

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 3rd July 2023, in the Tilney St Lawrence Village Hall.



Clerk: Jackie Christie

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

Email: clerk@tslclerk.org. Tel: 07424173331

Present: Cllr B Ayres (Chairman), Cllr J Day (Vice-Chairman), Cllr C Ayres, Cllr R Day, Cllr D Jones, Cllr D Rayner, Cllr C Webber, Mrs J Christie (clerk)

7:15pm - Attendance after signing Declaration of Acceptance: Cllr S Langley, Cllr G Miller.

Apologise for absence: Cllr P Cullen (unwell), Cllr H Greenwood, Cllr M Dix.

Cllr D Partridge left the meeting for a prior engagement after signing the Declaration of Acceptance.

1. To approve the Minutes of the meeting held on Monday, 05 June 2023. **Agreed - approved**
2. **and signed.**
3. To receive declarations of interests and to consider any written request for dispensation.
None.
4. **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).**
To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancies.
Three applications were received for the Parish Councillor vacancies in Tilney St Lawrence. A short interview with each candidate was conducted.
A vote took place by show of hands and agreed to co-opt the three candidates.
5. **To open the closed session**
The Chairman declared Mr Dean Partridge, Mr Shaun Langley and Mr Graham Miller. duly elected.
Cllr D Partridge left the meeting as he had a prior engagement.
6. **Public Participation**
No members of the public present
7. **To consider any police matters**
None.
8. **To receive the clerk's matters arising from last month's meeting.**
 - 1) Streetlamps Turning Blue.
The contractor has replied after the Clerk informed them about the possibility of the lamps turning blue due to delamination. He had passed this information on to the manufacturer who had not heard of this before. The contractors engineer has now replaced the reported lights.
The Chairman informed the meeting that two more, along with a day burner have also turned blue. This had been reported by the Clerk and the contractor will arrange replacements.
 - 2) New dog bin in Spice Chase – Cllr J Day and Cllr R Day have sited the new bin and the Clerk has informed Kings Lynn Borough Council dog waste collection team to add this bin to the round.

The Chairman thanked Cllr J Day and Cllr R Day for their hard work in fixing the new bin in place.

- 3) Burial grounds maintenance grant – A short discussion took place and it was **agreed** to wait to see if any future requests are received.

9. **Clerks Report**

- 1) [Parish Partnership Scheme](#) - Delivering local highway improvements in partnership with Town and Parish Councils. This scheme will be continued in the financial year 2023/24. Bids need to be in by 8 December 2023.

This funding is a 50/50 partnership however it does not include speed limits or waiting restrictions or any other Traffic Regulation Order.

It does include:

- Electric vehicle charging points.
- Speed Awareness Message (mobile signs, unit costs £4,000 to £5,000 plus ongoing maintenance costs. Could share cost with neighbouring Councils).
- Vehicle Activated Signs (fixed) cost around £6,000 if existing power supply or £6,500 for solar.
- School Keep Clear Markings
- 20mph signs with flashing lights outside schools.
- Trod footway.
- New bus shelters
- Village Gateways
- Others.

A discussion took place on possible future projects, and it was agreed that the bus shelter in Tilney Cum Islington was in need of replacement.

A previous quote had been received at the beginning of the year and a replacement shelter would be in the region of £9,000 plus VAT.

Clerk will contact the Parish Partnership Scheme for more information and an application form. Item to be included on the agenda for the September meeting.

10. **To receive reports:**

- 1) Chairman:

The Chairman informed the meeting that The Buck pub in the village had recently been taken over by the owners of the village shop. The owners were keen cricket fans and had asked the Chairman about the possibility of re-instating the cricket pitch at the village hall playing fields.

It appears that a pitch had been there previously, so it may be easy to re-instate it along with a small pavilion.

The Chairman stated that if this was viable, funding could be made available from the Dr Punsfer gift charity.

Cllr R Day mentioned that this had been brought to the attention of the village hall committee and they were in favour of the idea.

Clerk will facilitate a meeting at the village playing fields with both the Chairman of the village hall and Parish Council.

- 2) Footway lighting
None

- 3) Footpath and tree
None

- 4) Village hall
Cllr R Day had attended the committee meeting and had been informed that the minutes would be circulated to the Parish Council.

11. **Highways and footways**

None

12. To receive and consider Borough and County Council Issues

None.

13. Financial matters

14. To approve the June Bank Reconciliation – (appendix A)

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

- To agree the recommendation from the personnel committee that the employee's salaries are increased one scale point on the NJC pay spine – **Proposed..Cllr C Ayres...Seconded..Cllr J Day....Agreed**
- To approve the subscription for 2023 to SLCC (Society of Local Council Clerks) £10 joining fee and £139 subscription - **Proposed.....Cllr C Ayres.....Seconded.....Cllr J Day.....Agreed**
- To approve the purchase of The Clerks Manual 2023. (SLCC members £47.50 plus postage) - **Proposed....Cllr C Ayres.....Seconded.....Cllr J Day.....Agreed**
- To note that it was agreed to purchase a SIM card for use as the Parish Council phone due to the Clerk receiving Council business on her personal phone. Lyca mobile SIM purchased at £1.50pm for three months then £5pm thereafter for unlimited texts and phone calls and 2gb of data. This payment will be made under monthly clerks expenses. – **Noted**
- Clerk also informed the meeting that new hi-vis vests should be purchased in orange for the outside operative. The colour worn at present is yellow, however Health & Safety regulations state that if working on or near a highway an orange hi-vis is to be worn making it more visible to motorists.
Proposed....Cllr C Ayres.....Seconded.....Cllr J Day.....Agreed to purchase two printed orange hi-vis vests and one warm waterproof jacket in orange.
- Clerk informed the meeting that the outside operative has booked an appointment for a Hep. B vaccination. It was felt by Councillors that maybe the outside operative may not be aware of the rules around discarded syringes. The Clerk will email her informing her that under no circumstances should a syringe be picked up. It should be left in place and a call made to the Borough Council cleanup team informing them of the location.

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

16. To note the Quarterly budget figures from April to June 2023 – (appendix C)

17. To adopt the following Policies and Procedures for 2023:

- 1) *Complaints Procedure* – **Approved - Adopted**
- 2) *Disciplinary Policy* - **Approved - Adopted**
- 3) *Grievance Policy* – **Approved - Adopted**
- 4) *Appraisal Policy* – **Approved - Adopted**
- 5) *Financial and Operational Risk Assessment* – *should include reference to outside operative under heading employee* - **Approved - Adopted**

18. To Discuss CIL Income (Community Infrastructure Levy)

Total CIL balance = £3929.94

Discussed the possibility of using this towards a replacement bus shelter in Tilney Cum Islington. To include in September meeting when more information has been received from the Parish Partnership Scheme.

19. To consider any planning applications.

23/00814/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.

No comments

23/00815/LB - Listed Building Application: 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
No comments.

20. To note Borough Council planning decisions.

NONE

21. Progress on School Road junction H Bars.

It has been publicised that the owners of the public house (The Buck) are allowing vehicles to park in the pub car park to use the shop. This they hope will alleviate some of the parking taking place outside the village shop.

Cllr D Jones thanked the pub owners for their support, however he felt that this offer would not be taken up by many shoppers.

He also had concerns that the main cause of vehicles parking on this junction is by local residence, who unlike shoppers, leave their cars for long periods of time.

He requested an update as to the time frame left for the introduction of the H bars.

The clerk will request a completion date from the County Councillor and Jason Moores from Highways.

22. To receive and consider any general correspondence.
Funded Home Improvement Scheme.

The Clerk had received an email outlining that there were several fully funded home improvement schemes to assist individuals living within West Norfolk.

Although the Borough Council will be targeting mailouts and publishing this on relevant social media sites, they were keen to work with Parish councils at grass roots.

The Clerk will invite them to the September meeting where it can be discussed further.

23. To consider items for the next agenda.

- Food Bank for Tilney St Lawrence
- Social Media – Promoting the parish council in what it does etc.

Meeting closed at 20:46

Appendix A
Bank Reconciliation – June 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 30/06/2023		
	Cash in Hand 01/04/2023		40,996.53
	ADD		
	Receipts 01/04/2023 - 30/06/2023		28,087.18
			69,083.71
	SUBTRACT		
B	Payments 01/04/2023 - 30/06/2023		8,775.35
	Cash in Hand 30/06/2023		60,308.36
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2023	40.00	
	Unity Savings Account 30/06/2023	47,203.40	
B	TSB Deposit Account 30/06/2023	4,117.56	
	TSB Current Account 30/06/2023	4,556.39	
	Unity current Account 30/06/2023	4,391.01	
			60,308.36
	Less unrepresented payments		
			60,308.36
B	Plus unrepresented receipts		
	Adjusted Bank Balance		60,308.36
A = B Checks out OK			

Appendix B
Payments to Authorise & Items added.

Tilney St Lawrence Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST										
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
31 Street Light Electricity	08/06/2023		Unity current	DD	Electricity Charge	YU Energy	L	85.01	4.25	89.26
32 Street Light Electricity	08/06/2023		Unity current	DD	Electricity Charge	YU Energy	L	17.89	0.89	18.78
33 Grass Cutting	06/07/2023		Unity current	BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
34 Grass Cutting	06/07/2023		Unity current	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
35 Grass Cutting	06/07/2023		Unity current	BACS	Grasscutting	Heronwood Landscapes	X	493.75		493.75
36 Clerk Salary	06/07/2023		Unity current	BACS	Clerk Salary	Clerk	X	687.23		687.23
37 Outside Operative Salary	06/07/2023		Unity current	BACS	Erica Wages	Outside Operative	X	171.30		171.30
38 Travel Expenses	06/07/2023		Unity current	BACS	Clerks Expenses	Clerk	X	2.70		2.70
38 Subscriptions	06/07/2023		Unity current	BACS	Clerks Expenses	Clerk - Adobe	S	4.16	0.83	4.99
38 Office Allowance	06/07/2023		Unity current	BACS	Clerks Expenses	Clerk	X	26.00		26.00
38 Councillor dministration	06/07/2023		Unity current	BACS	Clerks Expenses	Clerk - USB sticks	S	11.66	2.33	13.99
38 Office Mobile SIM	06/07/2023		Unity current	BACS	Clerks Expenses	Clerk	X	1.50		1.50
Total								1,588.20	8.30	1,596.50

0 JULY 2023 (2023-2024)

**Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST - added**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
31 Street Light Electricity	08/06/2023		Unity current	Accoun DD	Electricity Charge	YU Energy	L	195.24	4.25	199.49
32 Street Light Electricity	08/06/2023		Unity current	Accoun DD	Electricity Charge	YU Energy	L	37.69	0.89	38.58
33 Grass Cutting	06/07/2023		Unity current	Accoun BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
Total								258.93	5.14	264.07

Appendix C

Budget – Qtr. 1 – April to June 2023

page 1

30 June 2023 (2023-2024)

Tilney St Lawrence Parish Council - Quarter 1 (01/04/2023 to 30/06/2023 - All Cost Centres and Codes)

	1st Quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Administration						
1 Clerk Salary			(N/A)	2,112.50	2,278.05	-165.55(-7%)
2 Clerks Office			(N/A)	75.00	52.00	23.00(30%)
4 Clerk Training/Meetings			(N/A)	50.00		50.00(N/A)
5 Stationary/Postage/Printing			(N/A)	18.75	10.16	8.59(45%)
6 Advertising			(N/A)			(N/A)
7 Professional & Legal Fees			(N/A)		39.00	-39.00(N/A)
8 Audit Fees			(N/A)	98.00	220.00	-122.00(-124%)
9 Insurance Premiums			(N/A)	371.25	1,384.20	-1,012.95(-272%)
10 Bank Charges			(N/A)	20.00		20.00(N/A)
11 Subscriptions			(N/A)	195.00	389.11	-194.11(-99%)
12 Website Charges			(N/A)	10.00	70.00	-60.00(-600%)
13 Travel Expenses			(N/A)	25.00	9.00	16.00(64%)
14 Chair/Vice Chair Expenses			(N/A)	25.00	14.00	11.00(44%)
48 Data Protection			(N/A)	8.75	35.00	-26.25(-300%)
53 Office Allowance			(N/A)		52.00	-52.00(N/A)
61 Election Expenses			(N/A)	312.47		312.47(N/A)
63 Councillor Administration			(N/A)			(N/A)
64 Office Mobile SIM			(N/A)			(N/A)
Sub Total for Administration			(N/A)	3,321.72	4,552.52	-1,230.80(-37%)
Amenities						
28 Village Hall Car Park			(N/A)			(N/A)
29 Security			(N/A)			(N/A)
30 Burial Grounds Maintenance			(N/A)	200.00		200.00(N/A)
Sub Total for Amenities			(N/A)	200.00		200.00(N/A)
Earmarked Reserves						
3 Office Equipment			(N/A)	62.50		62.50(N/A)
37 Outside Furniture			(N/A)	87.50		87.50(N/A)
52 CIL	500.00	571.33	71.33(14%)			(N/A)
55 Election Expenses			(N/A)	437.50		437.50(N/A)
56 CCTV			(N/A)	499.97		499.97(N/A)
57 Bus Shelters			(N/A)	874.97		874.97(N/A)
58 Neighbourhood Plan			(N/A)	250.03		250.03(N/A)
59 Streetlights			(N/A)	1,000.03		1,000.03(N/A)
Sub Total for Earmarked Reserves	500.00	571.33	71.33(14%)	3,212.50		3,212.50(N/A)
Income						
15 Precept	6,540.00	26,160.00	19,620.00(300%)			(N/A)
41 Bank Interest	25.00	6.74	-18.26(-73%)			(N/A)
42 Agricultural Rent	183.00	346.80	163.80(89%)			(N/A)
49 VAT refund	75.00		-75.00(N/A)			(N/A)
Sub Total for Income	6,823.00	26,513.54	19,690.54(288%)			(N/A)
Loan Repayment (2023-2024)						
32 CCTV Loan Repayment			(N/A)	285.50	571.05	-285.55(-100%)
33 LED Lighting Repayment			(N/A)	392.25		392.25(N/A)
Sub Total for Loan Repayment (2023-2024)			(N/A)	677.75	571.05	106.70(15%)
Open Spaces						
18 Street Light Electricity			(N/A)	407.00	341.45	65.55(16%)
19 Grass Cutting			(N/A)	1,218.75	520.47	698.28(57%)
20 Outside Operative Salary			(N/A)	450.00	403.23	46.77(10%)
21 Litter Picking Expenses			(N/A)	15.00	6.88	8.12(54%)
22 Bus Stops			(N/A)	62.50	1,075.00	-1,012.50(-1620%)
23 Village Gateways			(N/A)	75.00		75.00(N/A)
24 Notice Boards/Signs			(N/A)	25.00		25.00(N/A)
25 Dog Waste Bins Empty			(N/A)	175.00	520.00	-345.00(-197%)
26 Miscellaneous			(N/A)	50.00		50.00(N/A)

Appendix C
Budget – Qtr. 1 – April to June 2023 cont.

Page 2

30 June 2023 (2023-2024)

Tilney St Lawrence Parish Council - Quarter 1
(01/04/2023 to 30/06/2023 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
27 Drainage Rates		16.64	16.64 (N/A)	8.00	33.27	-25.27(-315%)
54 Sale of assets			(N/A)			(N/A)
60 Streetlights			(N/A)	62.53		62.53(N/A)
62 Dog Waste bins New			(N/A)		298.00	-298.00(N/A)
Sub Total for Open Spaces		16.64	16.64(N/A)	2,548.78	3,198.30	-649.52(-25%)
Other						
31 Grants			(N/A)	50.00		50.00(N/A)
40 Contingency			(N/A)	250.00		250.00(N/A)
Sub Total for Other			(N/A)	300.00		300.00(N/A)
TOTALS.....	7,323.00	27,101.51	19,778.51(270%)	10,260.75	8,321.87	1,938.88(18%)
NET Variance Quarter 1						21,717.39