

The Tilney St. Lawrence Parish Council

Serving the villages of Tilney St Lawrence, Tilney cum Islington and Tilney Fen End

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, JUNE 4, 2018 IN TILNEY ST LAWRENCE VILLAGE HALL, MAGDALEN ROAD, AT 7pm

In attendance: Cllrs B.Ayres (Chair), C.Ayres, P.Cullen, J Day, H.Greenwood, D.Jones (Vice-Chair), E.Jones, J.McManus, C.Mills, G.Place, D.Rayner, S.Sherburn-Wykes.

District & County Councillor: Cllr Brian Long

NCC Highways Officer: Mr Andy Wallace (to 7:40pm)

Police: PC Phil Writer (to 7:40pm)

Clerk: R.Smith

[Action by]

18/092 Apologies for absence (1): Cllrs D.Calton and R.Savage.

18/093 Declarations of interest in items on the agenda (2): None were made.

18/094 Public Participation (3)

- i The meeting was adjourned to allow a discussion about parking at the School Road/St John's Road crossroads. Complaints had been received that exiting School Road was dangerous due to parking outside the shop and within 10m of the junction, which obstructed the junction's visibility splays in contravention of Rule 243 of the Highway Code and s.22 of Road Traffic Act 1988. Following a discussion on the difficulties, cost, and length of time it would take to arrange an order for yellow lines at the junction, it was agreed that a request should be made to Insp. Mark Cant of Norfolk Constabulary to increase the level of enforcement in the area, for a period of time. This would assist in raising road users' awareness of the law and the problems associated with this junction. PC Writer would pass on this request, and the Clerk would send Insp. Cant a copy of the minutes. Councillors were acutely aware of the competing pressures on Police resources and were appreciative of the work that officers undertook.
- ii The meeting was called back into session at 7:40pm at which point PC Writer and Mr Wallace left the meeting.

18/095 Minutes of the previous meeting (4 & 5)

- i It was **resolved** to approve the minutes of the annual meeting held on 14 May 2018.
- ii It was **resolved** to approve the minutes of the ordinary meeting held on 14 May 2018.

18/096 Police matters (6):

- i Cllr Long noted that when attending a SNAP meeting at Downham Market no members of the public or other councillors attended. The Chair commented that the issues discussed at these meetings appeared largely irrelevant to the needs of this area.

18/097 Clerk's report (7)

- i Work had centred on the completion of the Annual Return and GDPR.
- ii Members' interests were to be published on the Parish Council's website. [Clerk]
- iii The post on litter picking had been put on the website.
- iv Comments on planning applications were submitted as resolved – (no comments).
- v The application for PWLB loan for the CCTV cabling was yet to be completed. [Clerk]
- vi A request to the Borough Council for maps of the areas in the Village that they maintain, with cutting schedules and associated costs had been requested.
- vii Proposal for new banking arrangements to be undertaken. [Clerk]
- viii Update of the Parish's emergency plan awaited response from the School. [B.Ayres]
- ix The annual streetlight electricity contract was due for renewal by 7th July 2018. [Clerk]
- x Cllr Raynor's pecuniary interest form had been submitted to the Returning Officer.
- xi The notice of electors' rights had been published on the notice boards and web site.

18/098 Reports (8)

.01 Chair's matters

Chair's signature:

- i Assistance was being given to a planning application on Church Road.
- ii Considerable time had been spent sorting out bank account issues with the TSB.
- .02 **Footway lighting report:**
 - i Footway light no. 2 on School Road, fault had been reported to contractors.
 - ii Nothing further to report
- .03 **Footpath, tree, and bus stop report**
 - i The bus stops had been cleaned.
 - ii A requote for felling the tree on New Road & leaving in situ had been chased. [Clerk]
 - iii Complaint about grass cutting on footpath No.1 to be investigated. [Clerk]
- .04 **Church report**
Councillors noted receipt of Cllr Place's report.

18/099 Highways (9)

- .01 **Update on outstanding matters**
 - i Roundels on village gateway signs have been completed. Email of apology received from Highways' Officer.
 - ii In regard to the Village gateway in Tilney cum Islington it would be possible to have a gateway 0.96m in width, without signage, with 1-4 cross bars and 0-1 diagonals. Details to be passed to Cllr Calton so this can be put the Highways' Officer.
 - iii NCC report that the following matters have been resolved:
 - Damaged surface on the bend of Spice Chase - ENQ900132282.
 - Large pot hole at the top of Spice Chase by post box – ENQ900134014.
 - Pot hole on old A47 travelling towards Kings Lynn after the Antioch Bridge. ENQ900132272.
 - Several potholes at the entrance road to the Westfields estate and at the junction with the circus. ENQ900132278 & ENQ900132279.
 - Pot hole opposite 29 Westfields. ENQ900132280.
 - Pot hole on School Road opposite No 34. ENQ900132276.
 - Pot hole on Tilney Cum Islington Pumping Station Bridge. ENQ900132274.
 - iv NCC had stated that the missing kerb stone opposite 51 Westfields on corner of cul-de-sac will be resolved (within 6 weeks from 18/05/18). ENQ900134011.
 - v Overgrown weeds obscuring the visibility splays exiting Spice Chase onto Magdalen Road had been cut. ENQ900134009
- .02 **New matters:**
 - Gas bottle fly tipped in dyke on New Road to be reported again. [Clerk]
 - Crash barrier on Antioch bridge. Concrete was suspended over a hole. [Clerk]

18/100 Finance (10)

- .01 **Bank balances**
Bank statements had not been received since 10/04/18. However, following heroic efforts from the Chair, the Clerk had been reinstated as a telephone user.
 - Treasurers Account, balance as at June 4, 2018 - £24,913.61
 - Business Instant Access, balance as at June 4, 2018 - £11,824.74
- .02 **Payments & Receipts**
 - i It was **resolved** to approve payments as below:

Invoice No.	Payee/Payer	Description	Vchr No	Cheque/Rec No	Net	VAT	Gross
28785105	Clerk	tslclerk.org Domain Renewal. 123-Reg	19	000994	£ 15.99	£ 3.20	£ 19.19
	Clerk	May Salary - SCP 25	19	000994	£ 519.13		£ 519.13
	Clerk	Travel	19	000994	£ 26.55		£ 26.55
	Mrs Emma Bateman	Internal Audit	20	000995	£ 55.00		£ 55.00
083437	Eon Energy Solutions Ltd	Street Light Maintenance qtr ending 30/06/18	21	000996	£ 235.98	£ 47.20	£ 283.18
101155	Yü Energy	Streetlight Electricity 01/05-31/05/18	22	DD	£ 156.19	£ 31.24	£ 187.43
					£ 1,008.84	£ 81.64	£ 1,090.48

Payments relating to voucher nos. 20- 22 were additional to those on the agenda.

Chair's signature:

- ii Receipts: Precept & CTS grant £20,767.00. HMRC VAT reclaim £1,548.05.

.03 Annual Return

- i It was **resolved** to accept the internal auditor's report for 2017/18. It was noted that the auditor may step down from the position later in the year.
- ii It was **resolved** that the council's financial & operational risk assessment were to be updated in line with the insurance schedule before further Council review. [Clerk]
- iii After considering and completing each statement in turn, it was **resolved** to approve the annual governance statement.
- iv It was **resolved** to approve the accounting statements for the year ending 31/03/18.

18/101 Planning applications (11)

.01 Applications

- 09-00292/NMA. Non-material amendment. Conversion of barns to 4 dwellings. Lords Bridge Farm 11 High Road Tilney cum Islington PE34 3BL. Original application 12/00465/F. It was agreed to make no comment.

.02 Decisions

- 18/00488/F: Change of use of barn to motorcycle repair and sales. The Hollies, New Road, PE34 4QF. Approved.
- 18/00426/F. New agricultural field access link. Land off Magdalen Road, PE34 4RG. Permitted.

18/102 General correspondence (12)

- i Circular about Monday evening walks around King's Lynn.

18/103 Borough and County Council Issues (13)

- i Councillors wished to record their best wishes to the Chair of Norfolk County Council and family at this difficult time.

18/104 Freedom of the Parish (14)

It was **resolved** to introduce the status of freedom of the Parish to persons considered worthy. The Chair would be setting up the appropriate arrangements. [B.Ayres]

18/105 Visits to Borough Council meetings and other Parish Councils (15)

Dates of Terrington St John and Sutton Bridge Parish Council meetings to be circulated. [Clerk]

18/106 General Data Protection Regulations (GDPR) (16)

- i Following the submission of a new draft data protection policy by the Clerk, it was **resolved** to set up a working party to review GDPR documents and submit recommendations to full council.
- ii The working party members were: Cllr B.Ayres, Cllr C.Ayres, Cllr D.Jones, and Cllr Sherburn-Wykes.
- iii As a first step, the working party were to review the draft data protection policy and feedback comments to the Chair. [Working Party Members]

18/107 Items for the next agenda (17)

- i Electricity contract.

18/108 Next meeting (18)

7pm, Monday 2 July 2018.

There being no other business the Chair closed the meeting at 8:55 pm.

Chair's signature: