The Tilney St. Lawrence Parish Council

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, JUNE 5, 2017 IN TILNEY ST LAWRENCE VILLAGE HALL, MAGDALEN ROAD, AT 7:30pm

In attendance: Cllrs B.Ayres (Chair), C.Ayres, P.Cullen, J. Day, H. Greenwood, D.Jones (Vice-Chair), E.Jones, J.McManus, C.Mills, G.Place, Cllr A. Sapey, Cllr R. Savage.

Clerk: R.Smith

Public: Mr A Starenczak

[Action by]

17/89 Absence, apologies and reasons for absence

Apologies for absence were received from Cllr Calton who was unwell.

17/90 Declarations of interest in items on the agenda.

There were none made.

17/91 Minutes of the previous meeting.

It was resolved for the Chair to sign the minutes of the previous Council meeting held on 8 May 2017 as an accurate record. These were duly signed.

As no members of the public wished to speak the meeting was not adjourned.

17/92 Clerk's report

.01 Village gateways

i The Tilney St Lawrence village gateways had been installed.
ii As the gateways were now in place the Portfolio holder had not been contacted.
iii The Highways' Officer reported he would chase up the Islington village gateways.

.02 Streetlight electricity

The electricity contract had been renewed with Yü Energy, as previously detailed.

.03 Insurance renewal

i This had been renewed under the Council's long-term agreement expiring 31/05/19.
ii An updated asset register had been forwarded to insurers.

.04 Budget transfers

i The budget transfers had been implemented as previously resolved.

.05 Fly tipping

i Following a complaint, fly tipping on Mill Road had been reported to BCKLWN.

17/93 Reports

.01 Chairman's correspondence

i The Chairman had attended the installation of the village gates.
ii Progress had been made with the village hall car park and the project was to be progressed by Dr Punsfer's Gift with financial support from the Village Committee and the Parish Council

.02 Police matters – Cllr D. Jones reported:

i There was no information on crime statistics for the Parish. The website was supposed to be updated on the last day of each month, but this had yet to occur.
ii Emailed newsletter from PCSO Alice Johnson to be forwarded to councillors. **[Clerk]**
iii PCSO to be invited to next meeting to speak under Police matters. **[Clerk]**

.03 Footway lighting report:

i Day Burner at 29 Westfields had been repaired.

.04 Footpath, tree, and bus stop report

i The TSL bus stops had been cleaned.
ii The water leak affecting the No.1 footpath had been repaired.

iii The plot next to 2b Westfield close was badly overgrown. To be reported. **[Clerk]**

iv The highway planings had been delivered. Contractor to be contacted to arrange spreading prior to Cllr Savage moving planings to the end of the footpath. **[Clerk]**

.05 Village hall report

i Cllr Cullen read out his report (appendix 1).

ii Work on the village hall car park was scheduled to commence Wednesday 10th July.

.06 Highway matters

i The Highways' officer had reported the overgrown payment at Tcl had been partially addressed. The remaining area would be dealt with at a date to be confirmed.

ii Temporary repairs to the holes in the St John's road pavement had been undertaken.

iii The Highways' officer reported works on the tree by Spice Chase had been placed.

iv Obscured 30mph sign, Magdalen Road reported to Highways ref: ENQ900082189.

v The collection of loose chipping signs had been requested.

vi Potholes opposite 55, 63 and 79(x2) Church Road had been reported.

vii Following the installation of the village gateways on St. John's Road, concern was expressed about the lack of 30mph signs. Passive 30mph to be investigated. **[Clerk]**

Cllr McManus left the meeting at 19:44hrs.

viii Dropped drain covers by KGB Transport on St John's Road to be reported. **[Clerk]**

ix The pavement outside the Buck Inn had been repaired.

x Recent Highway's grass cutting down Church Road had missed around signs etc. To be reported to Highways. **[Clerk]**

xi It was **resolved** to offer a vote of thanks to Cllr Savage for cutting the vegetation which had been affecting visibility splays at the Spice Chase junction.

.07 Church report

i Cllr Place read out his report (appendix 2).

17/94 Finance

.01 The following bank balances were noted:

i Treasurers Account, balance as at June 5, 2017 - £ 26,748.38.

ii Business Instant Access, balance as at June 5, 2017 - £ 11,818.84.

