

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 7pm, Monday, July 1, 2019 in Tilney St Lawrence Village Hall, Magdalen Road

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

Clerk: R. Smith

Public: None

[Action by]

19/109 **Apologies for absence (1)**

Apologies were received from Cllr Calton.

19/110 **Declarations of interest in items on the agenda (2)**

None were made.

19/111 **Public Participation (3)**

As no members of the public were present, the meeting was not adjourned.

19/112 **Minutes of the previous meeting (4)**

It was **resolved** to approve the minutes of the annual meeting held on 03/06/2019.

19/113 **Police matters (5)**

- i The June local newsletter was noted, as circulated to councillors.
- ii The Police Rural Communities Newsletter was noted, as circulated to councillors.

19/114 **Clerk's report (6)**

- i The Annual Return and other information had been submitted to the external auditors.
- ii The notice of public rights had been posted on the notice board and website.
- iii Accounting information for the year ending 31/03/19 had been put on the website as required under the Transparency Code. The website had been otherwise updated.
- iv Bank registration by the clerk had been completed, other councillors to follow.
- v The PWLB loan had been agreed and money received. Interest at 1.63%.
- vi Works for the LED footway light conversion were proceeding as resolved. Completion was expected to take 4 weeks. It was **resolved** that if during the works columns were identified as tilting, the Clerk was delegated to authorise work at a cost no more than had already been quoted per column, up to a maximum of £500 in total.
- vii Notice to end the current maintenance agreement on 31/07/19 had been given.
- viii The Village Committee had been passed the CCTV policy for signature and return.
- ix A 3-year agreement for insurance had been renewed as resolved.
- x No application for the Parish Council vacancies had been received.

19/115 **Reports (7)**

.01 **Chairman**

- i Missing Parish Council information in Parish Magazine to be checked. **[clerk]**

.02 **Footway lighting**

- i The conversion to LED of streetlight 42 on Stallet Way was scheduled for 'the near future' under a County Council Public Finance Initiative by Amey plc.

.03 **Footpath, tree, and bus stop**

- i The diseased tree by S/L 45 on Magdalen Road had been reported to Highways.

.04 **Village Hall**

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

.05 **Church**

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

Chair's signature:

19/116 Highways (8)

.01 Update on outstanding matters

- i A Highway Rangers visit was now due. The following issues had been raised:
 - Overgrown footpath and gulleys from the bridge by the pumping station to the edge of Tilney cum Islington (north).
 - Overgrown hedges & trees obscuring 30/50 mph signs and village gateways on Church Road and far side of the Antioch Bridge.
 - Damaged public footpath sign at entrance to No.1 footpath, Church Road.
- ii Weeds on footpaths, kerbs & gulleys in Tilney St Lawrence had been sprayed off.
- iii Although no response had been received from the Highways Officer, the pavement outside Old Hall Mews, St John's Road, had been repaired.

.02 New matters:

- i Footpath at 17 St John's Road, reported & marked for repair to be chased. [clerk]
- ii Baby seat fly-tipped outside 75 St John's Road. [clerk]
- iii Large pothole in the middle of the junction of School Road and Fen End. [clerk]

19/117 Finance (9)

.01 Bank balances as at July 1, 2019:

- Treasurers Account - £40,531.70.
- Business Instant Access - £11,900.84
- Unity Trust - £500.00

.02 Payments & receipts to 01 July 2019.

i Payments.

It was resolved to approve payments as below.

Inv. Date	Invoice No.	Payee/Payer	Transaction Description	Net	VAT	Gross
31/05/19	A6039	Auditing Solutions Ltd	Internal audit services 2018-19	£ 150.00	£ 30.00	£ 180.00
05/06/19	091581	Eon Energy Solutions Ltd	Streetlight Maintenance Q/E 30/06/19	£ 232.56	£ 46.51	£ 279.07
02/06/19	H173B7961E	Eon UK plc	Streetlight Electricity 01/05/19-31/05/19	£ 242.49	£ 48.50	£ 290.99
31/05/19	001157	Heronwood Landscapes	Grass cutting TCI 10/5 and 23/05	£ 20.00	£ -	£ 20.00
31/05/19	09/03/1903	Heronwood Landscapes	Grass cutting small areas 3/05 & 20/05	£ 132.00	£ -	£ 132.00
31/05/19	001165	Heronwood Landscapes	Grass cutting Village Hall 03/05, 15/05 & 20/05	£ 350.00	£ -	£ 350.00
01/04/19	Z3122418	ICO	Data Protection Registration	£ 35.00	£ -	£ 35.00
06/06/19		Clerk	Stamps	£ 8.40	£ -	£ 8.40
30/06/19		Clerk	Travel	£ 21.15	£ -	£ 21.15
30/06/19		Clerk	Salary June - SCP 25	£ 446.12	£ -	£ 446.12
			Total	£ 1,637.72	£125.01	£ 1,762.73

ii Receipts

The following receipts were noted: PWLB loan £14,398.00; interest £10.06.

.03 Bank signatories

- It was **resolved** to confirm the bank signatories for any of the Council's bank accounts, including on-line payments, as being: Cllr B.Ayres, Cllr C.Ayres, Cllr Cullen, Cllr McManus, and Cllr Rayner. Any three authorised signatures were required for a payment approval.
- A bank signatories' variation form was completed. The new signatories were to take two types of identification into the TSB.

19/118 Planning applications (10)

.01 Applications

- i 19/01098/PACU3: Salgate Farm, Islington Road, Tilney All Saints. Change of use of agricultural building to 5 dwellings. It was **resolved** to support the application because it was a suitable conversion in keeping with the rural environment. [clerk]
- ii 19/01058/F: Duncan's Farm, Lynn Road, Tilney All Saints, PE34 4RU. Conversion of

Chair's signature:

barn range into residential dwelling. It was **resolved** to support the application because it was a suitable conversion in keeping with the rural environment. [clerk]

- iii 19/00948/F: Buildings E of 10 / 12 And N of 19 Spice Chase. Dwellings. It was **resolved** to support the application because it was in keeping with the street scene. [clerk]

.02 **Decisions**

- i 19/00768/PACU3: Agricultural Packing Facility, Salgate Farm Islington Road. Refused.
- ii 19/00739/F: Nolans, 22 Magdalen Road, PE34 4RE. Side extension. Permitted.
- iii 19/00675/O: Land at Joyce's Farm, School Road. Two dwellings. Permitted.
- iv 19/00800/F: The Laurels, 29 Church Road, PE34 4QQ. Removal or variation of condition 2, 15/01849/F: Conversion of barns to dwelling with access. Permitted.
- v 19/00725/F: The Willows, New Road, Terrington St John, PE14 7RX. Single storey rear extension and internal alterations. Permitted.

19/119 **General correspondence (11)**

- i West Norfolk Service Directory and Early Help Bulletin was noted, as circulated to councillors.
- ii A Sport England enquiry regarding the Tilney St Lawrence playing fields had been forwarded to the Village Committee.
- iii An invitation from Norfolk County Council to bid for Parish Partnership Highways' scheme was noted and would be considered for any eligible future projects.

19/120 **Borough and District Council matters (12).**

- i A fishing boat had hired moorings in King's Lynn.
- ii Proposals following the consultation on Nelson Quay (South Quay and Boal Quay), King's Lynn were close to being finalised.

19/121 **Items for the next agenda (14)**

Quotes for the renovation of the war memorial to be considered.

19/122 **Next meeting (15)**

7pm Monday, 02 September 2019.

19/123 **Closed Session (16)**

It was **resolved** to move into closed session on the grounds of confidentiality, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2).

19/124 **Grass cutting at Westfields**

It was **resolved** to approve grass cutting of Westfields @ £70 per occasion every two weeks for the next 4 weeks, current work schedules permitting.

19/125 **Staffing & administration (17)**

- i It was **resolved** to adopt the staff appraisal policy as circulated.
- ii A report by the Chairman on the Clerk's appraisal was noted
- iii It was **resolved** to implement the Clerk's pay review as recommended by the Chairman and Vice-chairman.

There being no other business the chairman closed the meeting at 7.58pm.

Chair's signature: