

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, 13 April 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 C Ayres, Cllr J Day (Vice-Chairman), Cllr R Day, Cllr G Miller, Cllr J Kitchen, Cllr D Partridge, Cllr M Dix, Cllr M Napier, Cllr D Raynor, Cllr C Ashworth, Mrs J Christie (Clerk).

Apologies for absence: Cllr H Greenwood.

1. To approve the Minutes of the meeting held on Monday, 02 March 2026 - **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) Clerk requests to book holidays as follows:
Friday 12th June to Friday 19th June 2026 – 6 days
Monday 14th to Friday 18th September 2026 – 5 days
Also Tuesday 5th to Friday 8th May 2026 – 4 days
Approved.
 - 2) Clerk attended a webinar on Assertion 10 for Data Protection - noted
 - 3) All financial and assertion 10 paperwork has been sent to the internal auditor for the Annual Governance and Accountability Return. Awaiting the internal audit report to be able to send to PKF Littlejohn our external auditors - noted
5. **To receive reports:**
 - 1) *Chairman*
 - The memorial unveiling for Doug Jones was a success and was well attended, with an article appearing in the local newspaper.
 - To note that the planning application for 12 new properties will go to planning committee, date to be announced.
 - 2) *Footway lighting*
All working.
 - 3) *Footpath and tree*
Tree in School Road just passed Spice Chase is leaning towards the road and it appears that lorries are now clipping it as they drive past – Clerk will report to Highways.
 - 4) *Village hall (Agenda Item 12)*
6. **Highways and footways**
Nothing to report
7. **Policies and Notices**

- 1) To discuss and adopt the introduction of new policies to cover Civility and Respect, along with the update of our Code of Conduct policy. (all were emailed with agenda)
 - a) Dignity at work
 - b) Equality and Diversity Policy
 - c) Members Code of Conduct
- 2) To discuss and adopt a new Privacy Notice to comply with Assertion 10 for the AGAR – emailed with agenda,
- 3) To discuss and adopt a Data Retention Policy to comply with Assertion 10 – emailed with agenda

All the above policies and notices were **discussed, approved and adopted.**

8. To receive and consider Borough and County Council Issues which affect the Parish.
None

9. Financial matters

- 1) To approve the Bank Reconciliation to 31 March 2026 – (**appendix A**)
Proposed...Cllr D Partridge.....Seconded.....Cllr J Day.....approved.
- 2) To approve Payments to 13 May 2026, including any late payments reported by the clerk, and to note contractual payments. (**appendix B**)
Proposed...Cllr D Partridge.....Seconded.....Cllr J Day.....approved.
- 3) To note the Unity bank charge, increase from £6 to £7 per month – noted.
- 4) To note bank interest income - £251.36 on 31/03/2026 – noted.

10. To consider any planning applications.

Late application after agenda went out – 26/00566/F - Retrospective Installation of v mesh fencing to 1 no. boundary side (52.8metres) and rear boundary (40.4 meters) and 1.8 metre height. at The Coach & Horses Lynn Road – no comments.

11. To note Borough Council planning decisions.

- 1) 26/00188/F - Proposed vehicular access to existing dwelling – Lynley, 15 St Johns Road - Application Permitted, 19 March 2026 - Delegated Decision – noted.

12. Village Hall

Clerk has received email from the new Chair, Julia Corrigan-Davies.

She is keen and willing to work with the Parish Council for the betterment of the Village Hall.

At their AGM a number of their officer roles have changed:

Chair Julia Corrigan-Davies

Vice Chair Kay Waring

Secretary no one is willing to take on this role at present, however two members of the committee will be taking meeting notes.

Treasurer Zoe Sandle

Vice Treasurer Jayne Lawson

It was also reported that the lease for the William Day Care Centre has not been renewed, due to falling numbers they took the decision to transfer to the King's Lynn venue. They will be leaving the building on 30th June.

The new committee are keen to see this operate for the benefit of the community, holding community activities, e.g. part time tearoom, hosting monthly dementia café, information sessions on a whole range of topics, special interest/hobbies/activities etc. The committee are keen to hear the Parish Council views and welcome suggestions.

It is hoped that the community projects will be self-funding, however if this is not possible then identifying a new lease opportunity might be the only option.

Volunteers will be required to push forward ideas, and everyone is welcome to support the village hall committee and obviously funding.

Julia is happy to attend a PC meeting as a guest and is open to hear and share ideas of re-purposing the day centre and work closely together on any projects.

A discussion took place and it was agreed to invite Julia to a future Parish Council meeting.

13. To consider items for the next agenda.

- A second village notice board for Spice Chase.
- Possible history board for the village.

Meeting closed: 7:45pm.

Appendix A
Bank Reconciliation to 31 March 2026

	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		48,440.86
	ADD Receipts 01/04/2025 - 31/03/2026		33,698.60
	SUBTRACT Payments 01/04/2025 - 31/03/2026		82,139.46
			32,826.96
A	Cash in Hand 31/03/2026 (per Cash Book)		49,312.50
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	10.00	
	Unity Savings Account 31/03/2026	45,963.97	
	Unity current Account 31/03/2026	3,338.53	
			49,312.50
	Less unrepresented payments		
	Plus unrepresented receipts		49,312.50
	Adjusted Bank Balance		49,312.50
	A = B Checks out OK		

14.

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

02 April 2026 (2025-2026)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
129 Street Light Electricity	08/03/2026		Unity current Accoun	DD	Electricity Charge	YU Energy	L	165.04	8.25	173.29
130 Bank Charges	31/03/2026		Unity current Accoun	CHRG	Bank charges	Unity Bank	E	7.00		7.00
Total								172.04	8.25	180.29

26 January 2026 (2025-2026)

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

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