

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 7pm, Monday, June 3, 2019 in Tilney St Lawrence Village Hall, Magdalen Road

In attendance: Cllrs B. Ayres (chairman), J. McManus (vice-chairman), C. Ayres, P. Cullen, J. Day, H. Greenwood, G. Place, D. Rayner.

Clerk: R. Smith

Public: None

[Action by]

19/092 **Apologies for absence (1)**

Apologies received from Cllr Calton who was on holiday.

19/093 **Declarations of interest in items on the agenda (2)**

None.

19/094 **Public Participation (3)**

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

19/095 **Minutes of the previous meeting (4)**

It was **resolved** to approve the minutes of the annual meeting held on 13/05/2019.

19/096 **Police matters (5)**

No matters to report.

19/097 **Clerk's report (6)**

- i The website had been updated.
- ii Councillors' pecuniary interest forms had been submitted to the BCKLWN monitoring officer
- iii Bank registration was ongoing. [clerk]
- iv The PWLB loan application had been approved. Transfer of money and confirmation of CCTV agreement was to be arranged. [clerk]
- v Work on the completion of the annual return and internal audit had been completed and would be considered under Finance matters.
- vi Planning applications comments had been submitted as resolved.
- vii Quotes for cleaning the war memorial were awaited [clerk]
- viii An investigation into the requirement for implementing a Neighbourhood Plan was ongoing. [clerk]
- ix While one application form had been sent out, no completed forms applying for the vacant members posts had been received.

19/098 **Reports (7)**

.01 **Chairman**

- i Complaints of anti-social behaviour in the village had been reported.
- ii It was **resolved** that Parish Council concern about the future of the village shop be recorded.
- iii The appraisal of the Clerk was to be arranged. [chairman]

.02 **Footway lighting**

Day burner S/L 37 on Church Road had been reported and repaired.

.03 **Footpath, tree, and bus stop**

- i The no.1 footpath sign had yet to be replaced by Highways. To be chased. [clerk]
- ii Diseased tree by street light 45 on Magdalen Road to be reported. [clerk]

.04 **Village Hall**

Cllr Cullen gave a verbal report.

Chair's signature:

.05 **Church**
Cllr Place read out his report (see appendix 1).

19/099 **Highways (8)**

.01 **Update on outstanding matters**

- i Faulty lights on weight limit sign outside Buck Inn had been reported to Amey via BCKLWN web portal.
- ii Damaged pavement outside Old Hall Mews, St John's Road. Previously reported under ref ENQ900143030 and ENQ900144874. Highways reported that the problem had already been reported and action identified to resolve the issue. An email had been sent to the Highways Officer further highlighting the matter for urgent action. No response had been received. Highways Officer to be called. **[clerk]**
- iii Pavement cracking outside 67 St John's Road. Ticket - ENQ900145686. Highways indicated this had been resolved.
- iv Hedge obstructing 30mph sign High Road approaching Islington from south had been reported ENQ900146319.
- v Fallen tree obstructing 30mph sign at edge of the Village on Church Road had been reported ref. ENQ900146320.
- vi Damaged 50mph sign approaching Village on New Road before the Antioch Bridge had been reported ref. ENQ900144878. Highways indicated this had been resolved.
- vii The footpath outside the new house beside Fleet Timber to be reinstated had been reported ref. ENQ900146323.
- viii Vegetation growing through the footpath outside 6 Millfield Close had been reported ENQ900146325,
- ix Overgrown footpath and gutters from the north of Islington to the bridge by the pumping station had been reported ref. ENQ900146326.

.02 **New matters:**

- i Request to be made to weed spray kerbs and footpaths in the village. **[clerk]**
- ii Grass cutting quotes to be obtained for bull ring and surrounding area in the Westfields estate. **[clerk]**
- iii Verges need cutting back by the village gateways on Church Road. **[clerk]**

19/100 **Finance (9)**

.01 **Bank balances as at June 3, 2019:**

- Treasurers Account - £29,370.11.
- Business Instant Access - £11,890.78
- Unity Trust - £500.00

.02 **Insurance**

As resolved under minute 19/068, increased insurance requirements were reported to the Council's insurance agents. The Council considered three quotes from different insurers. It was **resolved** to renew insurance with Ecclesiastical on a three-year long-term agreement @ £997.74 for the first year. **[clerk]**

.03 **Payments & receipts to 03 June 2019.**

- i Payments.
It was resolved to approve payments as below.

