

Tilney St. Lawrence Parish Council

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

Minutes of the annual Parish Council meeting held 7pm, Monday, May 13, 2019 in Tilney St Lawrence Village Hall, Magdalen Road

In attendance: Cllrs B. Ayres (chairman), J. McManus (vice-chairman), C. Ayres, D. Calton, P. Cullen, J. Day, H. Greenwood, C. Mills, G. Place, D. Rayner, R. Savage.

Clerk: R. Smith

Public: 2

[Action by]

19/072 **Election of Chairman (1)**

- i It was **resolved** to elect Cllr Barry Ayres as chairman for the year.
- ii The declaration of acceptance of office for the position of chair was duly signed by Cllr B.Ayres, witnessed by the clerk (3).

19/073 **Election of Vice-chairman (2)**

- i It was **resolved** to elect Cllr Jerry McManus as vice-chairman for the year.
- ii The declaration of acceptance of office for the position of vice-chair was duly signed by Cllr McManus, witnessed by the clerk (3).

19/074 **Public Participation (4)**

- i Expressions of gratitude were conveyed to the retiring vice-chair Mr Doug Jones and to retiring member Mrs Betty Jones for their commitment and hard work undertaken on behalf of the Council. The Chairman made presentations to them both.
- ii On behalf of Mrs Jones and himself, Mr Jones thanked the Council. They had enjoyed their time as councillors and appreciated the support provided by their colleagues.

Mr & Mrs Jones left the meeting at 7.15pm.

19/075 **Apologies for absence (5)**

There was no absence.

19/076 **Declarations of interest in items on the agenda (6)**

None.

19/077 **Minutes of the previous meeting**

- i It was **resolved** to approve the minutes of the last annual meeting held on 14/05/18.
- ii It was **resolved** to approve the minutes of the meeting held on 01/04/19

19/078 **To receive and consider nominations for committees. (7)**

- i It was **resolved** that budgetary matters would continue to be dealt with by full Council.
- ii It was **resolved** for Cllr B.Ayres and Cllr McManus to be appointed to the Personnel Committee.
- iii It was **resolved** that Cllr Savage would report on Footpaths and Trees.

19/079 **To receive and consider nominations for representatives on outside bodies (8).**

- i It was **resolved** that Cllr Cullen would report to the council on Village Hall matters.
- ii It was **resolved** that Cllr Place would report to the council on Church matters.
- iii It was **resolved** for Cllr Calton to represent the Council on Police matters.

19/080 **To appoint the Internal Auditor for the forthcoming year (9).**

Subject to the agreement of fees, it was **resolved** to appoint Auditing Solutions as the internal auditor.

19/081 **Police matters (10)**

- i Dates for Safer Neighbourhood Action Panels (SNAP) were passed to Cllr Calton.
- ii Police were to be informed of the regular presence of anti-social group of youths on bicycles wilfully obstructing the highway.

[clerk]

Chair's signature:

- iii No other matters to report.

19/082 Clerk's report (11)

- i The website had been updated.
- ii The Unity Trust bank account had been opened. Signatories to be set up. [clerk]
- iii The PWLB loan application had been submitted.
- iv Work on the completion of the annual return and internal audit was ongoing.
- v Planning applications comments had been submitted in accordance with the Council's planning policy.
- vi The updated asset register had been submitted to insurers.
- vii Faulty streetlight on Stallett Way had been reported to the Borough Council for repair.
- viii Quotes for cleaning the war memorial were awaited [clerk]
- ix Notices of Poll had been posted on the web site and notice boards.
- x Notice of vacancies had been posted on the web site and notice boards.

19/083 Reports (12)

.01 Chairman

- i Cllr B.Ayres and Cllr B.Long had been re-elected as District Councillors for the redefined ward of Tilney Mershe Lande & Wiggshall.
- ii Following the dismissal of the appeal relating to 29 Church Street, a further planning application had been submitted.
- iii Faulty streetlights had been reported.
- iv The Borough Council had been contacted about the state of the grass cutting in Westfield. The Chair was keen to get the area transferred to the Parish Council's care and control.

.02 Footway lighting

Nothing to report.

.03 Footpath, tree, and bus stop

Nothing to report.

.04 Village Hall

Cllr Cullen read out his report (see appendix 1).

.05 Church

- i Cllr Place read out his report (see appendix 2).

19/084 Highways (13)

.01 Update on outstanding matters

- i Damaged pavement outside Old Hall Mews, St John's Road had been re-reported.
- ii Pothole outside 123 High Road, Tilney cum Islington reported.
- iii Damaged 50mph sign by layby on RHS towards Lynn by Coach & Horses P/H reported.
- iv Pavement cracking outside 67 St John's Road had been reported. Highways to be informed that this was a matter of urgency. [clerk]
- v Tyres fly tipped outside the substation on Church Road had been removed.
- vi Vegetation on the verge from Spice Chase towards the Village had been cut.

.02 New matters:

- i Hedge obstructing 30mph sign High Road approaching Islington from south. [clerk]
- ii Fallen tree obstructing 30mph sign at edge of the Village on Church Road. [clerk]
- iii 50mph sign approaching Village on New Road just before the Antioch Bridge [clerk]
- iv The footpath outside the new house beside Fleet Timber to be reinstated. [clerk]
- v Vegetation was growing through the footpath outside 6 Millfield Close. [clerk]
- vi From the north of Islington to the bridge by the pumping station the footpath and gutters were badly overgrown. [clerk]

Chair's signature:

19/085 Finance (14)

.01 Bank balances as at May 13, 2019:

- Treasurers Account - £32,177.27.
- Business Instant Access - £11,890.78
- Unity Trust - £500.00

.02 Payments & receipts to 01 April 2019.

i Payments.

It was resolved to approve payments as below.

Vchr	Cheque	Inv. Date	Invoice No.	Payee/Payer	Transaction Description	Net	VAT	Gross
7	DD	02/05/19	H171D7DFA0	Eon UK plc	Streetlight Electricity 01/04/19-30/04/19	£ 234.66	£ 46.93	£ 281.59
8	000006	01/04/19	002838	Norfolk ALC	Subscription	£ 280.11	£ -	£ 280.11
8	000006	01/04/19	002838	Norfolk ALC	Website Hosting	£ 35.00	£ -	£ 35.00
9	000007	31/03/19	001109	Heronwood Landscapes	Grass Cutting Small Areas 27/03/19	£ 53.50	£ -	£ 53.50
10	000007	31/03/19	14/01/1903	Heronwood Landscapes	Grass Cutting Village Hall 27/03/19	£ 120.00	£ -	£ 120.00
11	000007	31/03/19	001101	Heronwood Landscapes	Grass Cutting TCI 28/03/19	£ 10.00	£ -	£ 10.00
12	DD	01/04/19	20-1090-2	King's Lynn IDB	Drainage Rates y/e 31/03/2020	£ 29.32	£ -	£ 29.32
13	000008	30/04/19		Clerk	Travel	£ 33.75	£ -	£ 33.75
13	000008	30/04/19		Clerk	Salary April - SCP 25	£ 519.14	£ -	£ 519.14
14	000009	04/05/19		Dave Large	Refurbish bus stops x 2	£ 720.00	£ -	£ 720.00
15	000009	04/05/19		Dave Large	Notice boards repair x 2	£ 180.00	£ -	£ 180.00
16	000010	19/03/19	089899	Eon Energy Solutions Ltd	Streetlight Maintenance Q/E 31/03/19	£ 232.56	£ 46.51	£ 279.07
17	000011	04/04/19		M&M Cleaning Services	TSL Village Gateways Cleaning x 6	£ 90.00	£ -	£ 90.00
18	000011	04/04/19		M&M Cleaning Services	TCI Village Gateways Cleaning x 3	£ 45.00	£ -	£ 45.00
18	000012	11/05/19		ClIr B. Ayres	Chairman's allowance	£ 10.00	£ -	£ 10.00
18	000013	13/05/19		ClIr B. Ayres	Chairman's allowance	£ 50.00	£ -	£ 50.00
					Total	£ 2,643.04	£ 93.44	£ 2,736.48

ii Receipts

The following receipts were noted: precept - £22,208.00; CTS grant - £297.00; interest £10.04.

