

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 Meeting of the Parish Council to be held 7pm Monday, 07 April 2025 in the Tilney St Lawrence Village Hall.

Information for members of the public & press:

At agenda item 3 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@tilneystlawrence-pc.gov.uk. 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 March 2025.
2. To receive declarations of interests and to consider any written request for dispensation.
3. To note the resignation of Shaun Langley.
4. **Public Participation**
 - 1) *To receive representations relating to matters on the agenda.*
 - 2) *To receive representations or questions on other matters.*
5. **To receive the clerk's matters arising from last month's meeting.**
 - 1) Grass verge in Fen End – Clerk emailed County Highways on 10/02 – chased up with email on 21/02. – Reply received, Sam has taken a look before, they will see what his thoughts are and get sorted. – emailed on 31/03 to ask for update.
 - 2) Gravel Bank - road sign post broken – Clerk has reported to Borough.
 - 3) Overgrown verge and Dyke outside Prefab bungalows in Magdalen Road – Clerk has reported this again to Freebridge who said they would get maintenance on to it.
6. **To receive the clerk's report.**
 - 1) Pothole in Westfields was reported to the clerk by the Chairman – Reported to Borough, who are already aware of the problem.
7. **To receive reports:**
 - 1) *Chairmans Report*
 - 2) *Footway lighting*
 - 3) *Footpath and tree*
 - 4) *Village hall*
8. **Highways and footways**
9. **To receive and consider Borough and County Council Issues**
10. **Financial matters**

- 1) To approve the Bank Reconciliation to 31st March 2025 – (**appendix A**)
Proposed.....**Seconded**.....
- 2) To approve Payments to 9th April 2025, including any late payments reported by the clerk, and to note contractual payments along with payments made. (**appendix B**)
Proposed.....**Seconded**.....

- 3) **To note Income:**

VAT Refund	£671.53
Agricultural rent	£360.81
Drainage Rates on Agricultural land	£ 17.62
Interest Received	£296.50
<u>TOTAL</u>	<u>£1,346.46</u>

- 4) **EOY figures.**
 To note end of year summary of receipts and payments with budget figures -(**appendix C**)

11. **To consider planning applications.**

- 1) [25/00490/F](#) - Retrospective change of use of building and land to Commercial Scaffolding Yard, Ambleside, New Road, Tilney St Lawrence.

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

- 1) *25/00057/FF - Proposed vehicular access to existing dwelling at Lynley, 15 St Johns Road - has been withdrawn.*
- 2) *25/00056/F - Lynley 15 St Johns Road. Householder: Proposed single storey front, side and rear extensions to bungalow. Plus new windows and render to existing brickwork. - Application Permitted -10 March 2025 -Delegated Decision*
- 3) *24/02263/RM - 44 St Johns Road Tilney.- RESERVED MATTERS APPLICATION FOR: Appearance, Landscaping, Layout and Scale for 2no. dwellings - Application Permitted - 27 March 2025 - Delegated Decision.*

13. **To discuss the provision of an extra dog waste bin in Tilney cum Islington.**

Due to the number of dog walkers within Tilney Cum Islington a request has been made to provide a new dog waste bin at the opposite end of the village to the one we have situated by the TCI village sign.

Councillors discussed this issue at the March meeting, and it was decided to ask the residence exactly where they would like a new bin positioned.

The Clerk posted this question on the Tilney Cum Islington Facebook page; however, no comments or feedback have been received to date.

14. **Neighbourhood Plan**

It is usual when starting a Neighbourhood plan to set up a steering committee. This committee can be made up of councillors, local residents or business owners.

To discuss setting up a steering committee.

15. **Cricket Club**

Progress update.

16. **Mini Roundabout by Village Shop**

Update – Clerk has not heard anything as yet.