.02 Village hall car park

i It was **resolved** to approve payment of £7,000, previously earmarked for the car park, to Dr Punsfer's Gift, as the Parish Council's contribution to the car park, as allowed for under LGA 1972 s.133

.03 Payments

i The Clerk detailed payments relating to cheque numbers 945 and 946, and a direct debit to Yü energy, which had not been included on the agenda.

ii Councillors **resolved** to approve payments as listed below:

Date	Invoice No.	Name	Description	Cheque	Net	VAT	Total
02/05/2017	34925	Yü Energy	Streetlight Electricity (01/04/17-30/04/17)	DD	£ 161.69	£ 32.34	£ 194.03
19/05/2017	37017	Yü Energy	PEC Electricity (01/04/17-30/04/17)	DD	£ 9.28	£ 0.46	£ 9.74
23/05/2017	75200	Eon Highways Lighting	Replacement of faulty cell	000938	£ 23.47	£ 4.69	£ 28.16
21/04/2017	1864/1747	Came & Company	Insurance	000939	£ 873.89	£ -	£ 873.89
30/03/2017		Cllr D Calton	Expenses from repairs to notice board	000940	£ 3.08	£ -	£ 3.08
28/04/2017		M&M Cleaning	Bus Stop Cleaning x 2	000941	£ 40.00	£ -	£ 40.00
31/05/2017		Clerk	Postage	000942	£ 11.70	£ -	£ 11.70
28/05/2017		Clerk	123-reg Email Account renewal	000942	£ 23.88	£ 4.78	£ 28.66
31/05/2017		Clerk	Travel	000942	£ 20.70	£ -	£ 20.70
31/05/2017		Clerk	May Salary - SCP 18 (-£12.31 from April)	000942	£ 313.28	£ -	£ 313.28
31/05/2017		HMRC	PAYE April Salary	000943	£ 81.40	£ -	£ 81.40
05/06/2017		Dr Punsfer's Gift	Grant Village Hall car park (LGA 1972 s133)	000944	£ 7,000.00	£ -	£ 7,000.00
01/06/2017	75495	Eon Highways Lighting	Street Light Maintence Q/E 30/06/17	000945	£ 235.98	£ 47.20	£ 283.18
31/05/2017		Mrs Emma Bateman	Internal Audit	000946	£ 55.00	£ -	£ 55.00
19/05/2017	38593	Yü Energy	Streetlight Electricity (01/0517-31/05/17)	DD	£ 149.49	£ 29.90	£ 179.39
		Total			**£ 9,002.84**	**£ 119.37**	**£ 9,122.21**

Chairman's signature: …….

.04 Receipts
A VAT refund for £1,568.33 had been received.

.05 Internal auditor's report
It was **resolved** to accept the internal auditor's report.

.06 Bank reconciliation
It was **resolved** to accept the bank reconciliation for the y/e 31/03/17.

.07 Significant variances
It was **resolved** to accept the explanation for the significant variance in the accounting statements for the y/e 31/03/17.

.08 Annual governance statement
After considering and completing the statements in turn, Council **resolved** to approve the annual governance statement, which the Chairman duly signed and dated.

.09 Accounting Statements
It was **resolved** to approve the accounting statements for the year ending 31/03/17, which the Chairman duly signed.

.10 Internal Auditor
It was resolved that the internal auditor Mrs E. Bateman be reappointed as internal auditor for the forthcoming year.

17/95 Planning Applications

.01 Applications

i 17/00958/F Mrs Gemmell continued use of former music room as residential accommodation Eastfield Farmhouse Chapel Road Tilney Fen End PE14 8JL. It was **resolved** to make no comment about this application.

ii 17/01030/F Mr Rex Meaden single storey side & rear extension and domestic garage/workshop at Smithland 56 Magdalen Road. It was **resolved** to make no comment about this application.

.02 Decisions

i 16/00878/F Land Opposite Sycamore Farm New Road Terrington St John Norfolk - Temporary Siting of mobile home (3 years) in connection with existing farming operation. Application Permitted 11 May 2017. Delegated Decision.

.03 Previously reported decision 17/00071/F, agricultural storage on New Road

i As previously enquired by Council, the Clerk reported that the above planning decision had been granted despite concerns about visibility splays on the basis that the vehicle movements would be for the owner's private vehicles and it was unlikely that the machinery would enter or leave the site more than a few times per year.

17/96 General correspondence

i Council noted the receipt of a reply from Fleet Timber Supplies Ltd regarding recent traffic movement concerns.

17/97 Borough and County Council Issues

i Most matters were on hold until after the general election.

ii Despite docking concerns, the arrival of the ship - Merchant Venturer from Holland, to become a permanent venue for King's Lynn was still anticipated to occur.

17/98 Items for the next agenda

i Cutting of path at St. Mary's Church, prior to the annual Dr Punsfer's memorial service.

17/99 Next meeting
7:30pm, Monday, July 3, 2017

There being no other business the Chairman closed the meeting at 20:30 hrs.

Chairman's signature: …….