

Tilney St. Lawrence Parish Council

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

Notice is hereby given, and all members of the Council are summoned to attend the Meeting of the Parish Council to be held at 7pm Monday, 13 April 2026 in the Tilney St Lawrence Village Hall.

Information for members of the public & press:

At agenda item 3 for public participation, 15 minutes is set aside when a short statement may be made, or a question asked, individual members of the public may speak for a maximum of 5 minutes. If you wish to speak when invited by the chairman, please raise your hand and wait to be asked. A question shall not require a response, nor start a debate. The chairman may direct a written or oral response to be given. Members of the public should not speak at any other time unless otherwise indicated on the agenda.

Please note that the meeting may be recorded, and attendees' images captured.



Clerk: Jackie Christie
Cornwall Lodge, 1, Church Road, Wiggenhall St Mary the Virgin. PE34 3EH
Email: clerk@tilneystlawrence-pc.gov.uk. Tel: 07855789413.

Agenda

To note members' attendance and to receive apologies for absence.

1. To approve the Minutes of the meeting held on Monday, 02 March 2026.
2. To receive declarations of interests and to consider any written request for dispensation.
3. **Public Participation**
 - 1) *To receive representations relating to matters on the agenda.*
 - 2) *To receive representations or questions on other matters.*
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
 - 2) Clerk attended a webinar on Assertion 10 for Data Protection.
 - 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.
5. **To receive reports:**
 - 1) *Chairman*
 - 2) *Footway lighting*
 - 3) *Footpath and tree*
 - 4) *Village hall (Agenda Item 12)*
6. **Highways and footways**
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

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

9. Financial matters

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

10. To consider any planning applications.

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*

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.

13. To consider items for the next agenda.

This meeting will be the Annual Parish Council Meeting.

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
				82,139.46
	SUBTRACT			
	Payments 01/04/2025 - 31/03/2026			32,826.96
A	Cash in Hand 31/03/2026 (per Cash Book)			49,312.50
	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			
				49,312.50
	Plus unrepresented receipts			
B	Adjusted Bank Balance			49,312.50
	A = B Checks out OK			

Appendix B
Payments to 13 May 2026

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 Account	DD	Electricity Charge	YU Energy	L	165.04	8.25	173.29
130 Bank Charges	31/03/2026		Unity current Account	CHRG	Bank charges	Unity Bank	E	7.00		7.00
Total								172.04	8.25	180.29

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

26 January 2026 (2025-2026)

Vouche 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