Tilney All Saints Parish Council
Minutes of the Parish Council Meeting
Held on Thursday 11th July 2024 at 8:30pm
In the Village Hall

ATTENDANCE

Andy Laughton (Chair)	Parish Councillor	Present
Chris Barley	Parish Councillor	Present
Philip Mole	Parish Councillor	Absent – Apology received
Brian Giles	Parish Councillor	Present
Val Grange	Parish Councillor	Present
Peter Hodgson	Parish Councillor	Present
Paul Jessop	Parish Councillor	Sabbatical
Lisa Delbecque	Parish Clerk	Present
Janet Fuller	Responsible Finance Officer (RFO)	Absent – Apology received

No members of the public were present.

1.	**Apologies for Absence** ***To receive and consider Councillor's apologies for absence.*** Apologies for absence had been received from Cllr. P. Mole Apologies for absence accepted. Apology also received from Julian Kirk Cllr. P. Jessop is on a sabbatical previously agreed by Cllrs.
2.	**Declarations of Interest and Dispensations** ***To Receive Declarations of Interest from Councillors in Items on the Agenda:*** No declarations of interest or requests for dispensations received.
3.	**Public Participation Session** No members of the public present.
4.	**Minutes** ***To approve the minutes of the meeting held on 9th May 2024.*** Councillors unanimously RESOLVED to approve the minutes of the Parish Council meeting held on 13th June 2024 as a true and accurate record. Approved minutes signed by Cllr Laughton.

Signed by Chair Dated

5. Finances

To approve payments to be made.
Payments List had been circulated prior to the meeting.
Councillors unanimously RESOLVED to approve payments as per the Payments List subject to confirming 2 small discrepancies. Payments List signed by Cllr Giles.
Payments over £100 – CTS Security £3282, HHA Grounds Maintenance Limited £1092, L Delbecque £1128, A Halliday £200, ROSPA £187.20.

5.1 *To receive update on financial position*.
Copy of the monthly receipts and payments summary had been issued to all councillors prior to the meeting. Query raised over small amounts of difference in payments made against invoices sent. Clerk agreed to investigate and resolve this.

5.2 *Agree bank reconciliation as of 30th June 2024.*
Cllr Laughton confirmed he had checked this online prior to the meeting and raised no issues.

5.3 *Review of Budget & Analysis of Earmarked Reserves*
Cllrs. agreed to transfer £5,000 to the current account to cover anticipated expenses.
Cllr Laughton advised Cllrs present that there is currently £8350 in the current account, £33708.51 in the savings account totalling £42059.41.

6. Reports

6.1 **Chairman's Report - Verbal**:
Cllr Laughton thanked all Cllrs for their help distributing the gravel in Millennium Green Car park. This was a difficult job and required a lot of hard work and Cllr Laughton recognised and appreciated the effort that Cllrs had put into this. He noted it now looks a lot better and no one has raised any issues with the work done.
The planned litter pick on the 10th August was discussed, Cllr Laughton suggested purchasing 3 small first aid kits, gloves and rubble sacks. It was agreed the Clerk would contact Cllr Kirk regarding collecting the rubbish after the litter pick as he previously indicated he would help with this.

6.2 *Community Speed Watch*.
Cllr Laughton updated councillors on the Community Speed Watch. Cllr Laughton shared 206 vehicles had now been reported speeding and that word seems to have spread that speed watch is very actively taking place in Tilney All Saints as Cllrs have heard members of the public discussing this elsewhere. It seems to be Tilney All Saints Community Speed Watch is doing more than other groups across Norfolk. Although the impact is hard to quantify it is does seem to be having a positive effect.

6.3 **Clerk's Report:**
Clerk provided the following updates:

6.4 *Allotment Land - Dyke Clearance Work.*
Works to be discussed later in the meeting.

Signed by Chair Dated

6.5	***BT Box Repairs.*** A member of the public contacted the clerk regarding using this facility as a book swap station once repaired. Cllrs mentioned this had been looked at previously but it was a potential fire risk and so it did not proceed further.
6.6	***CCTV Cameras – Millennium Green Carpark***. This has now been installed and is working correctly after some initial issues with the app. Cllrs had requested to change the position of the cameras to cover the end of the carpark at Millennium Green. Clerk agreed to contact the contractor to try and arrange this. Delete the "and try" it sounds weak!! **ACTION: Clerk**
6.7	***Installation of New Noticeboard A47 Pullover Road at Eau Brink***. Clerk updated Cllr's that quotes have been difficult to obtain, and no companies contacted had responded. Cllrs agreed to do this themselves as they had managed similar projects. **ACTION: All Cllrs**
6.8	***Dog Waste Bin at Millenium Green to Be Relocated*** Clerk confirmed she has emailed to have this relocated from the old entrance to the new entrance, the Borough Council have now authorised the new location but are unable to move the bin. Cllrs agreed to look into doing this as soon as practically possible. **ACTION: All Cllrs**
7.	**Planning** Cllr's discussed planning application 24/01139/F. There were no objections raised to this and no comments to be made towards this application.
8.	**Review of Annual Play Equipment Safety Inspection (RoSPA)** Clerk provided reports from RoSPA prior to the meeting. The report didn't highlight any major issues, showing that all areas inspected were low risk. Cllrs discussed purchasing Perri Strips and requesting the handyman to install these. The clerk agreed to arrange this with the handyman. **ACTION: Clerk**
9.	**To Approve Further Dyke Clearance Work at Allotment Land.** Cllrs discussed this and it was proposed by Cllr Barley and Seconded by Cllr Giles to use the previous contractor to do the further works. This work should take place after harvest and before new crops are planted. Cllr Barley discussed a pipe going through a tree which looks like it will soon become damaged due to tree growth. Cllr Barley agreed to email pictures to the clerk so she can contact Jason Moorse at highways to arrange getting this issue resolved. **ACTION: Clerk** **ACTION: Cllr Barley**
10.	**To Discuss and Approve Fencing at Millenium Green** Clerk circulated a report prior to the meeting. Cllrs discussed this and decided to proceed with quote B. It was agreed to attempt to arrange payment on the same day as works completed to benefit from a reduction in cost. Clerk agreed to liaise with the RFO to achieve this. This was proposed by Cllr Grange and seconded by Cllr Hodgson.

Signed by Chair Dated

	ACTION: Clerk
11.	**Play Area and Goal Post Inspections** Cllr Grange circulated reports to clerk and Cllr's prior to the meeting. Cllr Grange informed councillors that there were no issues with equipment. She reported the gate on Millennium Green had dropped and the gate on Lily's playground doesn't close. Cllr Laughton agreed to take a look at this. **ACTION: Cllr Laughton**
12.	**To Discuss and Consider Quotes Received from Ground Maintenance Company to Undertake Further Works.** Cllrs discussed this quote from the Grounds Maintenance Company. It was agreed to defer this item to the September Agenda to further discuss this then. **ACTION: Clerk**
13.	**To Arrange Way Forward with Bike Rack at Lynn Road Bus Shelter.** Cllr Laughton had agreed to measure to see what size bike rack would be most appropriate for the area and the local need. Clerk agreed to put this on the September Agenda so that Cllrs can decided what is the best way forward before the end of the grant qualifying period. **ACTION: Cllr Laughton** **ACTION: Clerk**
14.	**Review of Equality and Diversity Policy** The Document of Equality and Diversity Policy was circulated prior to the meeting. It was proposed by Cllr Laughton and seconded by Cllr Grange and unanimously RESOLVED to approve the Equality and Diversity Policy without any amendments.
15.	**Review of Expenses (Employee) Policy** The Document Expenses (Employee) Policy was circulated prior to the meeting. It was proposed by Cllr Laughton and seconded by Cllr Barley and unanimously RESOLVED to approve the Expenses (Employee) Policy without any amendments.
16.	**Review of Expenses (Councillor) Policy** The Document Expenses (Councillor) Policy was circulated prior to the meeting. It was proposed by Cllr Hodgson and seconded by Cllr Giles and unanimously RESOLVED to approve the Expenses (Councillor) Policy without any amendments.
16.	**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.
17.	**Co-Option Of New Parish Councillor to Fill the Casual Vacancy** No members of the public present.
18.	**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.
19.	**Confidential Item** – Update on 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 12th September 2024 at 7:00pm in the Village Hall.
Meeting closed at 9.35pm
Total number of pages 4.

Signed by Chair Dated