Chair's signature:

Inv.Date	Chq. No.	Invoice No.	Payee/Payer	Transaction Description	Net	VAT	Gross
30/04/2019	000014	1137	Heronwood Landscapes	Grass cutting small areas 5/04 & 25/04	£ 107.00		£ 107.00
30/04/2019	000014	1138	Heronwood Landscapes	Grass cutting Village Hall 05/04, 16/04 & 25/04	£ 305.00		£ 305.00
30/04/2019	000014	1133	Heronwood Landscapes	Grass cutting TCI 11/4 and 25/04	£ 20.00		£ 20.00
21/05/2019	000015	34011061	Clerk	123 Reg tsclerk.org Domain Renewal	£ 15.99	£ 3.20	£ 19.19
14/05/2019	000015		Clerk	Travel	£ 11.70		£ 11.70
31/05/2019	000015		Clerk	Salary May - SCP 25	£ 519.13		£ 519.13
31/05/2019	000015		Clerk	6 months office allowance	£ 137.50		£ 137.50
14/05/2019	000016		TSL Church	Burial Ground Maintenance	£ 800.00		£ 800.00
20/05/2019	000017	1864/1747	Came & Co	Insurance	£ 997.74		£ 997.74
30/05/2019	000018	91531	Eon Energy Solutions Ltd	Replaced faulty photocell S/L 37 opp 79 Church Road	£ 23.47	£ 4.69	£ 28.16
				Total	£ 2,937.53	£ 7.89	£ 2,945.42

ii Receipts

The following receipts were noted: interest £9.73.

.04 **Annual Accounts**

i It was **resolved** to approve the year end accounts to 31st March 2019.

ii It was **resolved** to approve the asset register.

iii It was **resolved** to approve the bank reconciliation.

.05 **Annual Return**

i It was **resolved** to accept the internal auditor's report for 2018/19.

ii After considering and completing each statement in turn, it was resolved to approve the annual governance statement for 2018/19.

iii It was **resolved** to approve the accounting statements on the Annual Return for the year ending 31/03/19.

19/101 **Planning applications (10)**

.01 **Applications**

i None.

.02 **Decisions**

i 19/00695/F: Holly Manor, Lynn Road, PE34 4RT. Proposed garage and dog run. Permitted.

ii 19/00604/F: 84 Church Road, PE34 4QQ. Single storey side extension, garage conversion, infill extension & new garage. Delegated Decision. Permitted.

iii 19/00578/RM: Plot 2 Spice Chase. Dwelling. Permitted.

iv 15/00971/F. 67 Church Road. 2 dwellings and garages. Permitted.

19/102 **General correspondence (11)**

The following correspondence was noted:

i Notice of closure of High Road (except for access) for 4 hours on 14/06/19.

ii Notice of closure of Spice Chase (except for access) from 03/06/19 to 14/06/19.

iii Notice of closure of Church Road (except for access) from 03/06/19 to 05/06/19.

19/103 **Borough and District Council matters (12).**

Nothing to report

19/104 **CCTV (13)**

i It was **resolved** to adopt the draft CCTV policy circulated by the clerk subject to two agreed amendments.

ii It was **resolved** to nominate the clerk as the CCTV monitoring officer. It was envisaged that the clerk would work with representatives from the Village Committee who would act as CCTV operators as defined by the CCTV policy.

19/105 **Items for the next agenda (14)**

None requested.

Chair's signature:

19/106 **Next meeting (15)**
7pm Monday, 01 July 2019.

19/107 **Closed Session (16)**
As there were no confidential matters to discuss, it was **resolved** not to move into closed session.

19/108 **Staffing & administration**
Nothing further to report (17).

There being no other business the chairman closed the meeting at 8.20pm.

Chair's signature: