

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 meeting of the Parish Council to be held 7pm Monday, 04 July 2022 in the Village Hall.

Information for councillors and members of the public & press:

For the protection of the public, Council members, and staff, the following COVID-19 risk mitigation measures will be in place:

- Please do not attend the meeting if you feel unwell, or if you are required to self-isolate for any reason.
- Please arrive five minutes before the time of the meeting. Late arrivals may not be admitted.
- Councillors are requested to wear their Parish Council identification lanyards.

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 chairman, please raise your hand and wait to be asked. A question shall not require a response, nor start a debate. The chairman 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.

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



Clerk: Jackie Christie

Cornwall Lodge, 1, Church Road, Wiggenhall St Mary the Virgin. PE34 3EH

Email: clerk@tslclerk.org. Tel: 07855789413.

Agenda

1. To note members' attendance and to receive apologies for absence.
2. To approve the Minutes of the meeting held on Monday, 06 June 2022.
3. To receive declarations of interests and to consider any written request for dispensation.
4. **Public Participation**
 - 1) *To receive representations relating to matters on the agenda.*
 - 2) *To receive representations or questions on other matters.*
5. **To consider any police matters**
 - 1) *Parking obstructing view for motorists exiting School Road onto St Johns/Magdalen Road.*
Clerk wrote to the local police team on 16th June requesting that they monitor this junction and speak to the van driver who parks regularly on this junction.
Reply received 21/06 – 'Thank you for your email. I will look at the issue as soon as I can'.
6. **To receive the clerk's report/matters arising from last month's meeting.**
 - 1) *All planning comments, concerns and objections have been submitted.*
 - 2) *Use of village hall waste bins for litter picking.*
7. **To receive reports:**
 - 1) *Chairman*
 - 2) *Footway lighting*
 - 3) *Footpath and tree*
 - 4) *Village hall*

8. Highways and footways

- 1) *Norwich Western Link update*
- 2) *Parish Partnership – local highway improvement bids*

9. To receive and consider Borough and County Council Issues

10. Financial matters

- 1) *To note bank balances – will be available at the meeting*
- 2) *To approve the June Bank Reconciliation and Income & Expenditure – **addendum A***
Proposed.....Seconded.....
- 3) *To note the transfer of £5,000 on 20/06/22 from the TSB account to Unity Trust to cover future payments.*
- 4) *To consider Payments to 04 July 2022, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise bank payments. – **addendum B***
- 5) *To note receipts: bank interest –.available at the meeting.*

11. To approve the quarterly budget figures for April to June 2022 – **addendum C**

12. To Discuss CIL Income (Community Infrastructure Levy)

B/F: CIL to 31 March 2022 = £2210.42
CIL Payment received by 28 April 2022 = £2701.88
Total CIL = £ 4912.30

- 1) *To discuss Village Hall Committee request email. – **addendum D***

13. To resolve on opening a new savings account.

Information is only available from the internet, as most banks will not post information.

Unity instant access savings account now paying 0.45%

Would it be advisable to open a Unity savings account and transfer a bulk sum from TSB?

14. To consider the provision of a Parish Plan

The last Parish plan was produced in 2009.

Information for producing a Parish Plan from The countryside Agency

Consider setting up a Steering Group or Working Party (The parish or town council ultimately takes responsibility for producing and endorsing a Parish Plan, but this does not mean the parish clerk has to do all the work! Only the parish or town council can apply for funding from the Countryside Agency and they should be accountable for the final plan. Ideally most of the work will be done by a steering committee and working groups, who should be drawn from all sections of the parish to ensure the plan represents the views of the whole community. The parish council's role is to support them in that work, and have a representative presence on the committee)

