

Tilney St. Lawrence Parish Council

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

Notice is hereby given, and all members of the Council are summoned to attend the Annual Meeting of the Parish Council to be held 7pm Monday, 03 June 2024 in the Tilney St Lawrence Village Hall.

Information for councillors and members of the public & press:

For the protection of the public, Council members, and staff, the following COVID-19 risk mitigation measures will be in place:

- Please do not attend the meeting if you feel unwell, or if you are required to self-isolate for any reason.
- Please arrive five minutes before the time of the meeting. Late arrivals may not be admitted.
- Councillors are requested to wear their Parish Council identification lanyards.

At the agenda item for public participation, 15 minutes is set aside when a short statement may be made, or a question asked, individual members of the public may speak for a maximum of 5 minutes. If you wish to speak when invited by the chairman, please raise your hand and wait to be asked. A question shall not require a response, nor start a debate. The chairman may direct a written or oral response to be given. Members of the public should not speak at any other time unless otherwise indicated on the agenda.

Please note that the meeting may be recorded, and attendees' images captured.



Clerk: Jackie Christie

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

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

Agenda

1. To note members' attendance and to receive apologies for absence.
To note the resignation of Claire Webber due to personal and health issues.
2. To approve the [Minutes](#) of the meeting held on Monday, 13 May 2024.
3. To receive declarations of interests and to consider any written request for dispensation.
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 for TCI ward and to co-opt a candidate to fill the existing vacancy if appropriate.
5. **To resolve to open the closed session.**
To welcome the new Councillor and for them to sign the Declaration of Acceptance of Office and code of Conduct.
6. **Public Participation**
 - 1) *To receive representations relating to matters on the agenda.*
 - 2) *To receive representations or questions on other matters.*
7. **To receive the clerk's matters arising from last month's meeting.**
 - 1) Replacement Bus Shelter in Tilney Cum Islington – Completed on Friday 24th May.
To approve the quotation from Gladson as per attached.
 - 2) The railings on the tunnel (bridge) at the end of New Road which goes over Smeeth Lode (drain) is in need of painting – The Clerk has contacted Highways, and the reply was as follows:

I was passed your email by Jay, In relation to painting of the parapet fence, I have a full painting program this year for the allocated budget, if anything on the program drops out, I will take a look at TF51305 and see if it meets the criteria for repainting.

8. Clerks Report.

- 1) Replacement Tilney Cum Islington gateway sign – I have tracked down the original company the village gateways and signs were purchased from and requested a quotation for a replacement name sign. The amount is above the approved delegated to clerk spend of £150 due to the delivery charge.

The price quoted for a like for like replacement from Glasdon is attached. (**appendix A**)

- 2) The following Policies were deferred from the May meeting due to the new model Financial Regulations 2024 being received from NALC. These would need to be reviewed and adapted for Tilney St Lawrence Parish. Due to a personal issue for the clerk this has not been completed and would request a further deferment until the July meeting.

Council's effectiveness of its Policies and Regulations:

To approve to defer the following policies for adoption:

Financial Regulations –

Financial & Operational Risk Assessment

Annual Review Effective Internal Control.

9. To receive reports:

- 1) *Chairman*
- 2) *Footway lighting*
- 3) *Footpath and tree*
- 4) *Village hall*

10. Highways and footways

11. To receive and consider Borough and County Council Issues

12. To consider any police matters

13. Financial matters

- 1) *To approve the May Bank Reconciliation – (**appendix B**)*

Proposed.....**Seconded**.....

- 2) *To approve Payments to 6th June 2024, including any late payments reported by the clerk, and to note contractual payments., (**appendix C**)*

Proposed.....**Seconded**.....

- 3) *Budget Transfer* - Now that the replacement bus shelter has been replaced and funded from CIL budget - to **Resolve** to set up a new Village Green reserve account and transfer £2,500 from Bus shelters to the new account. This would allow for future feasibility studies to take place on the viability of a Village Green.

Proposed.....**Seconded**.....

- 4) To note receipts to 29th May 2024:

Agricultural rent now received from the late Mr Savage estate - £710.95

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

Total CIL balance =	£7,313.04
Earmarked - Replacement bus shelter -	£4,624.50
Bal	£2,688.54

15. **To consider any planning applications.**

None.

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

- 1) 24/00680/LDP - Tilney St Lawrence County Primary School - Application for a Lawful Development Certificate for the proposed demolition of existing detached classroom block and construction of a replacement classroom block of similar proportions and material finishes - Would be Lawful 23 May 2024 Delegated Decision.

17. **Village Green**

Now that the replacement bus shelter has been replaced and part funded from CIL budget - to **Resolve** to transfer £2,500 from bus shelters reserve to a new Village Green reserve account. These funds would allow the Parish Council to implement a feasibility study as to resident's views, cost implications, etc.

The Clerk has attached a draft copy of a poster and survey form - **.(appendix D)**

A draft survey form is also in electronic format so that it can be downloaded from the website or sent via email, filled in and returned to the clerk.

Copies could also be left in the village shop and the Post Office and popped into a collection box or emailed to the Clerk. Permission would need to be sought from the Village Shop and Post Office owners.

Publicity would be via posters, website, Facebook and Nextdoor sites.

18. **Cycle Rack Grant** –

Clerk has received three quotes as required by the West Norfolk Community Cycle scheme conditions.

The Village Hall committee would like to see these in a galvanised steel finish.

Quotes have been emailed with agenda.

To agree to purchase from.....at a cost of.....

Proposed.....Seconded.....

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

None

20. **To consider items for the next agenda.**

21. **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) To discuss the email received by the Clerk re: New replacement bus shelter in Tilney cum Islington.

Meeting closed:

Appendix A

Glasdon quotation for replacement Tilney cum Islington name sign



Quote

Jackie Christie
Tilney St Lawrence Parish Council
Cornwall Lodge
1 Church Road
Wiggenhall St. Mary The Virgin
King's Lynn
Norfolk
PE34 3EH

17/05/2024
EQ70104729

Email: shelley.connor@glasdon-uk.co.uk



Account Code: 590141571

	Qty	Unit Price	Total Price
 Replacement Gateway Sign to read 'TILNEY CUM ISLINGTON' (360mm x 980mm). * Please refer to the attached visual. Product Information Product News Product Videos Product Warranty	1	£149.74	£149.74
Sign Fixing Kit - 183/2101 * Please refer to the installation instructions attached in the email.	1	£50.72	£50.72

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 16/06/2024

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to NORFOLK	£12.50
Total (excluding VAT)	£212.96

[Go to Online Checkout](#)

Complete this order using our online checkout (fastest option)

Brochures



We'll plant a tree for every Quote request we receive.

You can also keep track of our tree-planting initiatives
via our virtual forest at <https://ecologi.com/glasdonuk>



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Appendix B
Bank Reconciliation May 2024

	Bank Reconciliation at 29/05/2024		
	Cash in Hand 01/04/2024		46,735.88
	ADD		
	Receipts 01/04/2024 - 29/05/2024		34,050.62
			80,786.50
	SUBTRACT		
	Payments 01/04/2024 - 29/05/2024		14,533.46
A	Cash in Hand 29/05/2024 (per Cash Book)		66,253.04
	Cash in hand per Bank Statements		
	Petty Cash	29/05/2024	10.00
	Unity current Account	29/05/2024	5,380.60
	TSB Current Account	29/05/2024	381.48
	TSB Deposit Account	29/05/2024	0.00
	Unity Savings Account	29/05/2024	60,480.96
			66,253.04
	Less unrepresented payments		
			66,253.04
	Plus unrepresented receipts		
B	Adjusted Bank Balance		66,253.04
	A = B Checks out OK		

Appendix C
Payments to 6th June 2024

29 May 2024 (2024-2025)

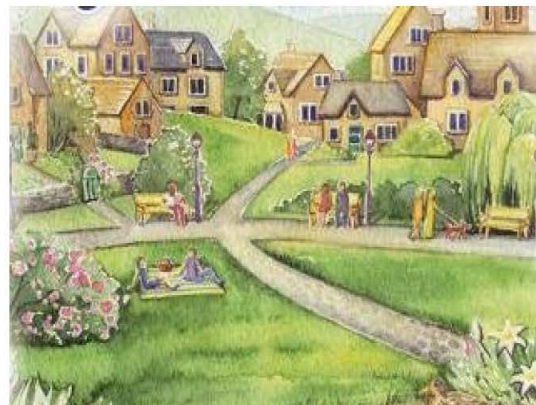
Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	Clerk Salary	06/06/2024		Unity current Accoun	BACS	Clerk Salary	Clerk	X	706.33		706.33
33	Outside Operative Salary	06/06/2024		Unity current Accoun	BACS	Erica Wages	Outside Operative	X	180.50		180.50
34	Travel Expenses	06/06/2024		Unity current Accoun	BACS	Clerks Expenses	Clerk	X	2.70		2.70
34	Office Allowance	06/06/2024		Unity current Accoun	BACS	Clerks Expenses	Clerk	X	26.00		26.00
35	Clerks Office software	06/06/2024		Unity current Accoun	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
36	Office Mobile SIM	06/06/2024		Unity current Accoun	BACS	Office Mobile SIM	Lyca Mobile	S	3.25	0.65	3.90
37	Domain Registration	06/06/2024		Unity current Accoun	BACS	Domain Name Registration	123 Reg	S	14.03	2.81	16.84
Total									936.97	4.29	941.26

TILNEY ST LAWRENCE PARISH COUNCIL



WOULD YOU LIKE A VILLAGE GREEN?



The Parish Council are looking for your views on providing a village green.

Situated within the heart of the community the village green would be a central place for residents to perhaps feed the ducks, sit and relax. It would provide a habitat for wild butterflies and insects, hopefully encourage newts and frogs. Birds could nest in the hedgerow or feed from the berries.

To pursue a village green idea, it does need the support of the community.

It is anticipated that land would be gifted to the Parish Council and grants obtained to provide hedging, wildflowers, accessible paths etc.

Views are also sought on residence taking an active role in the upkeep and maintenance of the village green, perhaps planting daffodil bulbs, wildflower seeds.

However, none of this will be possible unless residents are in support of the project.

A survey has been produced and is available in the local village shop on the corner of St Johns Road/ School Road, the Post office in Magdalen Road, for download on the Parish council website: www.tilneystlawrence-pc.gov.uk or you can email the clerk for a copy on: clerk@tilneystlawrence-pc.gov.uk

The survey will be available to complete until 31st August 2024.

Please support your Parish Council by filling out the survey form it will only take a few minutes.

Thank you.



TILNEY ST LAWRENCE PARISH COUNCIL

Village Green Survey

Full Name _____

Contact Phone _____

Address _____

Would you be interested in the Parish council providing a village green?(please tick one answer).

☐ Yes

☐ Not bothered either way

☐ No

☐ Other (Please specify)

Would you be willing to join a working party? (please tick one answer only)

☐ Yes

☐ No

☐ Maybe

Do you have any suggestions on a village green in Tilney St Lawrence?

Thank you for taking the time to complete our questionnaire.
Your feedback will help us make an informed decision.