

Tilney St. Lawrence Parish Council

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

Minutes of the Annual Meeting of Tilney St Lawrence Parish Council held 19:00 on Monday 12th May 2025, in the Tilney St Lawrence Village Hall.



Clerk: Jackie Christie

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

Email: clerk@tilneystlawrence-pc.gov.uk. Tel: 07855789413.

Present: Cllr B Ayres (Chairman), Cllr J Day (Vice-Chairman), Cllr C Ashworth, Cllr C Ayres, Cllr H Greenwood, Cllr D Partridge, Cllr R Day, Cllr G Miller, Cllr M Napier, Cllr M Dix, Cllr J Kitchen, Mrs J Christie (clerk).

Apologise for absence: Cllr D Rayner,

1. To receive nominations for and to elect a chairman for the year.
Proposal for Chairman...Cllr B Ayres.....**Proposed by...**Cllr D Partridge....
Seconded...Cllr M Napier.....**Agreed.**
Chairman signed Declaration of acceptance of office
2. To receive nominations for and to elect a Vice-Chairman for the year.
Proposal for Vice-Chairman...Cllr J Day...**Proposed by...**Cllr C Ayres.....
Seconded...Cllr D Partridge.....**Agreed**
Vice-Chairman signed Declaration of acceptance of office
3. To approve the Minutes of the meeting held on Monday, 07 April 2025 - **approved**
4. To receive declarations of interests and to consider any written request for dispensation.
None
5. **Public Participation**
No members of the public present.
6. **To resolve** that budgetary matters will continue to be dealt with by full council - **resolved**
7. **To resolve** on the appointment of the chair and vice-chair to the personnel committee - **resolved**
8. **To consider** the appointment of any new committees in accordance with standing order 5
No committees required.
9. **To receive** and consider nominations for committees, if any – No committees.
10. **To Approve** the Council's effectiveness of its Policies and Regulations:
These were circulated to Council members and comments/recommendations are as below:
 - 1) **Standing Orders.**
To resolve to approve the Parish Council's Standing orders for 2025/26 – **Resolved and Approved**

- 2) **Financial Regulations –**
To resolve to approve the Parish Council's Financial Regulations for 2025/26 - **Resolved and Approved**
- 3) **Payment Authorisation Procedure.**
To resolve to approve the Payment Authorisation Procedure for 2025/26 **Resolved and Approved.**
- 4) **Financial & Operational Risk Assessment**
To resolve to approve the Financial & Operational Risk Assessment for 2025/26 - **Resolved and Approved.**
- 5) **Annual Review Effective Internal Control.**
To resolve to approve the Parish Council's Annual Review Effective Internal Control for 2025/26 - **Resolved and Approved and signed by the Chairman.**
11. **Review of representation on or work with external bodies and arrangements for reporting back.**
No representation on external bodies.
12. **Review of arrangements and legal agreements with external bodies and businesses.**
 - 1) *PWLB loan – Ongoing until 2029 – noted.*
 - 2) *Brickyard Lease – Lease will need renewing in October 2025 – Clerk to formulate for July meeting.*
13. **Confirmation of arrangements for insurance cover in respect of all insurable risks.**
Quotation from Hiscox not yet received – defer to June meeting.
14. **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 and for website hosting & Domain name.*

Discussed and agreed to renew all the above.
15. **Matters arising from previous meeting and Clerks Report:**
 - 1) *New dog waste bin in High Road, TCI – no comments have been received –discussed and agreed this matter is now closed.*
 - 2) *Mini roundabout for junction at village shop – Clerk wrote to the County Councillor at the beginning of April. He has expressed his surprise at the 80K quoted from Highways and due to other factors, he has not managed to have a one-to-one meeting with Andrew Wallace at the Highways dept. Clerk to update members when new information is forthcoming.*
 - 3) *To consider the cleaning of the village gateways.*
Clerk has checked the village gateways, and they all need a good clean as they are covered in algae. – clerk will obtain quotes and report to June meeting.
 - 4) *It has been reported that a pickup truck and motor vehicle are parking on the grass verge in Magdalen Road, between School Road and no 6. This verge is maintained by the Parish Council and the parking of these vehicles cause damage to the surface which will have a financial cost to the Parish council. It also hinders clear vision for vehicles exiting School Road.*

Clerk has written to the company who owns the pickup truck and requested they send the letter onto the user of the vehicle stating that this verge is owned and maintained by the Parish council and no parking is allowed.

Clerk has contacted county Highways who have no problem if the Parish wanted to install wooden posts, all that is needed is to inform when starting so that a map of any underground utilities can be produced. – Discussed and due to the truck now parking elsewhere to write a letter which can be put on the Honda vehicle still parking on the grass verge. Two letters are required, one stating the land is owned and maintained by the Parish council and that no parking should take place and one other which gives the date of the next grass cutting on this verge as our contractor had to cut the grass around the vehicle on his last visit.

- 5) Clerk requests five days holiday from Monday 2nd June to Friday 6th June. This falls on a Council meeting night, however it was booked by her family who did not know. Cllr C Ayres has agreed to take notes at the meeting so that the Clerk can formulate minutes on her return.

Proposed...Cllr G Miller..... **Seconded...**Cllr M Dix.....**approved.**

16. To receive reports:

1) *Chairman*

- *Cricket club update* – An advert has been formulated to encourage people to come forward to set up a cricket club, this will be put on Facebook and Nexdoor sites.

2) *Footway lighting*

- Email received regarding streetlamp outside no. 139, High Rd, TCI. UK Power Networks replaced the telegraph pole on 23/04/25 and broke the streetlamp in the process. A cut out has been made in the new pole ready for a new lamp, however, UK Networks did not inform the clerk. Clerk has sent an email requesting information as to when they will be replacing the lamp – Reply received, 'have informed Project Manager and will update when more information is available'.

3) *Footpath and trees*

No issues reported

4) *Village hall*

Minutes of meeting held on 10th March received. – website now up and running, along with minutes from April and May.

17. Highways and footways

Due to many problems on the road network throughout the village of potholes etc. the Clerk will invite Andrew Wallace from County Highways to meet with her and the Chairman to take a site visit of the area and get his updates as to when works will start to alleviate the poor road surfaces.

18. To receive and consider Borough and County Council Issues

No issues reported

19. To consider any police matters

No issues reported

20. Financial matters

1) *To approve the Bank Reconciliation to 30th April – (appendix A)*

Proposed...Cllr D Partridge.....**Seconded...**Cllr J Day.....**approved.**

2) *To discuss the 80% increase in the 2024/25 charges from KL&WN BC for the 2024/25 dog waste bin emptying and the invoice being received at the beginning of the financial year instead of the usual January.*

Discussed and noted.

- 3) To approve Payments to 14th May 2025, *including any late payments reported by the clerk, and to note contractual payments., (appendix B)*
Proposed...Cllr D Partridge.....Seconded...Cllr J Day.....approved.

- 4) To note receipts to May 2025:
Precept (six months) £14,381.00 - **noted**

21. End of Year Finances 2024/25

- 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 2025 – **approved at April meeting.**
- 3) To note the bank reconciliation for the year ended 31 March 2025 – **approved at April meeting.**
- 4) To **note** the asset register for the year ended 31 March 2025 - *circulated with agenda* - **noted.**
- 5) To receive the annual internal audit certificate 2024/25 (AGAR page 3 of 6 – *circulated with agenda* - **noted**
- 6) *Internal auditor's report for the year ended 31 March 2025. – circulated with agenda* – **noted.**
- 7) To appoint the internal auditor for the forthcoming year.
To agree to continue to use Auditing Solutions Ltd – **agreed.**
- 8) To resolve to approve the annual governance statement 2024/25 (AGAR page 4 of 6) – *circulated with agenda.*
Proposed...Cllr J Day.....Seconded...Cllr C Ayres.....approved.
- 9) To approve the annual accounting statements 2024/25 (AGAR page 5 of 6) – *circulated with agenda.*
Proposed...Cllr J Day.....Seconded...Cllr C Ayres.....approved.
- 10) To approve the explanation of variance 2024/25) – *circulated with agenda.*
Proposed...Cllr J Day.....Seconded...Cllr C Ayres.....approved.
- 11) To consider the period for the exercise of Public Rights – *Tuesday 10th June to Monday 21st July 2025* – **agreed.**

22. To Note CIL balance (Community Infrastructure Levy)

- 1) *CIL balance - £3115.18* – **noted.**
- 2) *To note the annual CIL report to BCKLWN Borough Council – (appendix C)* – **noted.**

23. To discuss the problem of litter outside the village shop.

Our outside operative has noticed that quite a lot of litter is accumulating outside and around the village shop. A litter bin is not provided by the store owner, so it appears that users of the shop throw their litter directly on the floor.

It is a criminal offence to throw litter on the pavement and fines from £150 to £2,500 can be imposed by a court. This rarely happens due to the complexity of evidence and proof as to person/persons involved. Business' can also be fined, however, proving the litter came from the shop may be problematic.

The Parish council have powers to provide a bin, however this would be a cost to the Council for purchase, fixing and regular emptying.

The bin would need to be directly near to the shop front as this placement would encourage people to use the bin. Unfortunately, the footway in this area is too narrow to accommodate a

suitably sized bin, so the co-operation of the shop owner would need to be sought to place the bin either within his boundary or fixed to his wall.

A discussion took place, and it was agreed to write to the village store owner asking him if he would keep the area outside his shop reasonably clear of litter.

24. To consider any planning applications.

- 1) [25/00419/F](#) - *Proposed single storey extensions to existing dwelling and all associated works. Sycamore Farm, Chapel Road, Tilney Fen End.* – no comments
- 2) [25/00609/F](#) - *Land At Chapel Road Tilney Fen End (land Downham Haulage) – Erection of self-build property.* – no comments

25. To note Borough Council planning decisions.

- 1) *25/00238/F - 119 Magdalen Road Tilney St Lawrence - Replacement dwelling in place of a mobile home - Application Permitted, 25 April 2025, Delegated Decision - noted.*

26. To note 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 then change to second Monday. Excluding August as recess. – noted.

Meeting closed: 8:20pm.

Appendix A
Bank Reconciliation April 2025

Bank Reconciliation at 30/04/2025			
	Cash in Hand 01/04/2025		48,440.86
	ADD Receipts 01/04/2025 - 30/04/2025		14,381.00
			62,821.86
	SUBTRACT Payments 01/04/2025 - 30/04/2025		2,295.94
A	Cash in Hand 30/04/2025 (per Cash Book)		60,525.92
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	10.00	
	Unity current Account 30/04/2025	4,658.47	
	Unity Savings Account 30/04/2025	55,857.45	
			60,525.92
	Less unrepresented payments		
			60,525.92
	Plus unrepresented receipts		
B	Adjusted Bank Balance		60,525.92
	A = B Checks out OK		

Appendix B
Payments to 14th May 2025

6 May 2025 (2025-2026)

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
10	Street Light Electricity	08/04/2025		Unity current Account	DD	Electricity Charge	YU Energy	L	154.53	7.73	162.26
11	Street Light Electricity	08/04/2025		Unity current Account	DD	Electricity Charge	YU Energy	L	20.24	1.01	21.25
12	Data Protection	13/05/2025		Unity current Account	DD	Data Protection	ICO	X	47.00		47.00
13	Drainage Rates	06/05/2025		Unity current Account	DD	Agricultural Drainage	Drainage Board	E	37.34		37.34
14	Dog Waste Bins Empty	14/05/2025		Unity current Account	BACS	Dog Waste Bin Empty	Borough Council	S	1,318.20	263.64	1,581.84
15	Dog Waste Bins Empty	14/05/2025		Unity current Account	BACS	Dog Waste Bin Empty	Borough Council	S	219.70	43.94	263.64
16	Audit Fees	06/05/2025		Unity current Account	BACS	Audit	Auditing Solutions Ltd	S	240.00	48.00	288.00
17	Outside Operative Salary	06/05/2025		Unity current Account	BACS	Erica Wages	Outside Operative	X	156.88		156.88
18	Clerk Salary	06/05/2025		Unity current Account	BACS	Clerk Salary	Clerk	X	749.23		749.23
19	Street Light Electricity	08/05/2025		Unity current Account	DD	Electricity Charge	YU Energy	L	19.54	0.98	20.52
20	Street Light Electricity	08/05/2025		Unity current Account	DD	Electricity Charge	YU Energy	L	135.62	6.78	142.40
21	Bank Charges	30/04/2025		Unity current Account	CHRG	Bank charges	Unity Bank	X	6.00		6.00
22	Travel Expenses	14/05/2025		Unity current Account	BACS	Clerks Expenses	Clerk	X	2.70		2.70
22	Office Allowance	14/05/2025		Unity current Account	BACS	Clerks Expenses	Clerk	X	26.00		26.00
23	Office Mobile SIM	14/05/2025		Unity current Account	BACS	Office Mobile SIM	Lyca Mobile	S	3.25	0.65	3.90
24	Clerks Office software	14/05/2025		Unity current Account	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
25	Grass Cutting	14/05/2025		Unity current Account	BACS	Grasscutting	J.A.H. Garden and Grounds	X	749.37		749.37
26	Subscriptions	30/05/2025		Unity current Account	BACS	SLCC Subscriptions	SLCC	E	150.00		150.00
Total									4,039.76	373.56	4,413.32

Tilney St Lawrence - Parish 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 2024 to 31 March 2025

A	Total CIL income carried over from previous years	£9,494.06
B	Total CIL income received in FY (receipts)	£3,367.37
C	Total CIL spent (expenditure)	£9,746.25
D	Total CIL repaid following a repayment notice	£0
E	Total CIL retained at year end (A+B-C-D)	£3115.18

CIL Expenditure:

Details of CIL Funding Spent - Item / Purpose	Amount spent
Replace Notice Board in village	£1,116.00
Replace Notice Board in Tilney cum Islington	£ 962.00
Replace Bus Shelter in High Road, Tilney cum Islington	£4,624.50
Install Astro Turf Cricket Pitch on playing field	£3,043.75
Total spent	£9,746.25

CIL Allocated Funds:

Details of CIL Funding Allocated - not yet spent:	Amount Allocated
	£