

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 6th November 2023, in the Tilney St Lawrence Village Hall.



Clerk: Jackie Christie

Cornwall Lodge, 1, Church Road, Wiggshall 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 M Dix, Cllr H Greenwood, Cllr S Langley, Cllr G Miller, Cllr D Partridge, Cllr D Raynor, Mrs J Christie (clerk), Cllr M Napier joined the meeting after her co-option.

Apologise for absence: Cllr C Webber, *Cllr D Jones*.

1. To approve the Minutes of the meeting held on Monday, 02 October 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).**

One application was received for the Parish Councillor vacancy in Tilney St Lawrence.

A short interview with the candidate was conducted.

The candidate left the meeting and a vote took place by show of hands and agreed to co-opt the candidate.

5. **To resolve to open the closed session.**
Michelle Napier was duly appointed and her Declaration of Acceptance of Office of co-opted member was signed.
6. **Public Participation.**
None present.
7. **To consider any police matters**
None.
8. **To receive the clerk's matters arising from last month's meeting.**
 - 1) *All highway/footway issues have been reported to Rangers.*
 - 2) *CCTV at the village hall has been repaired. It turned out to be a faulty switch.*
9. **To receive reports:**
 - 1) **Chairman**
The Chairman updated the meeting on the possibility of providing an all-weather cricket pitch on the village playing field.
He had received two quotes for an Astro Turf Pitch in the region of £5,000.
To include this item on next agenda.

2) Footway lighting

Councillors were concerned that there had been slow progress on replacing the blue light streetlamps.

The Clerk had been in contact with the contractor with concerns as to the necessity of urgent replacement due to darker nights and the safety of road and footway users. The response was that it is in hand and the manufacturers had proposed a solution.

The Clerk will chase up the contractor again and request urgent attention.

The Clerk will check over the contract with the company to identify if they could be in breach of contract and report back to next meeting.

3) Footpath and trees

None.

4) Village hall

The refurbishment of the ladies and gents toilets has been completed and the contractors are due to refurb the disabled toilet shortly.

10. Highways and footways

Dealt with under item 20 below.

11. To receive and consider Borough and County issues.

NONE

12. Replacement bus shelter in Tilney cum Islington.

Three quotations were received.

Councillors discussed the quotations received and selected Westcotec quotation of £9,249.00.

This price includes dismantling the existing shelter and erecting a 2.1m wide x 1.3m deep x 2.24m high Polyester powder coated aluminium frame and back with 5mm Polycarbonate sides and roof. Clerk will apply to the Parish Partnership Fund for a 50% grant towards the cost.

Proposed...Cllr D Raynor.....Seconded.....Cllr S Langley...One abstention.....Agreed.

13. Existing bus shelter glass replacement.

The Chairman reported that the couple of glass panels have been broken in the bus shelters in St Johns Road,

It appears that glass panels may not be suitable in the long term as the more claims against the council's insurance is made, the more likely the premiums will go up.

Councillors perused the quotations received ranging from £1,700 to £2,913.

A discussion took place as to the possibility of replacing these in house.

The Chairman will measure up obtain quotes for Perspex and report back.

It was also discussed that it may be a better solution to only replace the broken panes with Perspex and see what happens to the rest of the glass panels.

To include on next agenda.

14. Replacement Notice Board for TSL

The notice board in Tilney St Lawrence village was looking shabby and, due to the doors not being able to be locked someone in the village had removed Parish Council notices and replaced them with their own.

The Clerk will get prices for a replacement Lockable notice board and report back to the next meeting.

15. Financial matters.

1) To approve the October Bank Reconciliations. (appendix A)

Proposed...Cllr B Ayres Seconded.....Cllr C Ayres Approved.

2) **To approve Payments to 8th November 2023 - (appendix B).**

Proposed...Cllr C Ayres.....Seconded.....Cllr D Raynor.....Approved.

3) **Receipts:**

Unity Interest received –	30/09/2023 = £311.34
Agricultural Rent received –	21/10/2023 = £370.38
CIL Income received –	30/10/2023 = £4,992.79
	<u>Total £5674.51</u>

Noted.

16. **To discuss the draft budget for 24/25** (already circulated via email)

The Clerk outlined the proposed budget for 2024/25.

Discussion took place and it was felt that as the street light electricity budget should be increase considerably as the contract was due to end in August 2024 and that this contract had been taken out on a three year fixed sum. (before the electricity price hike).

Also the insurance budget should be increased.

These above increases would not impact on the precept as there were adequate funds in reserves to cover such unforeseen eventualities.

17. **To Discuss CIL Income** (Community Infrastructure Levy)

Total CIL balance = £9494.06

No new projects discussed. Include on next months agenda.

18. **To consider any planning applications.**

- 1) [23/01810/F](#) - Single-storey rear extension including front porch and demolition of existing outbuilding. at 35 Church Road, Tilney St Lawrence

No comments.

- 2) [23/01840/F](#) - Proposed ground floor extension and upgrades to the existing property at Sycamore Farm at Chapel Road, Tilney Fen End.

No objections. Comments – enhance street scene.

19. **To note Borough Council planning decisions.**

NONE

20. **Progress on School Road junction H Bars.**

The Chairman, Cllr D Jones and the Clerk met with Liz Truss MP on Thursday 5th October.

Liz Truss MP was given the history of this junction and the concerns of the Parish council and residence. A site visit then took place.

Liz Truss MP supports the parish councils' concerns regarding the junction and in the implementation of H Bars and has contacted Norfolk County Highways to find out why it is taking so long and request that they are put as a priority on the works schedule. The reply received stated the lines should be in place by 3rd November, however to the date of the meeting no H bars had been marked out.

21. **Food Bank update.**

Due to Cllr C Webbers absence – defer to December meeting.

22. **Social media update.**

Due to the lateness of the meeting – defer to December meeting.

23. **To receive and consider any general correspondence.**

Invitation to councillors to attend the Armistice Day Remembrance and Wreath Laying at Tilney St Lawrence Church War Memorial on Saturday 11th November at 10:45am and Remembrance Day with Wreath Laying at Terrington St Johns Church on Sunday 12th November at 10:30am.

24. To consider items for the next agenda.

Meeting close – 9:18pm.

Appendix A – Bank Reconciliation to 31 October 2023

1 November 2023 (20

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: _____

	Bank Reconciliation at 31/10/2023		
	Cash in Hand 01/04/2023		40,996.53
	ADD		
	Receipts 01/04/2023 - 31/10/2023		34,563.65
			75,560.18
	SUBTRACT		
	Payments 01/04/2023 - 31/10/2023		17,503.78
A	Cash in Hand 31/10/2023 (per Cash Book)		58,056.40
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	40.00	
	Unity Savings Account 31/10/2023	40,771.91	
	TSB Deposit Account 31/10/2023	4,128.46	
	TSB Current Account 31/10/2023	3,200.93	
	Unity current Account 31/10/2023	9,915.10	
			58,056.40
	Less unrepresented payments		
			58,056.40
	Plus unrepresented receipts		
B	Adjusted Bank Balance		58,056.40
	A = B Checks out OK		

Appendix B – Payments made to 8th November 2023

1 November 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
79 Grass Cutting	08/11/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
80 Grass Cutting	08/11/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
81 Grass Cutting	08/11/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	393.50		393.50
82 Street Light Electricity	09/10/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	75.89	3.79	79.68
83 Street Light Electricity	09/10/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	17.64	0.88	18.52
84 Election Expenses	08/11/2023		Unity current Account	BACS	Election Expenses	Borough Council	S	91.00	18.20	109.20
87 Clerk Salary	06/11/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	663.00		663.00
88 Outside Operative Salary	06/11/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	137.04		137.04
89 Litter Picking Expenses	08/11/2023		Unity current Account	BACS	Outside Operative Expenses	Picklitter	S	44.40	8.88	53.28
90 Litter Picking Expenses	08/11/2023		Unity current Account	BACS	Refuse Sacks	Tesco	S	2.21	0.44	2.65
91 Clerks Office Allowance	08/11/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	26.00		26.00
91 Travel Expenses	08/11/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	8.10		8.10
92 Clerks Office IT Software	08/11/2023		Unity current Account	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
93 Clerks Office IT Software	08/11/2023		Unity current Account	BACS	Clerks Expenses	Microsoft	S	103.00	20.60	123.60
94 Office Mobile SIM	08/11/2023		Unity current Account	BACS	Office Mobile SIM	Lycra Mobile	S	3.25	0.65	3.90
95 Councillor Administration	08/11/2023		Unity current Account	BACS	USB sticks for new councillors	Amazon	S	4.95	0.99	5.94
96 CCTV	08/11/2023		Unity current Account	BACS	USB sticks for new councillors	Core Technology Projects Ltd	S	814.50	162.90	977.40
Total								2,475.64	218.16	2,693.80

6 November 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
97 Contingency	06/11/2023		Petty Cash	Cash	Poppy Wreath	Royal British Legion	X	30.00		30.00
98 Grass Cutting	08/11/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
99 Grass Cutting	08/11/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
100 Grass Cutting	08/11/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	393.50		393.50
101 Street Light Electricity	08/11/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	18.05	0.90	18.95
102 Street Light Electricity	08/11/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	87.82	4.39	92.21
Total								616.37	5.29	621.66