

Tilney St. Lawrence Parish Council

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

Notice is hereby given, and all members of the Council are summoned to attend, the annual meeting of the Parish Council to be held 7pm Wednesday, 05 May 2021. This meeting will be held via remote attendance using the following Zoom meeting link:

<https://us02web.zoom.us/j/89791247568?pwd=djhQdEw0azN2bjZ6Y3grTTVaT0ZhZz09>

Telephone: 0203 481 5240 / 0203 901 7895 / 0131 460 1196 / 0203 051 2874 / 0203 481 5237

Meeting ID: 897 9124 7568 Passcode: 802081

One tap mobile

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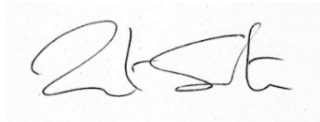
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Information for members of the public & press:

Members of the public and press are welcome. To join the meeting, click on above link 5 minutes before the time of the meeting. This can be done via computer or android/apple device. Late arrivals may not be admitted.

At the agenda item for public participation, 15 minutes is set aside when a short statement may be made, or a question asked, individual members of the public may speak for a maximum of 5 minutes. If you wish to speak when invited by the chair, please raise your hand (using the virtual hand raise button) and wait to be asked to speak. A question shall not require a response, nor start a debate. The chair may direct a written or oral response to be given. Members of the public should not speak at any other time unless otherwise indicated on the agenda, and microphones should be muted.

Please note that the meeting may be recorded, and attendees' images captured.



Robert Smith

Clerk

Curlew Lodge, Guy's Head Road, Sutton Bridge, PE12 9QQ.

Email: robertsmith@tslclerk.org. Tel: 01406 359353.

AGENDA

1. To elect the chair for the year 2021/22. A declaration of chair's acceptance of office to be signed and submitted to the clerk at the earliest opportunity.
2. To elect the vice-chair for the year for the year 2021/22. A declaration of vice-chair's acceptance office to be signed and submitted to the clerk at the earliest opportunity.
3. To note members' attendance and to receive apologies for absence.
4. To receive declarations of disclosable pecuniary or other interests and to consider any written request for dispensation.
5. Public Participation
 - I. To receive representations relating to matters on the agenda.
 - II. To receive representations or questions on other matters.
6. To approve the previous minutes.
7. To consider any police matters
 - I. Norfolk Police support 2 Wheels Campaign
 - II. COVID-19 community update
8. To receive the clerk's report/matters arising from last month's meeting
9. To receive reports:
 - I. Chairman
 - II. Footway lighting
 - III. Footpath and tree
 - IV. Village hall
 - V. Church

10. Highways and footways
 - I. Update on outstanding matters.
 - II. To report any new matters.

11. Financial matters

- I. To note bank balances

To consider payments to 05 May 2021. as below, including any late payments notified by the clerk.

Payee/Payer	Transaction Description	Net £	VAT £	Gross £
Auditing Solutions Ltd	Internal audit 2020-21	155.00	31.00	186.00
Came & Company	Insurance 01/06/2021 - 31/05/2022	1,065.22	-	1,065.22
Staff	Salaries April	648.22	-	648.22
Clerk	Home office allowance April	22.90	-	22.90
Clerk	Adobe Acrobat subscription contribution	4.22	0.84	5.06
	Total	1,895.56	31.84	1,927.40

- II. To note receipts: HMRC VAT refund £179.90.

III. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

IV. To approve the financial accounts for the year ended 31 March 2021.

V. To approve the bank reconciliation for the year ended 31 March 2021.

VI. To review the asset register for the year ended 31 March 2021.

VII. To receive the annual internal audit certificate 2020/21 (AGAR page 3 of 6) noting that all relevant control objectives are appropriate and satisfactory and that no weaknesses in control have been identified.

VIII. Internal audit

- i. To resolve to note receipt of the internal auditor's report for the year ended 31 March 2021.
- ii. To resolve to set a lower financial limit of £10,000 for formal tender action, as recommended.
- iii. To appoint the internal auditor for the forthcoming year.

IX. To agree and approve the annual governance statement 2020/21 (AGAR page 4 of 6).

X. To approve the explanation of variance 2020/21.

XI. To approve the annual accounting statements 2020/21 (AGAR page 5 of 6).

XII. To review and approve the Council's effectiveness of its systems including its standing orders, financial regulations, and financial and operational risk assessment.

XIII. To consider the period for the exercise of Public Rights

12. To consider planning applications including any late submitted reported by the clerk.

- I. [21/00706/F](#): Islington Hall Farm, Islington Green, Tilney All Saints, PE34 4SB. Conversion alteration and extension of existing outbuildings to form 2 new holiday lets with parking off an existing access.
- II. [21/00653/LDE](#): land & former semi-detached cottage buildings at 30 & 32 Workhouse Lane. Certificate of Lawfulness: Continuation of development 2/93/1496/F. Demolition of existing dwelling and construction of replacement dwelling

13. To note Borough Council planning decisions including any late submitted reported by the clerk.

- I. None.

14. To receive and consider general correspondence.

- I. Request to support change in Borough Council's consultations on Temporary Event Notices
- II. Information on Anne Robson Trust.
- III. Information to attend Norfolk ALC General Meeting on 20 May 2021.
- IV. BCKLWN COVID-19 briefing
- V. BCKLWN COVID-19 briefing for stakeholders
- VI. Norwich Together Wellness Guide circulated by Norfolk ALC wellbeing.
- VII. Fly tipping reported by Terrington St John's clerk.
- VIII. Additional information regarding register of deposits under the Highways Act 1980 s.31 (6).

15. To receive and consider Borough and County Council Issues.

16. Review of delegation arrangements to committees & responsibilities for the provision of reports

- I. To resolve that budgetary matters will continue to be dealt with by full council.
- II. To resolve on the appointment of the chair and vice-chair to the personnel committee.
- III. To elect a representative to report on Footpaths and Trees.
- IV. To consider the appointment of any new committees in accordance with standing order 5.

17. Review of representation on or work with external bodies and arrangements for reporting back.
 - I. Village Hall.
 - II. Church matters.
 - III. Police matters.
18. Review of arrangements and legal agreements with external bodies and businesses.
 - I. PWLB loan
 - II. Brickyard Lease
 - III. Parish Council's grass cutting agreement.
 - IV. Burial Ground annual maintenance grant to Tilney St Lawrence Parochial Church Council.
19. Confirmation of arrangements for insurance cover in respect of all insurable risks.
20. Review of the Council and staff subscriptions to other bodies.
 - I. Council subscription to Norfolk and National Association of Local Council's
 - II. Council registration with the Information Commissioner's office and data protection fee.
 - III. Council subscription to Microsoft Office 365
 - IV. Clerk subscription to SLCC
 - V. Clerk subscription to Adobe Acrobat.
21. Review of the Council's complaints procedure.
22. Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 12, 21 and 22).
 - I. Data protection policy
 - II. Draft document retention policy
 - III. Draft freedom of information policy
23. To consider the Council's draft policy for dealing with the press/media.
24. Review of the Council's employment policies and procedures.
 - I. Appraisal policy
 - II. Draft disciplinary policy
 - III. Draft grievance policy
25. To consider how to improve communications between the School and the Parish Council – Cllr Jones.
26. To consider matters affected by the High Court ruling that local authority meetings must take place at a single specified geographical location.
27. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
28. To consider items for the next agenda