



Tilney All Saints Parish Council

Minutes of the Parish Council Meeting

Held on Thursday 11th September 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	Present
Peter Hodgson	Parish Councillor	Present
John Pitt	Parish Councillor	Present
Stella Kaye	Locum Parish Clerk	Present
Janet Fuller	Responsible Finance Officer (RFO)	Present Joined the meeting during item 5 and left at the end of item 8.

Three members of the public were present. Two left the meeting at the end of item 14.

County Cllr J. Kirk joined the meeting during item 11.

	Welcome to the Meeting by the Chair. Cllr. Laughton welcomed everyone to the meeting and thanked S. Kaye for stepping in to act as locum Parish Clerk following the resignation of the previous Clerk at the end of August. Cllr Laughton also expressed his thanks to Cllr Barley for his recent help and support.
1.	Apologies for Absence <i>To receive and consider Councillor's apologies for absence .</i> No apologies for absence had been received. All parish councillors were present. Apology had been received from Borough Cllr. S. Bearshaw who was attending a Borough Council meeting. County Cllr. J. Kirk had sent apologies to join the meeting late due to a prior meeting.
2.	Declarations of Interest and Dispensations <i>To Receive Declarations of Interest from Councillors in Items on the Agenda :</i> Cllr Laughton declared an interest in item 14 School Road Drainage Issues. Dispensation for Cllr Laughton to participate in the discussion under item 14 was granted by councillors as this was in the interest of residents due to Cllr Laughton's knowledge of the situation.
3.	Public Participation Session. The members of the public present advised they were attending in relation to item 14 School Road Drainage Issues.
4.	Co-option of New Parish Councillor to Fill the Casual Vacancy. Cllr Laughton introduced Peter Lukasik, potential new Parish Councillor. P. Lukasik briefly spoke about why he wished to become a parish councillor. It was proposed by Cllr Laughton seconded by Cllr Hodgson and unanimously RESOLVED to co-opt Peter Lukasik as a Parish Councillor for Tilney All Saints. Declaration of Acceptance of Office was signed by P. Lukasik.

	Cllr. Lukasik was provided with a copy of the Councillor Code of Conduct and the Register of Interests form.
5.	Minutes <i>To approve the minutes of the meeting held on 10th July 2025.</i> Councillors unanimously RESOLVED to approve the minutes of the Parish Council meeting held on 10th July 2025 as a true and accurate record. Approved minutes signed by Cllr Laughton.
6.	Finances JF spoke about some of the recent issues with parish council emails and the reasons around this. Councillors agreed JF was doing a great job as RFO.
6.1	<i>To approve payments to be made.</i> Payments List for September 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 – Grounds maintenance £1,092.00 and HMRC 2nd quarter PAYE £530.39. The following payments had been approved and processed since the previous meeting in July 2025: NALC Annual subscription £195.19, Play Safety Ltd annual play equipment inspections £192.00, TAS Village Hall hire re interviews and drainage meeting £45.00, HHA Grounds Maintenance £ £1158.00, Handyman relocation dog waste bin £95.00, PKF Littlejohn external audit fee £252.00, S Winter Fencing installation of replacement fencing Millennium Green £1,016.00, and Microsoft annual subscription £84.99.
6.2	<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. Clerk reported notification had been received from the Borough Council that payment of the second half of the annual precept (£15,000) was due to be received within the next few days. RFO reported on compliance return she had completed for the council's bankers, Unity Trust. Bank statements would now only be available online.
6.3	<i>Quarterly Review of 2025/26 Budget & Analysis of Earmarked Reserves.</i> Quarterly review and earmarked reserves documents as at the end of July 2025 had been issued to all councillors prior to the meeting. No questions were raised. There was currently £14,600 of earmarked funding. RFO advised as fencing work had now been paid this figure was to be adjusted accordingly.
6.4	<i>To agree bank reconciliation for June, July and August 2025.</i> Bank reconciliation for June, July and August 2025 had been issued to all councillors prior to the meeting. Bank Reconciliations for June, July and August 2025 had been agreed by Cllr. Giles. No issues were raised.
6.5	<i>To approve purchase of printer toner cartridges.</i> It was proposed by Cllr Barley seconded by Cllr Grange and unanimously RESOLVED to purchase four boxed unused printer toner cartridges (one black, one magenta, one cyan and one yellow) from S. Kaye at a cost of £15 per cartridge. Toner cartridges would cost £30 each to purchase from usual supplier.

6.6	S Kaye had changed her printer and now had no use for the printer cartridges which were for the same make and model as the parish council printer. Annual Governance & Accountability Return (AGAR). The AGAR for 2024/2025 had been returned from the external auditors in July, with no issues raised. To be formal agenda item for the next meeting. The statutory requirements for Notice of Completion of Audit did not appear to have been undertaken by the previous Clerk. Locum Clerk advised she would ensure actioned before the deadline of 30th September 2025. RFO gave her apologies for the next parish council meeting on 9th October 2025.
7.	Discretionary Payments Under £100. To revise decision made at previous meeting to bring procedures back into line with the current Parish Council Financial Regulations. It was proposed by Cllr Hodgson seconded by Cllr Mole and unanimously RESOLVED to reverse the decision made at the July 2025 meeting for discretionary payments under £100, in order to bring procedures back in line with the Parish Council Financial Regulations. Financial Regulations already included provision for any urgent or emergency payments to be made between meetings up to £500. Financial Regulations item 6.9.
8.	To Agree Donation (£137) for Remembrance Wreaths and Arrangements for Wreath Laying. Cllr. Laughton informed the meeting of issues with the church. Inspection was awaited by an architect. Cllr Laughton to confirm date and time for the wreath laying ceremony. Bob Fisher a veteran who usually laid one of the wreaths had sadly passed away recently. Clerk advised the Downham Market and District Poppy Appeal would not be accepting BACS payments this year. Payment to be either by cash, cheque or card. It was proposed by Cllr Laughton seconded by Cllr Hodgson and unanimously RESOLVED to purchase two poppy wreaths from the Royal British Legion with a donation to be made of £50 under S137. Payment to be made by cheque. Clerk to liaise with RFO for cheque to be issued. RFO left the meeting at this point 7.40pm.
9. 9.1	Reports Chairman's Report – Verbal: Cllr Laughton reported 681 vehicles had been reported by the Speed Watch team since February 2024, with 188 sessions taking place. Cllr Laughton thanked Cllr Lukasik for his commitment to the Speed Watch team having taken part in 162 sessions. Cllr Lukasik asked if a further recruitment campaign could be held to sign up more volunteers for the Speed Watch team. Councillors agreed an article was to be placed in the next Parish Council newsletter and onto the Parish Council Facebook page. Posters to be put up on the noticeboards and flyers placed in the village hall for access during coffee mornings etc.
9.2	Clerk's Report: Clerk's Report had been issued to all councillors prior to the meeting. No questions were raised. Clerk provided the following updates:
9.3	New Bus Stop Flags and Timetables. New bus stop flags and timetables had been requested. New flags were being printed and due to be installed shortly. Installation of new timetables and timetable cases were being organised by Highways - Transport and Travel at Norfolk County Council.

9.4	<i>Replacement Street Name Plates (SNP).</i> Replacement SNPs had been installed for the Glebe Estate and Church Lane at its junction with Church Road. Replacement SNPs had been requested from the Borough Council for Lynn Road at junction of School Road, School Road at junction with Lynn Road, School Road junction of Church Road/Shepherdsgate Road and for Shepherdsgate Road junction School Road.
9.5	<i>Defibrillator.</i> The defibrillator had a potential activation on 5th August 2025 when somebody called 999. Defibrillator had been checked by the Defibrillator Guardian who confirmed everything remained intact, as it was at the previous inspection. The external box had been wiped over with disinfectant wipes and the defibrillator put back into service via The Circuit on 6th August 2025
9.6	<i>Fly Tipping – Church Lane.</i> Cllr Mole confirmed that the fly tipping along Church Lane was located in the dyke. Clerk advised this meant responsibility for removal would be down to the parish council. Due to the amount of fly tipping, including two armchairs, a trailer would be required to move it all. Cllr Laughton, Cllr Lukasik and Cllr Giles kindly offered to arrange for the fly tipping to be removed and taken to the local recycling centre. Offer accepted by councillors.
9.7	<i>Tree Survey.</i> The previous Clerk had raised queries around the tree surveys. Locum Clerk confirmed tree surveys were undertaken every three years with the last inspection completed in April 2024. Copy of report was held on the Parish Council laptop and had been issued to all councillors and discussed at the June 2024 meeting.
9.8	<i>Website Accessibility Review.</i> Website accessibility review had been completed by Norfolk ALC and report received. Previous Clerk had advised Norfolk ALC that all recommended actions had been completed. Locum Clerk was to check if the new Accessibility Statement had been uploaded to the website as per the template provided by Norfolk ALC.
9.9	<i>Windows 10 Upgrade to Windows 11.</i> Clerk advised the Parish Council laptop was currently running on Windows 10. Microsoft would be ending support for Windows 10 on 14th October 2025. The laptop would still work but Microsoft would no longer provide security updates, technical support or feature updates. Options were to upgrade the laptop, if compatible, to Windows 11 or purchase a new laptop which supports Windows 11. Laptop was at least nine years old. Councillors requested the Clerk to try and upgrade the laptop to Windows 11, if this was unsuccessful purchase of new laptop was to be an agenda item for the next meeting.
9.10	<i>Dip at Entrance to Millennium Green Car Park.</i> Cllr. Barley reported the dip at the entrance to the car park was getting worse. Cllrs agreed the gravel needed to be re-distributed. Cllr. Laughton and Cllr Barley volunteered to re-distribute the gravel to fill in the dip. Councillors accepted their offer.
9.11	<i>Borough Councillor Report.</i> Borough Councillor had sent apologies for this meeting.

