



TILNEY ALL SAINTS PARISH COUNCIL

Parish Clerk's Report July 2024

Allotment Land - Dyke Clearance Work

March 2024: Appointed contractor advised and copy of Public Liability Insurance certificate requested.

Work not to be undertaken until insurance certificate received.

April 2024: Email sent to chase for Public Liability Insurance, response received stating the company do not issue certificates so they will send us the schedule and confirmation from my broker that this is in place.

April – Email with Public Liability received. Works booked for w/c 29th April date 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.

BT Box Repairs

Complete set of new toughened glass panes plus eight small glazing frames and eight large glazing frames held by the Clerk.

Work to reglaze the BT box to be undertaken by the Handy Man.

Chased in April via email to arrange for works to be booked in

Meeting handyman to discuss other works on 16th May so clerk to mention this then May 16th – Met with handyman and I have handed over the glass panels for the handyman to schedule works when weather and time permits. Also discussed the painting of the box which handyman was going to look into

July – Member of the public has contacted clerk to suggest repurposing BT Box as a book swap facility. Clerk agreed to pass this on to councillors and discuss

CCTV Cameras – Millennium Green Car Park.

March 2024: Order placed as agreed for purchase and installation of two solar powered CCTV cameras. Two 4g SIM cards purchased.

DPIA (Data Protection Impact Assessment) completed.

CCTV Policy to be approved. Agenda item 17.

I have had some issues getting the sim cards as these need a contract and I am unable to set up a direct debit on the bank account as I don't have authority. Jan is unable to do this either and will need Cllr assistance to do this. Clerk awaiting response from Cllr Laughton.

CCTV now booked for 16th May to allow time to resolve sim cards issue.

Working party to re-gravel the carpark after reviewing the type of use to now be on June Agenda to allow time to assess.

July: Working party arranged. Risk assessment completed and emailed to councillors

Drainage – Pullover Road Eau Brink

March 2024: Query has been raised with National Highways and NCC Highways regarding responsibility for drainage dyke/ditch which runs behind the bus stop layby and in front of the row of bungalows on A47 Pullover Road at Eau Brink. Once ownership/responsibility known request to be made to clear the dyke/ditch.

Emails - Gov.UK Domain.

Remaining issues to be resolved for two councillors with access to the new gov.uk emails.

Going forward all councillors to only use their gov.uk emails.

All councillors to ensure they have added the privacy notice for all sent emails.

July – Issue reported regarding sending photos. Clerk to observe and see if this improves after website update

Footpaths & Verges

Footpath – Church Road.

April 2023: Review undertaken by Highways in January but did not find any significant concerns that would lead to orders being raised with contractors.

Highways will continue to monitor regularly, and once intervention levels reached will then, if necessary, order repairs.

Footpath - Shepherds gate Road:

Highways visited Shepherds gate Road and have programmed a couple of areas that require attention. Highways acknowledged the Parish Council's concerns that the footway is fairly uneven along its entire length. There is very little that can be done immediately other than get the footway in for a scheme to be renewed in the future. Unable to give a timescale for this as it is very much dependant on budgets, priority levels etc.

Footpath – Length of Lynn Road.

December 2022: Issue raised at site meeting with Highways Area Manager. He is to arrange for engineer to walk and assess the length of Lynn Road from Shoreboat roundabout to the parish boundary and then report back to us.

April 2023: Vegetation removal works were completed in 2021 however not the entire length, as once inspected this was not required. Highways have revisited recently, and the same rationale will be applied with orders raised now the new financial year is upon us.

As requested by Councillors at the meeting held in October 2023, section of footpath along Lynn Road from Church Lane to the Shoreboat has been reported to Highways again for overgrown vegetation. REF ENQ900243715.

Response as follows:

The site has been inspected by our NCC Highways technician, and the repairs have been programmed for our contractors to complete repairs when next in the area. Please understand that we are dealing with a high volume of defects across the county. Using the resources we have, we have to prioritise defects in order of the severity and the risk they pose to highways users. We are working to get to all repairs as quickly as we can. We thank you for your patience while we resolve this issue.

Footpath – Pullover Road A47.

As requested by Councillors at the October 2023 meeting, vegetation overgrowing the footpath from Shoreboat roundabout to DMG Timber along Pullover Road has been reported to National Highways. National Highways have responded as follows: *We have asked our inspection team to attend this location and assess the issue. If any work is needed, they will arrange for this to happen. Should no immediate work be required we will continue to monitor this during our regular inspections.*

Footpath Eau Brink – A47 Pullover Road.

NCC Highways ref ENQ900217802

Highways have responded in December 2022:

"After investigation we have confirmed action is required. Inspected site and programmed for footway to be side edged and hedges trimmed back, please note this is a low priority Defect and will be completed when resources allow."

Footpath -Eau Brink Pullover Road.

4/03/2024: Large sunken pothole in the footpath opposite 11 Pullover Road reported under reference ENQ900260488.

Pothole repaired but repair of poor quality.

Highways advised for poor quality of repair.

Fly-tipping.

Church Lane.

Window frames on bend along Church Lane reported 18th December 2023. Ref ZMSFLDCP.

Highways including Potholes:

Potholes:

February 2024: Highways advise the local Technician is to revisit the orders raised to ensure they are still appropriate and issue in the next work packet to the contractor. Pothole along Church Road between Meadow Farm and Village Gateway signs. Reported under ref ENQ9000230531: Response received: *Site inspected and works programmed for contractors to complete repairs when next in area.*

Pothole: Church Lane between Orchard Cottage and Millennium Green pedestrian entrance had not yet been repaired and was getting bigger.

Reported again ref ENQ900230535.

Response received: *Site inspected and works programmed for contractors to complete repairs when next in area.*

Pothole Church Road: Between number 57 and Church Lane Junction reported again 4th January 2024 ref ENQ900251589.

New Status from Highways 22/01/24: *No action has been taken at this time, but we will continue to monitor the problem -We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal scheduled inspections.*

30mph Sign Church Lane.

30mph sign damaged by lorry going into the dyke reported to NCC December 2023 under ref ENQ900250233. Highways response: *After investigation we have confirmed action is required. Defects are scheduled for repair depending on the nature of the defect and work needed but on average can take approximately 6 weeks.*

Verges.

Verge: Corner A17 junction Station Road towards Terrington St Clement damaged and being worn away. Reported under ref ENQ900230542. Response received: *Defects are investigated by local teams as soon as possible and, if action is required, prioritised for repair taking into account the defect size, location and usage of the road or path in question.*

Standing Water – Church Lane:

Standing water outside Two Pillars, Church Lane following heavy rainfall has been reported to the Highway Rangers for investigation on their next visit in February 2024.

Highways Matters:

Request for New Warning Signage at Junction of Church Road and Station Road.

Following an accident on the bend at this junction where a car went into the dyke in January 2024, councillors agreed a site meeting was to be requested with Highways to discuss installation of new SLOW road markings and warning signage.

March 2024: Despite several chasing emails response still not received.

Highways have been advised site meeting will now need to be arranged with the new Clerk.

Clerk has attempted to arrange but unfortunately this has so far been unsuccessful. Clerk suggested new date 16th May at 10am awaiting reply.

Meeting undertaken with highways, clerk, chair and a member of the public with valuable local knowledge and technical insight. Agenda item June 2024

Traffic Bollard A47 Pullover Road Junction of Eau Brink.

The missing/removed traffic bollard at the junction of Eau Brink has been reported to both National Highways Ref FMS4003804 and to the NCC Highway Rangers as unsure who would be responsible for this.

National Highways advised on 13th December 2022 " *We've referred your report to the lighting team who will investigate this further. Any repairs or replacements required will be arranged accordingly.*"

Matter was also mentioned to the Highways Area Manager at the December site meeting.

October 2023: Matter raised again with Highways, who are to follow up with National Highways on our behalf.

New Road Warning Sign - Pedestrians in Road (Dog Walkers) - Eau Brink.

In August 2023 Highways agreed to request from the Parish Council to install two road warning signs along Eau Brink Road in response to concerns raised by dog walkers from the RSPCA and Greyhound Trust who both use the road.

February 2024: Highways advise appears sign order had not been put through. Order to be reissued.

30mph Repeater Signs – Church Road.

Cllr Grange has reported the 30mph repeater signs need to be cleaned.

Highway Rangers to be requested to undertake this work when they next visit the parish in February 2024.

Millennium Green Car Park - Replacement Wooden Post.

Rotten post in the car park located in front of the pedestrian access gate onto the green has been replaced by the Handyman.

Yellow warning paint to the top to be added once the weather improves.

Millennium Green- Update on Parish Partnership Scheme to Relocate Pedestrian Access at the Far End of the Millennium Green.

Work was completed w/c 12th February 2024.

Queries raised with Highways as the agreed project was to include handrails, which have not been installed and there is now a drop off the edge of the new pathway into the dyke. This work has now been completed

As part of the project the old access was to be securely closed off.

Fencing has been placed at the bottom of the drop from the pathway, but none on the pathway edge.

The dog bin has not been relocated.

Highways have advised they are still waiting for the handrails to be supplied and installed, and will speak with the contractor to ask when this will be complete.

The Dog Bin has to be moved by BCKLWN. This is for Health and Safety reasons because they are dealing with the handling of dog waste.

Highways were due to be speaking to BCKLWN about this week commencing 4/3/24.

With regard to the fence placement across the old entrance, Highways advise there may have been some crossed wires as their brief was to place the fence where it has been placed, to follow the existing fence line. They have backfilled the slope so that the verge follows the existing line.

Requested Highways to inspect this to see if it poses a liability to pedestrians.

Highways advise they are aware of our concerns and will monitor the situation.

Councillors may wish to consider including fencing/barrier across the top of the old entrance when undertaking site visit for new fencing.

Overhanging tree branches on the Millennium Green when entering the green through the new access to be cut back by Cllr Barley- now completed.

Please close the gate signs to be installed by Cllr. Hodgson.

Site inspected by Cllr Laughton and Cllr Mole with Clerk on 16th April. Report to be discussed at 9th May meeting to decide way forward.

I have met with 2 fencing contractors to obtain quotes for work as requested at the May meeting. Currently awaiting receipt of these quotes

July 2024 – Agenda Item, report sent to councillors for their consideration

Millennium Green – Removal/Maintenance of Willow Tree at Car Park Entrance

November 2023: Headteacher at the primary school has confirmed work has been approved and date awaited from their grounds maintenance contractor for work to be completed. Tree is growing up into power lines and across the footpath.

March 2024: Update requested from the primary school as to when the agreed work is due to be carried out.

Head teacher has advised work was due to be undertaken over the February half term. UK power Networks have to be in attendance when their contractor carries out the works and they cancelled on the morning that it was scheduled to go ahead.

School are now waiting for a new date.

Millennium Green – Lily's Play Area.

Relocation of Litter Bin: As agreed at the meeting in October 2023, Handyman has been instructed to relocate the yellow litter bin further along the fencing to the other side of the gate.

This is in line with RoSPA recommendation following annual safety inspection.

Handyman confirmed this will be completed in the next couple of weeks (May 2024)

June – Works now completed

Millennium Green – Flower Bed

New commemorative plaque to be installed by Cllr Hodgson.

Flower bed to be weeded and summer bedding planted by Cllr Laughton.

Millennium Green – Fencing

Damaged fence rails to be repaired by Cllr Barley has now been completed.

New Noticeboard A47 Pullover Road at Eau Brink.

Noticeboard being stored by Cllr. Mole pending installation.

February 2024: Enquiry made with National Highways as to what process/requirements needed to install the noticeboard.

March 2024. Telephone conversation held with National Highways. Suggested we ask approved contractor who installed the bus shelter to install the noticeboard for us. Query raised if road space would need to be booked for the installation work. National Highways advised as they were unsure on this, they would check and get back to us.

Reply received from Matt Monaghan National Highways: Do you have an agreement with National Highways for the erection of a sign on our network?

I haven't been able to locate anything that shows we have this authority, are councillors aware of this previously being given? If not I am happy to pursue this to obtain permission.

June update: email received from highways stating: Yes this is up to your contractor and whether they will need TM to erect the sign. If not you have our permission to go out and complete the works. Any roadspace requirements are applied for.

July – Clerk has emailed contractors to try to arrange quotes, awaiting to hear back as to when site visit can be arranged. Clerk to get dimensions of noticeboard to assist with quote

Parish Partnership Scheme Funding – Bus Shelter A47

Request had been submitted to the Parish Partnership Scheme for payment of £3,846 being their 50% of funding for the new bus shelter on A47 Pullover Road.

NCC had advised payment would be received within 28 days.

NCC have now informed us that the Parish Council has to invoice for the payment to be made.

RFO advised accordingly and invoice issued.

Payment awaited.

June: Remittance advice now received

Parking Enforcement at the Primary School.

It was agreed at the February PC meeting to investigate enforcement of the yellow zig zag lines in Church Road outside the Primary School as the Police have advised these are currently not enforceable as no signage was in place.

Parking enforcement comes under the BCKLWN.

Request for details of the process and the costs was made to BCKLWN by email to have signage displayed that denotes the zigzags as a Clearway and gives the Police (only) the power to issue a Fixed Penalty Notice (FPN).

Follow up phone call to BCKLWN on 20th February 2024.

Advised we will get a response but could not give a timeframe as emails were dealt with in the order they were received, and they have a back log of over three weeks.

March 2024: Chased again as now well over the three week back log period.

Planning – Possible Breach of Planning Conditions – Thriftfields Cotts Lane

October 2023: Acknowledgment received from Planning Department re the possible breach of planning conditions.

The complaint will now be assessed, prioritised, allocated and investigated accordingly.

Due to the high volume of investigations/complaints currently being dealt with it will

not be possible to keep us updated with progress although we can request updates.
Cllr Laughton is chasing for an update after notification of discharge of conditions.
May – awaiting update.

June – Cllr confirms all looks to be correct currently

July – New application received and is on the July Agenda

Play Equipment – Glebe Estate Playing Field

New replacement cradle swing seat to be installed by Cllr. Laughton, Cllr Hodgson & Cllr Mole.

Cllrs to discuss replacing the one next to it so this improves the aesthetics. This is an agenda item for May 2024 meeting

June – 2nd swing ordered and I am awaiting an email to confirm it is ready for collection

July – This has now ready for collection, councillors to confirm if this has been collected

Training.

New Clerk has been booked to attend online Induction training.

Training is currently being undertaken April/May 2024

July - Clerk would like to undertake further training in the near future

West Norfolk Community Cycle Storage Grant Offer 2024-25

We have received a grant of £400 to fit a new cycle storage. It is not clear who owns the parcel of land where this is to be located so I have attempted to contact the potential owner Mr Taylor who did the housing development via telephone as we have previously emailed him but had no response. Unfortunately, the telephone number was incorrect so I am going to attempt to locate this current address or locate a different telephone number.

June: paperwork for grant submitted and accepted

June - Email from Mr Taylor stating This is not part of the management or ownership area, (see attached) I assume it either belongs to the Parish or Highway.

July - Agenda Item to Discuss installation

Unity Trust Charge Card.

Councillors agreed a Unity Trust Multipay charge card was to be applied for, with the card issued to the Clerk. Clerk and RFO to be appointed as administrators.

As a new Clerk is to be appointed, I have deferred applying for this until the new Clerk is in place, as charge card would need to be set up with their details.

Cllrs agreed Clerk and RFO can apply for this.

July – Clerk has emailed RFO to arrange application/way forward

Village Gateway Signs

As agreed at the meeting held in April 2023 all four village gateway signs are to be rubbed down and repainted by Cllr Laughton.

Risk Assessment held by the Clerk.

War Memorial

As agreed at the PC meeting held in January 2024 the Diocese of Ely was informed the Parish Council were responsible for the repair and maintenance of the war

memorial only, not the concrete apron surround which postdates the war memorial. Proposed work was to the concrete apron only not the war memorial itself. The Parish Council would also not be responsible for any work to church grounds or new pathways. Diocese have advised our response was to be discussed with the PCC (Parochial Church Council).

Wheelie Bin Store – Millennium Green

As agreed at the meeting held in March 2024 wheelie bin store to be removed and replaced by Cllr Laughton, Cllr Hodgson & Cllr Mole with the new bin store previously purchased.

June: Cllr Laughton advised on inspection a repair will be sufficient and will undertake this when the weather permits