

# 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, OCTOBER 8, 2018 IN TILNEY ST LAWRENCE VILLAGE HALL, MAGDALEN ROAD, AT 7pm

**In attendance:** Cllrs B.Ayres(Chair), D.Jones(Vice-Chair), C.Ayres, P.Cullen, J.Day, H.Greenwood, E.Jones, J.McManus, G.Place, S.Sherburn-Wykes.

**Clerk:** R.Smith

**Public:** None

[Action by]

### 18/142 Apologies for absence (1)

Cllrs C.Mills, D.Rayner, R.Savage.

### 18/143 Declarations of interest in items on the agenda (2)

None.

### 18/144 Public Participation (3)

As no members of the public were present, the meeting was not adjourned.

### 18/145 Minutes of the previous meeting (4)

It was **resolved** to approve the minutes of the meeting held on 3 September 2018.

### 18/146 Police matters (5)

- i SORN registered and untaxed vehicles in Old Church Road had been removed.
- ii Terrington Safer Neighbourhood team responsibilities were noted from the website: PC 1070 Lee Anderton, Western District Engagement Officer; SGT 3047 Andy Smith, Beat Manager. Emails were not monitored 24/7. Incidents may be reported online: <https://www.norfolk.police.uk/contact-us/report-it-0>, via 101, or in an emergency 999.
- iii The previously advertised text service was no longer referred to on the website.

### 18/147 Clerk's report (6)

- i The website had been updated.
- ii Comments on planning applications had been submitted as resolved.
- iii Problems with the transmission of email documentation to councillors were due to incorrect domain settings. These had been corrected.
- iv The tree obscuring the light by the entrance to the No.1 footpath had been reported.
- v The developer for the building project off Magdalen Road had put forward the name Chapel Close as suggested by the Council. Letter of thanks to be written. [clerk]
- vi The two tyres by fence outside electricity substation/10 Church Road had been reported to BCKLWN ref: 18/05560. Due to be complete by Wednesday 10<sup>th</sup> October.
- vii The TSL Village gateways had been cleaned. It was reported that they were extremely dirty and took much longer to clean than anticipated. The contractors suggest they are cleaned twice per year (April and October) to keep them in good condition and stop discolouration and deterioration. To be inspected. [B.Ayres/J.McManus]
- viii The internal auditor had confirmed that due to other work she was unable to undertake the Council's audit next year. Proposals for a new auditor required. [clerk]
- ix Subject to confirmation, the grass cutting contractor was willing to continue the grass cutting for the Parish next year on the same terms and prices as this year. This was to be considered at the next meeting. [clerk]
- x Following the poor state that the Village sign area for Tilney cum Islington was left in, the grass contractor had strimmed the area, but stated that it is currently too dry to seed grass. This will be looked at again after the next rainfall.

### 18/148 Reports (7)

#### .01 Chair

- i Norse Care were involved in a consultation on the future of Burman House, the residential home in Terrington St John. Comments may be submitted via the chair.

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- ii The chair and Cllr Brian Long had been reselected to represent the new boundary ward.
- .02 **Footway lighting**
  - i Street light number 12 on St Johns Road to be reported as not working. [clerk]
- .03 **Footpath, tree, and bus stop**
  - Nothing to report.
- .04 **Village Hall**
  - Cllr Cullen's read out his report (see appendix 1).
- .05 **Church**
  - Cllr Place read out his report (see appendix 2).

## 18/149 Highways (8)

- .01 **Update on outstanding matters**
  - The following matters were reported to NCC Highways:
  - i Obscured 30mph sign at The Avenue/High Road TCI, on LHS from St Mary's. ENQ900138356. NCC stated the problem was already scheduled for repair.
  - ii Pothole around drain on Antioch Bridge. ENQ900138357.
  - iii Pothole outside 14 Church Road. ENQ900138358.
  - iv Road surface damage at junction of St John's Road/New Road. ENQ900138359
  - v Obscured footway light by No.1 footpath Church Road. ENQ900138360.
  - vi Hawthorn tree overhanging footway at Sycamore Farm, New Road. ENQ900138896. NCC stated the issue had been resolved. To be reported again. [clerk]
  - vii Pothole on School Road at the junction with St John's Road. Reported for the 3<sup>rd</sup> time. ENQ900138895. NCC stated defects were scheduled for repair.
  - viii A meeting was being arranged for the chair and highway's officer to undertake a Parish inspection. [clerk]
  - ix Highway's rangers would be visiting the Parish w/c 29<sup>th</sup> October. Items reported as completed after the last visit: Westfields – cleared offlets; Lynn Road – cleared offlets; Lynn Road – cut back hedge; Lynn Road – sided out and swept footway.
- .02 **New matters:**
  - i Gas bottle on Church Road still to be removed. To be reported again. [B.Ayres]
  - ii Westfields green in a very poor state. Required weed killing and reseeding. Complaint letter to be written in the strongest possible terms to the Borough Council. [clerk]
  - iii Clough Bridge, Church Road sinking and deteriorating rapidly. To be reported. [clerk]

## 18/150 Finance (9)

- .01 **Bank balances**
  - Treasurers Account, balance as at October 1, 2018 - £20,063.20.
  - Business Instant Access, balance as at October 1, 2018 - £11,827.05.
- .02 **Payments & Receipts**

Date	Invoice No.	Payee/Payer	Description	Cheque/ Rec No	Net	VAT	Gross
06/09/18	122720	Yü Energy	PEC Electricity 01/08-31/08/18	DD	£ 18.72	£ 0.94	£ 19.66
06/09/18	002298	Norfolk ALC	Councillor Training x3 12/09/18	001007	£ 150.00	£ 30.00	£ 180.00
06/09/18		Clerk	Stamps	001008	£ 14.89	£ -	£ 14.89
22/09/18		Clerk	Salary September - SCP 25	001008	£ 519.13	£ -	£ 519.13
22/09/18		Clerk	Travel	001008	£ 10.35	£ -	£ 10.35
31/08/18	000949	Heronwood Landscapes	Grass cut TCI Village Sign 2 & 15 August	001009	£ 20.00	£ -	£ 20.00
31/08/18	000956	Heronwood Landscapes	Grass small areas 15 & 25 August	001009	£ 107.00	£ -	£ 107.00
31/08/18	000957	Heronwood Landscapes	Grass Village Hall areas 2 & 25 August	001009	£ 250.00	£ -	£ 250.00
01/09/18	H1632C7D7F	Eon UK plc	Electricity 04/08/18-31/08/18	DD	£ 215.63	£ 43.13	£ 258.76
17/09/18	SB201802051	PKF Littlejohn LLP	AGAR External Audit fee for y/e 31/03/18	001010	£ 200.00	£ 40.00	£ 240.00
07/10/18		M&M Cleaning	TSL Village Gateways	001011	£ 90.00	£ -	£ 90.00
					£ 1,595.72	£ 114.07	£ 1,709.79

- i It was **resolved** to approve payments as above.
- ii Receipts: None.
- iii Councillors noted the external auditor's report and certificate in which the auditors concluded that the annual return was produced in accordance with proper practices

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and there were no matters of concern or other factors affecting their opinion. The notice of completion of audit had been posted on the website.

#### 18/151 **Planning applications (10)**

##### .01 **Applications**

- i None.

##### .02 **Decisions**

- i 18/01274RM: 19 Spice Chase, PE34 4RD. Appearance, landscaping, layout & scale relating to 2 pairs of semi-detached dwellings. Permitted.
- ii 18/01228F: St Annes, 109 High Road, Tilney cum Islington, PE34 3BH – Single storey rear extension with flat roof. Delegated decision. Permitted.
- iii 18/01006/F: Ponds Rear of 141 To 151 Church Road. Change of use of the land for the siting of 2 caravans to be used as holiday lets. Delegated Decision. Permitted.
- iv 18/01426/A: Holly Manor, Lynn Road, PE34 4RT. Non-illuminated signs. Permitted.
- v 18/01088/F, 18/01089/F & 18/01090/F: Holly Manor, Lynn Road, PE34 4RT. Variation or removal of conditions 5 14/01126/F; Variation of condition 3 15/01963/F; Variation of condition 4 17/01298/F. Permitted.
- vi 18/00868/F: Norville, 29 St Johns Road, PE34 4QJ. Extensions to 2-bedroom bungalow to create 6-bedroom chalet bungalow, render to exterior. Permitted.

#### 18/152 **General correspondence (11)**

Councillors duly received and noted the following correspondence:

- i Scam mail poster warning.
- ii Love West Norfolk campaign update
- iii Following an enquiry from Terrington St John clerk, it was confirmed that Cllr McManus had been voluntarily litter picking in that Parish.
- iv Norfolk ALC invitation to 'Café Cluster' informal networking meeting.
- v As previously circulated two temporary road closure notices received:
  - Spice Chase to be closed for 12 days between 22/10/18 and 2/11/18.
  - School Road to be closed for 5 days between 22/10/18 and 26/10/18.
- vi KLFM Local Hero Awards. Nominations sought.

#### 18/153 **Borough and County Council Issues (12)**

The chair reported:

- i Discussions on a Unitary Authority were continuing.
- ii Commercial rates were thought to be crippling local businesses and issues with the rate support grant were a continuing problem.

#### 18/154 **Standing Orders (13)**

- i It was **resolved** to adopt the updated standing orders. **[clerk]**

#### 18/155 **On-line banking (14)**

- i Following the circulation of a report on on-line banking from the clerk it was **resolved** to open an on-line bank account with The Unity Trust Bank. **[clerk]**

#### 18/156 **Community Speedwatch (15)**

- i While the local constabulary were in favour of this scheme, it was **resolved** that, in the interests of community cohesion, the Parish Council would not progress the matter.

#### 18/157 **Replacement of damaged LED street light (16)**

- i It was **resolved** to approve the replacement of a damaged streetlight at 53 High Road with a new 19W LED lamp at a cost of £350 + VAT. **[clerk]**

#### 18/158 **Items for the next agenda (17)**

- i LED street light conversion.
- ii Grass cutting proposals 2019/20.

#### 18/159 **Next meeting (18)**

7pm, Monday 5 November 2018.

Chair's signature: .....

18/160 **Closed Session (19)**

It was **resolved** to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2).

18/161 **CCTV Underground Ducting (20)**

- i The chair had met with representatives of the Village committee and acceptable terms of access to the equipment had been agreed.
- ii It was **resolved** to confirm the PWLB loan arrangements. **[clerk]**
- iii It was **resolved** to authorise the purchase of CCTV underground ducting and cabling @ £5,410 plus VAT, with Core Technologies Projects Ltd. **[D.Jones]**
- iv A quote for moving to 2 fixed cameras was to be obtained. **[D.Jones]**

**There being no other business the Chair closed the meeting at 8.30pm.**

Chair's signature: .....