15. To consider any planning applications.

- 1) *22/01110/AG – The Willows, 106, Magdalen Road, Tilney St Lawrence. – Agricultural shed (storage) building.*
- 2) *22/00863/LB - Listed Building Application: Retrospective External and internal works to Listed Building including demolishing works and extensions, erection of garden structure, conversion of*

storerooms to annexe and works to roof, change of use of land to domestic use. at Duncans Farm House Lynn Road Tilney All Saints King's Lynn Norfolk PE34 4RU

- 3) *22/00862/F - Retrospective External and internal works to Listed Building including demolishing works and extensions, erection of garden structure, conversion of storerooms to annexe and works to roof, change of use of land to domestic use. at Duncans Farm House Lynn Road Tilney All Saints King's Lynn Norfolk PE34 4RU*

16. To note Borough Council planning decisions.

None

17. To receive and consider any general correspondence.

- 1) *Norfolk Jubilee Trees – A5 Poster*
- 2) *Cambridge Maths School*
- 3) *Not a Parish Council matter, however TSL Village Committee have written to the Parish council thanking them for the kind donation towards the Platinum Jubilee Celebrations. To note that this donation came from Dr Punsfer's charity.*
- 4) *Any late correspondence:*

18. Clerk Holiday and October 2022 Parish Council Meeting

The Clerk requests a weeks holiday from Monday 26th to Friday 30th September 2022.

As this week falls when the agenda is due for publication, the Clerk requests the scheduled meeting of the Parish Council on 3rd October be rescheduled for Monday 10th due to personal reasons.

19. To consider items for the next agenda.

20. To resolve on moving into close session on the grounds of confidentiality by virtue of the Public Bodies (Admission to Meetings) Act 1960 s. 1(2).

21. To receive report on Farm Business Tenancy.

Clerk to update members.

22. To consider any other confidential matters.

Addendum A - Bank Reconciliation and Income & Expenditure

A	Bank Reconciliation at 29/06/2022		
	Cash in Hand 01/04/2022		34,794.14
	ADD Receipts 01/04/2022 - 29/06/2022		28,923.61
			63,717.75
	SUBTRACT Payments 01/04/2022 - 29/06/2022		7,803.83
	Cash in Hand 29/06/2022 (per Cash Book)		55,913.92
B	Cash in hand per Bank Statements		
	Petty Cash	29/06/2022	0.00
	TSB Deposit Account	29/06/2022	4,097.91
	TSB Current Account	29/06/2022	42,956.49
	Unity	29/06/2022	8,859.52
			55,913.92
	Less unrepresented payments		
			55,913.92
	Plus unrepresented receipts		
	Adjusted Bank Balance		55,913.92
A = B Checks out OK			

29 June 2022 (2022 - 2023)

Tilney St Lawrence Parish Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
4	VAT refund	08/06/2022		TSB Current Account		VAT refund 2021/22	HMRC	R		830.71	830.71
Total										830.71	830.71

29 June 2022 (2022 - 2023)

Tilney St Lawrence Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
38	Clerk Salary	06/06/2022	060622.10.3	Unity	BACS	Clerk Salary	Clerk	E	607.48		607.48
39	Outside Operative Salary	06/06/2022	060622.10.3	Unity	BACS	Erica Wages	Outside Operative	E	276.75		276.75
34	Grass Cutting	06/06/2022	060622.10.3	Unity	BACS	Grasscutting	Heronwood Landscapes	S	414.00		414.00
35	Grass Cutting	06/06/2022	060622.10.3	Unity	BACS	Grasscutting	Heronwood Landscapes	S	24.00		24.00
36	Grass Cutting	06/06/2022	060622.10.3	Unity	BACS	Grasscutting	Heronwood Landscapes	S	98.00		98.00
40	Travel Expenses	06/06/2022	060622.10.3	Unity	BACS	Clerks Expenses	Clerk	Z	10.80		10.80
41	Stationary/Postage/Printing	06/06/2022	060622.10.3	Unity	BACS	Clerks Expenses	Clerk	Z	1.90		1.90
42	Insurance Premiums	07/06/2022	060622.10.3	Unity	BACS	Insurance	AJGIBL GBP Client NST Acco	E	1,285.30		1,285.30
43	Street Light Electricity	08/06/2022		TSB Current Account		Electricity Charge	YU Energy	L	85.36	4.27	89.63
44	Street Light Electricity	08/06/2022		TSB Current Account		Electricity Charge	YU Energy	L	17.97	0.90	18.87
Total									2,821.56	5.17	2,826.73

Addendum B - To consider Payments to 04 July 2022

29 June 2022 (2022 - 2023)

Tilney St Lawrence Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
43	Street Light Electricity	08/06/2022		TSB Current Account		Electricity Charge	YU Energy	L	85.36	4.27	89.63
44	Street Light Electricity	08/06/2022		TSB Current Account		Electricity Charge	YU Energy	L	17.97	0.90	18.87
45	LED Lighting Repayment	01/07/2022		TSB Current Account		PWLB Loan Repayment	PWLB	E	784.45		784.45
46	Grass Cutting	04/07/2022		Unity		Grasscutting	Heronwood Landscapes	S	24.00		24.00
47	Grass Cutting	04/07/2022		Unity		Grasscutting	Heronwood Landscapes	S	110.00		110.00
48	Grass Cutting	04/07/2022		Unity		Grasscutting	Heronwood Landscapes	S	98.00		98.00
50	Clerk Salary	06/07/2022		Unity		Clerk Salary	Clerk	X	607.48		607.48
51	Outside Operative Salary	06/07/2022		Unity		Erica Wages	Outside Operative	X	120.12		120.12
54	Travel Expenses	06/07/2022		Unity		Clerks Expenses	Clerk	E	5.40		5.40
55	Stationary/Postage/Printing	06/07/2022		Unity		Clerks Expenses	Clerk	E	0.95		0.95
56	Clerks Office	06/07/2022		Unity		Clerks Expenses	Clerk	E	52.00		52.00
52	Clerk Salary	11/07/2022		Unity		PAYE	HMRC	X	123.80		123.80
53	Outside Operative Salary	11/07/2022		Unity		Erica Wages	HMRC	X	6.00		6.00
Total									2,035.53	5.17	2,040.70

Invoice & Payments approval

I confirm that I have checked and initialed the above payment documents, voucher nos. 34 to 42 and I recommend to the Parish Council that the payments to the amounts stated are authorised.

Clerk:

Councillor:

Councillor:

Addendum C - To approve the quarterly budget figures for April to June 2022

Tilney St Lawrence Parish Council - Quarter 1 (01/04/2022 to 30/06/2022 - All Cost Centres and Codes)

