



Tilney All Saints Parish Council
DRAFT Minutes of the Parish Council Meeting
Held on Thursday 9th October 2025 at 7:00pm
In the Village Hall

ATTENDANCE

Andy Laughton (Chair)	Parish Councillor	Present
Chris Barley (Vice Chair)	Parish Councillor	Present
Philip Mole	Parish Councillor	Present
Brian Giles	Parish Councillor	Present
Val Grange	Parish Councillor	Present
Peter Hodgson	Parish Councillor	Absent - Apology
Peter Lukasik	Parish Councillor	Absent - Apology
John Pitt	Parish Councillor	Absent - Apology
Stella Kaye	Locum Parish Clerk	Present
Janet Fuller	Responsible Finance Officer (RFO)	Absent - Apology

County Councillor J Kirk and Borough Councillor S. Bearshaw were also present.

No members of the public were present.

1.	Apologies for Absence <i>To receive and consider Councillor's apologies for absence.</i> Apologies had been received from Cllr, Hodgson, Cllr Lukasik, and Cllr Pitt. Apologies accepted. Apology had been received from the RFO J. Fuller.
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 items 8 and 13. Dispensation for Cllr Laughton to participate in the discussion under item 13 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. No members of the public were present. No items raised.
4.	Minutes <i>To approve the minutes of the meeting held on 11th September 2025.</i> Councillors unanimously RESOLVED to approve the minutes, and the confidential minutes of the Parish Council meeting held on 11 th September 2025 as a true and accurate record. Approved minutes signed by Cllr Laughton.
5. 5.1	Finances <i>To approve payments to be made.</i> Payments List for October 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.

	Payment of £2,000 had been made since the previous meeting to ADC Ltd for CCTV survey, drainage jetting and pipe cleaning work along School Road. Reimbursement for this work to be received via Local Members funding from Cllr. Kirk.
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. RFO had also issued copies of the quarterly budget review to all councillors. Clerk drew councillors' attention to the overspend showing for dog waste bin collections. It was felt this was due to the BCKLWN invoicing for two separate years with the payments being made in the same year. There had been a significant increase in costs for dog bin collections which parish councils had not been notified of prior to budget setting.
5.3	<i>To agree bank reconciliation for September 2025.</i> Bank reconciliation for September 2025 had been issued to all councillors prior to the meeting. Bank Reconciliation for September 2025 had been agreed by Cllr. Giles. No issues were raised.
6.	To Consider the External Auditors Annual Governance & Accountability (AGAR) Report for 2024/2025. Copy of the AGAR had been issued to all councillors prior to the meeting. AGAR was noted by councillors. No matters had been raised by the auditors.
7.	Consideration of Parish Council Compliance with Assertion 10 Digital and Data Compliance for 2025/2026 Annual Governance Statement. Copy of Assertion 10 guidance from NALC with notes from the Locum Clerk on the council's position in relation to this, had been issued to all councillors prior to the meeting. Assertion 10 was discussed. Councillors agreed with the Locum Clerk that Data Protection and Cyber Security training needed to be undertaken by all councillors and a Training Log put in place. Councillor Training to be an agenda item for the next meeting. Locum Clerk to set up Parish Council Training Log. All councillors and employees already had separate council owned gov.uk email addresses in place. Cllr Grange was currently unable to access her gov.uk email but was working to resolve the problem.
8.	Annual Review of Chairman's Allowance. Cllr Laughton left the room while this item was discussed. Cllr Barley took over a Chair. It was proposed by Cllr Mole Seconded by Cllr Giles and unanimously RESOLVED to increase the Chairman's Allowance to £40 per month with effect from 1st April 2026. Cllr. Laughton returned to the room and resumed as Chair.
9.	To Consider Purchase of New Parish Council Laptop. Report from the Locum Clerk explaining the need to replace the council laptop as it would not support the upgrade to Windows 11 had been issued to all councillors prior to the meeting. Report contained comparison costs for five different laptops. In his absence Cllr Lukasik had provided details of a sixth purchase option. After some discussion it was proposed by Cllr Mole Seconded by Cllr Barley and unanimously RESOLVED to purchase a new Lenovo Idea Pad 3 laptop from Currys at a cost of £348.97. Locum Clerk was authorised to pay for data to be transferred across from the current laptop to the new one, if required.

