Tilney All Saints Parish Council
Minutes of the Parish Council Meeting
Held on Thursday 8th May 2025 at 7:00pm
In the Village Hall

ATTENDANCE

Andy Laughton (Chair)	Parish Councillor	Present
Chris Barley	Parish Councillor	Present
Philip Mole	Parish Councillor	Apologies
Brian Giles	Parish Councillor	Present
Val Grange	Parish Councillor	Apologies
Peter Hodgson	Parish Councillor	Present
John Pitt	Parish Councillor	Present Left the meeting end of item 22
Stella Kaye	Locum Parish Clerk	Present
Janet Fuller	Responsible Finance Officer (RFO)	Apologies.

Meeting began at 7.40pm as the previous Annual Parish Meeting had overrun.

One member of the public was present. Left the meeting at the end of item 28.
County Cllr J. Kirk was in attendance. Left the meeting at the end of item 18.9.

1.	**Election of Chairman and Completion of Declaration of Acceptance of Office.** Cllr Laughton was proposed by Cllr Hodgson and seconded by Cllr Barley as Chairman of the Parish Council. Cllr Laughton was unanimously elected as Chairman of the Parish Council. Declaration of acceptance of office was signed by Cllr Laughton and witnessed by S. Kaye – Parish Clerk.
2.	**Election of Vice Chairman and Completion of Declaration of Acceptance of Office.** Cllr. Barley was proposed by Cllr. Hodgson and seconded by Cllr. Pitt as Vice Chair of the Parish Council. Cllr. Barley was unanimously elected as Vice Chair of the Parish Council. Declaration of acceptance of office was signed by Cllr. Barley and witnessed by S. Kaye – Parish Clerk.
3.	**Welcome to the Meeting by the Chairman.** Cllr. Laughton welcomed everyone to the meeting.
4. 4.1	**Apologies for Absence** ***To receive and consider Councillor's apologies for absence*.** Apologies for absence had been received from Cllr Grange, Cllr. Mole and the RFO J. Fuller. Apologies for absence accepted by councillors. Apology had also been received from Borough Cllr. S. Bearshaw who was attending the VE day 80th celebrations.
4.2	***Councillor Resignation*.** Clerk informed the meeting that Cllr Jessop had resigned.

	Notice of the casual vacancy had been posted with a deadline of 9th May 2025. After this date councillors would be able to co-opt a new councillor to join the parish council, as long as no request for an election had been received.
5.	**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 were received.
6.	**Public Participation Session.** The member of the public present advised they wished to rise with, and request the assistance of, Cllr. Kirk regarding ongoing issues with the footpath along Pullover Road on the A47.
7.	**Minutes** ***To approve the minutes of the meeting held on 10th April 2025.*** Councillors unanimously RESOLVED to approve the minutes, and the Confidential minutes of the Parish Council meeting held on 10th April 2025 as a true and accurate record. Approved minutes signed by Cllr Laughton.
	Councillors agreed to request from the Clerk to bring item 17 forward as it related to payment of the annual insurance premium**.**
17.	**Annual Review and Approval of Insurance Cover Arrangements.** Annual insurance policy review report from the Clerk had been issued to all councillors prior to the meeting together with a copy of the insurance policy schedule with effect from 1st June 2025. It was proposed by Cllr Giles seconded by Cllr Pitt and unanimously RESOLVED to accept the change of insurance underwriter to Ecclesiastical and the offer of a new three-year fixed rate agreement.
8. 8.1	**Finances** ***To approve payments to be made***. Payments List for May 2025 had been issued to all councillors prior to the meeting. Councillors unanimously RESOLVED to approve payments as per the Payments List. Payments List signed by Cllr Laughton. Payments over £100 – annual insurance premium £737.76, CCTV annual maintenance contract £180, April grounds maintenance £1,158. Clerk confirmed the following payment had been paid between meetings, as a direct debit, to the BCKLWN £1,318.20 annual fee for dog bin emptying.
8.2	***To receive update on financial position***. A copy of the monthly receipts and payments summary had been issued to all councillors prior to the meeting. No queries were raised.
8.3	***To agree bank reconciliation for April 2025.*** Bank reconciliation for April 2025 had been issued to all councillors prior to the meeting. Bank Reconciliation as of 30th April 2025 had been agreed by Cllr. Giles. No issues were raised.
8.4	***To confirm bank account signatories and online banking access***. Councillors agreed bank account signatories and arrangements for access to online banking were to remain unchanged.
8.5	***To consider re-allocation of earmarked funding***. Report from the Clerk had been issued to all councillors prior to the meeting. The £3,000 of earmarked funding had been earmarked in the 2025/2026 budget for purchase of an ANPR (Automated Number Plate Reader) speed camera. This purchase

Signed by Chair Dated

	could no longer proceed as parish councils were currently not permitted to purchase this type of camera. Options were discussed including the new bus shelter funding now being offered by NCC. It was proposed by Cllr. Laughton seconded by Cllr Hodgson and unanimously RESOLVED to vire across £2,000 of the earmarked funding to be used to replace sections of the fencing around the Millennium Green and £1,000 towards the fund to replace the play equipment at the Glebe Estate playing field. Clerk to inform RFO of the agreed change to earmarked funding. ACTION: Clerk
9.	**Annual Report from the Internal Auditor.** Copy of annual report from the internal auditor for 2024/2025 had been issued to all councillors prior to the meeting. Report was noted by councillors. Councillors expressed their thanks to the RFO for a good report with no actions or comments raised.
10.	**Approval of the Annual Governance Statement 2024/2025.** Cllr Laughton read out each individual section of the Annual Governance Statement which were all approved by the council. It was proposed by Cllr Barley seconded by Cllr Laughton and unanimously RESOLVED to approve the Annual Governance Statement 2024/2025. Annual Governance Statement 2024/2025 signed by the Chair and the Clerk.
11. 11.1	**Approval of the Accounting Statements for 2024/2025 and Completion of the Annual Return.** *Accounting Statements for 2024/2025*. Copy of the accounting statements for 2024/2025 prepared and signed by the RFO had been issued to all councillors prior to the meeting. It was proposed by Cllr. Laughton seconded by Cllr. Barley and unanimously RESOLVED to approve the accounting statements for 2024/2025. Accounting statements 2024/2025 signed by the Chair. Approved annual return to be submitted to auditors. ACTION: Clerk
11.2	*Dates of Period of Provision of Public Rights*. Dates for the period of provision of Public Rights would run from 3rd June 2025 to 14th July 2025. Notices to be posted on noticeboards and posted on website. ACTION: Clerk
12.	**Review of any Budget Surplus 2024/2025.** As the RFO had not advised of any need to transfer funds to the savings account from the current account, councillors agreed no transfer should be made at this time.
	Annual Review of the Council's Expenditure Incurred Under s137 of the Local Government Act 1972. Clerk reported only £50 had been spent under s137 expenditure in 2024/2025. This was a donation to the Royal British Legion for poppy wreaths for the remembrance service. At £10.81 per elector for 2024/2025 the parish council could have spent up to £5,188.80, so well within expenditure limit.
14	**Annual Review and Approval of Financial Regulations.** Copy of Financial Regulations based on the new NALC model template had been issued to all councillors prior to the meeting. It was proposed by Cllr Laughton seconded by Cllr Hodgson and unanimously RESOLVED to approve the Parish Council Financial Regulations without any amendments.
15	**Annual Review and Approval of Standing Orders.** Copy of the Standing Orders had been issued to all councillors prior to the meeting. It was proposed by Cllr Pitt seconded by Cllr Barley and unanimously RESOLVED to approve the Parish Council Standing Orders without any amendments.

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16	**Annual Acceptance of Parish Council Code of Conduct.** Copy of the Code of Conduct had been issued to all councillors prior to the meeting. It was proposed by Cllr Laughton seconded by Cllr Pitt and unanimously RESOLVED to accept the Parish Council Code of Conduct without any amendments.
18. 18.1	**Reports** **Chairman's Report – Verbal**: ***Drainage Issues –Responsibility for Culvert under School Road/Lynn Road***. Having met with residents and Cllr Bearshaw, Cllr Laughton informed the meeting of his proposal as a way forward with the situation would be to request a meeting between all parties concerned; the Water Management Alliance, Norfolk Highways, Planning department at BCKLWN, residents of Oak Gardens and the Parish Council. Councillors agreed with the suggestion from Cllr Laughton to approach James Wild MP to initiate and chair this meeting. ACTION: Cllr Laughton
18.2	***30mph Signage- School Road***. Cllr Laughton reported a resident of School Road was requesting further 30mph signage. Cllr Laughton to inform resident they could not put up their own signage. Highways could be approached for additional roundel signage on the road at the top of School Road so it would be across both sides of the highway. Matter to be an item for discussion at the next meeting in June. ACTION: Clerk Cllr Kirk advised as this was a new financial year he would have a new allocation of funding available and he would be happy to help with the cost of additional signage, if approved by Highways.
18.3	**Clerk's Report:** Clerk's Report had been issued to all councillors prior to the meeting. No questions were raised. In response to a query raised by the Clerk Councillors confirmed the bin at the bus shelter on Lynn Road had been emptied.
18.4	***Additional CCTV Signage – Millennium Green Car Park***. The additional CCTV signs had been installed by councillors at the Millennium Green car park. Councillors stated that CCTV warning signage was visible to all users of the car park.
18.5	***Access to CCTV Footage***. Clerk reported on the situation whereby a new SIM card contract could not yet be put in place as out of date/incorrect address information was held by an organisation used by Vodafone to confirm identity etc. Clerk was investigating this matter and hoped to have a response from Vodafone shortly.
18.6	***Prikka Strips/Bird Deterrent - Play Equipment Glebe Estate***. In response to a query raise by the Handyman, councillors agreed the Prikka strips on the swing sets at the Glebe Estate playing field were still to be replaced. Strips already held by the Handyman.
18.7	***Replacement Fencing at the Millennium Green***. Councillors confirmed quotes were to be obtained to replace the section of fencing at the Millennium Green car park from the vehicle access gate to the play area pedestrian gate. ACTION: Clerk
18.9	**Borough Councillor Report.** In the absence of Cllr Bearshaw update on Borough Council matters was provided by Cllr Kirk.

