

**Minutes of the Annual Meeting of Tilney St Lawrence Parish Council held 7pm Wednesday, 05 May 2021, via remote attendance.**

**Present:** Cllr B. Ayres, Cllr C. Ayres, Cllr J. Corrigan-Davies (from 7.09pm), Cllr J. Day, Cllr M. Dix, Cllr D. Emsworth (up until 7.53pm), 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.*

21.096. It was **resolved** to elect Cllr B. Ayres as chairman for the year. Cllr B. Ayres declaration of acceptance of office was duly signed and witnessed.

21.097. It was **resolved** to elect Cllr Day as vice-chairman for the year. It was **resolved** for Cllr Day's declaration of acceptance of office to be signed and delivered to the clerk before the next Council meeting.

21.098. Apologies for absence

01. Apologies for absence were received from Cllr Cullen.

02. Cllr Emsworth stated that due to a work meeting he would have to leave the meeting before 8pm.

03. Due to concerns that some councillors were unable to attend virtual Council meetings due to technical difficulties, it was **resolved** to give leave of absence for non-attendance at meetings to Cllr Cullen, Cllr Greenwood, Cllr Place, and Cllr Savage, up until the September 2021 Parish Council meeting.

21.099. No declarations of interest or requests for dispensation were received.

21.100. There were no members of the public present to make representations.

21.101. It was **resolved** to approve the Minutes of the meeting held on 12 April 2021.

21.102. Police matters.

01. Norfolk police support of the 2 wheels campaign was noted.

02. The COVID-19 community update was noted.

21.103. The clerk reported the following matters.

01. The website had been updated.

02. Planning comments had been submitted as resolved.

03. The new litter picker started work 20 April working 2 hours per week in the village.

04. Cllr Dix's declaration of pecuniary interest form had been submitted to the Borough Council.

05. The insurance renewal had been completed as resolved.

06. The internal audit for the year ended 31 March 2021 had been completed.

**Cllr Corrigan-Davies joined the meeting at 7:09pm.**

07. A dog bin application for Spice Chase had yet to be submitted to Highways & the Borough Council.

08. Regarding advertising future meetings with Nextdoor.co.uk, an application to join its Public Service Platform had been declined on the grounds that the Parish Council covered too small an area. It was now intended that the Parish Council apply as a community group.

09. A rent demand for the Brickyard agricultural tenancy had been sent to the tenant.

10. Allergen labelling information had been sent to the village shop as resolved.

11. A reply had been sent to residents about verge grass cutting outside their property as resolved.

12. As resolved, a request for advice had been sent to the local highways engineer about Spice Chase being used as a cut through.

13. The matter of illegal parking at the crossroads had been reported to the local police engagement officer.

21.104. Reports

01. Chairman's report:

i. The new litter picker had started work very efficiently and diligently. However, it was indicated that there were insufficient contract hours to litter pick the whole village.

ii. A request for information had been received from a resident relating to 30 Church Road. The property had previously been demolished by the Borough Council and help about the matter was not able to be given.

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- iii. Concerns remained about the village shop, including the pavement still being blocked, and the newspaper delivery shed being positioned at the front of the shop. No action was proposed at this time. It was hoped that all matters would be resolved once renovation work was completed.
- iv. Complaints had been received about a hedge obstructing the footway in the village. It was **resolved** for the clerk to ring the resident concerned.
- v. With the easing of COVID-19 restrictions a return to normality would be welcomed.

02. Footway lighting

- i. Nothing to report.

03. Footpath, tree, and bus stop.

- i. Arrangements were to be made for the St John's Road bus stops to be cleaned.

04. Village Hall Committee matters.

- i. Cllr Corrigan-Davies reported that bookings and enquiries were increasing as restrictions reduced.
- ii. It was hoped that the committee would soon be able to hold a meeting.

05. Church Report

- i. None received.

21.105. Highways

- 01. A large pothole outside Fleet Timber had been reported ref ENQ900183714. NCC were investigating.
- 02. No new matters were reported.