9.12	County Councillor Report. County Councillor had sent apologies to join the meeting late. Upon his arrival Cllr Laughton expressed his thanks to Cllr. Kirk for all his recent support and for providing £2,000 of funding from his councillor's allowance to cover the cost of the School Road drainage CCTV survey. (Item 14 refers).
10.	Planning.
10.1	<i>Church Farm 8 Church Road 24/01306/LB: Installation of new windows.</i> Having considered the application to install new windows to the listed building councillors agreed they would support the application.
10.2	<i>Shoreboat Farm 25/00232/NMA.</i> Non Material application had been approved by the Borough Council. Councillors commented they had been unable to trace any documents relating to this application on the Borough Council planning portal.
11.	Parish Council Notice Board at the Village Hall. To agree purchase of a replacement notice board. County Cllr Kirk joined the meeting during this item - 7.53pm. Clerk issued to all councillors present details and costs of seven different noticeboards of approx. the same size as the existing noticeboard. It was proposed by Cllr Pitt seconded by Cllr Hodgson and unanimously RESOLVED to purchase a new 16 x A4 Sirius side opening, magnetic, lockable exterior noticeboard with a blue frame at a cost of £259.95 +VAT + delivery of £14.95. Councillors to remove old noticeboard and install the new one. Costs to be taken from the Repairs and Maintenance budget line.
12.	Acceptance of Allotment Land Tenancy Agreements for 2025/2026 and Payment of Fees. One of the allotment holders briefly joined the meeting during this item. Locum Clerk explained and apologised that the allotment land tenancy agreements had not been issued in August as in previous years. Locum Clerk was arranging for these to be issued as soon as possible and requested the allotment holder to return for the meeting in October when the updated tenancy agreements would be available for signature. Locum Clerk confirmed the allotment land tenancy fees had been reviewed in November 2024 when a 5% increase had been agreed with effect from 1st September 2025. Allotment holders had been advised of this increase in April 2025. Allotment fees were reviewed on a three-year cycle. Next review was due November 2027 to take effect from 1st September 2028.
13.	To Discuss and Agree Way Forward for Rolling Programme of Dyke Clearance Work to be Put in Place for the Allotment Land. Cllr Barley explained the drainage issues surrounding the dykes, including large vehicles had again been using Church Lane due to the A17/A47 road closures, which had resulted in the soil put on the verges by Highways collapsing back into the dykes. Councillors agreed Cllr Barley was to produce a map of the dykes and then liaise with the Locum Clerk to get quotes to put in place a three-year rolling dyke clearance contract.
14.	School Road Drainage Issues. Update on the current position following meeting held on 31st July 2025. Meeting Chaired by Cllr Laughton had been held on 31st July 2025 with residents of Oak Gardens, School Road and a representative from the WMA (Water Management Alliance) in attendance. Parish Councillors Barley, Hodgson, Mole and Pitt had also attended. It was noted that no one from Highways or the Borough Council Planning Department had attended the meeting. Cllr Laughton thanked County Councillor Kirk for his support and financial assistance with the drainage issues in School Road.

