

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 Wednesday 17th May 2023, in the Wiggshall St Germans Village Hall.



Clerk: Jackie Christie

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

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

Present: Cllr B Ayres (Chairman), Cllr J Day (Vice-Chairman), Cllr R Day, Cllr C Ayres, Cllr H Greenwood, Cllr Webber, Mrs J Christie (clerk)

Apologise for absence: Cllr D Jones (unwell), Cllr P Cullen (unwell), Cllr M Dix (work commitments)

1. To receive nominations for and to elect a Chairman for the year.

Proposed...Cllr H Greenwood.....**seconded**.....Cllr J Day.....

To record the signing of Declaration of acceptance of office – Chairman – signed.

2. To receive nominations for and to elect a Vice-Chairman for the year

Proposed...Cllr C Ayres.....**seconded**...Cllr H Greenwood.....

To record the signing of Declaration of acceptance of office – Vice-Chairman – signed.

3. To approve the Minutes of the meeting held on Monday, 03 April 2023. – **Agreed - approved and signed.**

4. **To receive declarations of interests and to consider any written request for dispensation.**
None.

5. **Public Participation**

No public present.

6. It was **resolved** that budgetary matters would continue to be dealt with by full council.

7. It was **resolved** to appoint the chairman and vice-chairman to the personnel committee.

8. To consider the appointment of any new committees in accordance with standing order 5 – no new committees required as all business dealt with by full Council.

9. To review and adopt the Council's effectiveness of its Policies and Regulations:
These have already been circulated to Council members and comments/recommendations are as below:

1) **Standing Orders.**

It was **Resolved** to approve the Parish Council's Standing orders for 2023/24.

2) **Financial Regulations** – Amended to include the provision of Petty Cash as follows:

Change 6.21. to "The RFO may provide petty cash to employee's and councillors for the purpose of defraying operational and other expenses. Vouchers, and where available receipts for payments made shall be forwarded to the RFO with a claim for reimbursement"

Add "6.22. The RFO shall maintain a petty cash float to a limit of £50 for the purpose of defraying operational and other expenses. Vouchers made from petty cash shall be kept to substantiate the payment".

It was **Resolved** to approve the Parish Council's amended Financial Regulations for 2023/24.

3) Annual Review Effective Internal Control.

It was **Resolved** to approve the Parish Council's Annual Review Effective Internal Control.

4) Planning Policy

It was **Resolved** to approve the Parish Council's Planning Policy.

5) Data Protection Policy

*It was **resolved** to approve the Council's data protection policy as circulated.*

1) To note the receipt of the Data Protection Registration Certificate for 2023/24 - **Noted**

10. Review of representation on or work with external bodies and arrangements for reporting back.

- 1) Village Hall – Agreed - Cllr H Greenwood
- 2) Police matters – Agreed - Cllr D Jones.

11. Review of arrangements and legal agreements with external bodies and businesses.

- 1) PWLB loan – **Noted**
- 2) Brickyard Lease – **Noted**
- 3) Parish Council's grass cutting agreement – **Agreed** that grass cutting contract with Heronwood Landscapes continue.
- 4) Burial Ground annual maintenance grant to Tilney St Lawrence Parochial Church Council – the Clerk raised concerns regarding the maintenance grant as it is an open Church and usually burial grounds are maintained by the Parish if a closed Church. – It was agreed that the clerk take legal advice on this from NALC and report back to Council.

12. Confirmation of arrangements for insurance cover in respect of all insurable risks – It was **resolved to note that satisfactory arrangements for insurance cover were in place in respect of all insurable risks.**

13. It was **resolved that the following Council and staff subscriptions should continue for the forthcoming year:**

- 1) *Council subscription to Norfolk and National Association of Local Council's*
- 2) *Council registration with the Information Commissioner's office and data protection fee.*
- 3) *Council subscription to Microsoft Office 365*
- 4) *Clerk subscription to SLCC*
- 5) *Clerk subscription to Adobe Acrobat.*

14. To receive the clerk's matters arising from last month's meeting.

- 1) Street lamps turning blue – The contractor has been informed that the manufacturer will replace all blue lamps.

It appears this could be an ongoing problem with all lamps within the Parish. Clerk has informed contractor who will undergo a full check of all lamps.

It was noted by a councillor that a lamp in Marshland PC had also turned blue. The clerk will contact Marshland PC clerk to ascertain if they are also having this problem and report back.

