

Tilney St. Lawrence Parish Council

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

Minutes of the meeting of Tilney St Lawrence Parish Council, held 19:00 on Monday 03 April 2023, in the Village Hall



Clerk: Jackie Christie

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

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

Present: Cllr B Ayres (Chairman), Cllr J Day (Vice-Chairman), Cllr C Ayres, Cllr P Cullen, Cllr D Jones, Cllr M Dix, Cllr H Greenwood, Cllr D Raynor, Cllr Webber, Mrs J Christie (clerk)

Apologise for absence: Cllr R Day (unwell).

1. To approve the Minutes of the meeting held on Monday, 06 March 2023. – **Agreed - approved and signed.**
2. **To receive declarations of interests and to consider any written request for dispensation.**
None.
3. **Public Participation**
Three members of the public present.
 - 1) To receive representations relating to matters on the agenda.
None.
 - 2) To receive representations or questions on other matters.
None.
4. **To consider any police matters**
Operation Randall newsletter – circulated via email – **Noted.**
5. **To receive the clerk's matters arising from last month's meeting.**
 - 1) Scribe – Year End Health Check – Now been completed - **Noted.**
 - 2) Parking issue outside village shop - Email sent to NCC with a copy of the police email asking for consideration of double yellow lines at this junction following an accident in October 2022 – awaiting reply. – **Noted.**
 - 3) Corner of Westfields/St Johns Road and Anglian Water works - Clerk notified Anglian Water about the poor state the verge had been left in due to vehicles driving on it to get around the temporary traffic lights.
Anglian Water replied that they leave the site for a couple of days just in case they need to return to carry out any other works. As the time limit had expired Anglian Water have tidied area and laid grass seeds. – Cllr H Greenwood said the verge still had quite deep tyre marks from when delivery lorries had to mount the verge to get around the temporary traffic lights. It appears that Anglian Water may have seeded this area but not levelled it off. – Clerk to contact Anglian Water and request that the area be flattened to put it back in original condition.
 - 4) New dog bin in Spice Chase – Cllr J Day emailed the clerk with a suitable location for installing a new dog bin - Clerk requested a licence to install a new dog bin in Spice Chase from KLBC and NCC. This has now been approved.
Clerk to purchase a new dog waste bin from Earth Anchor model no. HGN35 in red at a cost of £104.00 plus VAT and delivery.

Proposed.....Cllr C Webber.....Seconded.....Cllr H Greenwood.

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Signed.....

Chair

This bin will require a ground stake to fix it to – Cllr C Webber will obtain this stake and Councillors will arrange a suitable time to install the bin once received.

- 5) Planning comments have been sent to KLBC. - **Noted**
- 6) To note: Internal Audit to take place the week of 17th April. - **Noted**

6. To receive reports:

1) *Chairman:*

The chairman reported it had been another quite month.

It appears that more streetlamps are turning blue – Clerk will inform contractor and chase up to get these repaired.

The QE Hospital is still awaiting a decision on the way forward.

2) *Footway lighting:*

None.

3) *Footpath and trees:*

None.

4) *Village hall:*

Cllr H Greenwood reported that the committee have now received a grant of £29,05.20 from KL Borough Councils CILL money for the play area.

The committee need a liaison officer from the Parish Council for the CCTV – Cllr H Greenwood will take this on.

To note that the Data Protection officer for the CCTV is the Clerk.

A date is being arranged for the installation of the football goal posts.

There will be a children's fun bingo on 5th April.

7. Highways and footways

Clough Bridge is sloping to the left even more now. This has been reported to Highways on many occasions, but still remains in a poor state - The clerk will chase this up again.

Cllr C Webber reported that a large haunch has appeared in High Road, Tilney Cum Islington adjacent to Kitchens Farm. – The Clerk will email the link to the Borough Council 'report an issue' website so that councillors can report issues directly. This is a site where anyone can report using the map provided on the website.

The chairman and Cllr C Ayres reported that the road sign by Antioch Bridge has still not been repaired (dropped down on its post) even after reporting to highways department and numerous highway rangers' visits – Clerk will chase up again.

8. To receive and consider Borough and County Council Issues

None.

9. Financial matters

1) To note bank balances as at 31 March 2023 –

TSB Current Account – £4,229.50

TSB Business Instant Access - £4,110.82

Unity Trust Current – £4,412.81

Unity Trust Savings - £28,203.40

Cash - £20.00

Total: £40,976.53 - Noted.

- 2) To approve the March Bank Reconciliation – (**appendix A**)
Proposed.....Cllr D Jones.....Seconded.....Cllr J Day.....
- 3) To consider Payments to 6th April 2023, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise the bank payments. (**appendix B**)
Proposed.....Cllr C Ayres.....Seconded.....Cllr J Day.....
- 4) To note receipts: bank interest – TSB – Now received total from July 22 to March 23 - £12.56
 Unity Savings – Interest received 31st March - £142.73. – **Noted.**
- 5) To note the end of year budget – (**appendix C**)
Noted.
10. **To Discuss CIL Income** (Community Infrastructure Levy)
 Total CIL balance = after adjustment to B/F figure it now stands at £4227.94
 To note that this will decrease due to the new dog bin in Spice Chase.
 Continue to review CIL at each meeting.
11. **To consider any planning applications.**
 1) 22/02179/F - Proposed Erection of Dwelling at 22 Westfields, Tilney St Lawrence. – **no comments**
- 2) 23/00190/LB - Replacement of 11 windows and 2 external doors; Demolition and making good of the boiler house and internal alterations at Gray's Hall, Lynn Road, Tilney All Saints. – **no comments.**
- 3) 23/00483/F - Replacement of existing conservatory and addition of a covered terrace at 64, St Johns Road, Tilney St Lawrence. **No comments.**
12. **To note Borough Council planning decisions.**
None
13. **To receive and consider any general correspondence.**
 1) Launch of the National Emergency Alerts – circulated via email on 27/03/23 - **noted.**
- 2) Norfolk Master Composters - Help nature and the environment by training as a Norfolk Master Composter volunteer to spread the word about home composting - **noted.**
- 3) NALC notice of subscription for 2023/24 - £343.49 – **agreed to renew.**
Proposed.....Cllr C Ayres.....Seconded.....Cllr C Webber.....
- 4) NALC notice of website renewal price - £70 up from last year at £35 – **noted.**
- 5) Downham District Fun Cycle Ride for Armed Forces Day, requesting £10 donation for a commemorative poppy. – discussed and agreed not to contribute to this as Tilney St Lawrence is not on the cycle route and therefore would not be entitled to receive a commemorative poppy.
14. **To consider items for the next agenda.**
 The ongoing issues with the dangerous crossroad with School Road/Magdalen Road by the village shop.

Please note: Venue and Date Change
 Venue: Wiggenhall St Germans Community Hall, School Road.
 Date: Wednesday 17th May at 7pm.

This is the annual meeting of the Parish Council and the acceptance of office of Councillors following the May elections.

Meeting closed at 8pm.

Bank Reconciliation at 31/03/2023			
	Cash in Hand 01/04/2022		34,794.14
	ADD Receipts 01/04/2022 - 31/03/2023		31,691.69
			66,485.83
	SUBTRACT Payments 01/04/2022 - 31/03/2023		25,509.30
A	Cash in Hand 31/03/2023 (per Cash Book)		40,976.53
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	20.00	
	Unity Savings Account 31/03/2023	28,203.40	
	TSB Deposit Account 31/03/2023	4,110.82	
	TSB Current Account 31/03/2023	4,229.50	
	Unity current Account 31/03/2023	4,412.81	
			40,976.53
	Less unrepresented payments		
			40,976.53
	Plus unrepresented receipts		
B	Adjusted Bank Balance		40,976.53
A = B Checks out OK			

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
138 Street Light Electricity	08/03/2023		TSB Current Account	DD	Electricity Charge	YU Energy	L	95.34	4.77	100.11
139 Street Light Electricity	08/03/2023		TSB Current Account	DD	Electricity Charge	YU Energy	L	17.10	0.86	17.96
146 Bank Charges	31/03/2023		Unity current Account	CHARGES	Bank charges	Unity Bank	X	18.00		18.00
Total								130.44	5.63	136.07

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Chair/Vice Chair Expenses	04/04/2023		Unity current Account	BACS	Chairmans Expenses	Chairman	X	14.00		14.00
2 Clerk Salary	06/04/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	976.31		976.31
3 Outside Operative Salary	06/04/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	152.35		152.35
4 Bus Stops	04/04/2023		Unity current Account	BACS	Replacement of broken bus sh	Saint Engineering Ltd	S	1,075.00	215.00	1,290.00
5 Professional & Legal Fees	04/04/2023		Unity current Account	BACS	Clerks Expenses	Clerk	S	39.00	7.80	46.80
5 Subscriptions	04/04/2023		Unity current Account	BACS	Clerks Expenses	Clerk	S	8.32	1.66	9.98
5 Subscriptions	04/04/2023		Unity current Account	BACS	Clerks Expenses	Clerk	S	11.99	2.40	14.39
5 Office Allowance	04/04/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	52.00		52.00
5 Travel Expenses	04/04/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	5.40		5.40
6 Grass Cutting	04/04/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	38.00		38.00
7 Grass Cutting	04/04/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	212.47		212.47
8 Street Light Electricity	08/04/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	18.86	0.94	19.80
9 Street Light Electricity	08/04/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	104.98	5.25	110.23
Total								2,708.68	233.05	2,941.73

Appendix C

4th quarter budget 2023

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Tilney St Lawrence Parish Council - Quarter 4 (01/01/2023 to 31/03/2023 - All Cost Centres and Codes)

3 April 2023 (2022 - 2023)

	4th Quarter						Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Administration												
1 Clerk Salary			(N/A)	1,941.50	1,952.61	-11.11(-0%)			(N/A)	7,766.00	8,427.96	-661.96(-8%)
2 Clerks Office			(N/A)	68.75	78.00	-9.25(-13%)			(N/A)	275.00	423.69	-148.69(-54%)
4 Clerk Training/Meetings			(N/A)	75.00		75.00(N/A)			(N/A)	300.00	100.00	200.00(66%)
5 Stationary/Postage/Printing			(N/A)	18.75		18.75(N/A)			(N/A)	75.00	31.83	43.17(57%)
6 Advertising			(N/A)			(N/A)			(N/A)			(N/A)
7 Professional & Legal Fees			(N/A)		330.00	-330.00(N/A)			(N/A)		330.00	-330.00(N/A)
8 Audit Fees			(N/A)	93.25		93.25(N/A)			(N/A)	373.00	315.00	58.00(15%)
9 Insurance Premiums			(N/A)	277.00		277.00(N/A)			(N/A)	1,108.00	1,285.30	-177.30(-16%)
10 Bank Charges			(N/A)	20.00	18.00	2.00(10%)			(N/A)	80.00	72.00	8.00(10%)
11 Subscriptions			(N/A)	144.75	362.23	-217.48(-150%)			(N/A)	579.00	975.69	-396.69(-68%)
12 Website Charges			(N/A)	9.25		9.25(N/A)			(N/A)	37.00		37.00(N/A)
13 Travel Expenses			(N/A)	25.00	8.10	16.90(67%)			(N/A)	100.00	57.15	42.85(42%)
14 Chair/Vice Chair Expenses			(N/A)	25.00		25.00(N/A)			(N/A)	100.00	40.00	60.00(60%)
48 Data Protection			(N/A)			(N/A)			(N/A)		35.00	-35.00(N/A)
53 Office Allowance			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Administration			(N/A)	2,698.25	2,748.94	-50.69(-1%)			(N/A)	10,793.00	12,093.62	-1,300.62(-12%)
Amenities												
28 Village Hall Car Park			(N/A)			(N/A)			(N/A)			(N/A)
29 Security			(N/A)	125.00		125.00(N/A)			(N/A)	500.00		500.00(N/A)
30 Burial Grounds Maintenance			(N/A)	200.00		200.00(N/A)			(N/A)	800.00		800.00(N/A)
Sub Total for Amenities			(N/A)	325.00		325.00(N/A)			(N/A)	1,300.00		1,300.00(N/A)
Capital Reserves												
32 CCTV Loan Repayment			(N/A)	285.50		285.50(N/A)			(N/A)	1,142.00	1,142.10	-0.10(-0%)
33 LED Lighting Repayment			(N/A)	392.25	784.45	-392.20(-99%)			(N/A)	1,568.00	1,568.90	0.10(0%)
Sub Total for Capital Reserves			(N/A)	677.75	784.45	-106.70(-16%)			(N/A)	2,711.00	2,711.00	(0%)
Earmarked Reserves												
37 Outside Furniture			(N/A)			(N/A)			(N/A)			(N/A)
52 CIL			(N/A)			(N/A)		4,295.76	4,295.76(N/A)		2,278.24	-2,278.24(N/A)
55 Election Expenses			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Earmarked Reserves			(N/A)			(N/A)		4,295.76	4,295.76(N/A)		2,278.24	-2,278.24(N/A)
Income												
15 Precept	6,347.00		-6,347.00(N/A)			(N/A)	25,388.00	25,388.00	(0%)			(N/A)
41 Bank Interest	55.00	149.31	94.31(171%)			(N/A)	220.00	219.33	-0.67(-0%)			(N/A)
42 Agricultural Rent	177.25		-177.25(N/A)			(N/A)	709.00	346.80	-362.20(-51%)			(N/A)
49 VAT refund			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Income	6,579.25	149.31	-6,429.94(-97%)			(N/A)	26,317.00	25,954.13	-362.87(-1%)			(N/A)

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Tilney St Lawrence Parish Council - Quarter 4 (01/01/2023 to 31/03/2023 - All Cost Centres and Codes)

3 April 2023 (2022 - 2023)

4th Quarter							Accumulative to end of 4th quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
Office Costs													
3 Office Equipment			(N/A)			(N/A)			(N/A)		208.32	-208.32(N/A)	
Sub Total for Office Costs			(N/A)			(N/A)			(N/A)		208.32	-208.32(N/A)	
Open Spaces													
18 Street Light Electricity			(N/A)	407.00	356.30	50.70(12%)			(N/A)	1 628.00	1 270.65	357.35(21%)	
19 Grass Cutting			(N/A)	1,168.75	262.47	906.28(77%)			(N/A)	4 675.00	2 957.19	1 717.81(36%)	
20 Outside Operative Salary			(N/A)	260.00	479.29	-219.29(-84%)			(N/A)	1 040.00	1 875.82	-835.82(-80%)	
21 Litter Picking Expenses			(N/A)	7.50	68.25	-60.75(-810%)			(N/A)	30.00	103.40	-73.40(-244%)	
22 Bus Stops		575.00	575.00(N/A)	62.50	60.00	2.50(4%)		575.00	575.00(N/A)	250.00	100.00	150.00(60%)	
23 Village Gateways			(N/A)	75.00	180.00	-105.00(-140%)			(N/A)	300.00	180.00	120.00(40%)	
24 Notice Boards/Signs			(N/A)			(N/A)			(N/A)			(N/A)	
25 Bins			(N/A)	128.25		128.25(N/A)			(N/A)	513.00	494.00	19.00(3%)	
26 Miscellaneous			(N/A)	37.50		37.50(N/A)			(N/A)	150.00		150.00(N/A)	
27 Drainage Rates			(N/A)	7.75		7.75(N/A)		16.09	16.09(N/A)	31.00	31.39	-0.39(-1%)	
54 Sale of assets		20.00	20.00(N/A)			(N/A)		20.00	20.00(N/A)			(N/A)	
Sub Total for Open Spaces		595.00	595.00(N/A)	2,154.25	1,406.31	747.94(34%)		611.09	611.09(N/A)	8,617.00	7,012.45	1,604.55(18%)	
Other													
31 Grants			(N/A)	50.00		50.00(N/A)			(N/A)	200.00	220.00	-20.00(-10%)	
40 Contingency			(N/A)	250.00		250.00(N/A)			(N/A)	1,000.00		1,000.00(N/A)	
Sub Total for Other			(N/A)	300.00		300.00(N/A)			(N/A)	1,200.00	220.00	980.00(81%)	
TOTALS.....	6,579.25	744.31	-5,834.94(-88%)	6,155.25	4,939.70	1,215.55(19%)	26,317.00	30,860.98	4,543.98(36%)	24,621.00	24,523.63	97.37(-298%)	
NET Variance Quarter 4						-4,619.39	NET accumulative variance to END of Quarter 4.....						4,641.35

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Signed.....
Chair