	Costs of new laptop and any data transfer fees to be paid from the Repairs and Maintenance budget line.
10.	Acceptance of Allotment Land Tenancy Agreements for 2025/2026 and Payment of Fees. Plots 9 – 17: Plot holder attended the meeting and paid annual allotment land fees. New tenancy agreement completed and signed accordingly. Plots 1 – 8 and 18 – 27: Plot holder attended the meeting and paid annual allotment land fees. New tenancy agreement completed and signed accordingly.
11.	Reports Chairman's Report – Verbal: 11.1 <i>Speed Watch.</i> Cllr. Laughton reported on the recent Speed Watch sessions. Over seven hundred vehicles had now been reported since Speed Watch started in February 2024. The recent Police speed check had caught four motorcycles and one car. Car had been doing over 40mph. 11.2 <i>Experian Parish Council Data Record.</i> Cllr Laughton advised Experian had now set up a new record for the Parish Council. In the absence of a permanent Clerk the address given had been that of the Chair. With new record in place, it should now be possible for new SIM card contract to be set up with Vodafone for the CCTV cameras at the Millennium Green car park. Cllr Laughton, Cllr Mole, and the Locum Clerk to arrange new SIM card contract. 11.3 <i>Culvert at Church Lane.</i> Clerk read out response received from the WMA (Water Management Alliance) following their investigation into the culvert at Church Lane which had a large ash tree above the pipe intake. Culvert had been rodded on 16th September 2025, and WMA reported the culvert was clear of obstructions. Photograph circulated to all councillors present. 11.4 <i>BT Box Frames.</i> Cllr Laughton had collected from the Handyman all the frames, glass etc. to repair the BT Box. Repairs were to be undertaken by councillors in the Spring. 11.5 <i>Clerk's Report:</i> Clerk's Report had been issued to all councillors prior to the meeting. No questions were raised. Clerk provided the following updates: 11.6 <i>Fallen Tree Glebe Estate Playing Field.</i> Fallen tree which had come down during the recent high winds, very close to the swing sets, was to be removed as soon as possible following site visit by the Locum Clerk with a local tree surgeon. The Locum Clerk had agreed work to remove the fallen tree and accepted quote for the work. (Financial Regulations 6.9). 11.7 <i>Allotment Land Dyke Clearance Programme.</i> Cllr. Barley had produced a map of the dykes around the allotment land. Locum Clerk and Cllr Barley to get together and discuss putting three-year rolling programme of dyke clearance work into place. 11.8 <i>New Noticeboard for Village Hall.</i> Noticeboard had been ordered. Delivery was due 16th October 2025.

	As previously agreed, new noticeboard to be installed by councillors and old board disposed of.
11.9	<i>Overgrown Hedge Opposite 57 Church Road.</i> Councillors advised this had now been cleared.
11.10	<i>Millennium Green Car Park – Dip at Entrance.</i> Cllr Barley reported he had filled the dip with two barrow loads of gravel. Thanks were expressed to Cllr Barley for this work. Cllr Barley advised that once the area had been compacted some more gravel may be required.
11.11	<i>Training.</i> Options for new councillor training had been provided to Cllr Lukasik. Training course “All About Risk” booked by the previous Clerk for 23 rd October 2025 had been cancelled. Parish Council should not be charged for this .
11.12	<i>Verges Church Lane.</i> Site visit was being arranged with Highways to discuss the current position.
11.13	<i>Replacement Street Name Plates (SNP).</i> Replacement SNPs had been installed for School Road at junction of Church Road/Shepherdsgate Road and for Shepherdsgate Road junction School Road. Replacements SNPs had also been requested for Lynn Road and School Road at its junction with Lynn Road. Cllr Grange reported the Church Road SNP was crooked. Clerk to take a look and report.
11.14	<i>Fly Tipping – Church Lane.</i> Councillors believed the fly tipping along Church Lane located in the dyke had now been removed. Some further fly tipping had been seen along Church Lane on the opposite side to the allotment land. Cllr Laughton to check and take photographs in order the Clerk could then report this to the Borough Council.
11.15	<i>Borough Councillor Report.</i> Cllr Bearshaw reported on the issues between Clenchwarton FC and the parish council which had made the national press and the concerns raised by the bowls club about the new swimming pool at Lynn Sport. New play equipment had been installed at Marshland St James. Numbers had been down on the previous year for the Heritage Day. The car show had gone well. It had not been possible to fit any more cars onto Tuesday Marker Place. Cllr Bearshaw talked about why the Mayor of King’s Lynn would be getting a tattoo.
11.16	<i>County Councillor Report.</i> Cllr Kirk spoke about the LGR (Local Government Reorganisation) The Borough Council had put forward and fought for a three-tier authority, but NCC had turned this down and voted for a single unitary council. Cllr Kirk informed councillors of his local members funding available for Highways work. There was also £5,000 of funding available via NCC although the forms were difficult to complete. This funding was not just open to parish councils but for all types of community projects. Link to funding application was available in Cllr Kirk’s monthly newsletter. Cllr Grange offered to share this information with the Village Hall Committee. The lack of volunteers for community groups and events was briefly discussed.

