

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 4th September 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 H Greenwood, Cllr D Jones, Cllr S Langley, Cllr G Miller, Cllr C Webber, Mrs J Christie (clerk)

Apologise for absence: Cllr M Dix, Cllr D Partridge, Cllr D Raynor.

1. To approve the Minutes of the meeting held on Tuesday, 04 July 2023. **Agreed - approved**
2. **and signed.**
3. To receive declarations of interests and to consider any written request for dispensation.
None.
4. **Presentation by Jacob Medlock (Housing Standards Officer (Energy Efficiency)).**
Jacob Metcalf outlined the Borough Councils fully funded home improvement schemes to assist individuals living within West Norfolk. These range from insulation to air source heat pumps. This scheme is available to residents living within the Norfolk area. The Borough Council are planning Beat The Bills events throughout the borough this winter and although this is something the Parish Council would be unable to facilitate, the clerk will pass on the information to the village Hall Committee.
Questions were raised and answered.
Councillors thanked Jacob for his time in attending.
Agreed to publicise on the council website and Facebook page.
5. **Public Participation**
None present.
6. **To consider any police matters**
None.
7. **To receive the clerk's matters arising from last month's meeting.**
 - 1) Councillors thanked Cllr J Day and Cllr R Day who replaced the dog bin in Tilney Cum Islington – due to the missing lid from the old one.
 - 2) Two Hi-Vis vests have been purchased in orange for the outside operative. This colour is in keeping to H&S guidelines for highway working.
8. **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 2024/25. Bids need to be in by 8 December 2023. If successful the partnership scheme would fund a project on a 50/50 basis.
A discussion took place and it was agreed to consider a replacement bus shelter in High Road, Tilney cum Islington with a modern glazed shelter.

Due to this shelter backing onto a private residence front garden it was agreed a shelter with only glass side panels and a full closed in back should be used, this would allow privacy to the resident but visibility within the shelter to see approaching busses along with a safer environment when waiting in the shelter.

Clerk will consult with the neighbours and get quotes for a replacement shelter and put a bid forward.

- 2) *More streetlamps seem to be turning blue. I have requested the contractor change ALL lamps to save time.*

Reply received from contractor stating he had asked the supplier for an update as to why the lamps are turning blue and is awaiting a response.

The chairman along with Cllr C Ayres walked the Parish checking on the lights and recorded approximately forty four lamps with a problem.

Clerk will chase up the contractor.

It was agreed to take a full audit of streetlamps. The Chairman along with Cllr C Ayres will conduct this audit.

- 3) *Clerk received a complaint about the overgrown strip of land in Westfields Close and that the brambles and weeds were covering the footway making it hard to walk along.*

As the Clerk is unable to track down the landowner, Christ Smith, a local garden maintenance contractor was asked to clear the footway of weeds and brambles,,the charge was £60. This amount will be recovered from the owners of the land when the clerk has a contact for them.

A complaint had been lodged with Kings Lynn Borough Council in July of alleged untidy land with a status of pending consideration.

The officer dealing with the complaint agreed the land needed to be cleared.

Awaiting Borough Council updates.

- 4) *Late Item – Planning Update* – The Borough council are running planning update sessions on 10th and 18th of October. Councillors are invited to attend. Members would email the Clerk with their request to attend and clerk will book a place.

9. To receive reports:

1) Chairman

- The chairman reported that the outside operative used a 6' litter picker for use in the dykes/rivers. As this was a rather bulky item to carry, she would use it around the edges of the dykes then leave it while she finished off the general litter clearing and go back to collect it. Unfortunately, being school holidays, a group of children were around and took the litter picker and threw it in the river. As this litter picker was used to prevent her from going into the dykes the Chairman used his discretion and instructed her to purchase another at £30.
- The Chairman had been in discussion with the Chair of the village hall committee regarding the re-introduction of a cricket pitch.
Requests had been made to an Astro Turf company for a quote to gauge the cost, however none had been received.
This would be a valuable asset for the village and the Chairman would endeavour to find other companies to quote.
Funding could be found from a collaboration between the Sports Council, Dr Punsfer gift charity and possibly Parish Council CIL income.

2) Footway lighting

Dealt with in 8.2 above.

3) Footpath and trees

None to report.

4) Village hall

No report as Cllr R Day was on holiday.

10. Highways and footways

1) *Highways Community Rangers are due to visit in October.*

- Trees in spice Chase (address to be confirmed) are overhanging the highway making large lorries/tractors avoid them by driving on the other side of the road or hitting the branches causing them to break off. It is believed these trees are privately owned and this would need to be brought to the attention of the Borough council. Clerk will advise them when address known.
- It was reported that the flashing amber school light in School Road was concealed in overgrown hedging from a private dwelling. Cllr Webber spoke to a family member who informed her that the residence are unable to deal with the issue due to disabilities.
As the hedge has obscured the sunlight from the solar panel and hidden the lights along with the bottom amber light cover missing, the Clerk will inform the rangers if they could cut back the obstructing hedge and check the lights to see if they are still working.
- A large haunch has appeared outside no. 89 Church Road on the road/grass verge. Clerk to report to rangers.
- The 30mph sign coming from Antioch Bridge to the village is again obscured by trees – Clerk to report to Rangers.

11. Financial matters.

1) *To approve the July Bank Reconciliations. (appendix A)*

Proposed...Cllr Webber.....Seconded.....Cllr C Ayres.....Approved.

2) *To approve the August Bank Reconciliation (appendix B)*

Proposed...Cllr Webber.....Seconded.....Cllr C Ayres.....Approved.

3) *To note payments made to 6th August - (appendix C)*

These payments have already been approved by the Chairman due to August recess - **Noted**

4) *To approve Payments to 6th September - (appendix D). along with an added item to Elmcroft Garden Care for £60.*

Proposed...Cllr Webber.....Seconded.....Cllr C Ayres.....Approved.

12. AGAR

To note the external auditors have completed [Section 3](#) and issued the certificate. – **Noted.**
To agree to publicise the 'Notice of Conclusion of Audit' from Friday 8th September to Friday 29th September 2023. – **Agreed.**

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

1) [Social Media Policy](#) – Adopted.

14. To Discuss CIL Income (Community Infrastructure Levy)

Total CIL balance = £3929.94
As discussed in 8.1 above.

15. To consider any planning applications.

1) [23/00885/F](#) - Construction of new dwelling, detached garage and associated works at Land And Former Semi Detached Cottage Buildings at 30 And 32, Church Road - **No comments.**

16. To note Borough Council planning decisions.

NONE

17. Progress on School Road junction H Bars.

Clerk emailed Jason Moores at highways requesting a date for painting H Bars. Reply as below:

Good Morning all, I am glad to say we have overcome the problematic agreement that we encountered with Norfolk Constabulary, the order has been given to our contractor to attend and complete the lining, please bear with me I will need to check where this sits on their programme of works, as you can imagine they are very busy currently undertaking lining post surface dressing works, however I will ask that this is prioritised.

The concerns raised by Norfolk Police were valid as they have no enforcement capabilities on H Bars, however they will monitor the situation and use their powers to enforce inappropriate parking.

Cllr D Jones raised his concerns as to how long this issue had been going on for.

He noted that it was mentioned in the 2005/06 Parish Plan that residence had grave concerns with regards to the corner next to the village shop along with the police who were monitoring the area.

A discussion took place and all Councillors agreed that something had to be done.

It was **agreed** to set up meetings with the Borough Council Leader Cllr Terry Parish and the MP Liz Truss.

Clerk will draft email to Cllr Terry Parish and send to the Chairman and Cllr D Jones for their input then copy to Liz Truss MP.

18. To discuss the possibility of a Food Bank for the area.

A discussion took place, and it was agreed this would be welcomed by the residence.

The siting of this could be a problem as it would need to be central to the village.

Cllr C Webber will ask in the Buck Inn if it would be possible to use a small part of their car park.

If this was not forthcoming to look into the possibility of a small wooden market stall type table to be fixed outside the village hall.

19. To discuss social media options for the Council.

The council have a website, Nextdoor and Facebook page.

The Nexdoor site was hard to set up as a stand alone site as charges would apply, so it is run under the umbrella of the clerks login.

The Facebook page has been set up on the clerks login, however traffic to this site is poor.

Cllr S Langley will look at how better to promote Facebook to encourage more visitors.

20. To receive and consider any general correspondence.

None.

21. To consider items for the next agenda.

School Road junction.

22. 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).

1) Grant Application – [email received - Accounts](#)

A grant request had been received from Tilney St Lawrence Church requesting support towards the churchyard grass cutting.

Their accounts were received, and consideration was given to the request.

The budget for 2023/24 allowed for a grant of £800 for the churchyard grass cutting – **Discussed £800 as per budget.**

Proposed...Cllr B ayres.....Seconded.....Cllr C Ayres.....Agreed

Meeting close – 9:12pm.

Appendix A – July Bank Reconciliation

Bank Reconciliation at 30/07/2023			
	Cash in Hand 01/04/2023		40,996.53
	ADD		
	Receipts 01/04/2023 - 30/07/2023		28,346.55
			69,343.08
	SUBTRACT		
	Payments 01/04/2023 - 30/07/2023		11,365.48
A	Cash in Hand 30/07/2023 (per Cash Book)		57,977.60
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2023	40.00	
	Unity Savings Account 31/07/2023	47,460.57	
	TSB Deposit Account 31/07/2023	4,119.76	
	TSB Current Account 31/07/2023	3,771.94	
	Unity current Account 31/07/2023	2,585.33	
			57,977.60
	Less unrepresented payments		
			57,977.60
	Plus unrepresented receipts		
B	Adjusted Bank Balance		57,977.60
A = B Checks out OK			

