

# Tilney St. Lawrence Parish Council

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

**Minutes of the Annual Meeting of Tilney St Lawrence Parish Council held Monday, 11 May 2026, in the Tilney St Lawrence Village Hall.**



Clerk: Jackie Christie

Cornwall Lodge, 1, Church Road, Wiggenshall St Mary the Virgin. PE34 3EH

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**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 Napier, Cllr D Raynor, Cllr C Ashworth, Mrs J Christie (Clerk).

**Apologies for absence:** Cllr H Greenwood.

1. To receive nominations for and to elect a chairman for the year – **Cllr B Ayres nominated.**  
**Proposed by...Cllr J Day.....Seconded.....Cllr D Partridge.....approved.**  
*Cllr B Ayres signed the Declaration of acceptance of office*
2. To receive nominations for and to elect a Vice-Chairman for the year – **Cllr J Day nominated.**  
**Proposed by...Cllr D Partridge.....Seconded...Cllr C Ashworth.....approved.**  
*Cllr J Day signed the Declaration of acceptance of office*
3. To approve the Minutes of the meeting held on Monday, 13 April 2026. – **approved.**
4. To receive declarations of interests and to consider any written request for dispensation.  
None received
5. **Public Participation**
  - 1) No members of the public present.
6. **To resolve** that budgetary matters will continue to be dealt with by full council. – **resolved.**
7. **To resolve** on the appointment of the chair and vice-chair to the personnel committee–  
**resolved.**
8. **To consider** the appointment of any new committees in accordance with standing order 5 – **no new committees formed.**
9. **To receive** and consider nominations for committees, if any- no committees formed.
10. **To Approve** the Council's effectiveness of its Policies and Regulations:
  - 1) *Copies were* circulated with agenda.
  - 2) **Standing Orders.**  
To resolve to approve the Parish Council's Standing orders for 2026/27 – **resolved.**
  - 3) **Financial Regulations –**  
To resolve to approve the Parish Council's Financial Regulations for 2026/27 – **resolved.**
  - 4) **Payment Authorisation Procedure.**  
To resolve to approve the Payment Authorisation Procedure for 2026/27 – **resolved.**

**5) Financial & Operational Risk Assessment**

To resolve to approve the Financial & Operational Risk Assessment for 2026/27 – **resolved**.

**6) Annual Review Effective Internal Control.**

To resolve to approve the Parish Council's Annual Review Effective Internal Control for 2026/27 – **resolved and signed**.

**7) IT Policy**

Reviewed, update and approve the Parish Council's IT Policy – **approved**.

**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

Councillors discussed this pledge and agreed to sign up to Civility & Respect. Clerk will inform NALC.

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

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

Noted – no external bodies.

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

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

Noted.

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

This was not available for the meeting, and it was anticipated to be available for the June meeting. Defer to June meeting.

**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.*
- All above noted and approved.

**16. Clerks Report:**

Clerk reported that the leaning tree in School Road has been reported to County Highways and a letter would be sent to the land owner. Cllr D Partridge reported that the tree has been cut back.

**17. To receive reports:**

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11 May 2026

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Signed.....

Chair

- 1) *Chairman*  
Not much to report as very quiet due to County elections, however our new County Councillor is Olivia Morris.
- 2) *Footway lighting*  
No issues
- 3) *Footpath and tree*  
No issues
- 4) *Village hall*  
Written report from March meeting available via the clerk.

**18. Highways and footways**  
No issues raised.

**19. To receive and consider Borough and County Council Issues which affect the Parish.**  
No issues raised.

**20. Financial matters**

- 1) *To approve the Bank Reconciliation to 30 April 2026 – (appendix A)*  
**Proposed...Cllr D Partridge.....Seconded...Cllr G Miller.....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 J Kitchedn.....Seconded...Cllr J Day.....approved.**

