

Tilney St. Lawrence Parish Council

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

Minutes of the Meeting of Tilney St Lawrence Parish Council held 19:00 on Monday 1st September 2025, in the Tilney St Lawrence Village Hall.



Clerk: Jackie Christie

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

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

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

Apologies for absence: Cllr C Ashworth, Cllr Brian Long (Borough & County Councillor).

1. To approve the Minutes of the meeting held on Monday, 07 July 2025 – **approved**.
2. To receive declarations of interests and to consider any written request for dispensation.
Cllr D Raynor declared a pecuniary interest on item 14.1.
3. **Public Participation**
No public present.
4. **Clerks Report:**
 - 1) Overgrown weeds and brambles from the empty plot next to 2b Westfields Close – Clerk had managed to track down the registered owners of this land and wrote to them requesting they keep the area clear of weeds and brambles on a regular basis; however, the owners are no longer at this address and moved six years ago. Clerk did find a Facebook profile of one of the owners and has tried to contact them via messenger, however they are not responding.
Discussed and agreed to request County Highways to keep the footway clear of weeds and bramble.
Also discussed - if the owners cannot be traced could the Parish Council put a claim on the land and keep as a small piece of open land. Clerk will take advice from NALC legal team and report back.
 - 2) The contractor has completed the installation of the broken bracket and lamp in High Road Tilney cum Islington.
Clerk had asked him for a report as to his thoughts on the broken bracket when UK Networks replaced the pole, his email is as below:
I have refitted your light on High Rd, Tilney cum Islington with a new bracket. I have attached photos of the new light and the broken bracket. This is a common fault with these very old brackets, the bracket arm metal is very thin where it screws into its support.
Discussed and agreed that the Parish Council will not pursue a claim on UK Power Networks for re-imbursement of the cost of replacement and repair.
 - 3) Clerk requests six days holiday from Friday 26th September to Friday 3rd October 2025 – **agreed**.
 - 4) It appears that the issue with the truck parking on our grass verge has now moved across the road and the driver now parks it obstructing the footway next door to The Buck Inn.
The Clerk has reported this to the local beat officer who will be speaking to the registered owner regarding illegal parking causing an obstruction on the footway.
Discussed and agreed to wait until the local beat officer has spoken to him and updated the Clerk.

5. **To receive reports:**

1) *Chairman*

- Chairman reported that Dr Punsfer's Gift Charity had agreed to fund a replacement bench on the strip of grass by the Tilney St Lawrence village sign/notice board due to the old wooden one collapsing. A recycled plastic bench was ordered and was delivered to the Chairman on Thursday. The bench is very sturdy and maintenance free. Cost for installation is awaiting.
- Devolution is still ongoing.

2) *Footway lighting*

No issues

3) *Footpath and tree*

No Issues

4) *Village hall*

June and July meeting minutes received by Clerk.

Noted that the hall floor has now been installed and looked fresh and clean.

6. **Highways and footways**

The bridge is still causing problems and is getting worse. County Highways have been informed on a number of occasions, however as yet nothing has been done to rectify the problem.

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

None to report.

8. **Financial matters**

1) To approve the Bank Reconciliation to 31st July & to 26th August 2025 – (***appendix A***)
Proposed...Cllr M Napier.....Seconded...Cllr D Partridge.....approved.

2) To approve Payments to 6th September 2025, *including any late payments reported by the clerk, and to note contractual payments.* (***appendix B***)

Proposed...Cllr M Napier.....Seconded...Cllr D Partridge.....approved.

3) To note the External Auditors report.

AGAR Section 3 - External Auditors (***appendix C***)

Notice of conclusion of audit has been uploaded to the Parish Council website, along with all AGAR paperwork. – **noted.**

9. **To Adopt an IT Policy**

Every smaller authority (excluding parish meetings) must have an IT policy in place to comply with the new Assertion 10: Digital and Data Compliance in the Annual Governance Statement.

Discussed and approved to adopt the IT policy in line with assertion 10.

Proposed...Cllr J Day.....Seconded...Cllr M Dix.....approved.

10. **Annual Staff Appraisals.**

The staff annual appraisal took place on 31st July.

From this meeting it was noted that the annual pay increase award was accepted at 3.2%. This needs to be backdated to April.

The appraisals went well, and both parties were happy. It was discussed and felt that the Clerk should increase one point on the Local Government Service Scale range.

There would be income tax liabilities if the back pay was paid all in one go, so it was agreed to re-calculate each month wages since April then pay the total backpay in September as a separate payment. - Agreed

11. **Request for grant from Tilney St Lawrence Church for support in graveyard grass cutting.**
Accounts and correspondence have been sent to Councillors via email with agenda.
Total budget for grants has been set at £1,000 for the financial year.
Discussed and agreed that due to the Church requiring quite a lot of work to the electrics along with £5,000 for branches and tree cutting in the Churchyard it was agreed to a grant of £1,000 for this financial year towards grass cutting and weed killing.
12. **Overgrown verge and drain in Magdalen Road.**
The Chairman has been in touch with Freebridge on a number of occasions for them to clear this drain and verge, however no response has been received.
Discussed and agreed that the Clerk will write to Freebridge and inform them that the Parish Council will instruct our contractor to clear this area of overgrowth and re-charge Freebridge the cost.
13. **The Parish Partnership Scheme 2026/27.**
This is the 50/50 scheme for Bids for local highway improvements.
For detailed information please see the [webpage](#).
CIL money balance - £3115.18
As Dr Punsfer's Gift Charity has funded the replacement bench by the village sign/notice board it was agreed to fund the fixing of the bench from Parish CIL balance. Quote has been requested by a local building contractor.
14. **To consider any planning applications.**
Cllr D Raynor left the meeting for item 1.
1) 25/01337/F - *Single storey extension to workshop at C D R Services 14 St Johns Road Tilney St Lawrence* - **no comments**
2) *Added - 25/01369/F - Proposed extension and alterations to offices, workshop and storage at H2O Vend Limited, The Depot, 195, Magdalen Road* - **no comments.**
15. **To note Borough Council planning decisions.**
1) 25/01159/F - *HOUSEHOLDER -Erection of front bay windows, front porch, single storey side extension and single storey rear extension. 52 St Johns Road - Application Permitted, 11 August 2025 - Delegated Decision. – noted.*
16. **To receive and consider any general correspondence.**
None
17. **To consider items for the next agenda.**
Dyke in School Road – overgrown, blocked and rat problem.
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).**
Resolved.
Farm Tenancy rent.
Discussed and agreed to increase rent by 5% as from October 2026.
Clerk will write to tenant informing him of decision.

Meeting closed: 8:30pm

Appendix A
Bank Reconciliation to 31st July & August 2025

A	Bank Reconciliation at 31/07/2025			
	Cash in Hand 01/04/2025			48,440.86
	ADD Receipts 01/04/2025 - 31/07/2025			14,982.56
	SUBTRACT Payments 01/04/2025 - 31/07/2025			63,423.42
				13,627.38
	Cash in Hand 31/07/2025 (per Cash Book)			49,796.04
B	Cash in hand per Bank Statements			
	Petty Cash	31/07/2025	10.00	
	Unity current Account	31/07/2025	2,125.32	
	Unity Savings Account	31/07/2025	47,660.72	
				49,796.04
	Less unrepresented payments			
				49,796.04
	Plus unrepresented receipts			
	Adjusted Bank Balance			49,796.04
	A = B Checks out OK			

Appendix A Cont.
Bank Reconciliation to 19th August 2025

	Bank Reconciliation at 19/08/2025		
	Cash in Hand 01/04/2025		48,440.86
	ADD Receipts 01/04/2025 - 19/08/2025		14,982.56
	SUBTRACT Payments 01/04/2025 - 19/08/2025		63,423.42
			15,468.67
A	Cash in Hand 19/08/2025 (per Cash Book)		47,954.75
	Cash in hand per Bank Statements		
	Petty Cash 19/08/2025	10.00	
	Unity current Account 19/08/2025	2,284.03	
	Unity Savings Account 19/08/2025	45,660.72	
			47,954.75
	Less unrepresented payments		
			47,954.75
	Plus unrepresented receipts		
B	Adjusted Bank Balance		47,954.75
	A = B Checks out OK		

Appendix B Payments to 6th September 2025

1 September 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
47	Stationary/Postage/Printing	21/07/2025		Unity current Accoun	BACS	Postage	Chairman	E	8.75		8.75
48	Streetslights	21/07/2025		Unity current Accoun	BACS	Replacement Street Light TCI	Westcotec Ltd	S	396.00	79.20	475.20
49	Outside Operative Salary	06/08/2025		Unity current Accoun	BACS	Erica Wages	Outside Operative	X	191.40		191.40
50	Clerk Salary	06/08/2025		Unity current Accoun	BACS	Clerk Salary	Clerk	X	749.23		749.23
51	Bank Charges	31/07/2025		Unity current Accoun	CHRG	Bank charges	Unity Bank	E	6.00		6.00
52	Website Charges	30/07/2025		Unity current Accoun	BACS	NLC Subscriptions	Local Council Support	S	70.00	14.00	84.00
53	Audit Fees	31/07/2025		Unity current Accoun	BACS	Audit	PKF Little John LLP	S	210.00	42.00	252.00
54	Employers NI 2025/26	24/07/2025		Unity current Accoun	DD	ER's NI	HMRC	X	100.81		100.81
55	Outside Operative Salary	24/07/2025		Unity current Accoun	DD	PAYE	HMRC	X	2.00		2.00
56	Street Light Electricity	08/08/2025		Unity current Accoun	DD	Electricity Charge	YU Energy	L	20.13	1.01	21.14
57	Street Light Electricity	08/08/2025		Unity current Accoun	DD	Electricity Charge	YU Energy	L	123.95	6.20	130.15
58	Grass Cutting	09/08/2025		Unity current Accoun	BACS	Grasscutting	J.A.H. Garden and Grounds	X	749.37		749.37
59	Outside Operative Salary	05/09/2025		Unity current Accoun	BACS	Wage Increase Back Pay April 1	Outside Operative	X	20.92		20.92
60	Clerk Salary	05/09/2025		Unity current Accoun	BACS	Wage Increase Back Pay April 1	Clerk	X	184.50		184.50
61	Outside Operative Salary	05/09/2025		Unity current Accoun	BACS	Erica Wages	Outside Operative	X	160.92		160.92
62	Clerk Salary	05/09/2025		Unity current Accoun	BACS	Clerk Salary	Clerk	X	786.17		786.17
63	Travel Expenses	05/09/2025		Unity current Accoun	BACS	Clerks Expenses	Clerk	X	2.70		2.70
63	Office Allowance	05/09/2025		Unity current Accoun	BACS	Clerks Expenses	Clerk	X	52.00		52.00
64	Clerks Office software	05/09/2025		Unity current Accoun	BACS	Adobe Systems	Adobe Systems	S	8.32	1.66	9.98
65	Bank Charges	31/08/2025		Unity current Accoun	CHRG	Bank charges	Unity Bank	E	6.00		6.00
66	Grass Cutting	05/09/2025		Unity current Accoun	BACS	Grasscutting	J.A.H. Garden and Grounds	X	749.37		749.37
Total									4,598.54	144.07	4,742.61

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Tilney St Lawrence Parish Council – NO0473**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/07/2025