

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, November 4, 2019 at 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, D. Emsworth, H. Greenwood, C. Mills, G. Place, D. Rayner, R. Savage.

Clerk: R. Smith

Public: None

[Action by]

19/156 Apologies for absence (1)

Apologies received from ward councillor Brian Long.

19/157 Co-option of new member (5)

- i One application, previously circulated to councillors, had been received.
- ii Being present, the candidate answered questions put to him by members.
- iii It was unanimously **resolved** to co-opt Mr. David Emsworth onto the Council.
- iv The Chairman declared Mr. Emsworth duly elected & welcomed him onto the Council.
- v Witnessed by the Clerk, Cllr Emsworth signed the Declaration of Acceptance of Office and the Council's Code of Conduct.
- vi Cllr Emsworth completed a Notification of Disclosable Pecuniary and Other Interest form, which was returned to the Clerk. This was to be lodged with Borough Council Monitoring Officer within 28 days of the co-option. **[clerk]**
- vii Cllr Emsworth was to be provided with a copy of the Council's Standing Orders and Financial Regulations. New councillor training was to be arranged in January. **[clerk]**

19/158 Declarations of interest in items on the agenda (2)

None were made.

19/159 Public Participation (3)

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

19/160 Minutes of the previous meeting (4)

It was **resolved** to approve the minutes of meeting held on 07/10/2019.

19/161 Police matters (6)

- i Receipt of the October newsletter was noted
- ii Receipt of Police Connect was noted.
- iii A CCTV incident report of teenagers climbing on the Village Hall roof was noted.
- iv PC Lee Anderson was to be contacted regarding anti-social behaviour in the Village with youths on bikes descending on the Village from other localities and causing distress and intimidation to residents, and attendees at the Day Centre. **[clerk]**
- v The Chairman asked that the Norfolk Police & Crime Commissioner be invited to a Parish meeting to discuss unsatisfactory Police contact arrangements. **[clerk]**

19/162 Clerk's report (6)

- i The website had been updated with the new financial regulations posted on-line.
- ii On-line access to the current account held with the TSB was now available to the Clerk. It was intended that Unity Trust BACS payments would start next month.
- iii The first invoice had been received for electricity usage of the new LED streetlights. This indicated a saving of £1,668 p.a., a 58% reduction. The conversion project was based on a saving of £1,560. The loan repayment was £1,568.90 p.a. Further savings would result from the cancellation of the streetlight maintenance contract and an anticipated reduction in the cost of repairs.
- iv The Tilney cum Islington village identity gates had been cleaned.

Chairman's signature:

- v The Village Committee operators had returned signed copies of the CCTV policy.
- vi Continuation of the grass cutting contract for 2020 had been confirmed, as resolved.
- vii Arrangements to remove the streetlight opposite 80 School Road were proceeding.
- viii Cllr Martin Wilby NCC Cabinet Member for Highways had been sent a letter requesting a flyover at the pullover roundabout. Cllr Wilby had passed this on to County Hall.

19/163 **Reports (7)**

.01 **Chairman**

Indications of a business being run from a residential property on Magdalen Road were to be reported to the Borough's revenue department. **[clerk]**

.02 **Footway lighting**

Nothing to report.

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

- i The cost of removing the large willow tree at the back of Almer Drive was being investigated by the chairman and vice-chairman.
- ii Letter to be written to the owners of the tree, requesting its removal as it was damaging the fencing of adjacent properties. **[clerk]**

.04 **Village Hall**

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

.05 **Church**

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

19/164 **Highways (8)**

.01 **Update on outstanding matters**

- i The damaged bollard at end of St John's Road had been reported and repaired.
- ii The potholes outside No. 72 School Road had been scheduled for repair.
- iii The cracks outside No. 42 Church Road had been scheduled for repair.
- iv The tree on Wiggenhall Road had already been identified by Highways for action.
- v Highways had restated that the hedge obscuring the 30mph sign approaching Tilney cum Islington did not meet their intervention criteria. They will continue to monitor.
- vi The footway outside 64 Magdalen Road was not considered by Highways to be a priority but would be dealt with once the landowner/developer was known. The name of the agent on the building's planning application was sent to Highways.
- vii Highways were investigating the overgrown footpath opposite the pumping station north of Tilney cum Islington.
- viii Damaged railings on Subscription Bridge at the Junction of School Road and Chapel Road had been reported.

.02 **New matters:**

- i A quote for two 'Tilney cum Islington' signs on the gateways to be obtained. **[clerk]**
- ii A replacement for the missing sign for #1 footpath sign was to be chased. **[clerk]**
- iii Occupiers of property on Magdalen Road to be written to regarding briers overhanging the pavement. **[clerk]**

19/165 **Finance (9)**

.01 **Bank balances as at November 4, 2019:**

- Treasurers Account - £16,542.81.
- Business Instant Access - £11,940.50
- Unity Trust - £464.00

.02 **Payments & receipts to 04 November 2019.**

- i Payments.

Chairman's signature:

It was resolved to approve payments as below.

Payee/Payer	Transaction Description	Net	VAT	Gross
Eon UK plc	Streetlight Electricity 01/09/19-30/09/19	£ 98.66	£ 4.93	£ 103.59
Clerk	Travel	£ 10.35	£ -	£ 10.35
Clerk	Office 365 Annual Subscription	£ 112.80	£ 22.56	£ 135.36
Clerk	Salary October - SCP 20	£ 545.24	£ -	£ 545.24
Heronwood Landscapes	Grass cutting TCI 12/09 and 30/09	£ 20.00	£ -	£ 20.00
Heronwood Landscapes	Grass cutting small areas 02/09, & 17/09 + footpath #1	£ 121.00	£ -	£ 121.00
Heronwood Landscapes	Grass cutting Village Hall 02/09, & 23/09	£ 252.00	£ -	£ 252.00
Heronwood Landscapes	Grass cutting Westfields 23/09	£ 70.00	£ -	£ 70.00
M&M Cleaning Services	Cleaning 3 x Village Gateways Islington	£ 45.00	£ -	£ 45.00
	Total	£ 1,275.05	£ 27.49	£ 1,302.54

ii Receipts

The following receipts were noted: interest £9.77; TSB refund £58.00; CIL £156.00.

.03 **2nd Quarter Budget Review**

It was **resolved** to accept the budget review, noting funds remaining under individual headings.

.04 **2nd Quarter Bank Reconciliation**

i The vice-chairman verified the bank reconciliation with the original bank statements, signing each document.

ii It was **resolved** to accept the bank reconciliation.

.05 **2020/21 Draft Budget**

The draft budget was to be amended to incorporate higher levels of some earmarked reserves and resubmitted for consideration at the next meeting. **[clerk]**

19/166 **Planning applications (10)**

.01 **Applications**

i It was **resolved** to support application 19/01837/F because it supported employment and community amenity. A comment was to be included requesting an architectural softening of the extension, to be more in keeping with the surrounding buildings e.g. shutters to be the same colour as the buildings rendering.

.02 **Decisions**

- i 19/01058/F: Duncan's Farm, Lynn Road. Barn conversion. Permitted.
- ii 19/01450/F: 2B Westfields Close. Dwelling & landscape works. Permitted.
- iii 19/00074/TPO: 78 St Johns Road. Remove overhang from Nos 80 – 78. Permitted.
- iv 19/00948/F: East of 10/12 & North of 19 Spice Chase. 3 x Terraced housing. Refused.
- v 19/01404/F: Holly Manor, Lynn Road. Extension. Permitted.
- vi 19/01524/O: Selwyn Lodge 10 Workhouse Lane. Demolition of existing dwelling and construction of 4 new dwellings, increasing road width and junction. Refused.

19/167 **Community Infrastructure Levy (CIL) (12)**

- i The first CIL Parish Payment of £156 was noted. Future payments from the Borough Council would be received biannually.
- ii Systems had been set up by the clerk to record, report and control CIL receipts and expenditure as required to the Borough Council.
- iii It was noted that CIL money must be spent within 5 years of receipt or repayment might need to be made. Generally, CIL money must be spent by the Parish Council on infrastructure items as detailed by the Borough.

19/168 **General correspondence (13)**

- i A letter of apology and credit from the TSB for the problems updating the bank mandate were noted.
- ii The circulated NALC bulletin was noted.
- iii Receipt of the Norfolk Fire & Rescue Service's draft Integrated Risk Management Plan was noted.
- iv The Mental Health Services update was noted.

Chairman's signature:

- v A donation request from Norfolk Citizens' Advice was declined. The policy of the Parish Council was not to give out grants or donations.
- vi The NHS update on merger of the five Norfolk & Waveney CCGs was noted.

19/169 Borough and District Council matters (14).

- i The consultation for the 2020/2021 Council Tax Support scheme was noted
- ii There were no other matters.

19/170 To consider dog poo bin at Moorditch Lane, Islington (15)

- i The following anticipated costs for a new dog bin were noted: annual cost for emptying £75.40 (2018/19); cost for purchase of bin £189.00 plus VAT.
- ii It was noted that a licence would be required from NCC and this would need to be supported by BCKLWN collection services.
- iii It was **resolved** for the clerk to determine the ownership of Moorditch Lane undertaking a Land Registry search if required, subject to a maximum cost of £10. **[clerk]**

19/171 Planting of trees around the playing field. (16)

- i The Village Committee had approved new tree plantings around the playing field.
- ii Cllr C Ayres had submitted a bid for the provision of 30 trees from the Woodland Trust. The species would be silver birch, rowan and wild cherry. A response should be received before Christmas. **[C.Ayres]**

19/172 Meeting dates for 2020 (17)

- i It was **resolved** to agree the meeting dates for 2020 as circulated.
- ii The timings of hall bookings before the Parish Council meetings to be checked to ensure sufficient set-up time was available. **[P.Cullen]**

19/173 Items for the next agenda (18)

- i Consideration of a dog bin at Moorditch Lane.
- ii Tree planting around the village playing field.
- iii Budget 2020/21

19/174 Next meeting (19)

7pm Monday, 02 December 2019.

19/175 It was resolved to move into closed session on the grounds of confidentiality by virtue of the Public Bodies (Admission to Meetings) Act 1960 s.1(2).

19/176 Replacement glass for damaged bus shelter (21)

- i It was resolved to replace toughened glass in the damaged bus stop @ £325. No claim was to be made against insurance. **[clerk]**

There being no other business the chairman closed the meeting at 8.46pm.

Chairman's signature: