

Tilney St. Lawrence Parish Council

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

Minutes of the Tilney St. Lawrence Parish Council meeting held on Monday 6th July 2015 in the Village Hall, Tilney St Lawrence at 7.30pm.

In attendance: Councillor B. Ayres (Chair), Councillor C. Ayres, Councillor D. Calton, Councillor P. Cullen, Councillor J. Day, Councillor E. Hearn (from 7:45pm), Councillor D. Jones, Councillor E. Jones, Councillor J. McManus, Councillor C. Mills, Councillor R. Savage and Councillor G. Place.

Clerk: Mr. R. Smith

Public: Mr. K. Rose
Mr. G. Edwards

15/045 Apologies and Reasons for absence

Apologies for late arrival were received from Councillor E. Hearn.

Apologies for absence were received from Councillor A. Sapey for unavoidable work commitments.

15/046 Declarations of interest for items on the agenda.

There were none made.

15/047 Minutes of the Previous Meeting.

The minutes of the previous Council meeting held on 1st June were **AGREED** by Councillors and signed by the Chair as an accurate record of the meeting.

15/048 Matters Arising/Clerk Report

.01 Street Lighting

- i Day burning lamp at No. 63 Tilney Fen End had been reported to the maintenance contractors.
- ii Eon had cut back the offending hedge obscuring street light 64 at Tilney Fen End.
- iii Following the receipt of a report from Eon, Councillors considered that there were no lamp posts currently in need of realignment.
- iv Responsibility for replacing broken street lamp at 45 Magdalen Road with a new LED light was delegated to the Clerk for completion, up to a maximum cost of £380 plus VAT.
- v A proposal for addressing the street light at 70 Church Road reported as being close to a power line is awaited from Eon.

.02 New Litter Bin – Magdalene Road

- i A letter of thanks had been written to Martin Thorpe
- ii A street furniture licence for the new bin had been applied for and received.

.03 Grounds Maintenance Contract

- i A grass cutting schedule had been received from CGM although not fully as requested.

Action by:

Clerk

Clerk

Chair's signature:

	ii A quote from CGM to mow and strim grass edges from cross roads to garage had been accepted and will be included in on-going grass cutting arrangements.	
.04	Bank Authorisation Form for signatories	
	i To be completed.	Clerk
.05	Following items have been reported to Highways	
	i Broken Finger Signs at Cross Roads	
	ii Knocked over home watch sign	
	iii Mess at top of workhouse lane	
	iv Overgrowing vegetation on School Road and Church Road	
	v Pothole in Westfields Close	
.06	Following items reported to BCKLWN	
	i Mattress on Old Church Road reported to BCKLWN	
.07	Pensions Regulator	
	i The Pensions Regulator had been informed that the Clerk is the nominated point of contact.	
.08	CiLCA Qualification	
	i Councillor McManus proposed and Councillor C. Ayres seconded that the Clerk undertook training for the CiLCA qualification starting this September with the Norfolk Parishes Training Partnership. Costs for the training would be £250 plus mileage expenses. Additionally, a £250 registration fee with SLCC would be required at a later stage. This was APPROVED by Councillors.	
.09	SLCC Annual Subscription.	Clerk
	i Councillor McManus proposed and Councillor C. Ayres seconded that the Clerk's subscription for SLCC membership continued to be paid for by the council. This was APPROVED by Councillors.	Clerk
15/049	Police Matters	
.01	Crime Statistics - Councillor D. Jones reported that there had been five reported incidents in Tilney St. Lawrence, including: domestic assault; attempted burglary; criminal damage to gate.	
.02	Safer Neighbourhood Action Panel (SNAP)	
	i Councillor D. Jones reported that the Terrington Neighbourhood Panel would be merging with the Downham Market and Watlington Panels and that meetings would now be held every two months. The next meeting would be held in Downham Market.	
	ii Councillor B. Ayres reported that he had been appointed Vice-Chair of the neighbourhood action panel.	
15/050	Reports	
.01	Chair's Correspondence including BCKLWN issues	
	i Councillor B. Ayres reported that he had been appointed a Board Member on the King's Lynn Internal Drainage Board.	

Chair's signature:

- ii Councillor B. Ayres reported that he was serving on the King's Lynn Harbour Authority.
- iii An email had been received from the War Memorials' Trust (WMT) requesting information regarding custodianship of the war memorial in the Tilney St. Lawrence churchyard. Response to be sent informing the WMT that the Parish Council is responsible for the upkeep of the memorial, but that the Parish Council is unaware of any structural problems.

Clerk

.02 Footway Lighting Report

- i Nothing to report.

.03 Footpath and Tree Report

- i Nothing to report.

.04 Village Hall Report

Councillors noted Councillor Mills' report.

.05 Highway Matters

- i It was reported that at the far end of Westfield, where there is sheltered housing the footpath was disintegrating and moss had built up causing a trip and slip hazard.
- ii It was reported that on Magdalen Road, just past the timber yard, the grating was falling into the drain.
- iii At the entrance to the timber yard on Magdalen Road, it was reported that a kerbstone needs resetting.
- iv At the bottom of Spice Chase near the junction with School Road grass was now covering the road.
- v Councillor B. Ayres had undertaken a road name board survey and noted the following items to be reported to highways:
 - Westfields, sign on right hand side in need of cleaning
 - St. John's Road at junction with New Road, sign in need of cleaning.
 - Workhouse Lane, sign in need of cleaning
 - Church Road (old section junction, opposite Church), broken plastic.
 - Church Road, approximately halfway, opposite No. 123, double bend sign has slipped down its mounting posts.
 - Previously reported broken finger board signs at junctions of Spice Chase and Magdalen Road, and at School Road/Church Road Junction.
 - Magdalen Road Signs at Lords Bridge in very poor condition.
 - St. Lawrence Village name boards at Lords Bridge is bent at its outer corner.

Clerk

Clerk

Clerk

Clerk

Clerk

.06 Church Report

Councillor Place read out his report, which other Councillors noted.

15/051 Finance

.01 Internal Auditor's Report

Chair's signature:

The Chair read out the internal auditor's report. It was proposed by Councillor D. Jones and seconded by Councillor C. Ayres that this be accepted. This was **APPROVED** by Councillors.

.02 Quarter 1 Accounts

These were circulated by the Clerk and duly noted by Councillors.

.03 Bank Balances/ Income – The following bank balances were noted:

- i Business Instant Access, balance as at 09/06/15 - £11,807.50
- ii Treasurers Account, balance as at 09/06/15 - £26,114.41

.04 Payments

- i The Chair read out a breakdown of the Clerk's expenses, which Councillors noted. Councillors requested that vatable items on the Clerk's expenses be listed separately for approval.
- ii Councillors **APPROVED** payments up to July 2015 as listed below:

July 2015

No	Name	Chq	Description	Net	VAT	Total
	Eon	DD	Street Light Electricity June (01/05-31/05)	£ 191.02	£ 38.20	£ 229.22
	Eon Highways Lighting		Street Light Maintenance Inv. 055987	£ 80.94	£ 16.19	£ 97.13
	Eon Highways Lighting		Lamp Replacement Parts Inv. 056502	£ 102.05	£ 20.41	£ 122.46
	Eon Highways Lighting		Street Light Maintenance Inv. 056730	£ 79.80	£ 15.96	£ 95.76
	Fraser Dawbarns LLP		Professional Charges relating to the Antioch Plot	£ 916.00	£ 160.00	£ 1,076.00
	Emma Bateman		Internal Audit Charge	£ 55.00	£ -	£ 55.00
	Claire Smith		Charge for Period 14/03/15 - 31/03/15	£ 176.40	£ -	£ 176.40
	Clerk		Salary	£ 206.45	£ -	£ 206.45
	Clerk		Expenses	£ 102.21	£ 7.44	£ 109.65
	Total			£ 1,909.87	£ 258.20	£ 2,168.07

There followed a 15 minute public forum during which one member of the public requested to speak.

Mr. Edwards spoke on behalf of Mr. Rose's planning application 15/00971/F.

15/052 Planning

.01 Applications

- i 15/00971/F – Erection of two dwellings and associated garages at land adjacent 63 Church Road, Tilney St. Lawrence, King' Lynn, Norfolk. Councillors **RESOLVED** to be in favour.
- ii 15/00975/O – Outline application with some matters reserved for erection of timber holiday cabin at The Orchards, Mill Lane, Tilney St. Lawrence, King's Lynn, Norfolk. Councillors **RESOLVED** to be in favour.
- iii 15/00993/RM – Reserved Matters Application for proposed dwelling at Melmont, Chapel Road, Tilney Fen End, Tilney St. Lawrence, Norfolk. Councillors **RESOLVED** to make no comment.

Clerk

Clerk

Clerk

.02 Decisions

- i Melmont, Chapel Road, Tilney Fen End, Tilney St. Lawrence, Norfolk, PE14 8JL – Reserved Matters Application for proposed dwelling. Application Refused, 3 June 2015, Delegated Decision.

Chair's signature:

15/053	Village Plan	<ul style="list-style-type: none"> i The Chair proposed forming a committee to come up with proposals for a new village plan. It was AGREED that the following councillors would form the committee: Councillor B. Ayres (Chair), Councillor Carlton, Councillor McManus and Councillor Place. ii Guidance on constructing village plan to be obtained. iii Model document to be sourced. 	Chair Clerk
15/054	Speeding	<ul style="list-style-type: none"> i Councillor D. Jones reported: <ul style="list-style-type: none"> • PCSO speed checks had been carried out over three days during rush hour period in June, 18 warning letters were sent out. • The vast majority of offenders were residents of the parish. • Further checks would be taking place in Tilney cum Islington. • Prosecutions were only possible if the speed checks were undertaken by a Police Officer. Given current resourcing this was unlikely. ii A discussion ensued about what methods might be helpful in addressing the problem. iii The Terrington St. John Parish Council had enquired as to whether Tilney St. Lawrence would be interested in becoming part of a community speed watch team. This was declined by Councillors. iv It was reported that overgrown vegetation was obscuring the 30 mph speed sign. Councillor Savage offered to address this. v Highways to be asked if road marking or other devices might be possible. vi Councillors requested that the issue of speeding remained on the agenda for the next meeting. 	Clerk Cllr Savage Clerk Clerk
15/055	Vacancy on the Parish Council representing the Tilney cum Islington Ward	<ul style="list-style-type: none"> i Following checks on correct procedures, poster advertising the position to be composed. ii Poster to be circulated to Ward residents. 	Clerk Cllr Carlton
15/056	General Correspondence	<ul style="list-style-type: none"> i Nothing to report. 	
15/057	Norfolk County Council Issues	<ul style="list-style-type: none"> i Nothing to report. 	
15/058	Items for the next agenda	<ul style="list-style-type: none"> i Speeding ii Asset register. 	
15/059	Date of Next Meeting	7 th September 2015.	

There being no other business the Chair closed the meeting at 9:02pm.

Chair's signature: