

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, 13 May 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.
2. To receive nominations for and to elect a chairman for the year.
To record the signing of Declaration of acceptance of office – Chairman
3. To receive nominations for and to elect a Vice-Chairman for the year.
To record the signing of Declaration of acceptance of office – Vice-Chairman.
4. To approve the Minutes of the meeting held on Monday, 08 April 2024.
5. To receive declarations of interests and to consider any written request for dispensation.
6. To welcome Mr Tom Goodley and Daniel Wallage who will explain their ideas and plans regarding the possibility of a village green on part of land owned by Goodley Farms on the corner of Church Road/St Johns Road.
7. **Public Participation**
 - 1) *To receive representations relating to matters on the agenda.*
 - 2) *To receive representations or questions on other matters.*
8. **To resolve** that budgetary matters will continue to be dealt with by full council.
9. **To resolve** on the appointment of the chair and vice-chair to the personnel committee.
10. **To consider** the appointment of any new committees in accordance with standing order 5
11. **To receive** and consider nominations for committees, if any.

12. **To Approve** the Council's effectiveness of its Policies and Regulations:
 - 1) *These have already been circulated to Council members and comments/recommendations are as below: All circulated with agenda.*
 - 2) **Standing Orders.**
To resolve to approve the Parish Council's Standing orders for 2024/25.
 - 3) **Financial Regulations –**
To resolve to approve the Parish Council's Financial Regulations for 2024/25 – *The NALC has just issued a new model financial regulations document. Our finance regs are still within the legal framework, however it would be advisable to review and update – this could be done for the June meeting.*
 - 4) **Payment Authorisation Procedure.**
To resolve to approve the Payment Authorisation Procedure for 2024/25.
 - 5) **Financial & Operational Risk Assessment**
To resolve to approve the Financial & Operational Risk Assessment for 2024/25 – *defer if finance regs deferred.*
 - 6) **Annual Review Effective Internal Control.**
To resolve to approve the Parish Council's Annual Review Effective Internal Control for 2024/25.
- *defer if finance regs deferred.*
 - 7) **Planning Policy**
To resolve to approve the Parish Council's Planning Policy for 2024/25.
 - 8) **Data Protection Policy**
1) To resolve to approve the Parish Council's Data Protection Policy for 2024/25.
 - 9) **CCTV Policy**
To resolve to approve the CCTV policy for 2024/25.
13. **Review of representation on or work with external bodies and arrangements for reporting back.**
 - 1) *Village Hall -Clerk receives village hall committee meeting minutes monthly.*
 - 2) *Police matters – All councillors have access to emailed newsletters.*
14. **Review of arrangements and legal agreements with external bodies and businesses.**
 - 1) *PWLB loan – Ongoing until 2029*
 - 2) *Brickyard Lease – Lease still within date.*
15. **Confirmation of arrangements for insurance cover in respect of all insurable risks.**
 Quotation from Hiscox attached.
 To accept the quotation and renew for 2024/25 of £1411.47
Proposed..... Seconded.....
16. **Review of the Council and staff subscriptions to other bodies**
 - 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, includes access to the cloud where all documents are stored (via Clerk)*
 - 4) *Clerk subscription to SLCC*
 - 5) *Clerk subscription to Adobe Acrobat.*
 - 6) *Subscription to NALC for website hosting & Domain name.*

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

- 1) Blue Streetlamps – *update available at the meeting.*
- 2) Replacement Bus Shelter in Tilney Cum Islington – works will start on Monday. 20th May and aim to finish by Friday 24th May.

18. Clerks Report:

19. To receive reports:

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

20. Highways and footways

21. To receive and consider Borough and County Council Issues

22. To consider any police matters

23. Financial matters

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

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

- 2) *To approve Payments to 15th May 2024, including any late payments reported by the clerk, and to note contractual payments., (appendix B)*

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

- 3) To note receipts to 13th May 2024:

Precept -	£28,034.00
Agricultural rent -	£ 370.38
TSB Interest	£ 0.31
Dr Punsfer Gift	£ 3,000.00
CIL Income	£ 1,934.98
Total	£33,339.67

24. End of Year Finances 2023/24

- 1) *Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 – none incurred.*
- 2) *To note the statements of accounts for the year ended 31 March 2024 – circulated with agenda.*
- 3) *To approve the bank reconciliation for the year ended 31 March 2024 - circulated with agenda.*
- 4) *To review the asset register for the year ended 31 March 2024 - circulated with agenda.*
- 5) *To receive the annual internal audit certificate 2023/24 (AGAR page 3 of 6)– will follow as awaiting completion of internal audit.*
- 6) *Internal auditor's report for the year ended 31 March 2024. – will follow as awaiting completion of internal audit.*

- 7) To appoint the internal auditor for the forthcoming year.
To agree to continue to use Auditing Solutions Ltd.
- 8) To agree and approve the annual governance statement 2023/24 (AGAR page 4 of 6). – *will follow as awaiting completion of internal audit.*
- 9) To approve the annual accounting statements 2023/24 (AGAR page 5 of 6). – *will follow as awaiting completion of internal audit.*
- 10) To approve the explanation of variance 2023/24 – *will follow as awaiting completion of internal audit.*
- 11) To consider the period for the exercise of Public Rights – Monday 3rd June to Friday 12th July 2024 – *if internal audit completed.* If not complete by 13th May then Monday 10th June to Friday 19th July.

25. To Discuss CIL Income (Community Infrastructure Levy)

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

- 1) To note the annual CIL report to BCKLWN Borough Council – **(appendix C)**

26. To consider any planning applications.

- 1) 24/00680/LDP - 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, Tilney St Lawrence County Primary School.- No documents as LDP
- 2) 24/00708/F - Erection of two-storey front and rear extensions, single-storey side extension, replacement of roof included raised pitch and front dormers, and upgrading all external finishes. at 52, St Johns Road
- 3) 24/00600/O - OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED FOR : Proposed Residential Development, up to 2 Dwellings at 44, St Johns Road.
- 4) 23/01840/F - Proposed ground floor extension and upgrades to the existing property at Sycamore Farm at Chapel Road, Tilney Fen End TO NOTE: The Secretary of State has accepted the appeal and, with the agreement of the appellants and this Council, has decided to determine the matter via the Householder Appeals Service, which means that the Inspector does not offer an opportunity for interested parties to comment at the appeal stage.

27. To note Borough Council planning decisions.

- 1) 24/00423/LDP - 28 St Johns Road Tilney St Lawrence King's Lynn Norfolk PE34 4QL - Lawful Development Certificate: The installation of a small column complete with below-ground concrete base 1.2 x 1.2 x 0.5m for support for a small wind turbine. - Would be Lawful 18 April 2024 Delegated Decision.
- 2) 24/00408/F - 107 High Road Tilney cum Islington- Extension & alterations to dwelling – Application Permitted, 29/04/2024.

28. Cycle Rack Grant – It was agreed to complete the cycle rack grant application request for up to 6 bay cycle rack for a grant of up to £400 with possible siting at the village hall.
The Village Hall Chairman has agreed to sight a 4-hoop cycle rack by the new shelter as it appears that bicycles are being parked inside the shelter (the village hall committee will arrange the bolt down fixing)

To approve - obtain three quotations for four cycle hoops, purchase from lowest quote and reclaim cost from the grant fund as per grant agreement offer conditions.

Proposed.....seconded.....

29. To receive and consider any general correspondence.

None

30. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council – First Monday of each month unless a bank holiday. Excluding August as no meeting.

31. To consider items for the next agenda.

32. 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) Email received from resident re: replacement bus shelter in Tilney Cum Islington.- circulated with agenda.
- 2) Letter received from concerned resident regarding possible unlawful development in spice Chase.

Meeting closed:

Appendix A
Bank Reconciliation April 2024

	Bank Reconciliation at 30/04/2024		
	Cash in Hand 01/04/2024		46,735.88
	ADD Receipts 01/04/2024 - 30/04/2024		33,339.67
			80,075.55
	SUBTRACT Payments 01/04/2024 - 30/04/2024		10,808.09
A	Cash in Hand 30/04/2024 (per Cash Book)		69,267.46
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2024	10.00	
	Unity current Account 30/04/2024	6,360.02	
	TSB Current Account 30/04/2024	416.48	
	TSB Deposit Account 30/04/2024	0.31	
	Unity Savings Account 30/04/2024	62,480.65	
			69,267.46
	Less unrepresented payments		
			69,267.46
	Plus unrepresented receipts		
B	Adjusted Bank Balance		69,267.46
	A = B Checks out OK		

Appendix B
Payments to 15th May 2024

8 May 2024 (2024-2025)

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
16 Grass Cutting	15/05/2024		Unity current Accour	BACS	Grasscutting	Heronwood Landscapes	X	13.00		13.00
16 Grass Cutting	15/05/2024		Unity current Accour	BACS	Grasscutting	Heronwood Landscapes	X	196.75		196.75
16 Grass Cutting	15/05/2024		Unity current Accour	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
17 Outside Operative Salary	03/05/2024		Unity current Accour	BACS	Erica Wages	Outside Operative	X	148.24		148.24
18 Clerk Salary	03/05/2024		Unity current Accour	BACS	Clerk Salary	Clerk	X	706.33		706.33
20 Drainage Rates	07/05/2024		Unity current Accour	DD	Agricultural Drainage	Drainage Board	X	36.14		36.14
21 Outside Operative Salary	15/05/2024		Unity current Accour	BACS	PAYE	HMRC	E	0.80		0.80
22 Clerk Training/Meetings	15/05/2024		Unity current Accour	BACS	Clerks Expenses	Clerk	X	2.70		2.70
22 Office Allowance	15/05/2024		Unity current Accour	BACS	Clerks Expenses	Clerk	E	26.00		26.00
23 Clerks Office software	15/05/2024		Unity current Accour	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
24 Office Mobile SIM	15/05/2024		Unity current Accour	BACS	Office Mobile SIM	Lyca Mobile	S	3.25	0.65	3.90
25 Outside Operative Salary	15/05/2024		Unity current Accour	BACS	PAYE	Clerk	X	8.20		8.20
26 Street Light Electricity	08/05/2024		Unity current Accour	DD	Electricity Charge	YU Energy	L	17.75	0.89	18.64
27 Street Light Electricity	08/05/2024		Unity current Accour	DD	Electricity Charge	YU Energy	L	88.35	4.42	92.77
28 Insurance Premiums	15/05/2024		Unity current Accour	BACS	Insurance	Hiscox Insurance	E	1,411.47		1,411.47
Total								2,724.14	6.79	2,730.93

Appendix C
CIL Annual Return

Tilney St Lawrence - Parish/Town CIL Neighbourhood Funding Annual Report

Statutory Neighbourhood CIL Payments made for development in the Parish/Town.
This report should not include CIL Infrastructure funding approved/received/spent, through the application process.

Reporting Year: 1 April 2023 to 31 March 2024

A	Total CIL income carried over from previous years	£4227.94
B	Total CIL income received in FY (receipts)	£5564.12
C	Total CIL spent (expenditure)	£ 298.00
D	Total CIL repaid following a repayment notice	£ 0
E	Total CIL retained at year end (A+B-C-D)	£ 9494.06

CIL Expenditure:

Details of CIL Funding Spent - Item / Purpose	Amount spent
05/05/23 - Replacement dog waste bin in High Road	£ 134.00
23/06/23 - New dog waste bin in Spice Chase	£164.00
Total spent	£298.00

CIL Allocated Funds:

Details of CIL Funding Allocated - not yet spent:	Amount Allocated
Part funding of all weather cricket pitch in Tilney St Lawrence playing field	£3,000.00
Replacement village notice board	£1116.00

Signed:  Position: Tilney St Lawrence Parish Clerk

Verified:  Position: Parish Chair

Please publish on PC website and
send copy to the BCKLWN CIL Officer - **no later than 30 June 2024.**