

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, 07 November 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, 05 September 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. **Village Newsletter**

The village newsletter committee are asking if the four Parish Councils within the distribution area would consider contributing to the start up of the first edition.

Robert Sloan and a couple of other members from the committee will be attending to give a short presentation for Councillors as to the way forward and funding required.

Report from their September meeting.

6. **To consider any police matters**

- 1) *Email received from PC Chris Lorraine (Terrington Beat Manager).*
25/10 - 'Police attended a non-injury 2 vehicle RTC this morning along Magdalen Road at the School Road Junction. This appears to have been caused by a lack of visibility due to parked vehicles around the shop at the top of School Road which is a regular issue. Have double yellow lines been considered for this location and if not then could this please be discussed at your next Parish Council meeting?'
Clerk replied outlining the Parish Councils position on this matter regarding double yellow lines and the H bars and the requests made to the police to regularly monitor this area.

PC Chris replied - Thanks for the update and I will continue to monitor the parking situation at the location.

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

- 1) *NALC – Wellbeing Newsletter*
- 2) *Grit Bins – The Parish has three grit bins located at: Village centre adjacent to the notice board, Aylmer Drive and Westfields (junction with Westfields Close). The new grit bin proposed will be sited at the cul-de-sac in Westfields by the elderly peoples cottages.
The Clerk has sent off for a licence and is waiting for a response.
The bins we have are 400ltr capacity, so would replace like for like. Cheapest found are £166.25 ex VAT each. To agree and purchase. (delivery approx.. 3-5 days from payment)
The Clerk will take delivery of grit bins, however, volunteers will be needed to empty the three old bins of salt and site new bins and refill.
Agree to sell old grit bins on social media.*
- 3) *Farm Tenancy – The Tenancy agreement has now been signed by the tenant and the Chairman. Clerk is awaiting a copy for the file.
Invoice sent to Tenant for payment.*
- 4) *Village Notice Board – Tilney Fen End.
Due to only 23 properties in this part of the Parish, would this be a benefit to the residence?*

8. To receive reports:

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

9. Highways and footways

- 1) *Email received – Transport East – Rural Mobility Survey
All Town and Parish Councils in Essex, Norfolk and Suffolk will be in receipt of the survey link. The survey will run for a period of 6 weeks until **16th December**, just prior to Christmas break.
In terms of responding, they would like just one response from each Parish, if a member of the Parish Council could respond on behalf of the community it would be much appreciated.*

10. To receive and consider Borough and County Council Issues

Norfolk Minerals and Waste Local Plan: Pre-Submission - Extension of time period to make representations

- 1) *Following our previous email dated 21 September 2022; I am writing to inform you that the period for representations to be made on the soundness and legal compliance of the Pre-Submission version of the Norfolk Minerals and Waste Local Plan (NM&WLP) **has been extended until 5pm on 19 December 2022.** The representations period has been extended because two background evidence documents (the Statement of Consultation and the Waste Management Capacity Assessment) were not available on the consultation website at the start of the representations period*

11. Financial matters

- 1) *To note bank balances – will be available at the meeting*

2) *To approve the October Bank Reconciliation (**Appendix A**)*
Proposed.....Seconded.....

3) *To consider Payments to 7 November 2022, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise bank payments. (**appendix B**)*

4) *To note receipts: bank interest – TSB – Awaiting statement
CIL income - £1593.88*

12. **AGAR for year ending 31 March 2022**
Audit now completed and certificate issued.

13. **2023/24 Budget**
Draft budget 2023/24 for consideration
Proposed.....Seconded.....

14. **To Discuss CIL Income** (Community Infrastructure Levy)
B/F: £4912.30
Less Village Hall Goal Posts - £1240.89
Less Earmarked – Village Hall pitch floodlights - £695
Less 4 x grit bins - £798.00
Income April to September - £1593.88
Total CIL balance = £3772.29

15. **To resolve on opening a new savings account.**
Still waiting for Unity account to be opened.
Have chased up, but still not heard anything.

16. **To consider any planning applications.**

1) *22/01249/F - Retention of garage with ancillary accommodation and continued mixed use as dwelling house (C3) and automotive upholstery business at 40 Spice Chase Tilney St Lawrence.*

2) *22/00815/F - REMOVAL OF CONDITION 6 OF PLANNING PERMISSION 14/00968/F: Construction of new stable block and outdoor menage plus upgrading of existing roadway at 2 Islington Hall Cottages Islington Green Tilney All Saints*

17. **To note Borough Council planning decisions.**
None

18. **Parish Plan**

To Consider the implementation of a Parish Plan.

19. **To receive and consider any general correspondence.**
None

1) *Any late correspondence:*

20. **To consider items for the next agenda.**

Appendix A

October Bank Reconciliation

Tilney St Lawrence Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/10/2022		
	Cash in Hand 01/04/2022		34,794.14
	ADD Receipts 01/04/2022 - 31/10/2022		30,517.84
	SUBTRACT Payments 01/04/2022 - 31/10/2022		15,990.33
	Cash in Hand 31/10/2022 (per Cash Book)		49,321.65
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2022	0.00	
	TSB Deposit Account 26/06/2022	4,098.26	
	TSB Current Account 31/10/2022	41,372.39	
	Unity 31/10/2022	3,857.00	
			49,327.65
	Less unrepresented payments		6.00
			49,321.65
	Plus unrepresented receipts		
B	Adjusted Bank Balance		49,321.65
	A = B Checks out OK		

Appendix B

Payments to 7 November 2022

2 November 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
91 CIL	12/10/2022		TSB Current Account	BACS	CIL	ItsaGoal (Soccer Tackle)	S	1,034.08	206.81	1,240.89
92 Clerks Office	08/11/2022		Unity	BACS	Software	Clerk	S	94.00	18.80	112.80
93 CCTV Loan Repayment	17/10/2022		TSB Current Account	entered twice	PWLB Loan Repayment	PWLB	E			
94 Outside Operative Salary	26/10/2022		TSB Current Account	BACS	PAYE	HMRC	X	13.20		13.20
95 Outside Operative Salary	06/11/2022		Unity	BACS	Erica Wages	Outside Operative	X	120.12		120.12
96 Clerk Salary	06/11/2022		Unity	BACS	Clerk Salary	Clerk	X	607.48		607.48
97 Bins	08/11/2022		Unity	BACS	CIL	Aldea Group UK Ltd	S	665.00	133.00	798.00
98 Audit Fees	08/11/2022		Unity	BACS	Audit	PKF Little John PLL	S	240.00	48.00	288.00
99 Clerks Office	08/11/2022		Unity	BACS	Clerks Expenses	Adobe Systems	S	20.79	4.16	24.95
100 Clerks Office	08/11/2022		Unity	BACS	Clerks Expenses	Amazon	S	19.78	3.96	23.74
101 Travel Expenses	08/11/2022		Unity	BACS	Clerks Expenses	Clerk	E	8.10		8.10
102 Clerks Office	08/11/2022		Unity	BACS	Clerks Expenses	Clerk	E	52.00		52.00
Total								2,874.55	414.73	3,289.28