

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, 02 February 2026, in the Tilney St Lawrence Village Hall.



Clerk: Jackie Christie

Cornwall Lodge, 1, Church Road, Wiggshall 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 Ayres, Cllr R Day, Cllr M Napier, Cllr G Miller, Cllr M Dix, Cllr J Kitchen, Cllr D Partridge, Mrs J Christie (Clerk).

County Cllr Brian Long in attendance.

Apologies for absence: Cllr H Greenwood, Cllr D Raynor, Cllr C Ashworth.

1. To approve the Minutes of the meeting held on Monday, 05 January 2026 – **approved**.

2. To receive declarations of interests and to consider any written request for dispensation.
None.

3. **Public Participation**
No public present.

4. **Clerks Report:**

- 1) *Clerk had a report of tree down across footpath no.1. Due to the urgency of the problem, contacted the Chairman and agreed to contact Chris Smith (Evergreen Grass Care) to remove the tree – awaiting invoice - noted*
- 2) *Kerbstone in Church Road, by The Buck Inn car park wall has been dislodged. Reported to Highways, reply received: 'programmed for repairs by contractor, Norse Highways'.*
- 3) *Damaged streetlight in Church Road - works were scheduled for 16th January and this has now been completed.*
- 4) *The S137 expenditure limit for 2026/27 increases from £11.10 to £11.60 per elector. (Section 137 of the Local Government Act 1972 allows English Parish and Town Councils to spend limited funds on community-benefiting projects for which no other specific legal power exists). Tilney St Lawrence Parish had 1,275 electors as of December 2024. Not had new register for December 2025 as KL&WN BC have delayed due primarily to the fact that they had a Borough Council by-election during the canvass period but also because of the uncertainty surrounding whether there will be County Council elections in May, they have decided to delay publication of the new register until February 2026 - noted*

5. **To receive reports:**

1) *Chairman*

The Chairman met with one of the prospective candidates for the proposed 2027 elections for the Mayor of Norfolk and Suffolk, should the relevant boundary changes be agreed by Government. The discussion provided an opportunity to exchange views on the evolving devolution landscape, the potential scope and responsibilities of a combined mayoral authority, and the priorities facing communities across both counties.

2) *Footway lighting*

Nothing to report.

3) *Footpath and tree*

No issues.

4) *Village hall*

The village hall committee agreed to support the Parish Council by clearing the loft space so that the old Parish files can be collected and sent for archiving at Norfolk's record office.

6. **Highways and footways**

Potholes were still an issue within the Parish. The Chairmen and Clerk are hoping to set up a site visit around the area with the County Highways Officer.

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 26 January 2026 – (appendix A)*

Proposed...Cllr G Miller.....Seconded...Cllr D Partridge.....approved

2) *To approve Payments to 06 February 2026, including any late payments reported by the clerk, and to note contractual payments. (appendix B)*

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

9. **Budget - 3rd Quarter – 31st December 2025**

To note budget figures to 31st December 2025. (appendix C) – noted.

10. **Acknowledgement of Service – Doug Jones**

Doug Jones served on the Parish Council for over 30 years and was an active and committed member, supporting numerous local projects and working tirelessly for the benefit of the Parish. Councillors discussed siting a brass plaque in memory of Doug Jones on the brickwork of the village sign. The Chairman will purchase this from his Chairmen's allowance and choose suitable wording.

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

11. **CCTV System**

The Clerk had received a quotation from Core Technology Projects Ltd, the contractor responsible for installing the original system and providing ongoing support. The quotation is for the replacement of the 16-channel NVR, including installation, support, and the reconnection and configuration of all existing cameras, at a total cost of £1,183.84 net – full quotation was emailed with agenda.

Discussed the renewal of the CCTV hardware and agreed Clerk to order the system for payment from 2026/27 budget.

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

12. **To consider any planning applications.**

None.

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

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 - Application Permitted, 2 January 2026*

2) *Proposed conversion of 1No brick barn to form 2No dwellings including adjustments to window openings (Schedule 2, Part 3, Class Q) - Land And Building S of 181 At E554653 N311869 School Road - Prior Approval – Approved - 9 January 2026 - Delegated Decision*

3) *Received after agenda published - 25/01814/F – Garage and associated works – Holly Manor – Application withdrawn.*

Meeting closed at 7:50pm

Appendix A
Bank Reconciliation to 26 January 2026

	Bank Reconciliation at 26/01/2026		
	Cash in Hand 01/04/2025		48,440.86
	ADD Receipts 01/04/2025 - 26/01/2026		33,447.24
	SUBTRACT Payments 01/04/2025 - 26/01/2026		81,888.10
			29,675.91
A	Cash in Hand 26/01/2026 (per Cash Book)		52,212.19
B	Cash in hand per Bank Statements		
	Petty Cash 26/01/2026	10.00	
	Unity current Account 26/01/2026	2,989.58	
	Unity Savings Account 26/01/2026	49,212.61	
			52,212.19
	Less unrepresented payments		
			52,212.19
B	Plus unrepresented receipts		
	Adjusted Bank Balance		52,212.19
	A = B Checks out OK		

Appendix B
Payments to 06 February 2026

26 January 2026 (2025-2026)

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
109 CCTV	12/01/2026		Unity current Account	BACS	Call out and update of CCTV sy	Core Technology Projects L	S	125.00	25.00	150.00
110 Outside Operative Salary	06/02/2026		Unity current Account	BACS	Erica Wages	Outside Operative	X	198.90		198.90
111 Clerk Salary	06/02/2026		Unity current Account	BACS	Clerk Salary	Clerk	X	786.17		786.17
114 Clerk Salary	23/01/2026		Unity current Account	DD	Clerks Tax Mths 7, 8, 9	HMRC	X	27.20		27.20
115 Outside Operative Salary	23/01/2026		Unity current Account	DD	Outside Operatives Tax Mths 7	HMRC	X	2.40		2.40
116 Employers NI 2025/26	23/01/2026		Unity current Account	DD	ER's NI	HMRC	E	170.16		170.16
117 Travel Expenses	06/02/2026		Unity current Account	BACS	Clerks Expenses	Clerk	X	5.40		5.40
117 Office Allowance	06/02/2026		Unity current Account	BACS	Clerks Expenses	Clerk	X	50.00		50.00
118 Clerks Office software	06/02/2026		Unity current Account	BACS	Adobe Systems	Adobe Systems	S	8.32	1.66	9.98
Total								1,373.55	26.66	1,400.21

Appendix C
Budget to 3rd QTR.

Tilney St Lawrence Parish Council - Budget
(01/04/2025 to 31/12/2025 - All Cost Centres and Codes)

		Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Administration							
1	Clerk Salary				9,400.00	7,129.33	2,270.67
2	Clerks Office software				550.00	145.38	404.62
4	Clerk/Councillor Training/Meetings				200.00		200.00
5	Stationary/Postage/Printing				75.00	77.40	-2.40
7	Professional & Legal Fees				40.00	7.00	33.00
8	Audit Fees				460.00	450.00	10.00
9	Insurance Premiums				1,600.00	1,681.15	-81.15
10	Bank Charges				72.00	54.00	18.00
11	Subscriptions				512.00	516.25	-4.25
12	Website Charges				70.00	70.00	0.00
13	Travel Expenses				100.00	21.60	78.40
14	Chair/Vice Chair Expenses				100.00	33.96	66.04
48	Data Protection				35.00	47.00	-12.00
53	Office Allowance				312.00	224.40	87.60
63	Councillor Administration				30.00	10.16	19.84
64	Office Mobile SIM				42.00	9.75	32.25
65	Books & Publications				48.00		48.00
67	Domain Registration						0.00
70	Employers NI 2025/26				660.00	291.64	368.36
Sub Total for Administration					14,306.00	10,769.02	3,536.98
Earmarked Reserves							
3	Office Equipment				250.00		187.50
37	Outside Furniture				250.00		187.51
52	CIL				7,000.00		5,250.00
55	Election Expenses				500.00		374.99
56	CCTV				1,500.00		1,125.00
57	Bus Shelters				1,000.00		750.01
58	Neighbourhood Plan				8,500.00		6,375.01
59	Streetlights		2,002.06	2,002.06	1,000.00	2,648.06	-1,898.06
69	Village Green				2,500.00		1,875.01
Sub Total for Earmarked Reserves			2,002.06	2,002.06	22,500.00	2,648.06	14,226.97
Income							
15	Precept	28,762.00	28,762.00	0.00			
41	Bank Interest	300	855.16	-555.16			
42	Agricultural Rent	757	378.81	378.19			
49	VAT refund						
Sub Total for Income		29,819.00	29,995.97	-176.97	0.00	0.00	0.00
Open Spaces							
18	Street Light Electricity				2,200.00	1,424.37	775.63
19	Grass Cutting				4,800.00	5,994.96	-1,194.96
20	Outside Operative Salary				2,270.00	1,557.62	712.38
21	Litter Picking Expenses				60.00	14.63	45.37
22	Bus Stops				250.00	235.00	15.00
23	Village Gateways				350.00		350.00
24	Notice Boards/Signs		250.00	250.00	100.00		100.00
25	Dog Waste Bins Empty				700.00	1,537.90	-837.90
26	Miscellaneous				200.00		200.00
27	Drainage Rates						0.00
54	Sale of assets						0.00
60	Streetlights				250.00	206.00	44.00
66	Weed Clearing				60.00		60.00
Sub Total for Open Spaces		0.00	250.00	250.00	11,240.00	10,970.48	269.52
Other							
31	Grants				1,000.00	1,000.00	0.00
40	Contingency				1,000.00		1,000.00
Sub Total for Other					2,000.00	1,000.00	1,000.00
PWLB Loan Repayment (2025-2026)							
33	LED Lighting Repayment				1,570.00	784.45	785.55
Sub Total for PWLB Loan Repayment (2025-2026)					1,570.00	784.45	785.55
TOTALS.....		29,819.00	32,248.03	2,075.09	49,616.00	25,172.01	18,819.02