21.106. Finance

- 01. The following bank balances as 05 May 2021 were noted: Treasurer's Account £5,000.00; Business Instant Access £48,141.69; Unity Trust £2,409.42; Total £56,551.11.
- 02. It was **resolved** to approve the April bank reconciliation.
- 03. It was **resolved** to approve payments to 05 May 2021 as below. Cllr B. Ayres and Cllr Rayner agreed to authorise bank payments.

| Payee/Payer            | Transaction Description                 | Net £    | VAT £ | Gross £  |
|------------------------|---|----------|-------|----------|
| Auditing Solutions Ltd | Internal audit 2020-21                  | 155.00   | 31.00 | 186.00   |
| Came & Company         | Insurance 01/06/2021 - 31/05/2022       | 1,065.22 | -     | 1,065.22 |
| Staff                  | Salaries - April                        | 648.24   | -     | 648.24   |
| Clerk                  | Home office allowance April             | 22.90    | -     | 22.90    |
| Clerk                  | Adobe Acrobat subscription contribution | 4.22     | 0.84  | 5.06     |
|                        | Total                                   | 1,895.58 | 31.84 | 1,927.42 |

- 04. The following receipts were noted: VAT refund £179.90.
- 05. It was **resolved** to note that the Council's expenditure incurred for the year ended 31 March 2021 was £200.00 and that this was well within the expenditure limit incurred under s.137 of the Local Government Act 1972 of £10,657.92 (1,281 electors x £8.32 limit per elector).
- 06. It was **resolved** to approve the financial accounts for the year ended 31 March 2021.
- 07. It was **resolved** to approve the bank reconciliation for the year ended 31 March 2021.
- 08. Asset register
  - i. Due to it becoming inoperable, it was **resolved** to write off the Council's share of the clerk's laptop from the asset register, where it had a reported historical cost of £262.60. The clerk was to provide the chairman with proposals for the laptop's replacement, prior to the matter being considered by the Council at a future meeting.
  - ii. Subject to the removal of the laptop above, it was **resolved** to approve the asset register for the year ended 31 March 2021.
- 09. It was **resolved** to receive the internal audit certificate 2020/21.
- 10. Internal audit
  - i. It was **resolved** to receive the internal auditor's report for the year ended 31 March 2021.
  - ii. It was **resolved** to set the financial limit for formal tender action at £10,000, as recommended by the internal auditor.
  - iii. It was **resolved** to appoint Auditing Solutions Ltd as the internal auditor for the forthcoming year.
- 11. Examining each of the statements in turn, it was **resolved** to approve the Annual Governance Statement 2021/22.
- 12. It was **resolved** to approve the explanation of variance 2020/21.

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13. It was **resolved** to approve the annual accounting statements 2020/21
  14. It was **resolved** to approve the Council's standing orders as circulated.
  15. It was **resolved** to approve the Council's financial regulations as circulated.
  16. It was **resolved** to approve the Council's financial and operational risk assessment as circulated.
  17. It was **resolved** to confirm the dates for the period for the exercise of public rights as commencing Monday 14 June 2021 and ending on Friday 23 July 2021.
- 21.107. Planning applications
01. 21/00706/F: Islington Hall Farm, Islington Green, Tilney All Saints, PE34 4SB. Conversion alteration and extension of existing outbuildings to form 2 new holiday lets with parking off an existing access. It was **resolved** to approve the application as it would improve the local amenity.
  02. 21/00653/LDE: land & former semi-detached cottage buildings at 30 & 32 Workhouse Lane. Certificate of Lawfulness: Continuation of development 2/93/1496/F. Demolition of existing dwelling and construction of replacement dwelling. It was **resolved** to make no comment.
- 21.108. Planning decisions.
01. 21/00229/F: Land East of Melmont, Chapel Road, Tilney Fen End, PE14 8JL. Removal or variation of conditions of 15/00993/RM. Application permitted.
- 21.109. The following correspondence were noted:
01. Request to support change in Borough Council's consultations on Temporary Event Notices
  02. Information on Anne Robson Trust. Poster to be published on the web site.
  03. Information to attend Norfolk ALC General Meeting on 20 May 2021.
  04. BCKLWN COVID-19 briefing
  05. BCKLWN COVID-19 briefing for stakeholders.
  06. Norwich Together Wellness Guide circulated by Norfolk ALC wellbeing.
  07. Fly tipping reported by Terrington St John's clerk.
  08. Additional information regarding register of deposits under the Highways Act 1980 s.31 (6).
  09. BCKLWN councillor and Parish Council update 4 May 2021, as circulated 05/05/21.
- 21.110. Borough and County Council matters.
01. Due to the elections on the to be held on 6 May, the Council had been in purdah.
- Cllr Emsworth left meeting at 19:53hrs.**
02. The Borough Council was considering holding hybrid meetings combining virtual attendance with a meeting at a geographical location.
- 21.111. Review of delegation arrangements to committees & responsibilities for the provision of reports
01. It was **resolved** that budgetary matters would continue to be dealt with by full council.
  02. It was **resolved** to appoint the chairman and vice-chairman to the personnel committee.
  03. It was **resolved** to defer the appointment of a representative to report on Footpaths and Trees.
  04. No other appointment of any new committee was required.
- 21.112. Review of representation on or work with external bodies and arrangements for reporting back.
01. It was **resolved** to appoint Cllr Corrigan-Davies to report back to the Council on Village Hall matters.
  02. It was **resolved** for Cllr Place to continue to report on Church matters as available.
  03. Subject to his agreement, it was **resolved** to appoint Cllr Emsworth to report back to the Council on Police matters.
- 21.113. Review of arrangements and legal agreements with external bodies and businesses.
01. It was noted that at 31 March 2021 the total outstanding balance of PWLB loans was £15,715.98.
  02. The farm agreement for the Council's Brickyard land was noted.
  03. It was noted that the Parish Council's grass cutting agreement for 2022 would be considered in October 2021.
  04. The burial ground annual maintenance grant to Tilney St Lawrence Parochial Church Council was noted.
- 21.114. It was **resolved** to note that satisfactory arrangements for insurance cover were in place in respect of all insurable risks.

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- 21.115. It was **resolved** that the following Council and staff subscriptions should continue for the forthcoming year:
01. Council subscription to Norfolk and National Association of Local Council's
  02. Council registration with the Information Commissioner's office and data protection fee.
  03. Council subscription to Microsoft Office 365
  04. Clerk subscription to SLCC
  05. Clerk subscription to Adobe Acrobat.
- 21.116. It was **resolved** to approve Council's complaints procedure as circulated.
- 21.117. Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 12, 21 and 22).
01. It was **resolved** to approve the Council's data protection policy as circulated.
  02. It was **resolved** to approve the Council's document retention policy as circulated.
  03. It was **resolved** to approve the Council's freedom of information policy as circulated.
- 21.118. It was **resolved** to approve the Council's policy for dealing with the press/media as circulated.
- 21.119. Review of the Council's employment policies and procedures.
01. It was **resolved** to approve the Council's appraisal policy as circulated.
  02. It was **resolved** to approve the Council's disciplinary policy as circulated.
  03. It was **resolved** to approve the Council's grievance policy as circulated.
  04. Due to concerns that some councillors would have been unable to properly consider the above policies, it was **resolved** that the clerk write to all members informing them that under standing orders 8.1, although a resolution should not be reversed within 6 months, two councillors could give written notice to the clerk that they wished a matter, such as the previous approval of a Council policy to be reconsidered.
- 21.120. To consider how to improve communications between the School and the Parish Council.
01. Cllr Jones stated that while the Parish Council did not have any legal responsibility regarding the administration or operation of the school, if any parents of pupils at the school had an issue it was open for them to approach either councillors or the clerk if they wished and no doubt the Parish Council would help if it could. For teachers, it would generally be a matter for the head teacher to approach the Parish Council. The main authority with responsibility for the school was of course the County Council.
  02. The chairman stated that he had been involved in visits to the school in the past as a District Councillor and it would be nice to do more for the school where possible.
  03. Cllr Dix stated that communications with the school had been more difficult over the last year as parents had not been allowed to go into the school due to COVID-19 measures and no big fundraising had taken place. It was reported that there was significant change coming to the school. Due to the increase number of new students starting in September, there would be four forms of entry in the next academic year rather than the current three.
- 21.121. While the next Council meeting was scheduled for 7pm Monday 7 June, due to uncertainty about COVID-19 secure meeting requirements, it was **resolved** to delegate arrangements for holding the meeting, including its location, to the chairman and clerk. The decisions would be taken as matters become clearer.
- 21.122. Meeting dates and location.
01. It was **resolved** that, except for August when no meeting was scheduled, Council meetings would take place at 7pm on the first working Monday of each month, up to and including the Annual Meeting of the Parish Council, which would be held 7pm, Monday 7 June 2022.
  02. Subject to confirmation about the next meeting's location as minute 20.121 above, all meetings were expected to be held in the Tilney St Lawrence Village Hall.
- 21.123. Items requested for the next agenda.
01. None.

**The chairman closed the meeting at 8.46hrs.**