



Tilney All Saints Parish Council

Minutes of the Parish Council Meeting

Held on Thursday 10th April 2025 at 7:00pm

In the Village Hall

ATTENDANCE

Andy Laughton (Chair)	Parish Councillor	Present
Chris Barley	Parish Councillor	Present
Philip Mole	Parish Councillor	Present
Brian Giles	Parish Councillor	Present
Val Grange	Parish Councillor	Apologies
Peter Hodgson	Parish Councillor	Apologies
Paul Jessop	Parish Councillor	Absent – No apology received.
John Pitt	Parish Councillor	Present Left the meeting end of item 12.3
Stella Kaye	Locum Parish Clerk	Present
Janet Fuller	Responsible Finance Officer (RFO)	Present Left the meeting during item 7.

One member of the public was present. Left the meeting at the end of item 12.3

Borough Cllr S. Bearshaw was in attendance. Left the meeting at the end of item 12.3

1.	Apologies for Absence <i>To receive and consider Councillor's apologies for absence.</i> Apologies for absence had been received from Cllr Grange and Cllr Hodgson. Apologies for absence accepted by councillors. Cllr Jessop was absent with no apology received. Cllr Laughton to contact Cllr Jessop again. ACTION: Cllr Laughton
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 were received.
3.	Public Participation Session. The member of the public present was the previous County Councillor for the parish, who had recently resigned. J. Kirk spoke briefly to explain his decision to resign. Cllr Laughton thanked J. Kirk for all his work and support for the parish over the past four years.
4.	Minutes <i>To approve the minutes of the meeting held on 13th March 2025.</i> Councillors unanimously RESOLVED to approve the minutes, and the Confidential minutes of the Parish Council meeting held on 13 th March 2025 as a true and accurate record. Approved minutes signed by Cllr Laughton.
5.	Finances 5.1 <i>To approve payments to be made.</i> Payments Lists for March 2025 and April 2025 had been issued to all councillors prior to the meeting.

	Councillors unanimously RESOLVED to approve payments as per the Payments Lists. Payments Lists signed by Cllr Laughton. Payments over £100 – Subscription NPTS £289.29, Stationery £144.59, Locum Clerk work £512.50. Clerk confirmed the following payments had been agreed and paid between meetings under Financial Regulation 4.5. Final salary payment to previous clerk £159.93, HMRC tax due £86.00. Standing order salary payment to the RFO due 8th April 2025 had been amended. RFO explained this was a small change to the amount of tax due to HMRC. In future this would be adjusted once a quarter. Councillors agreed the locum clerk was to purchase printer paper and postage stamps and claim the cost back via expenses invoice.
5.2	<i>To receive update on financial position.</i> A copy of the monthly receipts and payments summary had been issued to all councillors prior to the meeting. No queries were raised. Unity Trust had been requested to remove the previous Clerk from all accounts. RFO updated Councillors in regard to the Multi Pay card application complaint raised with Unity Trust for the unacceptable delay in processing the application. Application had now been cancelled. £50 fee had been refunded, and should the council decide to apply again, once a new permanent Clerk was appointed, then the fee would be waived as compensation. Councillors agreed the RFO was to claim for an additional six hours of work.
5.3	<i>Quarterly Review of Budget 2024/2025 and Analysis of Earmarked Reserves.</i> 4th quarter schedules had been issued to all councillors prior to the meeting. No queries were raised. RFO advised a VAT rebate of £3,116.86 had been applied for.
5.4	<i>Earmarked Reserves – Replacement fencing Millennium Green car park.</i> The project with ear marked reserves of £500 to replace part of the fencing at the Millennium Green car park was briefly discussed. Councillors agreed this matter was to be an agenda item for the June 2025 meeting, with quotes for the work to be obtained. ACTION: Clerk Councillors agreed to the offer from Cllr Barley for him to look to undertake any possible temporary repairs to the worst affected areas of fencing. ACTION: Cllr Barley
5.5	<i>Agree end of year bank reconciliation as of 31st March 2025.</i> 31st March 2025 end of year bank reconciliation had been issued to all councillors prior to the meeting. Bank Reconciliation as of 31st March 2025 had been agreed by Cllr. Giles. No issues were raised. Councillors unanimously agreed end of year bank reconciliation as of 31st March 2025.
5.6	<i>Internal Audit.</i> Clerk and RFO confirmed all documents requested had been issued to the internal auditor.
5.7	<i>AGAR – Annual Governance & Accountability Return.</i> Clerk informed councillors that the parish council had been selected as part of the random 5% sample of councils for intermediate review for year 2024/2025.
6.	<i>To Approve Annual CIL (Community Infrastructure Levy) Report and Return.</i> Copy of annual CIL return for 2024/2025 had been issued to all councillors prior to the meeting.

	CIL return for 2024/2025 was unanimously approved by councillors. Return to be signed by Cllr Laughton and then sent to the BCKLWN CIL Team. ACTION: Clerk
7.	To Approve Data Protection Impact Assessment (DPIA) re Additional CCTV Camera at the Millennium Green Car Park. RFO left the meeting during this item. 7.30pm Copy of the DPIA had been issued to all councillors prior to the meeting. DPIA was discussed. It was proposed by Cllr. Barley, seconded by Cllr Mole and unanimously RESOLVED to approve the DPIA without any amendments for an additional CCTV camera at the Millennium Green car park. It was proposed by Cllr Laughton, seconded by Cllr Barley and unanimously RESOLVED for the Clerk to purchase five additional CCTV awareness signs for installation on the entrance gates to the car park and around the car park area. ACTION: Clerk
8.	To Agree Future Method of Access to CCTV Footage. Report from the Clerk had been issued to all councillors prior to the meeting. Following a brief discussion, it was proposed by Cllr Barley Seconded by Cllr Pitt and unanimously RESOLVED to purchase three new 4G data SIM cards for the CCTV cameras on a rolling monthly contract at a cost of approx. £40 per month. Monthly fees to be paid via direct debit from the parish council bank account. ACTION: Clerk Fee of approx. £150 was approved for CTS Security to replace the SIM cards in the existing CCTV cameras at the Millenium Green car park. It was proposed by Cllr Laughton seconded by Cllr Mole and unanimously RESOLVED for the Clerk to purchase a new parish council pay as you go 4G smart phone up to a maximum cost of £180, in order the CCTV cameras could be accessed via the app. ACTION Clerk Clerk to be reimbursed via expenses invoice.
9.	To Approve Purchase and Installation of Additional CCTV Camera at the Millenium Green Car Park. It was proposed by Cllr Mole seconded by Cllr Barley and unanimously RESOLVED to purchase and install an additional CCTV camera from CTS Security at a cost of £3,170 +VAT. Additional camera to be located on the existing camera and lighting pole towards the rear of the Millennium Green car park. Camera to only cover the rear of the car park area to help deter anti-social behaviour and vandalism. Camera would not cover any part of the play area. Funds had been earmarked in the 2024/2025 budget for this purchase. Clerk to place order. ACTION: Clerk
10	Planning.
10.1	The following permitted application was noted: Thriftfields, Cotts Lane Reserved Matters application 25/00005 for appearance, landscaping and scale Plot 2 only.
10.2	<i>White Gables, Shepherds gate Road.</i> Cllr Laughton informed the meeting that on appeal HM Planning Inspectorate had approved the planning application for White Gables. A resident and Cllr Laughton, in his personal capacity, would be lodging a complaint with HM Planning Inspectorate about this decision.
11.	Reports Chairman's Report – Verbal:
11.1	<i>Community Speed Watch.</i> Cllr Laughton reported over a fourteen month period 533 vehicles had been reported from the 158 sessions held. One vehicle had been travelling at 52mph along School Road. The sessions had only been possible due to the 242 hours of time from the Speed Watch team volunteers.

11.2	<i>Drainage Issues - School Road.</i> Having met with residents, Cllr Laughton provided an update on the School Road drainage issues. Cllr Laughton was to arrange a meeting with Cllr Bearshaw to discuss and agree the way forward. ACTION: Cllr Laughton
11.3	<i>Garden Party at Buckingham Palace.</i> Cllr Laughton advised that having been nominated by the previous Clerk for all his work as a parish councillor and a school governor, he had been invited to attend a garden party at Buckingham Place on 7th May 2025.
11.4	Clerk's Report: Clerk's Report had been issued to all councillors prior to the meeting. Locum Clerk provided the following updates: Village hall had been booked for the Annual Parish Meeting on 8th May 2025 at 6.30pm. Defibrillator check had been undertaken in March 2025 by the designated Guardian. Defibrillator was in good working order. Pads still had a good amount of time on them. Cabinet had been cleaned and disinfected. Replacement Street Name Plates had been requested for the Glebe Estate and Church Lane. Councillors agreed Website Accessibility Review was to be an agenda item for the June 2025 meeting. Cllr Pitt confirmed he had completed online New Councillor training.
11.5	Borough Councillor Report Cllr Bearshaw reported on the new hospital funding which had now been confirmed. Training on the changes to planning requirements was due to be held at the end of the month. Cllr Bearshaw was now a member of the King's Lynn Conservancy Board. There was a new Reform Party group at the Borough Council. Work was still to be completed on the West Lynn ferry. There had been some reaction to the increase in costs for annual brown bin collections. This service still worked out at approx. £3 per collection. The collection of nurdles from along the coast had been stopped due to it now being nesting season for sea birds. Fires in Clenchwarton continued. New trees had been planted in The Walks. Neighbourhood Plan for Marshland St James was out for consultation. Alive Leisure had been brought back in house by the Borough Council. A number of free events were to be held in Hunstanton over Easter. No fees would be charged for road closures for VE day street party events. Deadline for nominations for the Norfolk Business Awards was 21st May 2025. A local developer had been fined following damage and removal of trees with TPOs (Tree Preservation Orders). The work of the King's Lynn Conservancy Board and the use of the pilot boats in the tanker clean-up was briefly discussed.
12.	To Review and Agree Annual Inspection of Parish Council Assets. The annual assets and equipment review had been undertaken by the locum Clerk on 25th March 2025. Copy of the report had been issued to all councillors prior to the meeting. Proposed by Cllr Barley second by Cllr Mole it was unanimously RESOLVED to approve the 2025 Assets and Equipment Report.

12.1	<i>Dyke Clearance Work - Allotment Land.</i> The condition and damage to the dykes, caused by heavy traffic using Church Lane when there were closures on the A47/A17, was discussed. The road edges were sinking, with verges below the edge of the road in places. Councillors raised concerns that when dyke clearance work was undertaken the verges would collapse. Councillors agreed condition of verges to be reported to Highways. ACTION: Clerk Dyke clearance work was also discussed. Councillors agreed with suggestion from the Clerk that putting in place a rolling dyke clearance programme was to be investigated with the dyke along Church Lane to be the priority. ACTION: Clerk
12.2	<i>Cleaning of Benches, Bins, Information Signs and Noticeboards.</i> As the benches, bins (including dog bins), information signs, noticeboards plus the wheelie bin store, swing seat at Glebe Estate and the goal post cross bar all needed to be cleaned, Councillors agreed setting up a working party for this was to be an agenda item for the June 2025 meeting. ACTION: Clerk Cllr Laughton was to empty the bin at the bus stop on Lynn Road. ACTION: Cllr Laughton
12.3	<i>Dog Bin Stickers.</i> Councillors agreed new stickers for the dog bins were to be purchased and put in place. ACTION: Clerk Cllr Pitt, Cllr Bearshaw and the one member of the public left the meeting at this point. (8.30pm)
13.	To Approve Removal of Graffiti from Bus Shelter on A47. The new bus shelter on the A47 at Eau Brink had been vandalised with graffiti. Clerk informed councillors of quote received to remove the graffiti. Councillors agreed that Cllr Barley was to investigate alternative options to remove the graffiti from the bus shelter panels. ACTION: Cllr Barley
14.	Handyman Work: Quarterly review of any allocated work. Copy of Handyman Work Schedule had been issued to all councillors prior to the meeting. The only item outstanding was the re-varnishing of the swing sets at the Glebe Estate. Councillors had previously agreed to replace the Glebe Estate play equipment by 2028, with £1,000 earmarked towards this project from the 2024/2025 budget. No further funding had been earmarked in the 2025/2026 budget. Councillors agreed the revarnishing of the Glebe estate play equipment was to be put on hold for now and removed from the Handyman work schedule. Clerk to inform the Handyman accordingly. ACTION: Clerk The use of funding in the 2025/2026 budget originally earmarked for the new speed camera (£3,000), which was now unable to go ahead, to be put towards replacement Glebe Estate play equipment was to be an agenda item for discussion at the meeting in May. ACTION: Clerk
15.	To Decide Way Forward with First Aid Training. Proposed by Cllr Laughton Seconded by Cllr Mole it was unanimously RESOLVED to not go ahead with First Aid training for councillors at this time.
16.	To Decide on Nominations for the Community Award. Proposed by Cllr Giles Seconded by Cllr Mole it was unanimously RESOLVED to award the 2024 Community Award to the Tilney All Saints Speed Watch Team. Cllr Laughton to prepare certificates to be presented at the Annual Parish Meeting. ACTION: Cllr Laughton
17.	Play Area and Goal Post Inspections Due to illness, it had not been possible for Cllr Grange to undertake her regular inspections.

	Inspections of the play equipment and goal post had formed part of the annual assets and equipment review undertaken by the Clerk on 25th March 2025. Item 12 refers. No issues had been raised other than some cleaning of swing seats and the goal post crossbar required.
18.	Annual Review of Data Information Audit. Copy of the April 2025 Data Information Audit had been issued to all councillors prior to the meeting. Proposed by Cllr Barley Seconded by Cllr Laughton it was unanimously RESOLVED to approve the April 2025 Data Information Audit.
19.	To Approve Policies Due for Review.
19.1	<i>Reserves Policy.</i> Copy of policy had been issued to all councillors prior to the meeting. Reserves Policy was unanimously approved by councillors without any amendments subject to the RFO providing an updated appendix 1. ACTION: RFO
19.2	<i>CCTV Policy.</i> Councillors agreed with the suggestion from the Clerk that review of the CCTV Policy be carried forward until the additional CCTV camera and new SIM cards were in place. Agenda items 8 and 9 refer. ACTION: Clerk
20.	Correspondence Correspondence Lists had been issued to all councillors prior to the meeting. No queries or questions were raised.
21.	Confidential Item – Staffing Exclusion of Public and Press: Under the Public Bodies (Admission to Meetings) Act 1960 (2) any members of the public and press to be requested to leave the meeting by reason of the confidential nature of the business about to be transacted. Separate Minute Sheet.

Next Parish Council meeting would be the meeting to be held on Thursday 8th May 2025 at 7:00pm in the Village Hall.

Meeting closed at 8.55pm

Total number of pages 6.