	Video of the CCTV survey had now been received. Cllr Laughton advised problems with the School Road drainage had now been identified, with documentary evidence via the CCTV survey. Cllr Laughton raised his concerns that any repair work could cost thousands of pounds. Discussion took place, including the members of the public present, on issues being faced and possible options to resolve them, the water flow and dyke circuit and the issue of some parts of the dyke system being filled in or blocked , stopping the water flow. The issue of domestic septic tanks draining into the drainage system was being looked into with the WMA, including what the legal position was regarding this. Everyone agreed that any work needed to be completed as soon as possible and as one project, not in small sections. Member of the public queried why the CCTV survey had not covered the drainage system under Lynn Road. Cllr Laughton explained this was due to complications around who was responsible for this culvert and concerns that jetting it could cause more damage. Cllr Hodgson suggested an aerial/drone survey might be helpful in identifying further problems. Cllr Laughton advised there was no funding available for this. It would now be a matter of who was responsible for the repairs needed and the costs. Cllr Laughton would be setting up a further meeting to consider options and any legal ramifications. Residents would be advised once new date had been arranged. Cllr Kirk suggested contacting the Chair of the Norfolk Flood Alliance who might be able to offer some assistance. Two members of the public left the meeting at this point. 8.35pm.
15.	CCTV at the Millennium Green Car Park. To discuss the current position and agree the way forward. Summary of the current position had been included in the Clerk's Report. Situation was discussed with councillors unanimously agreeing to pursue a new SIM card contract with Vodafone for the existing CCTV cameras and the new one due to be installed, as the Vodafone signal had proven to be reliable and strong enough for the cameras in the past. Due to the council being between permanent clerks, councillors agreed the postal address for the new contract would be that of the Chair, Cllr Laughton. Locum Clerk reiterated the new SIM card contract must be in the name of Tilney All Saints Parish Council with the monthly fee being paid from the parish council bank account. Correspondence had been received from Experian about the incorrect, vastly out of date information they held about the Parish Council's address. It was this incorrect data which had stalled the purchase of the SIM cards. Councillors agreed Cllr Laughton was to follow up with Experian as per the instructions received.
16.	Review of Annual Play Equipment Safety Inspection Reports. RoSPA had undertaken annual safety checks at the Glebe Estate and Lily's Play Area on 3rd July 2025. Copies of reports had been issued to all councillors prior to the meeting. Councillors agreed Cllr Barley was to tighten up the loose fittings as identified in the report and look into the other items raised and report back to the council at the next meeting. All items identified had been low risk. Damage to the swing set posts at the Glebe Estate was already being monitored. Councillors had already agreed to replace the play equipment at the Glebe Estate with some funding already earmarked.
17.	Play Area and Goal Post Inspections: To discuss any issues raised from the regular inspections by councillors. Cllr Laughton briefly left the meeting during this item. In his absence meeting was chaired by Cllr Barley (Vice Chair)

	Play equipment inspections had been undertaken by Cllr Barley as follows: Glebe Estate: 8th July 2025 and 28th August 2025. Lily's Play Area: 8th July 2025 and 12th August 2025 Goalposts: 8th July 2025 and 12th August 2025. Copies of reports held by the Clerk. Cllr Barley reported some movement had been seen in the goalpost supports but believed this was most likely due to the very dry weather. Cllr Barley would continue to monitor if any further gravel made its way into Lily's Play Area. Installation of gravel boards might have to be considered, although councillors felt the gravel was being brought into the play area from the car park by children.
18.	Biodiversity Action Plan: Six monthly review. Locum Clerk advised review schedule had been changed but not updated on the Clerk's agenda planner. Six monthly review was not due until November 2025.
19.	Handyman: Quarterly review of any allocated work. Dog bin in Church Road had been re-located. Councillors confirmed no further handyman work had been allocated/approved. Cllr Laughton was to contact the Handyman and clarify if he was holding any frames/glazing for the BT box at the village hall. Cllr Laughton reported it appeared that someone had started doing some work on the BT box. No one had been given permission or been authorised to do so by the council. The handyman had confirmed he had not undertaken any work on the box. Councillors would be undertaking repair and reglazing work to the BT box in the Spring.
20.	Parish Council WhatsApp Group: To discuss the need and options for WhatsApp group being set up for Parish Councillors. After a brief discussion councillors agreed the WhatsApp group set up for Parish Councillors would be useful. Any councillors not yet signed up to the group were requested to contact the Clerk. Locum Clerk to check if she had access as admin to the WhatsApp group on the parish council mobile phone. Councillors agreed if unable to access, then a new group was to be set up.
21.	Policy Reviews. To approve any policies due for review. It was proposed by Cllr Barley seconded by Cllr Mole and unanimously RESOLVED to approve the following policies without any amendments: Complaints Policy Disciplinary Policy Expenses Policy – Employees Expenses Policy – Members Freedom of Information Policy Grant Award Policy Grievance Policy Sickness Absence Policy
21.1	Locum Clerk confirmed the only policies that had been out of date had been the policies due for review at the July meeting. These had been included in the policies detailed above. Councillors had previously agreed review of the CCTV Policy was to be deferred until the new CCTV camera had been installed in order the policy could be updated accordingly.
22.	Correspondence Clerk explained it had not been possible to issue Correspondence Lists in the time available since the previous Clerk stepped down. Majority of Correspondence had related to items on the agenda or in the Clerk's Report.

23.	Confidential Item – Parish Clerk Vacancy. 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.
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Next Parish Council meeting would be the meeting to be held on Thursday 9th October 2025 at 7:00pm in the Village Hall.

Meeting closed at 9.10pm

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