

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, 01 July 2024 in the Tilney St Lawrence Village Hall.

Information for councillors and members of the public & press:

- 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, Wiggshall St Mary the Virgin. PE34 3EH

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

Agenda

To note members' attendance and to receive apologies for absence.

1. To approve the [Minutes](#) of the meeting held on Monday, 03 June 2024.
2. To receive declarations of interests and to consider any written request for dispensation.
3. **Public Participation**
 - 1) *To receive representations relating to matters on the agenda.*
 - 2) *To receive representations or questions on other matters.*
4. **To receive the clerk's matters arising from last month's meeting.**
 - 1) Replacement Tilney Cum Islington gateway village name sign.
 - 2) Thistle outside Anglian Water pumping station in School Road– this has now been removed by Anglian Water.
 - 3) Cycle Rack - This has been ordered and delivered directly to the Village Hall Chairman. It was noted upon delivery that only 4 x single bolts were received. The Clerk contacted the company and they stated that they were sold in singles and not packs, clerk to order 12 more, payment to be authorised as below in item 12.2. Once in place I shall obtain photos and apply for the 100% grant funding payment.
5. **Clerks Report.**
 - 1) To approve the clerks holiday from Friday 19th July to Friday 26th July 2024 inclusive.
 - 2) The clerk reported the overgrown vacant strip of land in Westfield Close to the planning enforcement Officer, highlighting that weeds and brambles have started to encroach on to the footway as was the case last year. Clerk received reply as below:
'I visited the site and at the time the Council considered the brambles form natural security to the site. They do not encroach onto the footpath and are no higher than the height of the adjoining site. It was not worthy of S215 notice and so this case has been closed'.

Clerk emailed again with photos and requested she visit again – reply ‘*The encroachment of brambles onto the footpath should be referred to Norfolk County Council. It is not a matter the Borough Council can assist with.*

Clerk has referred this to County Highways and they have confirmed their technicians will deal with it.

6. To Approve the following Policies deferred from the May meeting – circulated via email
- Financial Regulations –

- Financial & Operational Risk Assessment

- Annual Review Effective Internal Control.

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

7. **To adopt a Grant Awarding Policy and Procedure.**

It has been noted that the Parish council does not have a policy for awarding grants.

A copy of a policy has been circulated to Councillors via email.

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

8. **To receive reports:**

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

9. **Highways and footways**

10. **To receive and consider Borough and County Council Issues**

None

11. **To consider any police matters**

None

12. **Financial matters**

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

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

- 2) *To approve Payments to 5th July 2024, including any late payments reported by the clerk, and to note contractual payments., (appendix B)*

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

- 3) **Quarterly Budget.**

To receive 1st quarter budget figures. (appendix C)

13. **To consider any planning applications.**

- 1) [24/01062/F](#) - Variation of condition number 3 attached to planning permission 20/01116/F: Proposed extension for Cafe and extended showroom and extended associated amenity space. TF Motorcycles New Road Tilney St Lawrence.

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

None

15. Village Green

The Clerk has distributed posters, survey forms and reply boxes to: the Village Shop, Buck Inn and the Post Office.

A survey form is now on the website for download. Facebook and Nextdoor sights have been updated with the village green information.

16. To receive and consider any general correspondence.

None

17. To consider items for the next agenda.

Meeting closed:

Appendix A
Bank Reconciliation June 2024

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 25/06/2024		
	Cash in Hand 01/04/2024		46,735.88
	ADD Receipts 01/04/2024 - 25/06/2024		34,050.62
			80,786.50
	SUBTRACT Payments 01/04/2024 - 25/06/2024		15,580.84
A	Cash in Hand 25/06/2024 (per Cash Book)		65,205.66
	Cash in hand per Bank Statements		
	Petty Cash 25/06/2024	10.00	
	Unity current Account 25/06/2024	4,333.22	
	TSB Current Account 25/06/2024	381.48	
	TSB Deposit Account 25/06/2024	0.00	
	Unity Savings Account 25/06/2024	60,480.96	
			65,205.66
	Less unrepresented payments		
			65,205.66
	Plus unrepresented receipts		
B	Adjusted Bank Balance		65,205.66
	A = B Checks out OK		

Appendix B
Payments to 5th July 2024

25 June 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
38	Streetlighting Loan Repayment	01/07/2024		Unity current Accour	DD	PWLB Loan Repayment	PWLB	E	784.45		784.45
39	Litter Picking Expenses	05/07/2024		Unity current Accour	BACS	200cm Litter Picker replacener	Anazon	S	10.82	2.17	12.99
40	Miscellaneous	05/07/2024		Unity current Accour	BACS	Sheffield Cycle Stand, Surface	NBB Outdoors	S	176.46	35.29	211.75
41	CIL	05/07/2024		Unity current Accour	BACS	Replacement Bus Shelter in TC	Westcodec Ltd	S	9,249.00	1,849.80	11,098.80
42	Street Light Electricity	08/06/2024		Unity current Accour	DD	Electricity Charge	YU Energy	L	83.11	4.16	87.27
42	Street Light Electricity	08/06/2024		Unity current Accour	DD	Electricity Charge	YU Energy	L	17.95	0.90	18.85
43	Travel Expenses	06/07/2024		Unity current Accour	BACS	Clerks Expenses	Clerk	E	5.40		5.40
43	Office Allowance	06/07/2024		Unity current Accour	BACS	Clerks Expenses	Clerk	X	26.00		26.00
44	Office Mobile SIM	05/07/2024		Unity current Accour	BACS	Office Mobile SIM	Lyca Mobile	S	3.25	0.65	3.90
45	Clerks Office software	05/07/2024		Unity current Accour	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
46	Village Green	05/07/2024		Unity current Accour	BACS	Village Green Survey Forms ref	UK POS	S	20.39	4.08	24.47
47	Village Green	05/07/2024		Unity current Accour	BACS	Village Green Survey forms x 2	Printpond Ltd	S	21.79	4.36	26.15
48	Councillor Administration	05/07/2024		Unity current Accour	BACS	Lanyards	We Print Gifts Ltd	S	17.26	3.45	20.71
49	Outside Operative Salary	05/07/2024		Unity current Accour	BACS	PAYE	HMRC	E	0.80		0.80
50	Miscellaneous	05/07/2024		Unity current Accour	BACS	Sheffield Cycle Stand, Surface	NBB Outdoors	S	42.50	8.50	51.00
51	Outside Operative Salary	05/07/2024		Unity current Accour	BACS	Erica Wages	Outside Operative	X	149.04		149.04
52	Clerk Salary	05/07/2024		Unity current Accour	BACS	Clerk Salary	Clerk	X	706.33		706.33
Total									11,318.71	1,914.19	13,232.90

Appendix

1st Quarter Budget figures.

Tilney St Lawrence Parish Council - Quarter 1 (01/04/2024 to 30/06/2024 - All Cost Centres and Codes)

