

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 7th July 2025, in the Tilney St Lawrence Village Hall.



Clerk: Jackie Christie

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

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

Agenda

Present: Cllr B Ayres (Chairman), Cllr J Day (Vice-Chairman), Cllr C Ashworth, Cllr C Ayres, Cllr R Day, Cllr M Dix, Cllr G Miller, Cllr M Napier, Cllr J Kitchen, Cllr D Raynor, Mr J Christie (Clerk).

Apologise for absence: Cllr D Partridge, Cllr H Greenwood, Cllr Brian Long.

1. To approve the Minutes of the meeting held on Monday, 12 May 2025 – **approved**.
2. To receive declarations of interests and to consider any written request for dispensation – none.
3. **Public Participation**
No members of the public present.
4. **Clerks Report:**
 - 1) *Cleaning of the Village Gateways – Clerk contacted Kevin a local businessman for a quote on cleaning the village gateways. He agreed to clean them at no cost to the Council and has started, however he will be given them another clean as the fungi and grass staining is still visible. Councillors agreed they were looking much cleaner and thank him for his hard work.*
 - 2) *Overgrown weeds and brambles from the empty plot next to 2b Westfields Close – Clerk had an email from a resident requesting this be cleared as yet again pedestrians were having to cross the road to get past. Clerk has emailed County Highways with this issue as they agreed to trim this back last year as this footway is owned by them.*
A discussion took place, and it was agreed the Clerk will try and establish the owners via the land registry at a nominal cost. Cllr B Ayres will also try and find out who the owner is as a Borough Councillor.
 - 3) *The Licensing Team at the Borough Council has recently updated its guidance on making representations under the Licensing Act 2003. The revised guidance can be accessed via the following link:*
https://www.west-norfolk.gov.uk/info/20120/licensing_act/1227/guidance_for_making_representations
5. **To receive reports:**
 - 1) *Chairman*
It appears that devolution in the East Anglia region is favouring to three main Councils (hubs) Tilney St Lawrence would come under West Norfolk. This will possibly mean more input for Parish councils when it comes to discussion making.
There is a change coming for Land Banking (Land banking in the UK refers to the practice where property developers purchase land with the intention of developing it at a later date, often leaving it undeveloped for a period of time in their "land bank". While sometimes perceived negatively, especially when linked to potential scams, it's also a common strategy for housebuilders to secure

future development sites. Land can be held for varying lengths of time, from a year or two to several decades.

Measures like the Levelling Up and Regeneration Act 2023, alongside potential tax penalties for unused land, aim to discourage long-term speculative land banking

2) *Footway lighting*

Dealt with under item 9.

3) *Footpath and tree*

No issues.

4) *Village hall*

Clerk has received minutes to May 2025.

6. **Highways and footways**

None.

7. **To receive and consider Borough and County Council Issues which affect the Parish.**

None.

8. **Financial matters**

1) *To approve the Bank Reconciliation to 30th June 2025 – (appendix A)*

Proposed...Cllr J Day.....**Seconded...**Cllr C Ayres..... **approved.**

2) *To approve Payments to 9th July 2025, including any late payments reported by the clerk, and to note contractual payments., (appendix B)*

Proposed...Cllr M Napier.....**Seconded...**Cllr M Dix..... **approved.**

3) *To Note: Unity bank interest to 30 June 2025 - £303.27*

Noted.

4) *To Note: 1st Quarter Budget Figures (appendix C)*

Noted.

To Discuss the cleaning of the village bus shelters and village signs.

Budget set at £250 for bus shelter cleaning and £350 for village sign cleaning total £600

Brights Cleaning – Quotes received –

Bus Shelters £55 + VAT each

Village Signs £35 + VAT each.

RH Cleaning Services – Quotes received –

3 x Bus Shelters £150 + VAT.

2 x Village signs £20 + VAT

M & M Cleaning Services – Quotes received -

Bus Shelters £45 each

Village Signs £10 each

ZW Cleaning Services – emailed for quotes – No Response.

A discussion took place, and it was agreed to accept the quote from Brights Cleaning. Although slightly higher in price, it did seem to be a better clean. A trial starting in September and if the job has been done adequately then another clean in March 2026, then twice yearly from then on.

Agreed.

9. **Broken Streetlamp outside no. 139, High Road, Tilney cum Islington**

Clerk has been in contact with UK Power Network as this breakage happened when they were replacing the telegraph pole. According to the neighbour it was knocked off by their hoist operator who was dropping the new pole into the ground, and he caught the bracket, it then crashed to the ground.

UK Power Network are trying to blame the age of the lamp, saying it may have been rusty fixings etc. Clerk has replied to them stating the lamp was installed in July 2019, so the removal and re-installation of the lamp should have been straight forward. They then replied the bracket has in

fact broken, the metal pole which is threaded on to the bracket has completely rusted through and has broken off hence why it was not reattached.

I have sent UK Power Networks the whole email statement from the neighbour who witness this happen. Reply received not accepting liability, (email thread was attached to agenda email).

Clerk had a quote from Westcotec (our streetlighting contractor) for £396.00 plus VAT, this will be to collect lamp from UKNP depot and supply and install galvanised steel pole lighting bracket, fit lantern and connect to UKPN supplied fuse box.

Discussed and agreed to accept the quote, pay the invoice and pass the invoice cost to UKPN for re-imbursement. If they will not re-imburse then consider taking this to the small claims court.

Proposed...Cllr J Kitchen.....Seconded...Cllr M Dix.....agreed.

10. To note the purchase and siting of No Parking signs.

Clerk has purchased three 'Strictly No Parking' signs which can be fixed to the fence running alongside the strip of land owned by the Parish Council in Magdalen Road at a cost of £9.96 ex VAT.

So as not to delay this further, this cost has been taken from the Chairmans allowance.
Noted.

11. Overgrown verge and drain in Magdalen Road.

Clerk has reported the overgrown verge and drain outside the empty prefab bungalows in Magdalen Road to Freebridge on many occasions since last year with no response.

Clerk has been in contact with the internal drainage board and County Highways, both agreeing it belongs to Freebridge.

Clerk has now emailed the maintenance team on 25th June requesting this area be cut back to an acceptable condition.

Discussed and agreed that Cllr B Ayres will approach Freebridge as the Borough councillor for the area, to try and get this issue dealt with.

12. The Parish Partnership Scheme 2026/27.

This is the 50/50 scheme for Bids for local highway improvements. We tapped into this scheme last year for our replacement bus shelter in Tilney Cum Islington.

For detailed information please see the [webpage](#).

CIL money balance - £3115.18

To defer this to the September meeting.

13. To consider any planning applications.

25/01002/F - 20 Westfields Close -Single storey rear extension and alterations
No comments.

14. To note Borough Council planning decisions.

- 1) 25/00490/F - *Retrospective change of use of building and land to Commercial Scaffolding Yard and associated works. Ambleside New Road - Application Permitted*
- 2) 25/00419/F - *Proposed single storey extensions to existing dwelling and all associated works - Sycamore Farm Chapel Road Tilney Fen End - Application Refused 16 June 2025 Delegated Decision*
- 3) 25/00609/F - *Land At E554006 N311510 Chapel Road Tilney Fen End - Application Permitted, 25 June 2025, Delegated Decision.*

All above noted.

15. To set a date for the appraisal of the Clerk and Outside Operative.

Staff Appraisals to be held by the staffing committee (Chairman and Vice Chairman) on Thursday 31st July at 10am.

16. To receive and consider any general correspondence.

None

17. To consider items for the next agenda.

- Update on High Road, TCI Streetlight.
- Update on Magdalen Road overgrown verge and drain.
- The Parish Partnership Scheme 2026/27.

18. 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) *Clerk gave a report on renewal of Farm Business Tenancy.*

Meeting closed: 8:15pm.

Appendix A
Bank Reconciliation to 30th June 2025

	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		48,440.86
	ADD Receipts 01/04/2025 - 30/06/2025		14,982.56
			63,423.42
	SUBTRACT Payments 01/04/2025 - 30/06/2025		10,775.56
A	Cash in Hand 30/06/2025 (per Cash Book)		52,647.86
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	10.00	
	Unity current Account 30/06/2025	2,977.14	
	Unity Savings Account 30/06/2025	49,660.72	
			52,647.86
	Less unrepresented payments		
			52,647.86
	Plus unrepresented receipts		
B	Adjusted Bank Balance		52,647.86
	A = B Checks out OK		

Appendix B
Payments to 9th July 2025

2 July 2025 (2025-2026)

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
31 LED Lighting Repayment	01/07/2025		Unity current Accour	DD	PWLB Loan Repayment	PWLB	E	784.45		784.45
32 Street Light Electricity	08/06/2025		Unity current Accour	DD	Electricity Charge	YU Energy	L	131.53	6.58	138.11
33 Street Light Electricity	08/06/2025		Unity current Accour	DD	Electricity Charge	YU Energy	L	19.66	0.98	20.64
34 Litter Picking Expenses	07/07/2025		Unity current Accour	BACS	Outside Operative Expenses	Outside Operative	S	9.13	1.82	10.95
35 Grass Cutting	10/06/2025		Unity current Accour	BACS	Grasscutting	J.A.H. Garden and Grounds	X	749.37		749.37
36 Bank Charges	31/05/2025		Unity current Accour	CHRG	Bank charges	Unity Bank	E	6.00		6.00
37 Bank Charges	30/06/2025		Unity current Accour	CHRG	Bank charges	Unity Bank	E	6.00		6.00
38 Clerk Salary	25/06/2025		Unity current Accour	BACS	Clerk Salary	Clerk	X	749.23		749.23
39 Outside Operative Salary	04/07/2025		Unity current Accour	BACS	Erica Wages	Outside Operative	X	154.08		154.08
40 Travel Expenses	09/07/2025		Unity current Accour	BACS	Clerks Expenses	Clerk	X	5.40		5.40
40 Office Allowance	09/07/2025		Unity current Accour	BACS	Clerks Expenses	Clerk	X	26.00		26.00
40 Office Allowance	09/07/2025		Unity current Accour	BACS	Clerks Expenses	Clerk	X	20.00		20.00
41 Office Mobile SIM	09/07/2025		Unity current Accour	BACS	Office Mobile SIM	Lyca Mobile	S	3.25	0.65	3.90
42 Clerks Office software	09/07/2025		Unity current Accour	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
42 Clerks Office software	09/07/2025		Unity current Accour	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
43 Chair/Vice Chair Expenses	09/07/2025		Unity current Accour	BACS	No Parking Signs	Amazon	S	9.96	2.01	11.97
44 Street Light Electricity	08/07/2025		Unity current Accour	DD	Electricity Charge	YU Energy	L	120.60	6.03	126.63
45 Street Light Electricity	08/07/2025		Unity current Accour	DD	Electricity Charge	YU Energy	L	19.36	0.97	20.33
46 Grass Cutting	09/07/2025		Unity current Accour	BACS	Grasscutting	J.A.H. Garden and Grounds	X	749.37		749.37
Total								3,571.71	20.70	3,592.41

Appendix C - 1st Quarter Budget – April to June 2025

Tilney St Lawrence Parish Council - Quarter 1 (01/04/2025 to 30/06/2025 - All Cost Centres and Codes)

	1st Quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Administration						
1 Clerk Salary			(N/A)	2,350.03	2,996.92	-646.89(-27%)
2 Clerks Office software			(N/A)	137.53	8.32	129.21(93%)
4 Clerk/Councillor Training/Meetings			(N/A)	49.97		49.97(N/A)
5 Stationary/Postage/Printing			(N/A)	18.75		18.75(N/A)
7 Professional & Legal Fees			(N/A)	10.00		10.00(N/A)
8 Audit Fees			(N/A)	460.00	240.00	220.00(47%)
9 Insurance Premiums			(N/A)	1,600.00	1,681.15	-81.15(-5%)
10 Bank Charges			(N/A)	18.00	18.00	(0%)
11 Subscriptions			(N/A)	127.97	516.25	-388.28(-303%)
12 Website Charges			(N/A)	17.53		17.53(N/A)
13 Travel Expenses			(N/A)	25.03	5.40	19.63(78%)
14 Chair/Vice Chair Expenses			(N/A)	25.03	4.00	21.03(84%)
48 Data Protection			(N/A)	35.00	47.00	-12.00(-34%)
53 Office Allowance			(N/A)	78.00	52.00	26.00(33%)
63 Councillor Administration			(N/A)	7.50	10.16	-2.66(-35%)
64 Office Mobile SIM			(N/A)	10.50	6.50	4.00(38%)
65 Books & Publications			(N/A)	12.00		12.00(N/A)
67 Domain Registration			(N/A)			(N/A)
70 Employers NI 2025/26			(N/A)	165.00		165.00(N/A)
Sub Total for Administration			(N/A)	5,147.84	5,585.70	-437.86(-8%)
Earmarked Reserves						
3 Office Equipment			(N/A)	62.50		62.50(N/A)
37 Outside Furniture			(N/A)	62.53		62.53(N/A)
52 CIL			(N/A)	1,750.00		1,750.00(N/A)
55 Election Expenses			(N/A)	124.97		124.97(N/A)
56 CCTV			(N/A)	375.00		375.00(N/A)
57 Bus Shelters			(N/A)	250.03		250.03(N/A)
58 Neighbourhood Plan			(N/A)	2,125.03		2,125.03(N/A)
59 Streetlights			(N/A)	250.03		250.03(N/A)
69 Village Green			(N/A)	625.03		625.03(N/A)
Sub Total for Earmarked Reserves			(N/A)	5,625.12		5,625.12(N/A)
Income						
15 Precept		14,381.00	14,381.00 (N/A)			(N/A)
41 Bank Interest		303.27	303.27 (N/A)	75.00		75.00(N/A)
42 Agricultural Rent			(N/A)	189.28		189.28(N/A)
49 VAT refund			(N/A)			(N/A)
Sub Total for Income		14,684.27	14,684.27 (N/A)	264.28		264.28(N/A)
Open Spaces						
18 Street Light Electricity			(N/A)	550.03	481.12	68.91(12%)
19 Grass Cutting			(N/A)	4,800.00	2,248.11	2,551.89(53%)
20 Outside Operative Salary			(N/A)	567.47	500.76	66.71(11%)
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)	87.47		87.47(N/A)
24 Notice Boards/Signs		250.00	250.00 (N/A)	25.03		25.03(N/A)
25 Dog Waste Bins Empty			(N/A)	175.03	1,537.90	-1,362.87(-778%)
26 Miscellaneous			(N/A)	49.97		49.97(N/A)
27 Drainage Rates	8.34		-8.34 (N/A)		37.34	-37.34(N/A)
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	250.00	241.66(2897%)	6,410.06	4,805.23	1,604.83(25%)
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 Loan Repayment (2025-20)						
33 LED Lighting Repayment			(N/A)	392.53		392.53(N/A)
Sub Total for PWLB Loan Repayment (2025-20)			(N/A)	392.53		392.53(N/A)
TOTALS.....	8.34	14,934.27	14,925.93(178967)	18,339.89	10,390.93	7,948.96(43%)

NET Variance Quarter 1

22,874.89