



TILNEY ALL SAINTS PARISH COUNCIL

Parish Clerk's Report May 2025

BT Box Repairs

December 2024 – Cllr Laughton now holds the complete set of new toughened glass panes plus eight small glazing frames and eight large glazing frames to undertake the repair work to the BT box.

March 2025- Now the weather is starting to improve Cllr. Laughton will look to begin work on the BT box repairs.

Bin at Bus Shelter – Lynn Road.

April 2025: Cllr Laughton to arrange for bin to be emptied.

Bus Shelter Funding

As part of the BSIP scheme, Norfolk County Council is offering funding to support the installation or upgrade of bus shelters.

One of the Parish Council's future projects for consideration is the installation of a bus shelter at Eau Brink on the opposite side, towards Wisbech, to where shelter was installed in March 2024. Total cost for this installation was £6,099.60.

Deadline for applications is 30th June 2026.

Is this something councillors would wish to pursue?

If so, this should be considered when agenda item 8.5 "To consider re-allocation of earmarked funding" is discussed.

To be eligible:

- The Parish/Town Council must contribute 20% of the total cost*.
- The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.

*Contributions can also be made from NCC Local Member Funds.

Maximum BSIP funding available: £8,000 per shelter.

Please note as advised with the previous bus shelter project, Members Funding would be unable to be allocated to help cover costs for the project, as the bus shelter is on a network that isn't maintained by Norfolk County Council.

Agreement would need to be obtained from Highways England as site is on A47.

New Additional CCTV Camera – Millennium Green Car Park.

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.

March 2025: Approval of purchase and confirmation as to exact location and direction of camera to be agreed by councillors.

Agenda item for April meeting.

May 2025: Order placed for additional CCTV camera.

Additional CCTV awareness signs to be installed by Cllr Mole on the entrance gates to the car park and around the car park area.

Access to CCTV Footage.

The Clerk and Cllrs Laughton and Mole have attempted to purchase the new 4G SIM cards required for the CCTV cameras.

Due to out of date contact information (approx. 20 years out of date!) for the Parish Council being held when Vodafone undertook their checks, we were unable to complete the purchase and set up the monthly contract.

I am now trying to get this information updated in order to proceed but Vodafone would not inform us where this information was held and who by.

Advice has been sought from NALC, SLCC and the Borough Council.

New 4G smart phone to be purchased.

Dog Bin Stickers

April 2025: Replacement dog bin stickers have been purchased and installed on four out of the five dog bins. Sticker on bin at village hall was still readable.

Handyman Work.

Handyman has advised he still holds the replacement Prikka strips to be installed on the top of the swings sets on the Glebe Estate as a bird deterrent.

Do councillors wish him to go ahead with this work or wait until decision has been made regarding timeline for replacement play equipment to be purchased?

Agenda item 8.5 refers.

Highways including Potholes:

Standing Water – Church Lane:

April 2025 – Councillors advised there was still standing water on Church Lane after heavy rainfall. The verges have been pushed in and up due to large vehicles and the volume of traffic using Church Lane when closures occur on the A47 or A17.

Grips along Church Lane have been cleared by Highways.

Await next rainfall to see if clearance of grips has improved the situation.

Verges along Church Lane.

The damaged verges along Church Lane, which border the allotment land, have been reported to Highways under ref 0703 9589 5235 7804.

Response received as follows: *"Our local team will investigate this as soon as possible to assess and prioritise the need for repair, taking into account the scale of the problem, location and usage of the road or path in question".*

Millennium Green – Relocation of Dog Waste Bin

The relocation of the dog waste bin was due to be part of the relocation work for the rear pedestrian entrance completed in Spring 2024.

At the February 2025 meeting councillors agreed this matter was to be carried forward to April/May.

Item to be an agenda item for the June 2025 meeting.

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

April 25 – Matter to be an agenda item for the June 2025 meeting once new Clerk is in place. Councillors to confirm if quotes are to be obtained or if this is to be undertaken via a working party.

May 2025- Cllr Barley reports the fence posts in the car park between the vehicle access gate post and the tree are very rotten and will require replacement. 3 or 4 have rotted through but there are 8 in total that need replacing. The fence is leaning at an angle and could fall if climbed on. Ground is too hard to be able to put stakes in as a temporary fix.

Quotes to be obtained by new Clerk for agreement at the June meeting.

Play Area Inspections.

Confirmation received from RoSPA that the annual play equipment safety inspections (Glebe Estate and Millennium Green) are due to be undertaken in June 2025.

Replacement Street Name Plates (SNP)

May 2025 - Replacement SNPs have been ordered via BCKLWN for the Glebe Estate and Church Lane at its junction with Church Road.

Training.

May 2025 – Relevant training to be booked once new permanent Clerk appointed.

New Councillor training to be arranged once new councillor co-opted following the resignation of P. Jessop.

As per the new IT & Email Policy (Agenda item 25)

"Tilney All Saints Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices".

Training will therefore need to be arranged for all employees and councillors.

I have made enquires as to what training is/will be available as none of the current training from NALC or NPTS seems to cover this.

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.

April 2025 – Confirmation received that our complaint has been lodged and £50 fee to be refunded.

Once a new permanent Clerk has been appointed, and probation period completed, application for a charge card will need to be considered again as per report presented to councillors at the meeting in May 2023.

(Report to Councillors May 2023 refers).

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 – Cllr Laughton advised as the weather was starting to improve, he would now be looking to begin this work. Cllr Pitt has offered to help with this.

Website Accessibility Statement

At the meeting held in February 2025, councillors agreed not to proceed with the review due January 2025 at the current time.

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities.

From 23 September 2020 all local council websites had to comply with these regulations.

Local councils needed to make reasonable adjustments to their websites and operations so people can access information. Councils are required to include an accessibility statement on their website setting out to what extent they meet the requirements and what alternative arrangements are available.

From 2025/2026 the AGAR (Annual Governance & Accountability Return) will require parish councils to confirm "Compliance with website accessibility requirements, the Freedom of Information Act and Data Protection legislation"

Our Accessibility Statement states it will be reviewed in January 2025.

Quote to undertake website accessibility review, including Accessibility Statement had been received of approx. £60.

I suggest this be an agenda item for the June 2025 meeting and a suitable, external company be appointed to undertake the review to ensure we are compliant ready for the changes to 2025/2026 AGAR.