	The Borough Council were looking into the possibility of becoming a three-tier unitary authority. Cllr Kirk left the meeting at this point 8.40pm
19.	**Planning.** There were no new applications or notices of decisions.
20.	**Councillor Responsibilities.** Councillor responsibilities were reviewed and agreed as follows: Monthly bank reconciliation checks – Cllr. Giles Regular play equipment inspections – Cllr Barley Monthly goal post checks – Cllr Barley Representative to NALC (Norfolk Association of Local Councils) – Cllr Laughton Representative on the Village Hall Committee – Cllr Grange (To be confirmed) Emptying of bins at Millennium Green – Cllr Laughton Emptying of bins at Glebe Estate – Cllr Grange (To be confirmed) Emptying of bin at bus shelter Lynn Road – Cllr Laughton Member of the public present suggested a bin be installed at the bus shelter on A47 Pullover Road, which could consist of old tyres as seen on the A17. Councillors agreed this should be added to the list of possible future projects.
21.	**Play Area and Goal Post Inspections** Due to illness, it had not been possible for Cllr Grange to undertake her regular inspections. Cllr Barley confirmed he would undertake inspections before the next meeting.
22.	**To Consider Options for the Removal of Graffiti from the Bus Shelter on the A47.** Cllr Barley reported he had not found any alternative options to remove the graffiti from the bus shelter without damaging the panels. It was proposed by Cllr Hodgson seconded by Cllr Pitt and unanimously RESOLVED to contract M & M Cleaning to remove the graffiti from the bus shelter on A47 as per the hourly rate quoted. Cllr Pitt left the meeting at this point. 8.50pm Meeting remained quorate with four councillors present.
23.	**To Review and Update Biodiversity Action Plan** Copy of Biodiversity Action Plan had been issued to all councillors prior to the meeting. Councillors talked through the Action Plan. Cllr Barley advised any owl boxes would have to be located on stand-alone posts as the owls would need to have line of sight. Councillors agreed any articles for the Parish Council newsletter should also be uploaded to the website. Clerk to update Biodiversity Action Plan as discussed. ACTION: Clerk
24.	**To Consider Additional Feature Now Available for the Parish Council Website.** Details of the new, free, additional feature providing links to local services being offered by NALC for the parish council website, had been issued to all councillors prior to the meeting. It was proposed by Cllr Giles seconded by Cllr. Laughton and unanimously RESOLVED to accept the free additional local services feature for the Parish Council website. Feature was to be added as a separate new page. Clerk to advise NALC accordingly. ACTION: Clerk
25.	**To Approve new IT and Email Policy.** Copy of the new IT and Email Policy had been issued to all councillors prior to the meeting. Clerk explained how this policy would now be a requirement for the council to be compliant for the 2025/2026 annual external audit. It was proposed by Cllr Laughton seconded by Cllr Giles and unanimously RESOLVED to approve the IT and Email Policy without any amendments.

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	Councillors raised a concern about phishing emails being received by some of them from various unknown email addresses supposedly from Cllr Laughton. Clerk to raise this with the email provider. ACTION: Clerk
26.	**To Approve Policies Due for Review.** ***Data Protection Policy***. Copy of policy had been issued to all councillors prior to the meeting. It was proposed by Cllr Laughton seconded by Cllr Hodgson and unanimously RESOLVED to approve the Data Protection Policy without any amendments.
27.	**Correspondence** Correspondence Lists had been issued to all councillors prior to the meeting. No queries or questions were raised.
28.	**To Determine the Time and Place of Ordinary Parish Council Meetings up to and Including the Next Annual Meeting of the Parish Council.** Councillors unanimously agreed Parish Council meetings would continue to be held on the second Thursday of each month, except August, at 7pm in the village hall for the next 12 months. Member of the public present left the meeting at this point.
29.	**Confidential Item –** Appointment of new Parish Clerk. 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 12th June 2025 at 7:00pm in the Village Hall.

Meeting closed at 9.15pm

Total number of pages 6.

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