.03 End of year accounts & asset register

To be deferred until the next meeting.

.04 Period for the exercise of public rights

It was **resolved** for the period of Public Rights to be from 17/06/19 to 26/07/19.

.05 Financial & operational risk management

- Following the alteration of recommendations on Payroll and Agricultural rents, it was **resolved** to approve the Parish Council's financial risk assessments.
- Payment approval procedures and that the financial controls were satisfactory.

19/086 Planning applications (15)

.01 Applications

- 19/00768/PACU3: Agricultural Packing Facility, Salgate Farm, Islington Road, Tilney All Saints. Change of use of agricultural building to 5 dwelling houses. It was **resolved** to support the application because it would enhance the local area. **[clerk]**
- 19/00739/F: Nolans, 22 Magdalen Road, PE34 4RE. Side extension to Bungalow. It was **resolved** to support the application because it would improve the street scene. **[clerk]**
- 19/00725/F: The Willows, New Road, Terrington St John, PE14 7RX. Proposed single storey rear extension and internal alterations. It was **resolved** to support the application because it would improve the street scene. **[clerk]**
- 19/00695/F: Holly Manor, Lynn Road, Tilney All Saints, PE34 4RT. Proposed garage and dog run. It was **resolved** to support the application because it was in keeping with the property. **[clerk]**
- 19/00675/O: Land at Joyces Farm, School Road, Tilney St Lawrence. Outline Application: construction of two dwellings. Comment submitted in accordance with Council's planning policy.

Chair's signature:

- vi 19/00619/F: 20 Westfields, Tilney St Lawrence, PE34 4QS. Detached two-storey dwelling with garage. It was **resolved** to support the application because it would improve the street scene. **[clerk]**
- vii 19/00604/F: 84 Church Road, Tilney St Lawrence, PE34 4QQ. Single storey side extension, garage conversion, infill extension & new detached garage. Comment submitted in accordance with Council's planning policy.
- viii 19/00800/F: The Laurels, 29 Church Road, PE34 4QQ. Variation of condition 2: new plans. It was **resolved** to make no comment on the application.

.02 Decisions

- i 19/00385/F: Lyndene, 95 Church Road, Tilney St Lawrence, PE34 4QQ. Construction of single storey rear extension. Permitted.

19/087 General correspondence (16)

The following correspondence was noted:

- i Notice of Public Space Protection Order.
- ii List of Community Infrastructure Levy (CIL) parish payments list
- iii Information from Norfolk Accident Rescue Service (NARS)

19/088 Borough and District Council matters (17).

Nothing to report

19/089 Items for the next agenda (18)

- i It was **resolved** that the clerk should investigate the requirements for implementing a Neighbourhood Plan for the next meeting. **[clerk]**

19/090 Post-election matters (19)

- i Declarations of acceptance of office were duly signed by members, witnessed and given to the clerk to hold.
- ii Acceptance forms of the Council's Code of conduct were duly signed by members and given to the clerk to hold.
- iii Election expenses forms were duly completed and signed. As instructed by the Borough Council these were given to the clerk to hold for one year before being confidentially destroyed or returned to councillors.
- iv Register of members' disclosable pecuniary interests were duly completed and signed and given to the clerk for submission to the Borough's monitoring officer.
- v It was noted that a co-option meeting was to be held during the next Parish Council meeting scheduled for 3rd June.

19/091 Next meeting (20)

7pm Monday, 03 June 2019.

There being no other business the chairman closed the meeting at 8.45pm.

Chair's signature: