

Minutes of the meeting of Tilney St Lawrence Parish Council, held 7pm Monday, 12 April 2021, via remote attendance.

Present: Cllr B. Ayres, Cllr C. Ayres, Cllr J. Corrigan-Davies, Cllr J. Day, Cllr M Dix (from 7.11pm), Cllr D. Emsworth (from 8.12pm), Cllr D Jones, Cllr D Rayner, Mr R. Smith (clerk).

Absent: Cllr Cullen, Cllr Greenwood, Cllr Place, Cllr Savage.

Unless otherwise stated, actions to be undertaken by the clerk.

- 21.070. Apologies for late attendance were received from Cllr Emsworth.
- 21.071. No declarations of interest were received.
- 21.072. No declarations of interest were made.
- 21.073. No representations from members of the public present were made.
- 21.074. It was **resolved** to approve the Minutes of the meeting held on 01/03/2021.
- 21.075. Co-option of new member
01. Following consideration of a previously circulated application, it was unanimously **resolved** to co-opt Melissa Dix onto the Council.
 02. The Chairman declared Melissa Dix duly elected and welcomed her as a Council member.
 03. Witnessed by the Clerk, Cllr Dix signed the Declaration of Acceptance of Office and joined the meeting as a Parish Councillor at 7.11pm.
 04. Cllr Dix had been provided with a copy of the Council's Code of Conduct and Notification of Disclosable Pecuniary and Other Interest form for completion. To be returned to the clerk and lodged with Borough Council Monitoring Officer within 28 days of the co-option.
- 21.076. The following police matters were noted.
01. Police Connect community update.
 02. Retirement of Norfolk's Chief Constable
 03. Littering and Nitrous Oxide abuse at the Village Hall site.
- 21.077. Clerk's report
01. The website had been updated.
 02. Planning comments had been submitted as **resolved**.
 03. Internal audit work was ongoing.
 04. The designation of a Neighbourhood plan for Tilney St Lawrence had been registered with the Borough Council and a response is awaited once this had been considered and signed off by the Assistant Director.
- 21.078. Reports
01. Chairman's report.
 - i The chairman would not be serving as Mayor of the Borough next year.
 - ii It had been noticed that litter had become a bigger problem when touring the Parish with Cllr Brian Long.
 - iii There had been an agreement between the major parties to suspend canvassing during the current period of public mourning for HRH The Prince Philip, Duke of Edinburgh.
 - iv Financial support for Parish litter picking was being sought from the principal councils.
 02. Footway lighting
 - i Nothing to report.
 03. Footpath, tree, and bus stop
 04. Nothing to report.
 05. Village Hall Committee matters
 - i Cllr Corrigan-Davies reported that as COVID-19 restrictions were being lifted the number of hirers of the hall had increased and more enquiries were being received.
 - ii The chairman reported one of the drainage gullies in the car park had become loose.
 06. Church Report
 - i The chairman reported that the National War Graves Commission had identified two war graves in the cemetery. The Church was registered as war graves site.
- 21.079. Highways
01. Update on outstanding matters.
 - i Following the clerk reporting the matter, Highways had stated that the pothole on the junction between Main Road & Church Road, Terrington St John had already been reported and was scheduled for repair.
 - ii The damaged road surface on Magdalen Road near to Fleet Timber entrance had been reported to the Highways Engineer, who had responded that works had been programmed shortly after the initial report had been received on 19 November 2020. However, the matter was not considered as posing an immediate danger and was designated as a relatively low priority. The problem was likely to be addressed within the next three months.

- iii The pavement had been tarmacked at the house near to Fleet Timber.
 - iv Highways stated that the problem of the reported potholes on Church Road on RHS heading towards the Church had been **resolved**.
 - v The damaged give way sign on School Road at the crossroads had been reported by the clerk to the Borough Council's contractor, Amey Highways.
 - vi Massive air conditioner filters abandoned on Gravel Bank had been reported by the chairman to the Borough's clean up team.
02. New matters to be reported:
- i Large pothole outside Fleet Timber.

21.080. Finance

- 01. It was noted that the precept of £24,179 and CTS grant of £289 had been received today.
- 02. The following bank balances as 11 April 2021 were noted: Treasurer's Account £27,170.47; Business Instant Access £30,205.00; Unity Trust £482.60; Total £57,858.07.
- 03. It was **resolved** to approve the March bank reconciliation.
- 04. It was **resolved** to approve payments to 12 April 2021 as below. Cllr B Ayres and Cllr Raynor agreed to authorise the bank payments.

Payee/Payer	Transaction Description	Net £	VAT £	Gross £
Eon UK plc	Electricity 01/02/21-28/02/21	92.09	4.60	96.69
BCKLWN	TCl 1 x dog bin emptied weekly 02/03/20-28/02/21	78.52	15.70	94.22
BCKLWN	TSL 5 x dog bins emptied weekly 02/03/20-28/02/21	392.60	78.52	471.12
PWLB	CCTV PWLB loan repayment	571.05	-	571.05
ICO	Data protection fee	35.00	-	35.00
KLIDB	Drainage rates	29.72	-	29.72
Heronwood Landscapes	TSL small areas	48.00	-	48.00
Heronwood Landscapes	Village Hall areas	101.00	-	101.00
Heronwood Landscapes	Westfields	70.00	-	70.00
Clerk	Salary March - SCP 22	608.24	-	608.24
Clerk	Home office March	22.90	-	22.90
Clerk	Adobe Acrobat subscription contribution	4.22	0.84	5.06
Clerk	Stamps x 12	10.20	-	10.20
HMRC	PAYE	34.80	-	34.80
Norfolk ALC	Annual Subscription 2021/22	277.90	-	277.90
Norfolk ALC	Website hosting 2021/22	35.00	-	35.00
Eon UK plc	Electricity 01/03/21-31/03/21	101.95	5.10	107.05
	Total	2,513.19	104.76	2,617.95

- 05. The following receipts were noted: bank interest £7.04; precept & CTS grant £24,468.00.
 - 06. It was **resolved** to approve the budget report as of 31 March 2021.
 - 07. It was **resolved** to approve the fourth quarter bank reconciliation.
 - 08. It was **resolved** to ratify the adoption of the financial risk assessment as updated by the clerk 27/05/2020.
 - 09. It was **resolved** to approve and adopt the Council's payment approval procedures.
 - 10. It was **resolved** to approve the Council's effectiveness of internal control.
- 21.081. Planning applications
- 01. 21/00409/F: land north of 67A School Road. 2-storey dwelling. It was **resolved** to support the application as valid infill.
 - 02. 21/00069/F: The Laurels, Lynn Road, Tilney All Saints. Stables and sheds and the use of the land for the keeping of horses. It was **resolved** to support the application as it was in keeping with rural activities.
- 21.082. The following planning decisions were noted:
- 01. 20/01664/F: Waterworks House, 16 St Johns Road, PE34 4QL. Construction of outbuilding with change of use to Joinery workshop and store. Retrospective. Permitted.
 - 02. 20/00405/FM: Holly Manor, Lynn Road, Tilney All Saints, PE34 4RT - New builders' yard and workshop/store & external works & change of use to residential use and existing store/building to be used for domestic storage. Permitted
 - 03. 20/01903/F: Plot 2 Spice Chase. Proposed dwelling. Permitted.
- 21.083. General correspondence.
- 01. Regarding a residents' request for assistance with mowing of verge, it was **resolved** that a letter should be sent to the residents stating that gravel would not be a suitable alternative to grass outside their property. The clerk was to investigate whether the Parish Council's contractor might quote the residents for undertaking the work.

02. A NCC COVID-19 briefing note was noted.
 03. Information on the Norfolk Strategic Flooding Alliance was noted.
 04. Regarding Trading Standards advice on food allergens, it was **resolved** that the clerk send allergen information to the Village shop.
 05. The consultation on Terrington St John's Parish Council's proposed Neighbourhood Plan was noted.
 06. Regarding 'One million trees for Norfolk' information, councillors were asked to consider if they could report back if they came up with any ideas.
 07. A NCC survey on tourism in the area was noted.
 08. A Register of Deposits in the area was noted.
 09. Information on VE Day celebrations was noted.
- 21.084. Borough and County Council matters.
01. Nothing to report.
- 21.085. It was **resolved** to nominate the following trustees to Trustees of Dr Punsfer's Gift:
- i Cllr B Ayres (as current)
 - ii Cllr C Ayres (as current)
 - iii Cllr P Cullen (as current)
 - iv Mr D Calton (as current)
 - v Cllr J Corrigan-Davies (new appointment)
- 21.086. It was **resolved** that for a trial three-month period the clerk was to advertise Parish Council meetings on Nextdoor.co.uk including instructions to members on the public forum.

Cllr Emsworth joined meeting at 20.12.

- 21.087. Following reports of speeding on Spice Chase and using it as a cut through to bypass the main crossroads, it was **resolved** to ask for advice from the highways engineer and to report the matter of illegal parking near to the crossroads again to the Police.
- 21.088. It was **resolved** to make an application to the Borough Council to place a dog bin near to the farm entrance at the main bend in Spice Chase.
- 21.089. Councillors expressed the following concerns regarding the extension that had been made to the Village shop:
01. The build finish was not thought to be of very good.
 02. The closeness to the give way sign, which had been damaged, was noted.
 03. Whether to shop was about to put up an illuminated advertising sign was questioned.
 04. A 'shed' which had been moved to the front of the building was unattractive and possibly an obstruction on the footway.
- 21.090. It was **resolved** to extend the Parish Council's insurance to 31st May 2022, in line with the long-term agreement.
- 21.091. It was **resolved** to adopt the revised Parish Council's complaint policy as circulated.
- 21.092. It was **resolved** to adopt the Parish Council's filming & recording policy as circulated.
- 21.093. To allow the Annual Council Meeting to be held remotely in line with current legislation, it was **resolved** to move the meeting to 7pm, Wednesday 05 May 2021.
- 21.094. It was noted that the new post of part-time litter picker had been filled and the new person would start work on Tuesday 20th April, after an induction from the chairman.
- 21.095. Items for the next agenda.
01. How to improve communications between the School and the Parish Council
 02. To consider draft Data Retention Policy.

The chairman closed the meeting at 8.55hrs.