

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 Annual Meeting of the Parish Council at 7pm Monday, 11 May 2026 in the Tilney St Lawrence Village Hall.

Information for members of the public & press:

At agenda item 5 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 receive nominations for and to elect a chairman for the year.

Proposal for Chairman.....Proposed by.....Seconded.....

To record the signing of Declaration of acceptance of office – Chairman

2. To receive nominations for and to elect a Vice-Chairman for the year.

Proposal for Vice-Chairman.....Proposed by.....Seconded.....

To record the signing of Declaration of acceptance of office – Vice-Chairman.

3. To approve the Minutes of the meeting held on Monday, 13 April 2026.

4. To receive declarations of interests and to consider any written request for dispensation.

5. **Public Participation**

- 1) *To receive representations relating to matters on the agenda.*

- 2) *To receive representations or questions on other matters.*

6. **To resolve** that budgetary matters will continue to be dealt with by full council.

7. **To resolve** on the appointment of the chair and vice-chair to the personnel committee.

8. **To consider** the appointment of any new committees in accordance with standing order 5

9. **To receive** and consider nominations for committees, if any.

10. **To Approve** the Council's effectiveness of its Policies and Regulations:

- 1) *These have already been circulated to Council members and comments/recommendations are as below: All circulated with agenda.*

- 2) **Standing Orders.**

To resolve to approve the Parish Council's Standing orders for 2026/27.

- 3) **Financial Regulations –**
To resolve to approve the Parish Council's Financial Regulations for 2026/27.
- 4) **Payment Authorisation Procedure.**
To resolve to approve the Payment Authorisation Procedure for 2026/27.
- 5) **Financial & Operational Risk Assessment**
To resolve to approve the Financial & Operational Risk Assessment for 2026/27.
- 6) **Annual Review Effective Internal Control.**
To resolve to approve the Parish Council's Annual Review Effective Internal Control for 2026/27.
- 7) **IT Policy**
To resolve to review, update and approve the Parish Council's IT Policy.

11. To Agree and sign up to the Civility & Respect Pledge

By signing the Pledge, our council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Will put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Council Award Scheme
- Support the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Proposed..... Seconded.....

12. Review of representation on or work with external bodies and arrangements for reporting back.

13. Review of arrangements and legal agreements with external bodies and businesses.

- 1) *PWLB loan – Ongoing until 2029*
- 2) *Brickyard Lease – Ongoing.*

14. Confirmation of arrangements for insurance cover in respect of all insurable risks.

Quotation from A J Gallagher.

To accept the quotation and renew for 2026/27, this should be available at the meeting.

Proposed..... Seconded.....

15. Review of the Council and staff subscriptions to other bodies

- 1) *Council subscription to Norfolk and National Association of Local Council's*
- 2) *Council registration with the Information Commissioner's office and data protection fee*
- 3) *Council subscription to Microsoft Office 365, includes access to the cloud where all documents are stored (via Clerk)*
- 4) *Clerks' subscription to SLCC*
- 5) *Clerks' subscription to Adobe Acrobat.*
- 6) *Subscription to Norfolk ALC for website hosting & Domain name.*

16. Clerks Report:

- 1) *Overgrown and leaning tree which is leaning towards the highway in School Road just passed Spice Chase has been reported, and Highways are writing to the owner to rectify the problem.*

17. To receive reports:

- 1) *Chairman*
- 2) *Footway lighting*
- 3) *Footpath and tree*
- 4) *Village hall*

18. Highways and footways

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

20. Financial matters

- 1) *To approve the Bank Reconciliation to 30 April 2026 – (appendix A)*
Proposed.....Seconded.....
- 2) *To approve Payments to 15 May 2026, including any late payments reported by the clerk, and to note contractual payments. (appendix B)*
Proposed.....Seconded.....
- 3) *To note income: CIL - £1,175.37*