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

None

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

Appendix A
Bank Reconciliation to 31st March 2025

	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		46,735.88
	ADD Receipts 01/04/2024 - 31/03/2025		49,368.87
	SUBTRACT Payments 01/04/2024 - 31/03/2025		96,104.75
			47,663.89
A	Cash in Hand 31/03/2025 (per Cash Book)		48,440.86
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2025	10.00
	Unity current Account	31/03/2025	2,573.41
	TSB Current Account	11/09/2024	0.00
	TSB Deposit Account	11/09/2024	0.00
	Unity Savings Account	31/03/2025	45,857.45
			48,440.86
	Less unrepresented payments		
			48,440.86
	Plus unrepresented receipts		
B	Adjusted Bank Balance		48,440.86
	A = B Checks out OK		

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

1 April 2025 (2024-2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
147 Bank Charges	28/02/2025		Unity current Account	CHRG	Bank charges	Unity Bank	E	6.00		6.00
145 Street Light Electricity	08/03/2025		Unity current Account	DD	Electricity Charge	YU Energy	L	159.62	7.98	167.60
146 Street Light Electricity	08/03/2025		Unity current Account	DD	Electricity Charge	YU Energy	L	19.23	0.96	20.19
150 Bank Charges	31/03/2025		Unity current Account	CHRG	Bank charges	Unity Bank	E	6.00		6.00
Total								190.85	8.94	199.79

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

1 April 2025 (2025-2026)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
3 Clerk Salary	05/04/2025		Unity current Account	BACS	Clerk Salary	Clerk	X	749.23		749.23
4 Outside Operative Salary	05/04/2025		Unity current Account	BACS	Erica Wages	Outside Operative	X	187.80		187.80
6 Office Mobile SIM	09/04/2025		Unity current Account	BACS	Office Mobile SIM	Lyca Mobile	S	3.25	0.65	3.90
7 Clerks Office software	09/04/2025		Unity current Account	BACS	Accounts Software Package	Adobe Systems	S	4.16	0.83	4.99
1 Subscriptions	09/04/2025		Unity current Account	BACS	NLC Subscriptions	Local Council Support	X	366.25		366.25
2 Chair/Vice Chair Expenses	09/04/2025		Unity current Account	BACS	Parking	Chairman	X	4.00		4.00
8 Councillor Administration	09/04/2025		Unity current Account	BACS	Lanyards	We Print Gifts Ltd	S	10.16	2.03	12.19
5 Travel Expenses	09/04/2025		Unity current Account	BACS	Clerks Expenses	Clerk	X	2.70		2.70
5 Office Allowance	09/04/2025		Unity current Account	BACS	Clerks Expenses	Clerk	X	26.00		26.00
Total								1,353.55	3.51	1,357.06

Appendix C
EOY summary of receipts and payments with budget figures

Tilney St Lawrence Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

1 April 2025 (2024-2025)

Administration		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Clerk Salary				9,100.00	8,990.88	109.12	109.12 (1%)
2	Clerks Office software				550.00	543.77	6.23	6.23 (1%)
4	Clerk/Councillor Training/Meeting				200.00	70.00	130.00	130.00 (65%)
5	Stationary/Postage/Printing				75.00	78.68	-3.68	-3.68 (-4%)
7	Professional & Legal Fees				40.00		40.00	40.00 (100%)
8	Audit Fees				430.00	440.00	-10.00	-10.00 (-2%)
9	Insurance Premiums				1,500.00	1,411.47	88.53	88.53 (5%)
10	Bank Charges				80.00	71.40	8.60	8.60 (10%)
11	Subscriptions				512.00	509.11	2.89	2.89 (0%)
12	Website Charges				70.00	70.00		(0%)
13	Travel Expenses				100.00	32.40	67.60	67.60 (67%)
14	Chair/Vice Chair Expenses				100.00	30.91	69.09	69.09 (69%)
48	Data Protection				35.00	35.00		(0%)
53	Office Allowance				312.00	273.50	38.50	38.50 (12%)
63	Councillor Administration				30.00	17.26	12.74	12.74 (42%)
64	Office Mobile SIM				42.00	39.00	3.00	3.00 (7%)
65	Books & Publications				48.00		48.00	48.00 (100%)
67	Domain Registration					26.03	-26.03	-26.03 (N/A)
70	Employers NI 2024/25					40.23	-40.23	-40.23 (N/A)
SUB TOTAL					13,224.00	12,679.64	544.36	544.36 (4%)