**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) - noted**
- 3) To note the bank reconciliation for the year ended 31 March 2026 – approved at April meeting - **noted.**
- 4) To **note** the asset register for the year ended 31 March 2026 - *circulated with agenda* - **noted**
- 5) To receive the annual internal audit certificate 2025/26 (AGAR page 3 of 6) – *circulated with agenda* - **noted**
- 6) Internal auditor's report for the year ended 31 March 2026. – *circulated with agenda* - **noted**
- 7) To appoint the internal auditor for the forthcoming year.  
*It was discussed and agreed the Clerk will obtain quotes from alternative internal auditors and report back to council.*
- 8) To resolve to approve the annual governance statement 2025/26 (AGAR page 4 of 6) – *circulated with agenda.*  
**Proposed...Cllr J Day.....Seconded...Cllr C Ayres.....approved.**  
Chairman duly signed.
- 9) To resolve to approve the annual accounting statements 2025/26 (AGAR page 5 of 6) – *circulated with agenda.*  
**Proposed...Cllr M Napier.....Seconded...Cllr C Ayres.....approved**  
Chairman duly signed.
- 10) To approve the explanation of variance 2025/26 – *circulated with agenda.*  
**Proposed...Cllr G Miller.....Seconded...Cllr R Day.....approved**

11) To consider the period for the exercise of Public Rights – *Wednesday 3rd June to Tuesday 14<sup>th</sup> July 2026.* – **approved.**

**22. To Note CIL balance** (Community Infrastructure Levy)

1) *CIL balance - £3115.18* – **noted.**

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

**23. To consider any planning applications.**

Late application – 26/00759/CU – Change of use from public house to residential – The Coach and Horses. – no comments.

**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.*

*26/00177/F – Change of use from building store to indoor leisure – CVC UK Ltd, Westfields Business Park – Application permitted.*

**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.

It was discussed and unanimously agreed that it would be beneficial for the village to explore the installation of a history board. The Clerk will prepare a draft design and associated costings to present to a future meeting.

**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. After discussion, it was agreed that additional notice boards elsewhere in the village were unnecessary, as the associated costs and logistical requirements would not be practical. Information relating to the Parish Council is available on the Parish Council website, while Village Hall events are advertised on the Village Hall website.

**27. To consider items for the next agenda.**

History Board update.

Meeting closed: 7:47pm

**Appendix A**  
**Bank Reconciliation to 30 April 2026**

|          |                                                     |           |                  |
|----------|-----------------------------------------------------|-----------|------------------|
|          | <b>Bank Reconciliation at 30/04/2026</b>            |           |                  |
|          | Cash in Hand 01/04/2026                             |           | 49,312.50        |
|          | <b>ADD</b><br>Receipts 01/04/2026 - 30/04/2026      |           | 16,504.09        |
|          |                                                     |           | 65,816.59        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2026 - 30/04/2026 |           | 5,292.52         |
| <b>A</b> | <b>Cash in Hand 30/04/2026</b><br>(per Cash Book)   |           | <b>60,524.07</b> |
|          | 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 |                  |
|          |                                                     |           | <b>60,524.07</b> |
|          | Less unrepresented payments                         |           |                  |
|          |                                                     |           | 60,524.07        |
|          | Plus unrepresented receipts                         |           |                  |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |           | <b>60,524.07</b> |
|          | <b>A = B Checks out OK</b>                          |           |                  |

Appendix B  
Payments to 15 May 2026

11 May 2026 (2026-2027)

Tilney St Lawrence Parish Council  
PAYMENTS (AWAITING AUTHORISATION) LIST

| Voucher 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             | Cartridgelandlinks.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     |
| 20           | 12/05/2026 |        | Unity current Accour | BACS         | Grasscutting             | J.A.H. Garden and Grounds |          | 774.87   |       | 774.87   |
| Total        |            |        |                      |              |                          |                           |          | 2,922.28 | 64.16 | 2,986.44 |

# 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

### 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       |

| PWL B 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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11 May 2020

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Signed.....

Chair

**Appendix D**  
**CIL Annual Return**

**Tilney St Lawrence - Parish/Town 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**

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

**CIL Expenditure:**

| Details of CIL Funding Spent - Item / Purpose | Amount spent |
|-----------------------------------------------|--------------|
|                                               | £            |
|                                               |              |
|                                               |              |
|                                               |              |
| <b>Total spent</b>                            | <b>£</b>     |

**CIL Allocated Funds:**

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

Signed: \_\_\_\_\_ Position: Tilney St Lawrence Parish Clerk

Verified: \_\_\_\_\_ Position: Parish Chair

Please publish on PC website and  
send copy to the BCKLWN CIL Officer - **no later than 30 June 2026.**