21. End of Year Finances 2025/26

- 1) *Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 – none incurred.*
- 2) *To note the statements of accounts for the year ended 31 March 2026 – (appendix C)*
- 3) *To note the bank reconciliation for the year ended 31 March 2026 – approved at April meeting.*
- 4) *To note the asset register for the year ended 31 March 2026 - circulated with agenda.*
- 5) *To receive the annual internal audit certificate 2025/26 (AGAR page 3 of 6 – circulated with agenda.*
To note that section 'O' has been ticked 'no' – please see item 6) below
- 6) *Internal auditor's report for the year ended 31 March 2026. – circulated with agenda.*
Comment 'Tilney St Lawrence Parish Council's website does not comply with WCAG 2.2 AA. It only achieves 65% in the accessibility test and the minimum is 70%. We urge the Clerk to take steps to address this with the website provider'
This has been taken up by the Clerk with NALC who hosts our website - report circulated with agenda.
- 7) *To appoint the internal auditor for the forthcoming year.*
To discuss and resolve to continue to use Auditing Solutions Ltd.
- 8) *To resolve to approve the annual governance statement 2025/26 (AGAR Section 1) – circulated with agenda.*
Proposed.....Seconded.....
- 9) *To approve the annual accounting statements 2025/26 (AGAR Section 2) – circulated with agenda.*
Proposed.....Seconded.....
- 10) *To approve the explanation of variance 2025/26 – circulated with agenda.*
Proposed.....Seconded.....
- 11) *To consider the period for the exercise of Public Rights – Wednesday 3rd June to Tuesday 14th July 2026.*

22. To Note CIL balance (Community Infrastructure Levy)

1) *CIL balance - £3115.18*

2) *To note the annual CIL report to KL&WN Borough Council – (appendix D)*

23. To consider any planning applications.

24. To note Borough Council planning decisions.

VARIATION OF CONDITION 2 OF PLANNING PERMISSION 22/01895/F: Proposed Garage and Garden Store Holly Manor Lynn Road. - Application Permitted -14 April 2026 - Delegated Decision.

25. To consider installing a history board

The history of Tilney St Lawrence Parish is rich, varied, and of considerable local interest. In light of this, it is suggested that the Parish Council may wish to consider the installation of an informational history sign to highlight and celebrate the village's heritage.

Such a sign could provide residents and visitors with insight into the parish's historical development and significance, helping to foster a stronger sense of place and community identity.

Potential locations for the sign include alongside the existing village sign/notice board or as a feature within the proposed new village green, should that project move forward. Both sites would offer good visibility and accessibility.

Costs are anywhere between £700 and £3,000 depending on complexity and materials used.

26. To consider introducing a new notice board

A resident has enquired whether it would be feasible to install a village notice board in the area of Spice Chase.

As we know notice boards can serve as an important means of communication, helping to share local information, events, and updates with residents who may not access digital channels. The addition of a board in this location could improve engagement with those living in that part of the parish.

Members may wish to consider the suitability of the proposed location, including visibility, accessibility, ownership of the land, and any maintenance responsibilities. It may also be appropriate to review potential costs and whether funding is available within the current budget.

27. To consider items for the next agenda.

Appendix A
Bank Reconciliation to 30 April 2026

	Bank Reconciliation at 30/04/2026		
	Cash in Hand 01/04/2026		49,312.50
	ADD Receipts 01/04/2026 - 30/04/2026		16,504.09
			65,816.59
	SUBTRACT Payments 01/04/2026 - 30/04/2026		5,292.52
A	Cash in Hand 30/04/2026 (per Cash Book)		60,524.07
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	10.00	
	Unity current Account 30/04/2026	4,550.10	
	Unity Savings Account 30/04/2026	55,963.97	
			60,524.07
	Less unrepresented payments		
			60,524.07
	Plus unrepresented receipts		
B	Adjusted Bank Balance		60,524.07
	A = B Checks out OK		

Appendix B
Payments to 15 May 2026

30 April 2026 (2026-2027)

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
11	06/05/2026		Unity current Accour	BACS	Clerk Salary	Clerk		636.17		636.17
12	06/05/2026		Unity current Accour	BACS	Outside operatives wages	Outside Operative		197.70		197.70
13	21/04/2026		Unity current Accour	BACS	Grasscutting	J.A.H. Garden and Grounds		774.87		774.87
14	23/04/2026		Unity current Accour	DD	PAYE & ER's NI	HMRC		182.16		182.16
15	15/05/2026		Unity current Accour	BACS	Clerks Expenses	Clerk		28.70		28.70
16	15/05/2026		Unity current Accour	BACS	Clerks Expenses	Adobe Systems		4.16	0.83	4.99
17	15/05/2026		Unity current Accour	BACS	Printer Inks	Cartridgelandinks.co.uk		66.65	13.33	79.98
18	13/05/2026		Unity current Accour	BACS	Audit	Auditing Solutions Ltd		250.00	50.00	300.00
19	30/04/2026		Unity current Accour	CHRG	Bank charges	Unity Bank		7.00		7.00
Total								2,147.41	64.16	2,211.57

Appendix C

Statements of accounts for the year ended 31 March 2026

Tilney St Lawrence Parish Council
Net Position by Cost Centre and Code - All Cost Centres and Codes

£1,000,000 (Rounded)

Cost Centre Name

Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Clerk Salary				9,400.00	9,514.84	-114.84
2	Clerks Office software				550.00	597.70	-47.70
4	Clerk/Councillor Training/M				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	73.00	-1.00
11	Subscriptions				512.00	520.41	-8.41
12	Website Charges				70.00	70.00	
13	Travel Expenses				100.00	29.70	70.30
14	Chair/Vice Chair Expenses				100.00	80.70	19.30
48	Data Protection				35.00	47.00	-12.00
53	Office Allowance				312.00	300.40	11.60
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						
70	Employers NI 2025/26				660.00	461.80	198.20
					14,306.00	£13,931.01	374.99

Open Spaces		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
18	Street Light Electricity				2,200.00	2,002.81	197.19
19	Grass Cutting				4,800.00	5,994.96	-1,194.96
20	Outside Operative Salary				2,270.00	2,092.36	177.64
21	Litter Picking Expenses				60.00	14.63	45.37
22	Bus Shelters				250.00	235.00	15.00
23	Village Gateways				350.00		350.00
24	Notice Boards/Signs			250.00	100.00		350.00
25	Dog Waste Bins Empty				700.00	1,537.90	-837.90
26	Miscellaneous				200.00		200.00
27	Drainage Rates		33.27	19.15		37.34	-51.46
54	Sale of assets						
60	Streetlights				250.00	206.00	44.00
66	Weed Clearing				60.00		60.00
			33.27	£269.15	11,240.00	£12,121.00	-645.12

Other		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
31	Grants				1,000.00	1,000.00	
40	Contingency				1,000.00		1,000.00
					2,000.00	£1,000.00	1,000.00

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
15	Precept		28,762.00	28,762.00			
41	Bank Interest			1,106.52	300.00		1,406.52
42	Agricultural Rent			378.81	757.00		1,135.81
49	VAT refund						
			28,762.00	£30,247.33	1,057.00		2,542.33

Earmarked Reserves		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
3	Office Equipment				250.00		250.00
37	Outside Furniture				250.00		250.00
52	CIL				7,000.00		7,000.00
55	Election Expenses				500.00		500.00
56	CCTV				1,500.00	125.00	1,375.00

Cost Centre Name		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
57	Bus Shelters				1,000.00		1,000.00
58	Neighbourhood Plan				8,500.00		8,500.00
59	Streetlights			2,002.06	1,000.00	2,754.06	248.00
69	Village Green				2,500.00		2,500.00
				£2,002.06	22,500.00	£2,879.06	21,623.00

PWLB Loan Repayment (2025-2026)		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
33	LED Lighting Repayment				1,570.00	1,568.90	1.10
					1,570.00	£1,568.90	1.10

NET TOTAL	28,795.27	£32,518.54	52,673.00	£31,499.97	24,896.30
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Appendix D
CIL Annual Return

Tilney St Lawrence Parish CIL Neighbourhood Funding Annual Report

Statutory Neighbourhood CIL Payments made for development in the Parish/ Town. *This report should not include CIL Infrastructure funding approved/ received/spent, through the application process.*

Reporting Year: 1 April 2025 to 31 March 2026

A	Total CIL income carried over from previous years	£3,115.18
B	Total CIL income received in FY (receipts)	£0
C	Total CIL spent (expenditure)	£0
D	Total CIL repaid following a repayment notice	£0
E	Total CIL retained at year end (A+B-C-D)	£3,115.18

CIL Expenditure:

Details of CIL Funding Spent - Item / Purpose	Amount spent
	£
Total spent	£

Details of CIL Funding Allocated - not yet spent:	Amount Allocated
	£

Signed: _____ Position: Parish Clerk

Verified: _____ Position: Parish Chair

Please publish on PC website and
send copy to the BCKLWN CIL Officer at CIL@west-norfolk.gov.uk no later than 30 June 2026.