	1st.Quarter			Budgeted payments	Actual payments	Payments Variance
	Budgeted receipts	Actual receipts	Receipts Variance			
Administration						
1 Clerk Salary			(N/A)	2,275.03	2,118.99	156.04(6%)
2 Clerks Office software			(N/A)	137.53	12.48	125.05(90%)
4 Clerk Training/Meetings			(N/A)	49.97		49.97(N/A)
5 Stationary/Postage/Printing			(N/A)	18.75	7.49	11.26(60%)
7 Professional & Legal Fees			(N/A)	10.00		10.00(N/A)
8 Audit Fees			(N/A)	107.53	230.00	-122.47(-113%)
9 Insurance Premiums			(N/A)	375.00	1,411.47	-1,036.47(-276%)
10 Bank Charges			(N/A)	19.97		19.97(N/A)
11 Subscriptions			(N/A)	127.97	509.11	-381.14(-297%)
12 Website Charges			(N/A)	17.53	70.00	-52.47(-299%)
13 Travel Expenses			(N/A)	25.03	8.10	16.93(67%)
14 Chair/Vice Chair Expenses			(N/A)	25.03		25.03(N/A)
48 Data Protection			(N/A)	8.72	35.00	-26.28(-301%)
53 Office Allowance			(N/A)	78.00	78.00	(0%)
63 Councillor Administration			(N/A)	7.50		7.50(N/A)
64 Office Mobile SIM			(N/A)	10.50	9.75	0.75(7%)
65 Books & Publications			(N/A)	12.00		12.00(N/A)
67 Domain Registration			(N/A)		26.03	-26.03(N/A)
Sub Total for Administration			(N/A)	3,306.06	4,516.42	-1,210.36(-36%)
Earmarked Reserves						
3 Office Equipment			(N/A)	62.50		62.50(N/A)
37 Outside Furniture			(N/A)	87.47		87.47(N/A)
52 CIL	750.00	4,934.98	4,184.98(558%)	2,373.50	7,116.00	-4,742.50(-199%)
55 Election Expenses			(N/A)	250.03		250.03(N/A)
56 CCTV			(N/A)	499.97		499.97(N/A)
57 Bus Shelters			(N/A)	1,249.97		1,249.97(N/A)
58 Neighbourhood Plan			(N/A)	562.50		562.50(N/A)
59 Streetlights			(N/A)	499.97		499.97(N/A)
69 Village Green			(N/A)	625.03		625.03(N/A)
Sub Total for Earmarked Reserves	750.00	4,934.98	4,184.98(558%)	6,210.94	7,116.00	-905.06(-14%)
Income						
15 Precept		28,034.00	28,034.00(N/A)			(N/A)
41 Bank Interest	49.97	0.31	-49.66(-99%)			(N/A)
42 Agricultural Rent	183.00	1,064.69	881.69(481%)			(N/A)
49 VAT refund			(N/A)			(N/A)
Sub Total for Income	232.97	29,099.00	28,866.03(12390%)			(N/A)
Loan Repayment (2023-2024)						
32 CCTV Loan Repayment			(N/A)			(N/A)
33 LED Lighting Repayment			(N/A)	392.53		392.53(N/A)
Sub Total for Loan Repayment (2023-2024)			(N/A)	392.53		392.53(N/A)
Open Spaces						
18 Street Light Electricity			(N/A)	550.03	323.44	226.59(41%)
19 Grass Cutting			(N/A)	1,200.00	807.09	392.91(32%)
20 Outside Operative Salary			(N/A)	490.50	486.78	3.72(0%)
21 Litter Picking Expenses			(N/A)	15.00		15.00(N/A)
22 Bus Stops			(N/A)	62.53		62.53(N/A)
23 Village Gateways			(N/A)	75.00		75.00(N/A)
24 Notice Boards/Signs			(N/A)	25.03		25.03(N/A)
25 Dog Waste Bins Empty			(N/A)	175.03	666.12	-491.09(-280%)
26 Miscellaneous			(N/A)	49.97		49.97(N/A)
27 Drainage Rates	8.34	16.64	8.30(99%)	8.34	35.24	-26.90(-322%)
54 Sale of assets			(N/A)			(N/A)
60 Streetlights			(N/A)	62.53		62.53(N/A)
66 Weed Clearing			(N/A)	15.00		15.00(N/A)
Sub Total for Open Spaces	8.34	16.64	8.30(99%)	2,728.96	2,318.67	410.29(15%)
Other						
31 Grants			(N/A)	250.03		250.03(N/A)
40 Contingency			(N/A)	250.03		250.03(N/A)
Sub Total for Other			(N/A)	500.06		500.06(N/A)
PWLB						
68 Streetlighting Loan Repayment 20			(N/A)			(N/A)
Sub Total for PWLB			(N/A)			(N/A)
TOTALS.....	991.31	34,050.62	33,059.31(3334%)	13,138.55	13,951.09	-812.54(-6%)
NET Variance Quarter 1						32,246.77