

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 Monday, 01 December 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 R Day, Cllr M Dix, Cllr J Kitchen, Cllr D Partridge, Cllr D Raynor, Cllr H Greenwood, Cllr M Napier, Mrs J Christie (Clerk).

Apologies for absence: Cllr G Miller, Cllr C Ayres.

1. To approve the Minutes of the meeting held on Monday, 03 November 2025 – **approved**.
2. To receive declarations of interests and to consider any written request for dispensation.
Cllr J Kitchen declared an interest on item 14.1.
3. **Public Participation**
 - 1) *To receive representations relating to matters on the agenda.*
Two members of the public in attendance.
A member of the public spoke on item 14.3 - His comments were noted.
 - 2) *To receive representations or questions on other matters.*
None.
4. **Clerks Report:**
 - 1) Update on empty plot next to 2b Westfields Close – Clerk had made enquiries and planning permission was granted in 2019 for a substantial 2 bedrooomed detached bungalow on this site. Although the planning application had run out, if re-submitted or similar there would be no reason for a new application to be turned down, adding more value to the parcel of land. A compulsory purchase can be made by the Borough Council, however not by a Parish Council. If a compulsory purchase was feasible this would be done on behalf of the Parish Council with all costs, including legal fees, etc. etc. being passed to the Parish Council for payment. Compulsory purchase also requires specific reasons - A piece of land is compulsorily purchased when an acquiring authority needs it for a project deemed to be in the public interest, such as new infrastructure (e.g., roads, railways, housing) or regeneration schemes.
Due to the costs involved it was agreed not to continue with this any further.
 - 2) Emailed Chairman of village hall committee informing him that the Parish Council are unable to support their request for finance at this time and also inform him that the grass cutting schedule of the playing field runs from March to October each year and any extra cutting required during the winter months is the responsibility of the village hall committee.
Noted.
 - 3) School Road Streetlight - Received copy email from Insurers recovery agents: *We have now had the opportunity to review the documents provided and consider the prospects of recovery to be below 50%. This is because there is insufficient documentary evidence to prove that the third-party driver caused the damage suffered.*
A discussion took place, and it was agreed that the Clerk should send a letter to the owner of the vehicle requesting they pay the £250 Parish Council Insurance excess.

5. To receive reports:

1) *Chairman*

Chairman reported that it had been a rather quiet month.

2) *Footway lighting*

- Streetlight ID: 17, O/S no. 27 St Johns Road. Lamp is flickering on and off, is more off than on – Clerk has requested quote from Cozens (UK) Ltd.
- Streetlamp ID no: 55, Opposite Bramble Cottage, High Road, Tilney cum Islington is not working.

It was agreed that the above streetlight issues should be repaired within the cost of £150 per streetlamp. If found to be above this amount, then refer back to Council.

3) *Footpath and tree*

None

4) *Village hall*

None

6. Highways and footways

None notified to Clerk.

7. Damaged Dog Waste Bin.

The new dog waste bin in Spice Chase which had been damaged disappeared, however the bin had been removed by a member for repair and has now been put back on site.

**8. To receive and consider Borough and County Council Issues which affect the Parish.
LGR Consultation is now open.**

The Government's consultation on Local Government Reorganisation (LGR) in Norfolk and Suffolk has **now officially opened**. It will run for **8 weeks only, closing on 11 January 2026 at 23:59**.

Members discussed the paper sent by NALC. Views were given to the Clerk on each question and Clerk fill in and send to NALC.

9. Financial matters

1) To approve the Bank Reconciliation to 25 November 2025 – (*appendix A*)

Proposed...Cllr R Day.....Seconded...Cllr J Day.....approved.

2) To approve Payments to 05 December 2025, *including any late payments reported by the clerk, and to note contractual payments. (appendix B)*

Payment added – Outside operatives expenses for refuse sack and disposable gloves £5.50

Proposed...Cllr D Raynor.....Seconded...Cllr M Dix.....approved.

10. Grass Cutting Contract

James from JAH Garden and Grounds Maintenance has now completed his final cut of the season. This contract was agreed to with a one season trial, which has now ended.

Discussed and approved continue with the contract with JAH Garden and Grounds Maintenance for three years (to season 2029/30).

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

11. Village Hall Floor Care Letter

Clerk emailed the secretary of the Village Hall committee for a copy of their hirers Floor Care Agreement. (copy sent with agenda email) as their minutes showed we had been given a copy and we had not.

From the agreement it should be noted that most of their requests are not valid for Parish Council meetings and only the moving of furniture relates to our meetings, meaning we take care when moving tables and chairs.

The agreement was noted, and a copy will be kept for future reference. Clerk will inform the village hall committee.

12. KL&WN Borough Council – update to CIL Funding

CIL funding is undergoing a change, KL&WN BC have adopted a new policy, which can be viewed here: https://www.west-norfolk.gov.uk/homepage/343/borough_cil_infrastructure_fund.

All applications will now be made via an online form.

A new website has been created <https://pfm.exacom.co.uk/kingslynnwestnorfolk/> to allow members of the public to search for their Parish and see what has been spent. (this website is still in the process of being updated)

Noted.

13. Streetlight Electrical & Structural Testing

Amey LG Ltd have emailed to see if we are considering having our streetlights Electrically & Structurally tested.

They have sent a quote for £1443.75 plus VAT which covers 70 streetlights.

Discussed and agreed that as this was not included in our 2026/27 budget to discuss when setting the budget for 2027/28.

14. To consider any planning applications.

- 1) [25/01865/F](#) - Variation of Condition 2 attached to Planning Permission 25/00251/F: Proposed rear and first floor extension, and internal alterations Ras Dara 121 High Road Tilney cum Islington
Cllr J Kitchen declared his interest and left the meeting.
Approve as it will enhance diversity within the conurbation.
- 2) [25/01752/O](#) - SELF-BUILD - Outline application for proposed 2no. self build plots Land North of 37 Church Road.
Approve as it will enhance the area.
- 3) [25/01775/O](#) - SELF-BUILD - Proposed 3no. plots Land North of 37 Church Road
Approve as it will enhance the area
- 4) [25/01749/O](#) - SELF BUILD: Proposed 3no. self build plots Land At E554871 N314281 S of 53 Church Road
Approve as it will enhance the area.
- 5) [25/01432/F](#) - Erection of dwelling (self build) at Land E554406 N314082 W of 44 St Johns Road –
Note: (Parish Members had no comments for previous submission in October).
No comments.
- 6) [25/01814/F](#) - HOUSEHOLDER - Proposed garage and associated works Holly Manor Lynn Road Tilney All Saints
No comments.
- 7) [25/00078/TPO](#) - 2/TPO/00212: Split out horse chestnut hanging over customers driveway. Needs a full removal to ground level. Islington Hall Islington Green Tilney All Saints
No comments

15. To note Borough Council planning decisions.

- 1) [25/01537/F](#) - HOUSEHOLDER - Single storey rear extension Tapp Row 6 Church Road -
Application Permitted - 12 November 2025 - Delegated Decision
Noted.

Meeting closed: 8:15pm.

Appendix A
Bank Reconciliation to 25 November 2025

	Bank Reconciliation at 25/11/2025		
	Cash in Hand 01/04/2025		48,440.86
	ADD Receipts 01/04/2025 - 25/11/2025		32,702.65
			81,143.51
	SUBTRACT Payments 01/04/2025 - 25/11/2025		25,933.41
A	Cash in Hand 25/11/2025 (per Cash Book)		55,210.10
	Cash in hand per Bank Statements		
	Petty Cash 25/11/2025	10.00	
	Unity current Account 25/11/2025	4,269.89	
	Unity Savings Account 25/11/2025	50,930.21	
			55,210.10
	Less unrepresented payments		
			55,210.10
	Plus unrepresented receipts		
B	Adjusted Bank Balance		55,210.10
	A = B Checks out OK		

Appendix B
Payments to 05 December 2025

24 November 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
92	Bank Charges	31/10/2025		Unity current Account	CHRG	Bank charges	Unity Bank	E	6.00		6.00
93	Outside Operative Salary	05/12/2025		Unity current Account	BACS	Erica Wages	Outside Operative	X	161.12		161.12
94	Clerk Salary	05/12/2025		Unity current Account	BACS	Clerk Salary	Clerk	X	786.17		786.17
95	Street Light Electricity	10/11/2025		Unity current Account	DD	Electricity Charge	YU Energy	L	173.88	8.69	182.57
97	Travel Expenses	05/12/2025		Unity current Account	BACS	Clerks Expenses	Clerk	X	2.70		2.70
97	Office Allowance	05/12/2025		Unity current Account	BACS	Clerks Expenses	Clerk	X	26.00		26.00
98	Clerks Office software	05/12/2025		Unity current Account	BACS	Microsoft 365 Annual Renewal	Microsoft	S	-15.66	-3.13	-18.79
99	Clerks Office software	05/12/2025		Unity current Account	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
Total									1,144.37	6.39	1,150.76