1st Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Administration						
1 Clerk Salary				1,941.50	2,359.55	-418.05
2 Clerks Office				68.75	79.12	-10.37
3 Office Equipment				100.00	288.00	-188.00
4 Clerk Training/Meetings				75.00	100.00	-25.00
5 Stationary/Postage/Printing				18.75	11.10	7.65
6 Advertising						
7 Professional & Legal Fees						
8 Audit Fees				93.25	75.00	18.25
9 Insurance Premiums				277.00	1,285.30	-1,008.30
10 Bank Charges				20.00		20.00
11 Subscriptions				144.75	321.24	-176.49
12 Website Charges				9.25		9.25
13 Travel Expenses				25.00	30.15	-5.15
14 Chair/Vice Chair Expenses				25.00	40.00	-15.00
16 Election Expenses						
48 Data Protection					35.00	-35.00
Sub Total for Administration				2,798.25	4,624.46	-1,826.21
Amenities						
28 Village Hall Car Park						
29 Security				125.00		125.00
30 Burial Grounds Maintenance				200.00		200.00
Sub Total for Amenities				325.00		325.00
Capital Reserves						
36 PWLB Account 2				392.25		392.25
Sub Total for Capital Reserves				392.25		392.25
Earmarked Reserves						
37 Outside Furniture				62.50		62.50
38 Office Equipment				100.00		100.00
39 CCTV						
44 Street Lights						
45 Bus Shelters						
46 Neighbourhood Plan						
47 Election Expenses						
Sub Total for Earmarked Reserves				162.50		162.50
Income						
15 Precept	6,347.00	25,388.00	19,041.00			
41 Bank Interest	55.00	3.02	-51.98			
42 Agricultural Rent	177.25		-177.25			
43 CIL	125.00	2,701.88	2,576.88			
49 VAT refund						
Sub Total for Income	6,704.25	28,092.90	21,388.65			
Open Spaces						
17 Street Lights				62.50		62.50
18 Street Light Electricity				407.00	327.53	79.47
19 Grass Cutting				1,168.75	770.00	398.75
20 Outside Operative Salary				260.00	568.35	-308.35
21 Litter Picking Expenses				7.50	22.99	-15.49
22 Bus Stops				62.50		62.50
23 Village Gateways				75.00		75.00
24 Notice Boards/Signs						
25 Bins				128.25	494.00	-365.75
26 Miscellaneous				37.50		37.50
27 Drainage Rates				7.75	31.39	-23.64
Sub Total for Open Spaces				2,216.75	2,214.26	2.49

Addendum C – continued

Tilney St Lawrence Parish Council - Quarter 1
(01/04/2022 to 30/06/2022 - All Cost Centres and Codes)

	1st.Quarter			Budgeted payments	Actual payments	Payments Variance
	Budgeted receipts	Actual receipts	Receipts Variance			
Other						
31 Grants				50.00	200.00	-150.00
40 Contingency				250.00		250.00
Sub Total for Other				300.00	200.00	100.00
PWLB						
32 CCTV Loan Repayment				285.50	571.05	-285.55
33 LED Lighting Repayment				392.25		392.25
35 PWLB Account 1				285.50		285.50
Sub Total for PWLB				963.25	571.05	392.20
TOTALS.....	6,704.25	28,092.90	21,388.65	7,158.00	7,609.77	-451.77
NET Variance Quarter 1						20,936.88

Notes:

Budgeted Payments are based on quarterly figures.

1. Clerks salary overspend due to outgoing clerk
3. Office equipment overspend due to Scribe software
11. Subscriptions overspend due to new clerk training subs
20. Outside operative salary overspend due to holiday pay
25. Bins overspend due to b/f invoice
31. Grants overspend due to cheque issued in 21/22 cashed in 22/23

Addendum D

At the last PC meeting you spoke of CIL Income available for provision, replacement, improvement of infrastructure under 3 broad categories.

The Village Hall Committee would be grateful for consideration of funding for a number of requirements which appear to fall under the social and green infrastructure categories. We fully appreciate there will be other requests and all of the hall projects could not be met, however a contribution in full or part to some of those detailed below would be gratefully received and beneficial to our local community as users of the Village Hall/Playing Field facilities.

Kind regards
on behalf of Tilney St Lawrence VH Committee

Julia Corrigan-Davies (TSLVH Secretary)

Hall - replacement of all internal ceiling lights - new LED light units
a number of existing old style fluorescent strip lights not working, casing damaged, not replaceable

Quotes -

Elite Electrical £5,677.46

AW Property Services - £5,402.60

Both quotes over 4 months old and will require refresh

Sports Equipment

2 Match Goal Posts -	The Soccer Store	£ 369.90
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Quotes -

Pitch floodlighting with photocell control)	Bacon Electrical	£ 695.00 (2 x 220 LED floodlights
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photocell control)		£ 725.00 (4 x Philips floodlights with
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& fit to pavilion)	AW Property Services	£ 760.00 (2 x LED floodlights supply
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Bar

Replacement glass washer - Nisbetts Table Ware & Glass Supplies £1349.99 + vat