Earmarked Reserves		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Office Equipment				250.00		250.00	250.00 (100%)
37	Outside Furniture		2,164.50	2,164.50	350.00	2,414.50	-2,064.50	100.00 (28%)
52	CIL	3,000.00	10,991.87	7,991.87	9,494.06	17,370.75	-7,876.69	115.18 (0%)
55	Election Expenses				1,000.00		1,000.00	1,000.00 (100%)
56	CCTV				2,000.00		2,000.00	2,000.00 (100%)
57	Bus Shelters				5,000.00		5,000.00	5,000.00 (100%)
58	Neighbourhood Plan				2,250.00		2,250.00	2,250.00 (100%)
59	Streetlights				2,000.00		2,000.00	2,000.00 (100%)
69	Village Green				2,500.00	42.18	2,457.82	2,457.82 (98%)
SUB TOTAL		3,000.00	13,156.37	10,156.37	24,844.06	19,827.43	5,016.63	15,173.00 (54%)

Income		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Precept		28,034.00	28,034.00				28,034.00 (N/A)
41	Bank Interest	200.00	1,376.80	1,176.80				1,176.80 (588%)
42	Agricultural Rent	732.00	1,786.31	1,054.31				1,054.31 (144%)
49	VAT refund							(N/A)
SUB TOTAL		932.00	31,197.11	30,265.11				30,265.11 (3247%)

Appendix C

EOY summary of receipts and payments with budget figures cont.

Tilney St Lawrence Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

1 April 2025 (2024-2025)

Open Spaces

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
18	Street Light Electricity				2,200.00	1,629.45	570.55	570.55 (25%)
19	Grass Cutting				4,800.00	3,436.48	1,363.52	1,363.52 (28%)
20	Outside Operative Salary				1,962.00	2,046.98	-84.98	-84.98 (-4%)
21	Litter Picking Expenses				60.00	28.62	31.38	31.38 (52%)
22	Bus Stops				250.00		250.00	250.00 (100%)
23	Village Gateways				300.00	110.00	190.00	190.00 (63%)
24	Notice Boards/Signs				100.00	54.00	46.00	46.00 (46%)
25	Dog Waste Bins Empty				700.00	1,379.56	-679.56	-679.56 (-97%)
26	Miscellaneous		218.96	218.96	200.00	218.96	-18.96	200.00 (100%)
27	Drainage Rates	33.27	51.88	18.61	33.27	35.24	-1.97	16.64 (25%)
54	Sale of assets							(N/A)
60	Streetlights				250.00		250.00	250.00 (100%)
66	Weed Clearing				60.00		60.00	60.00 (100%)
SUB TOTAL		33.27	270.84	237.57	10,915.27	8,939.29	1,975.98	2,213.55 (20%)

Other

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
31	Grants				1,000.00		1,000.00	1,000.00 (100%)
40	Contingency				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					2,000.00		2,000.00	2,000.00 (100%)

PWLB Loan Repayment (2024)

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
33	LED Lighting Repayment				1,570.00	1,568.90	1.10	1.10 (0%)
SUB TOTAL					1,570.00	1,568.90	1.10	1.10 (0%)

Summary

NET TOTAL	3,965.27	44,624.32	40,659.05	52,553.33	43,015.26	9,538.07	50,197.12 (88%)
V.A.T.		4,744.55			4,648.63		
GROSS TOTAL		49,368.87			47,663.89		