15. To receive reports:

- 1) *Chairman*

A lovely morning was spent along with Cllr J Day at Tilney St Lawrence Community School presenting the children with memorial coins to celebrate the Kings coronation. These coins had been organised by the TSL village hall committee to be given out to the two local primary schools in the area, with donations coming from Terrington St. John Parish Council and Dr Punsfer gift charity.

- 2) *Footway lighting*
See item 14.1
- 3) *Footpath and tree*
No issues reported.
- 4) *Village hall*
The work has started on the play area.
The skate park work will begin at the end of May.
The goal posts will be erected in June.
A Lottery grant of £10,000 had been granted for the refurbishment of the toilets.
The Kings Coronation Day celebrations was a success. With Tilney St Lawrence and Terrington St John villages joining together to put on a great fun day for all. Any profits made will be split equally.
The village hall committee have agreed to circulate the minutes of their meetings to the Clerk and Chairman of the Parish Council.

16. Highways and footways

It was reported that a tractor and trailer has been parked outside no. 11 Spice Chase causing an obstruction in the highway.
This has been reported to the police by a local Councillor.
The residents in the area are concerned that this illegal parking will cause an accident and have been advised to report to police as and when the problem occurs.

17. To receive and consider Borough and County Council Issues

Apologies received from Cllr Brian Long, as meetings elsewhere.

18. To consider any police matters

Operation Randall May Newsletter – the Clerk reported that Councillors could have direct access to mail shots from Operation Randall. The clerk will email links to members so that they can register their interest in receiving Operation Randall newsletters etc. directly.

19. Financial matters

1) *To approve the April Bank Reconciliation – (appendix A)*

Proposed...Cllr J Day.....**Seconded**...Cllr H Greenwood.....

2) *To consider Payments to 6th May 2023, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise the bank payments. (appendix B)*

Due to the requirement of two signatories to authorise Unity bank payments and only having three registered with Unity to authorise, which could cause issues with holidays etc. it was **agreed** to add Cllr J Day.

3) To note receipts to 5th May 2023:

HMRC VAT refund -	£	932.94
CIL -	£	571.33
Precept -		£26,160.00
Agricultural rent -	£	363.44
Total		£28,027.71

4) *Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 – None incurred.*

5) *To approve the financial accounts for the year ended 31 March 2023 - **Approved***

6) *To approve the bank reconciliation for the year ended 31 March 2023 - **Approved***

- 7) To review the asset register for the year ended 31 March 2023 – *To agree to adopt the internal auditors recommendation R7 to set a de-minimus level of around £250 for items included in the asset register* – **Agreed**
- 8) To receive the annual internal audit certificate 2022/23 (AGAR page 3 of 6) noting that all relevant control objectives are appropriate and satisfactory and that no weaknesses in control have been identified – **Received and noted.**

Internal audit

- 9) Internal auditor's report for the year ended 31 March 2023.
To Note Recommendations R1, R2 – this will be resolved in the 2022/23 AGAR – **Noted.**
R3 – there were a couple of Yu Energy invoices which were not received due to new clerk taking over – **Noted.**
R6 – this recommendation has time constraints, however it is hoped to start this in this financial year – **Noted.**
R4 - To consider expending and strengthening its existing risk register to afford and indication of the potential for identified risks coming to fruition and the potential and/or political impact should that eventually happen.
Resolved to include the Financial and Operational Risk Assessment on the July agenda for amendment and adoption.

To formally approve the Precept for 2023/24 as per recommendation R5.

To give final approval to the agreed Precept of £26,160.00 requirement for 2023/2024

Proposed...Cllr B Ayres.....**Seconded**...Cllr J Day.....

- 10) To appoint the internal auditor for the forthcoming year.
To agree to continue to use Auditing Solutions Ltd – **Agreed.**
- 11) To agree and approve the annual governance statement 2022/23 (AGAR page 4 of 6) – **Approved & agreed.**
- 12) To approve the explanation of variance 2022/23 – **Approved & agreed.**
- 13) To approve the annual accounting statements 2022/23 (AGAR page 5 of 6) – **Approved & agreed.**
- 14) To consider the period for the exercise of Public Rights – **Agreed** to recommended period from Monday 5th June to Friday 14th July 2023.

20. To Discuss CIL Income (Community Infrastructure Levy)

Total CIL balance = after adjustment to B/F figure it now stands at £4227.94 – **Noted.**

- 1) To note the annual CIL report to BCKLWN Borough Council
- 2) Dog waste bin in Tilney Cum Islington – *On the Chairman's walk around the Parish it was noted that the dog waste bin in this area had lost its lid. This could have been due to the high winds. The lid has a rubber hinge and is not be suitable for repair.*
It was discussed that due to the urgent nature for a replacement bin, to use the new bin already purchased for Spice Chase - **Agreed**

As the Parish Council now need to purchase a new bin to be sighted in the new area in Spice Chase along with the fixing clips and post. It was **agreed** the Clerk would purchase this from Earth Anchors Ltd at a cost not exceeding £400.

Proposed...Cllr J Day.....**Seconded**...Cllr C Ayres.....

21. To consider any planning applications.

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Signed.....
Chair

The following applications were already circulated to members for consideration due to the closing dates for comments being before the May meeting.

- 1) 22/01895/F - Proposed Garage and Garden Store at Holly Manor, Lynn Road, Tilney All Saints – *Comment submitted 18/04/23 – No Comments.*
- 2) 22/02179/F - Proposed dwelling and single garage and the use of the existing steel framed garage/workshop by the proposed dwelling for incidental purposes. at 22 Westfields, Tilney St Lawrence. – *Comment submitted 03//05/23 - The Parish Council have no objections to the application, however they would like to see a condition imposed that the garage is subject to Domestic and Incidental use only.*

22. To note Borough Council planning decisions.

None

23. To receive and consider any general correspondence.

None

24. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council – **Agreed** – to continue to hold meeting on the first Monday of the month, with exception of bank holidays, where the meeting will be held the following Monday. To continue not to hold a meeting in August.

25. To consider items for the next agenda.

Meeting closed: 8:50pm.

Appendix A**Bank Rec to 30 April 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)

	Bank Reconciliation at 30/04/2023		
	Cash in Hand 01/04/2023		40,996.53
	ADD		
	Receipts 01/04/2023 - 30/04/2023		28,027.71
			69,024.24
	SUBTRACT		
	Payments 01/04/2023 - 30/04/2023		3,512.78
A	Cash in Hand 30/04/2023 (per Cash Book)		65,511.46
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2023	40.00	
	Unity Savings Account 30/04/2023	52,203.40	
	TSB Deposit Account 30/04/2023	4,110.82	
	TSB Current Account 30/04/2023	4,591.39	
	Unity current Account 30/04/2023	4,695.88	
			65,641.49
	Less unrepresented payments		130.03
			65,511.46
	Plus unrepresented receipts		
B	Adjusted Bank Balance		65,511.46
	A = B Checks out OK		

Appendix B
Payments to 18th May 2023

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
10 Bins	05/05/2023		Unity current Account	BACS	Dog Bins	Kings Lynn Borough Council	S	86.67	17.33	104.00
11 Bins	05/05/2023		Unity current Account	BACS	Dog Bins	Kings Lynn Borough Council	S	433.33	86.67	520.00
12 CIL	05/05/2023		Unity current Account	BACS	Dog Bins	Earth Anchors Ltd	S	134.00	26.80	160.80
13 Clerk Salary	05/05/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	650.87		650.87
14 Outside Operative Salary	05/05/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	125.84		125.84
15 Subscriptions	05/05/2023		Unity current Account	BACS	NLC Subscriptions	Local Council Support	E	343.49		343.49
15 Website Charges	05/05/2023		Unity current Account	BACS	NLC Subscriptions	Local Council Support	E	70.00		70.00
16 CCTV Loan Repayment	17/04/2023		TSB Current Account	DD	PWLB Loan Repayment	PWLB	X	571.05		571.05
17 Street Light Electricity	08/05/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	17.69	0.88	18.57
18 Street Light Electricity	08/05/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	90.83	4.54	95.37
19 Drainage Rates	05/05/2023		Unity current Account	DD	Agricultural Drainage	Drainage Board	E	33.27		33.27
20 Insurance Premiums	18/05/2023		Unity current Account	BACS	Insurance	AUGBL GBP Client NST Accoi	X	1,384.20		1,384.20
21 Audit Fees	18/05/2023		Unity current Account	BACS	Audit	Auditing Solutions Ltd	S	220.00	44.00	264.00
Total								4,161.24	180.22	4,341.46