

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, 05 September 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, 04 July 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) *Operation Randall Newsletter – August 2022*
 - 2) *Scam Awareness & Prevention Presentation – Email received from Paula Gilluley, Community Engagement Officer – as below:*

We have some really enthusiastic and very knowledgeable Police Support Volunteers who cover the Kings Lynn & West area who deliver informal scam awareness presentations to community groups. If you are aware of a community group who may benefit from the team's presentation, or if you are a parish council who would like to book the team to deliver a presentation at one of your council meetings then please do contact me and I can look at some dates for you.

Very kind regards

Paula

6. To receive the clerk's report/matters arising from last month's meeting.

- 1) *Update on TV screen – The village Hall Committee only require the TV's screen to be protected and not a lockable cupboard.*
Prices for a Perspex fitted screen range from £250 to £599 depending on the resilience needed. Examples as in **As appendix D.**
It is recommended to purchase the protector after the TV as the height of these protectors can differ.
Will need to acquire quotes for electrical installation and wall fixing. (movable?)
Recommend to also connect suitable cabling for connection to Laptops etc. The Samsung TV does come with 1 x USB and 2 x HDMI connections, however as the TV will be wall mounted it may not be easily accessible to the back.

7. To receive reports:

- 1) *Chairman*
- 2) *Footway lighting*
- 3) *Footpath and tree*
- 4) *Village hall*

8. Highways and footways

- 1) *Highways Community Ranger visit – Due October 2022*

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 July & August Bank Reconciliation (**Appendix A & B**)*
Proposed.....Seconded.....
- 3) *To note payments to 05 August 2022 – Agreed by Chairman as August Council recess. (**Appendix C1**)*
- 4) *To consider Payments to 05 September 2022, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise bank payments. (**Appendix C2**)*
- 5) *To note receipts: bank interest – TSB for April - £0.17 & May 2022 - £0.18*

11. 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
CIL uses list as per attached – CIL list

Total agreed at July meeting £369.90 for Goal posts on TSL football pitch, however, these goalposts have been mis-quoted. The price above is for fold down posts but the pitch needs fixed. New quote will be available at the meeting.

- 1) *To discuss and agree further funding options for TSL village hall as deferred from July meeting.*

12. To resolve on opening a new savings account.

Forms have been partly filled in to open a Unity interest savings account - awaiting one more signatory.

13. To consider any planning applications.

- 1) 22/00768/OM – Outline Planning – KGB Transport – Amendment. (from 39 to 40 properties)
Documents on line
- 2) 22/01298/F - Proposed replacement of existing roof trusses with attic trusses, and rear extension to existing dwelling, 51 School Road.
- 3) 22/01264/F- Proposed annex extension to side of dwelling. 5 High Road, Tilney cum Islington

14. To note Borough Council planning decisions.

- 1) 22/00646/F - Highfields Lynn Road Tilney All Saints King's Lynn Norfolk PE34 4RU - **Widen dropped curb to 7 m from 5.3 m** - Application Permitted 3 August 2022 Delegated Decision
- 2) 22/01110/AG - Land South of 106 Magdalen Road Tilney St Lawrence King's Lynn Norfolk PE34 4RG - **Agricultural Prior Notification: Agricultural shed (storage) building.** - AG Prior Notification - NOT REQD 1 August 2022
- 3) SNN3 – 5032
Notification of New Property Address Fen View Chapel Road Tilney Fen End Tilney St Lawrence.

15. To receive and consider any general correspondence.

- 1) *Borough Planning – Parish Update Session.*
The Planning Department would like to invite you to attend a general update session.
There will be two sessions commencing at 6.00pm on each date below, in the Assembly Room, Kings Lynn Town Hall, Saturday Market Place, Kings Lynn, PE30 5DQ. We will aim to finish each session by 7.30pm.

Session One – Wednesday 12 October 2022

Session Two – Tuesday 18 October 2022

- 2) *QE Hospital August Newsletter.*
- 3) *Healthwatch*
- 4) *Any late correspondence:*

16. To consider items for the next agenda.

17. 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).

18. To receive report on Farm Business Tenancy.

- 1) *To agree the Farm Tenancy agreement from 01 October 2022 for three years.*

Update on progress will be available at the meeting.

19. To consider any other confidential matters.

Appendix A

July Bank Reconciliation

22 August 2022 (2022 - 2023)

Tilney St Lawrence Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2022		
	Cash in Hand 01/04/2022		34,794.14
	ADD Receipts 01/04/2022 - 31/07/2022		28,923.96
	SUBTRACT Payments 01/04/2022 - 31/07/2022		63,718.10
			9,897.10
	Cash in Hand 31/07/2022 (per Cash Book)		53,821.00
B	Cash in hand per Bank Statements		
	Petty Cash 26/06/2022	0.00	
	TSB Deposit Account 30/06/2022	4,098.26	
	TSB Current Account 31/07/2022	41,905.17	
	Unity 31/07/2022	7,823.57	
			53,827.00
	Less unrepresented payments		6.00
			53,821.00
	Plus unrepresented receipts		
	Adjusted Bank Balance		53,821.00
	A = B Checks out OK		

Created by:  Scribe

Appendix B

August Bank Reconciliation

31 August 2022 (2022 - 2023)

Tilney St Lawrence Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2022		
	Cash in Hand 01/04/2022		34,794.14
	ADD Receipts 01/04/2022 - 31/08/2022		28,923.96
	SUBTRACT Payments 01/04/2022 - 31/08/2022		63,718.10
			11,302.36
	Cash in Hand 31/08/2022 (per Cash Book)		52,415.74
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2022	0.00	
	TSB Deposit Account 30/06/2022	4,098.26	
	TSB Current Account 31/08/2022	41,805.01	
	Unity 31/08/2022	6,518.47	
			52,421.74
	Less unrepresented payments		6.00
			52,415.74
	Plus unrepresented receipts		
	Adjusted Bank Balance		52,415.74
	A = B Checks out OK		

Created by:  Scribe

Appendix C1

July Payments – Approved by Chairman as council recess

28 July 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
60	Grass Cutting	05/08/2022		Unity	BACS	Grasscutting	Heronwood Landscapes	S	414.00		414.00
61	Grass Cutting	05/08/2022		Unity	BACS	Grasscutting	Heronwood Landscapes	S	118.00		118.00
62	Clerk Salary	18/07/2022		TSB Current Account	BACS	Clerk Salary	HMRC	X	123.80		123.80
63	Outside Operative Salary	18/07/2022		TSB Current Account	BACS	Erica Wages	HMRC	X	45.00		45.00
64	Bus Stops	05/08/2022		Unity	BACS	Bus Shelter Cleaning	M & H Cleaning Services	S	40.00		40.00
65	Clerk Salary	05/08/2022		Unity	BACS	Clerk Salary	Clerk	X	607.48		607.48
66	Outside Operative Salary	05/08/2022		Unity	BACS	Erica Wages	Outside Operative	X	120.12		120.12
Total									1,468.40		1,468.40

Appendix C2

August Payments

31 August 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
67	Grass Cutting	06/09/2022		Unity	BACS	Grasscutting	Heronwood Landscapes	S	207.30		207.30
68	Grass Cutting	06/09/2022		Unity	BACS	Grasscutting	Heronwood Landscapes	S	38.00		38.00
69	Street Light Electricity	08/08/2022		TSB Current Account	DD	Electricity Charge	YU Energy	L	77.16	3.86	81.02
70	Street Light Electricity	08/08/2022		TSB Current Account	DD	Electricity Charge	YU Energy	L	18.23	0.91	19.14
71	Litter Picking Expenses	06/08/2022		Unity	BACS	Outside Operative Expenses	Outside Operative	S	4.58	0.92	5.50
72	Bank Charges	30/06/2022		Unity	CHARGES	Bank charges	Unity Bank	E	18.00		18.00
73	Clerk Salary	06/09/2022		Unity	BACS	Clerk Salary	Clerk	X	607.48		607.48
74	Outside Operative Salary	06/09/2022		Unity	BACS	Erica Wages	Outside Operative	X	144.75		144.75
Total									1,115.50	5.69	1,121.19

invoice & Payments approval.

I confirm that I have checked and initialed the above payment documents, voucher nos. 67 to 74 and authorise payments to be made.

Clerk:

Chairman:

Councillor:

Appendix D

TV Screen Protector



Company – TheScreenProtector.co.uk
Price - £599



Company – Ebay
Price - £250