



TILNEY ALL SAINTS PARISH COUNCIL

Parish Clerk's Report March 2025

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

September – Clerk has spoken with the handyman who has informed her he intends to undertake these works, but he is unsure of when he will be able to do this at present

November – Do Councillors have an update?

December – Cllr Laughton now the items to undertake the work so this will be arranged in due course

March – Put on future agenda (approx. May 25)

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

November 2024 – Clerk contacted the CCTV provider to provide a quote for an additional camera pointing towards the playground area to assist with security and act as a deterrent against vandalism for the new play equipment. Clerk has written a

report with the quote including for councillors to decide a way forward
January – Cllrs decided they would like to add an additional camera in the next financial year.

April 25 – Clerk to place order for new CCTV installation

Highways including Potholes:

Potholes:

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.

September: Clerk to ask Cllrs to let her know if this is still an issue after we have heavy rain

March 2025 – Cllrs have not brought this to the clerks attention as yet

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

September – Work still not undertaken by highways Clerk to chase to get an update.

Email sent to Highways 24/09/2024

October : email received from Highways: Hi Lisa the works have been designed and are awaiting my authorisation as the Principal Designer, I will undertake the document review this week which will then allow the info to be shared with our contractor, as you know we have been waiting for bird nesting season to finish as the hedging approaching the bend from the A17 needs a tractor flail to take back a considerable amount of growth that's obstructing the bend warning sign.

December – chaser email sent 22/11/2024 to Jason Moore for an update

January 25 – Chaser email sent to Jason Moore on 17/12/2024

February 25 – Ryan Easter has confirmed that he has met the contractors on site to discuss the works at Tilney all saints, Station Road and these works will be carried out early February time

March – Ryan Easter has confirmed this work will have commenced by the

March 2025 meeting**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

September – Cllrs decided to proceed with one of the quotes provided in July 2024. Clerk has been liaising with the contractor to arrange works in addition to ensuring payment is made as agreed after works to ensure a cost saving to the parish council. Cllrs will note the invoice for works not yet completed in the financial papers provided in the invoice folder to facilitate this.

October: Chaser email sent to contractor 24/09/2024 asking for a start date.

November – Works have now been completed with the fencing. Cllrs to decide if they still wish to move the dog bin

January – Could Cllrs provide an update when the dog bin is moved?

February 25 – Agenda Item Feb 25

March 25 – Cllrs requested this go on the agenda around April/May time

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 is now waiting for a new date.

September: No update yet provided by the school – Clerk has emailed to chase 4/9/2024

October – The school has responded stating they have chased and copied clerk into chaser email to get resolved

January 25 – Chaser email sent 17/12/2024

February 25 – Clerk was advised work was completed and this was reported to cllrs. It was reported to the clerk - At the last meeting we talked about the Willow tree that is at the entrance to the Millennium Green car park, but is on the land belonging to the school. That tree has not been cut back, the willow that has been cut back is the one next to the pedestrian entrance to the school about 150 metres to the west. Could you please contact the school and raise this with them? Clerk emailed the school to raise this with them 20/1/25 and is awaiting a response.

March 25 - The school have confirmed they have a new contractor and this would be looked at in due course

Millennium Green – Fencing

November – Clerk previously advised fencing between carpark and green may need to be replaced shortly. Cllrs to be advised to start to consider this as we approach setting the precept for the next financial year. Cllrs to consider agenda item in November

December- Cllr Laughton agreed to arrange a quote for the fence to help create the draft budget

January 25 – Cllrs agreed to undertake this project in the next financial year

March 25 – To be on a future agenda to arrange this, a risk assessment and working party will need to be considered

Training.

New Clerk has been booked to attend online Induction training.

Training is currently being undertaken April/May 2024

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

October – Clerk has booked precept training for 21st November. Clerk has also begun ILCA qualification and once completed will be undertaking FILCA qualification.

November – Clerk has successfully passed her ILCA qualification and will begin her FILCA training as soon as time permits.

December – Training to be discussed as part of the draft budget agenda item

March – Training for new clerk should be booked when it is confirmed who permanent replacement will be

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

September – RFO responded advising the clerk can apply in online banking

December – clerk has completed the forms and posted them off. Awaiting update

January 25 – The application is progressing, and I will update once approved

February 25 – Chaser email sent 20/1/25

March – Chaser email sent, and complaint email sent x 2 – awaiting to hear back regarding this. I have asked them to cancel this application and refund the fee as they have not set this facility up despite being sent the forms in November 2024.

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.

September – Clerk to confirm with Cllr Laughton if he has had an opportunity to do this

March 2025 To be put on an agenda in the spring to decide a way forward