Appendix B – August Bank Reconciliation

Bank Reconciliation at 30/08/2023			
	Cash in Hand 01/04/2023		40,996.53
	ADD Receipts 01/04/2023 - 30/08/2023		28,349.07
			69,345.60
	SUBTRACT Payments 01/04/2023 - 30/08/2023		13,081.84
A	Cash in Hand 30/08/2023 (per Cash Book)		56,263.76
	Cash in hand per Bank Statements		
	Petty Cash 30/08/2023	40.00	
	Unity Savings Account 30/08/2023	45,460.57	
	TSB Deposit Account 30/08/2023	4,122.28	
	TSB Current Account 30/08/2023	3,771.94	
	Unity current Account 30/08/2023	2,868.97	
			56,263.76
	Less unrepresented payments		
			56,263.76
	Plus unrepresented receipts		
B	Adjusted Bank Balance		56,263.76
A = B Checks out OK			

Appendix C – Payments made to 7th August 2023

24 August 2023 (2023-2024)

Tilney St Lawrence Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
42 Subscriptions	06/07/2023		Unity current Account	BACS	SLCC Subscriptions	SLCC	E	149.00		149.00
43 Stationary/Postage/Printing	06/07/2023		Unity current Account	BACS	Clerks Manual 2023	SLCC Enterprises	S	4.00	0.80	4.80
43 Books & Publications	06/07/2023		Unity current Account	BACS	Clerks Manual 2023	SLCC Enterprises	Z	47.50		47.50
44 Clerk Salary	04/08/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	663.00		663.00
45 Outside Operative Salary	04/08/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	137.04		137.04
46 Grass Cutting	04/08/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
46 Grass Cutting	04/08/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	393.50		393.50
47 Travel Expenses	04/08/2023		Unity current Account	Clerks Expenses	Clerks Expenses	Clerk	X	2.70		2.70
47 Office Allowance	04/08/2023		Unity current Account	Clerks Expenses	Clerks Expenses	Clerk	X	26.00		26.00
47 Office Mobile SIM	04/08/2023		Unity current Account	Clerks Expenses	Clerks Expenses	Clerk	X	1.50		1.50
48 Subscriptions	04/08/2023		Unity current Account	Clerks Expenses	Software	Adobe Systems	S	4.16	0.83	4.99
49 Stationary/Postage/Printing	04/08/2023		Unity current Account	Clerks Expenses	Stationary - Paper	Triton Media - Amazon	S	21.58	4.32	25.90
50 Litter Picking Expenses	04/08/2023		Unity current Account	Clerks Expenses	Safety Clothing - Hi Vis vests	Value Products Ltd	S	18.99	3.79	22.78
51 Councilor Administration	04/08/2023		Unity current Account	Clerks Expenses	Lanyards	We Print Gifts Ltd	S	21.36	4.27	25.63
52 Street Light Electricity	07/08/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	18.12	0.91	19.03
53 Street Light Electricity	07/08/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	77.42	3.87	81.29
54 Grass Cutting	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
55 Audit Fees	01/08/2023		Unity current Account	BACS	Audit	PKF Little John LLP	S	210.00	42.00	252.00
56 LED Lighting Repayment	03/07/2023		TSB Current Account	DD	PWLB Loan Repayment	PWLB	X	784.45		784.45
57 Bank Charges	30/06/2023		Unity current Account	FEE	Bank charges	Unity Bank	E	18.00		18.00
58 Grass Cutting	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
59 Grass Cutting	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	393.50		393.50
60 Clerk Salary	06/09/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	663.00		663.00
61 Outside Operative Salary	06/09/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	171.30		171.30
Total								3,974.12	60.79	4,034.91

Invoiced & Payment approval

Appendix D – Payments made to 6th September 2023

31 AUGUST 2023 (2023-2024)

Tilney St Lawrence Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
54 Grass Cutting	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
58 Grass Cutting	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
59 Grass Cutting	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	393.50		393.50
60 Clerk Salary	06/09/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	663.00		663.00
61 Outside Operative Salary	06/09/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	171.30		171.30
62 Subscriptions	06/09/2023		Unity current Account	BACS	Software	Adobe Systems	S	4.16	0.83	4.99
63 Stationary/Postage/Printing	06/09/2023		Unity current Account	BACS	Stationary - Archive Boxes	Amazon	S	22.57	4.52	27.09
64 Clerks Office	06/09/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	26.00		26.00
65 Office Mobile SIM	06/09/2023		Unity current Account	BACS	Office Mobile SIM	Lyca Mobile	S	1.25	0.25	1.50
Total								1,368.78	5.60	1,374.38

1 September 2023 (2023-2024)

Tilney St Lawrence Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
66 Weed Clearing	06/09/2023		Unity current Account	BACS	Weed & Bramble removal	Elmcroft Garden Care	X	60.00		60.00
Total								60.00		60.00