog Waste Bins.</i> Clerk to obtain prices to replace fading dog bin stickers. ACTION: Clerk Brambles to be cut back around the dog waste bin on the Glebe Estate. To be considered as part of the working party.
17.6	<i>Village Gateway Signs.</i> All Village gateways signs to be rubbed down and repainted as agreed April 2023. ACTION: Cllr Laughton
17.7	<i>Wheelie Bin Store – Millennium Green Car Park.</i> Due to further repairs needed to the lid of the existing wheelie bin store councillors agreed it was to be replaced with the new wheelie bin store already purchased and currently being stored by Cllr Laughton. Councillors agreed the new wheelie bin store was to be installed and the old bin store removed by Cllr. Laughton, Cllr. Hodgson and Cllr Mole. ACTION: Cllr Laughton, Cllr Hodgson & Cllr Mole Annual Assets and Equipment Report approved by councillors.
18.	To Agree Cost of Wording Change to Information Signage at Lily’s Play Area. As detailed in the Assets & Equipment Inspection Report the information sign for Lily’s Play Area showed the old email address for the Clerk and needed to be updated. Clerk provided councillors with costs to recover the sign. It was proposed by Cllr Barley seconded by Cllr Hodgson and unanimously RESOLVED to recover the whole information sign at Lily’s Play Area in order to change the wording to reflect the new contact email for the Parish Clerk at a cost of £55 +VAT.
19.	Play Area and Goalpost Inspections <i>To discuss any issues raised from the regular councillor inspections.</i>
19.1	<i>Glebe Estate – Play Equipment:</i> Inspections had been undertaken during February/March by Cllr Grange but due to ill health reports had not yet been written up. Cllr Grange reported there were no issues. Inspection reports to be provided to the Clerk for February. ACTION: Cllr Grange
19.2	<i>Lily’s Play Area – Millennium Green:</i> As above. Cllr Grange reported no issues except part of the Millennium Green at the back had been flooded during the recent heavy rainfall. Green was now drying out. Issues with the rubbish bins being used for dog waste had already been raised under item 14. Cllr Hodgson raised a concern with the amount of mud that was being tracked into the play area from the Millennium Green. Councillors agreed options to put in a path from the car park rear pedestrian entrance to the play area entrance was to be an agenda item for the next meeting. ACTION: Clerk

19.3	Goal Post Inspection: As above.
20.	To Consider Repairs to Existing Swing Seat or Purchase and Installation of New Replacement Swing Seat at the Glebe Estate Playing Field. Report from the Clerk, including costs, had been issued to all Councillors prior to the meeting. Following some discussion, it was proposed by Cllr Mole seconded by Cllr Laughton and unanimously agreed to purchase a new replacement cradle swing seat at a cost of £122.40 including VAT. New swing seat to be collected by Cllr Giles and installed by councillors. ACTION: Cllr Giles, Cllr Laughton, Cllr Hodgson & Cllr Mole
21.	To Consider 80th Anniversary of D Day (6th June 2024) Commemoration. Brief discussion took place and councillors agreed they did not wish to arrange any commemorative events. Councillors believed the church was already planning something to mark the 80th Anniversary.
22.	To Approve Transfer of Tilney All Saints Parish Council Records to the Norfolk Records Office on Deposit. Clerk advised a date of 28th March 2024 had been arranged for her to take the Parish Council records across to the Norfolk Records Office. Copy of the Norfolk Records Office Accession Form had been issued to all councillors prior to the meeting. Records would be held on Deposit and remain the property of the Parish Council. Records to be transferred included: Receipt and Payments Books April 1976 to March 2000. Minute Book March 1963 to May 1976 Minutes from July 2004 to December 2022. It was proposed by Cllr Laughton seconded by Cllr Giles and unanimously RESOLVED to approve the transfer of Parish Council records to the Norfolk Records Office on Deposit. Clerk advised there were various envelopes of invoices, receipt books and correspondence received from a previous Clerk. Any councillors who wished to look through these old papers before they were destroyed were requested to contact the Clerk as soon as possible.
23.	Correspondence: To discuss any matters arising from the Correspondence Lists. Copies of the Correspondence Lists had been issued to all Councillors prior to the meeting. No questions were raised.
23.1	Councillor Resignation. Clerk informed the meeting that resignation, due to work commitment, had been received from Cllr. Daniel Fisher. The Borough Council had been informed and the statutory notice of a casual vacancy was to be issued. Thank you letter to be sent to Cllr Fisher. ACTION: Cllr Laughton

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

Meeting closed at 9.15pm

Total number of pages 9.

Page 9 of 9

Signed by Chair

Dated