	Both Cllr Bearshaw and Cllr Kirk would be keeping councillors updated on the LGR.
12.	Planning. Councillors noted the permitted planning application 25/01316/LB Listed Building Application for: Proposed Replacement of Existing Windows and Doors Church Farm, 8 Church Road, Tilney All Saints PE34 4SW.
13.	Update on School Road Drainage Issues. Cllr Laughton updated the meeting on the current position. After five months the situation was no further forward although there was now evidence of the work required, and the pipe had been jetted. Response was still awaited from Planning Enforcement. Cllr Laughton thanked Cllr Bearshaw and Cllr Kirk for all their help. It was suggested a survey could be requested via the IDB (Internal Drainage Board). Cllr Laughton would be following up again with the various agencies and departments in the next week.
14.	Review of Tree Safety Survey (April 2024) for any Recommended Work to be Undertaken. Copy of tree survey had been issued to all councillors prior to the meeting. Survey was being reviewed as some non-urgent work had been identified in the report for review within certain timescales. Cllr Barley advised the ivy on the trees had been cut back and was being monitored. Councillors agreed there was no work to be undertaken at this time.
14.1	Glebe Estate Playing Field. Locum Clerk reported the willow trees in the Anglian Water site on the Glebe Estate playing field were becoming overgrown again and growing up into the overhead cables. Councillors agreed this was to be reported to Anglian Water with a request for willow trees to be cut back. Cllr Grange commented the dog bin at the entrance to the Glebe Estate playing field was becoming overgrown again with brambles. Cllr Laughton offered to check into this and see if the brambles could be cut back.
15.	Play Area and Goal Post Inspections: To discuss any issues raised from the regular inspections by councillors. Play equipment inspections had been undertaken by Cllr Barley as follows: Glebe Estate: 18 th September 2025 Lily's Play Area: 19 th September 2025 Goalposts: 19 th September 2025 Copies of reports held by the Clerk. Cllr Barley reported repairs had been undertaken as per the annual RoSPA reports. Thanks were expressed to Cllr Barley for this work. Children had been using the orange gate into Lily's Play Area as a swing. Cllr Barley had undertaken repairs so the gate now shuts but felt this could become broken again. Some more gravel had been removed from inside the play area. This was definitely children taking gravel into the play area from the car park. Cllr Barley advised there was a broken branch in one of the trees by the new pedestrian entrance to the Millennium Green. This was not in an area where people walked. Councillors accepted Cllr Barley's offer to try and remove the branch. Cllr Laughton offered to help with this work.
16.	Annual Review of Risk Assessments. Copies of all Risk Assessments had been issued to councillors prior to the meeting. It was proposed by Cllr Mole Seconded by Cllr Laughton and unanimously RESOLVED to approve the following Risk Assessments:

	Parish Council, Allotment Land, Glebe Estate, Lily's Play Area, Millennium Green, Online Banking and SAM 2 Unit.
17.	Policy Reviews. To approve any policies due for review. Copies of policies had been issued to all councillors prior to the meeting. It was proposed by Cllr Barley seconded by Cllr Laughton and unanimously RESOLVED to approve the following policies: Data Protection Policy and Vexatious Complaints Policy.
18.	Correspondence. Correspondence Lists had been issued to all councillors prior to the meeting. No questions were raised.
19.	To Consider Arrangements for a Parish Councillor Christmas Social Event. Councillors agreed with the Locum Clerk this was not an item for discussion at a parish council meeting. Social Christmas event for councillors should be discussed and arranged outside of meetings.
20.	Confidential Item – Parish Clerk Vacancy and Annual Review of Salaries 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 11th December 2025 at 7:00pm in the Village Hall.

Meeting closed at 9.15pm

Total number of pages 6.