

05/09/22

2

Tilney St. Lawrence Parish Council

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

Minutes of the meeting of Tilney St Lawrence Parish Council, held 19:00 on Monday 4 July 2022, in the Village Hall



Clerk: Jackie Christie

Cornwall Lodge, 1, Church Road, Wiggerhall St Mary the Virgin. PE34 3EH

Email: clerk@tslclerk.org. Tel: 07855789413.

Agenda

Present: Cllr J Day (Vice-Chairman), Cllr D Jones, Cllr Greenwood, Cllr P Cullen, Cllr M Dix, Cllr D Raynor, Cllr C Webber, Mrs J Christie (clerk)

Apologise for absence: Cllr. B Ayres (Chairman), Cllr C Ayres, Cllr. Corrigan-Davies.

In the absence of the Chairman the Vice-Chairman took the meeting.

1. To receive declarations of interests and to consider any written request for dispensation. **None.**

2. **Public Participation**

Three members of the Parish in attendance.

1) To receive representations relating to matters on the agenda. - **None**

2) To receive representations or questions on other matters.

A question was raised as to the empty bungalows next to the village hall which could be used to house some of the homeless.

Cllr. Greenwood explained the properties were owned by Freebridge Housing Association.

These bungalows are pre-fab construction and in need of updating. The housing association are looking at the possibility of turning them into semi-detached properties to create more dwellings.

No timescale has been mentioned.

3. **To consider any police matters**

1) *Parking obstructing view for motorists exiting School Road onto St Johns/Magdalen Road.*

Clerk wrote to the local police team on 16th June requesting that they monitor this junction and speak to the van driver who parks regularly on this junction.

Reply received 21/06 – ‘Thank you for your email. I will look at the issue as soon as I can’.

A discussion took place as to the response received and it was **agreed** that the Clerk invite the local Officer to our Parish Council meeting in September if there has been no change in the parking situation.

4. **To receive the clerk's report/matters arising from last month's meeting.**

1) *All planning comments, concerns and objections have been submitted.*

2) *Use of village hall waste bins for litter picking*

The village hall committee were happy for the litter picking rubbish to be deposited in one of the bins located at the village hall, however they would appreciate a small contribution towards the cost of emptying. – **agreed** Clerk to inform the Outside operative she has the use of these bins and to refer the amount of contribution to the September meeting.



Chair

5. **To receive reports:**

1) *Chairman*

No report as Chairman not present.

2) *Footway lighting*

No issues

3) *Footpath and trees*

Cllr. Webber reported that she had not come across any new issues on her walks around the village.

4) *Village hall*

Please see item 15.4

6. **Highways and footways**

1) *Norwich Western Link update_ – Noted.*

2) *Parish Partnership – local highway improvement bids – Agreed to defer to September meeting.*

3) Cllr. Webber reported the condition of the road at the School Road end of Spice Chase was in a poor state, with an uneven surface at either side of the road. This causes a problem for disability scooters, which need to use the centre of the road for stability.
Clerk to bring to the attention of Highways.

7. **To receive and consider Borough and County Council Issues**

None

8. **Financial matters**

1) *To note bank balances – Noted.*

2) *To approve the June Bank Reconciliation and Income & Expenditure – addendum A
Proposed...Cllr. JonesSeconded.....Cllr. Cullen ... - Agreed.*

3) *To note the transfer of £5,000 on 20/06/22 from the TSB account to Unity Trust to cover future payments. - Noted*

4) *To consider Payments to 04 July 2022, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise bank payments. – addendum B – Agreed.*

5) *To note receipts: bank interest –. TSB for June 2022 – Awaiting Statement - Noted.*

9. To approve the quarterly budget figures for April to June 2022 – **addendum C.**

Proposed...Cllr. GreenwoodSeconded.....Cllr. Jones ... - Agreed.

10. **To Discuss CIL Income** (Community Infrastructure Levy)

B/F: CIL to 31 March 2022 = £2210.42

CIL Payment received by 28 April 2022 = £2701.88

Total CIL = £ 4912.30

To discuss Village Hall Committee request email.

A discussion took place on the items requested by the village hall committee. Concern was raised regarding the replacement glass dishwasher for the bar as this item should be in the village hall

bar maintenance budget, due to the bar running at profit. Also, the replacement of the internal ceiling lights have been quoted way above the CIL income.

It was **proposed by Cllr Cullen and seconded by Cllr Greenwood** to fund the goal posts at £369.90 with the pitch flood lighting to be discussed at the September meeting – **Agreed.**

11. To resolve on opening a new savings account.

Unity instant access savings account now paying 0.45%

It was **agreed** to open a Unity Trust savings account and agree on a transfer amount at the September meeting.

12. To consider the provision of a Parish Plan

The last Parish plan was produced in 2009.

Information for producing a Parish Plan from The countryside Agency

Consider setting up a Steering Group or Working Party (The parish or town council ultimately takes responsibility for producing and endorsing a Parish Plan, but this does not mean the parish clerk has to do all the work! Only the parish or town council can apply for funding from the Countryside Agency, and they should be accountable for the final plan. Ideally most of the work will be done by a steering committee and working groups, who should be drawn from all sections of the parish to ensure the plan represents the views of the whole community. The parish council's role is to support them in that work, and have a representative presence on the committee)

To defer this item to September meeting – Agreed.

13. To consider any planning applications.

- 1) 22/01110/AG – The Willows, 106, Magdalen Road, Tilney St Lawrence. – Agricultural shed (storage) building. – **No comments.**
- 2) 22/00863/LB - Listed Building Application: Retrospective External and internal works to Listed Building including demolishing works and extensions, erection of garden structure, conversion of storerooms to annexe and works to roof, change of use of land to domestic use. at Duncans Farm House Lynn Road Tilney All Saints King's Lynn Norfolk PE34 4RU - **No Comments.**
- 3) 22/00862/F - *Retrospective External and internal works to Listed Building including demolishing works and extensions, erection of garden structure, conversion of storerooms to annexe and works to roof, change of use of land to domestic use. at Duncans Farm House Lynn Road Tilney All Saints King's Lynn Norfolk PE34 4RU - **No comments.***

14. To note Borough Council planning decisions.

None

15. To receive and consider any general correspondence.

- 1) *Norfolk Jubilee Trees – A5 Poster.* –
This project is to enable one million trees to be planted in Norfolk, Norfolk CC are offering up to 50% subsidy on the cost of tree packs. The scheme is available to everyone - including individuals, schools, community groups and landowners.
The aim of this scheme is to establish 40,000 trees in gardens and green spaces across the county. It's a great opportunity for Town/Parish Councils and community groups to mark this special year by planting a Jubilee orchard, hedgerow or woodland that will enhance the lives of generations to come
Discussed and agreed to circulate on website and social media.
- 2) *Cambridge Maths School*
Consultation on a proposed new specialist maths school located in Cambridge.
Eastern Learning Alliance intends to open a new free school, Cambridge Maths School, a specialist sixth form centre catering for students across the whole of East Anglia.

It is their intention to open CMS in the 2023/2024 academic year and your opinions count. In 2016, the DfE approved the trust's application to open a Free School. As part of this planning process they have a legal obligation to consult interested parties on whether the Secretary of State should sign a funding agreement with Eastern Learning Alliance which will enable the Cambridge Maths School to open.

Discussed and agreed to circulate on website and social media.

- 3) *Not a Parish Council matter, however TSL Village Committee have written to the Parish council thanking them for the kind donation towards the Platinum Jubilee Celebrations. To note that this donation came from Dr Punsfer's charity. – Noted – passed to Dr Punsfer's Charity.*

4) **Any late correspondence:**

Cllr Corrigan-Davies sent an email thanking, on behalf of the TSL Village Hall Committee, Cllr B Ayres and Cllr Jones for attending the village hall meeting in June. The committee found this very useful to better understand the working relationship between both organisations and possible funding routes.

The TSL hall committee wish to take up the Parish Council's kind offer of a TV screen; however they are concerned about the security, e.g. risk of theft/tamper, breakage etc. and would like the Parish Council to consider a secure lockable wall mounted cabinet.

It was discussed and agreed the Clerk to source types of cabinets and costings, along with costings for a robust shatterproof TV screen which may not need a cabinet and could be secured/locked to a wall mount and report these back to the September meeting – **Agreed.**

16. **Clerk Holiday and October 2022 Parish Council Meeting**

The Clerk requested a week's holiday from Monday 26th to Friday 30th September 2022.

As this week falls when the agenda is due for publication, the Clerk requests the scheduled meeting of the Parish Council on 3rd October be rescheduled for Monday 10th due to personal reasons. - **Agreed**

17. **To consider items for the next agenda.**

None.

18. **To resolve on moving into close session on the grounds of confidentiality by virtue of the Public Bodies (Admission to Meetings) Act 1960 s. 1(2).**

19. **To receive report on Farm Business Tenancy.**

Clerk updated members on the meeting held in June between the Chairman Cllr. B Ayres, Cllr C Ayres and the interested new tenant of Brickyards, along with his representative, with the clerk in attendance.

The new tenant was keen to take on a tenancy, initially for three years.

It was explained to him that a rental increase had not been implemented for many years and one was now due, however, to support him in his start up the Parish Council could introduce this increase in increments over a three year period of 2% per annum.

It was discussed and agreed to grant this tenancy.

The clerk had received an estimate from Richard Start of R. Longstaff & Co for the drawing up of a new tenancy agreement.

Production of the tenancy, and associated Notice of Creation will be £300 + VAT.

Proposed...Cllr. Cullen.....Seconded.....Cllr. Jones ... Agreed to proceed with drawing up the new tenancy agreement to start from 1st October 2022 for three years initially, with a clause included to show a rental increase of 2% per annum each year for three years.

20. **To consider any other confidential matters.**

None.

Meeting closed at 20:30.

Tel: 07855789413
Email: clerk@tsclerk.org

04 July 2022
Page 4 of 8

Signed.....



Chair

Addendum A - Bank Reconciliation and Income & Expenditure

Bank Reconciliation at 29/06/2022		
	Cash in Hand 01/04/2022	34,794.14
	ADD	
	Receipts 01/04/2022 - 29/06/2022	28,923.61
		63,717.75
	SUBTRACT	
	Payments 01/04/2022 - 29/06/2022	7,803.83
A	Cash in Hand 29/06/2022 (per Cash Book)	55,913.92
Cash in hand per Bank Statements		
	Petty Cash	29/06/2022 0.00
	TSB Deposit Account	29/06/2022 4,097.91
	TSB Current Account	29/06/2022 42,956.49
	Unity	29/06/2022 8,859.52
		55,913.92
	Less unrepresented payments	
		55,913.92
	Plus unrepresented receipts	
B	Adjusted Bank Balance	55,913.92
A = B Checks out OK		

29 June 2022 (2022 - 2023)

Tilney St Lawrence Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
4 VAT refund	08/05/2022		TSB Current Account		VAT refund 2021/22	HMRC	R		830.71	830.71
Total								830.71	830.71	

29 June 2022 (2022 - 2023)

Tilney St Lawrence Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
38 Clerk Salary	06/06/2022	060622.10.3	Unity	BACS	Clerk Salary	Clerk	E	607.48		607.48
39 Outside Operative Salary	06/06/2022	060622.10.3	Unity	BACS	Erica Wages	Outside Operative	E	276.75		276.75
34 Grass Cutting	06/06/2022	060622.10.3	Unity	BACS	Grasscutting	Heronwood Landscapes	S	414.00		414.00
35 Grass Cutting	06/06/2022	060622.10.3	Unity	BACS	Grasscutting	Heronwood Landscapes	S	24.00		24.00
36 Grass Cutting	06/06/2022	060622.10.3	Unity	BACS	Grasscutting	Heronwood Landscapes	S	98.00		98.00
40 Travel Expenses	06/06/2022	060622.10.3	Unity	BACS	Clerks Expenses	Clerk	Z	10.80		10.80
41 Stationary/Postage/Printing	06/06/2022	060622.10.3	Unity	BACS	Clerks Expenses	Clerk	Z	1.90		1.90
42 Insurance Premiums	07/06/2022	060622.10.3	Unity	BACS	Insurance	AJGIBL GBP Client NST Acco	E	1,285.30		1,285.30
43 Street Light Electricity	08/06/2022		TSB Current Account		Electricity Charge	YU Energy	L	85.36	4.27	89.63
44 Street Light Electricity	08/06/2022		TSB Current Account		Electricity Charge	YU Energy	L	17.97	0.90	18.87
Total								2,821.56	5.17	2,826.73

Addendum B - To consider Payments to 04 July 2022

4 July 2022 (2022 - 2023)

Tilney St Lawrence Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
43 Street Light Electricity	08/06/2022		TSB Current Account	DD	Electricity Charge	YU Energy	L	85.36	4.27	89.63
44 Street Light Electricity	08/06/2022		TSB Current Account	DD	Electricity Charge	YU Energy	L	17.97	0.90	18.87
45 LED Lighting Repayment	01/07/2022		TSB Current Account	DD	PWLB Loan Repayment	PWLB	E	784.45		784.45
46 Grass Cutting	04/07/2022		Unity	BACS	Grasscutting	Heronwood Landscapes	S	24.00		24.00
47 Grass Cutting	04/07/2022		Unity	BACS	Grasscutting	Heronwood Landscapes	S	110.00		110.00
48 Grass Cutting	04/07/2022		Unity	BACS	Grasscutting	Heronwood Landscapes	S	98.00		98.00
50 Clerk Salary	06/07/2022		Unity	BACS	Clerk Salary	Clerk	X	607.48		607.48
51 Outside Operative Salary	06/07/2022		Unity	BACS	Erica Wages	Outside Operative	X	120.12		120.12
52 Clerk Salary	11/07/2022		Unity	BACS	PAYE	HMRC	X	123.80		123.80
53 Outside Operative Salary	11/07/2022		Unity	BACS	Erica Wages	HMRC	X	6.00		6.00
54 Travel Expenses	06/07/2022		Unity	BACS	Clerks Expenses	Clerk	E	5.40		5.40
55 Stationary/Postage/Printing	06/07/2022		Unity	BACS	Clerks Expenses	Clerk	E	0.95		0.95
56 Clerks Office	06/07/2022		Unity	BACS	Clerks Expenses	Clerk	E	52.00		52.00
57 Street Light Electricity	08/07/2022		TSB Current Account	DD	Electricity Charge	YU Energy	L	75.93	3.80	79.73
58 Street Light Electricity	08/07/2022		TSB Current Account	DD	Electricity Charge	YU Energy	L	17.47	0.87	18.34
Total								2,128.93	9.84	2,138.77

Invoice & Payments approval

I confirm that I have checked and initialed the above payment documents, voucher nos. 43 to 58 and I recommend to the Parish Council that the payments to the amounts stated are authorised.

Clerk:

Councillor:

Councillor:

Created by  Scribe

1 of 1

Addendum C - To approve the quarterly budget figures for April to June 2022

Tilney St Lawrence Parish Council - Quarter 1 (01/04/2022 to 30/06/2022 - All Cost Centres and Codes)

	1st Quarter			Budgeted payments	Actual payments	Payments Variance
	Budgeted receipts	Actual receipts	Receipts Variance			
Administration						
1 Clerk Salary				1,941.50	2,359.55	-418.05
2 Clerks Office				68.75	79.12	-10.37
3 Office Equipment				100.00	288.00	-188.00
4 Clerk Training/Meetings				75.00	100.00	-25.00
5 Stationary/Postage/Printing				18.75	11.10	7.65
6 Advertising						
7 Professional & Legal Fees						
8 Audit Fees				93.25	75.00	18.25
9 Insurance Premiums				277.00	1,285.30	-1,008.30
10 Bank Charges				20.00		20.00
11 Subscriptions				144.75	321.24	-176.49
12 Website Charges				9.25		9.25
13 Travel Expenses				25.00	30.15	-5.15
14 Chair/Vice Chair Expenses				25.00	40.00	-15.00
16 Election Expenses						
48 Data Protection					35.00	-35.00
Sub Total for Administration				2,798.25	4,624.46	-1,826.21
Amenities						
28 Village Hall Car Park						
29 Security				125.00		125.00
30 Burial Grounds Maintenance				200.00		200.00
Sub Total for Amenities				325.00		325.00
Capital Reserves						
36 PWLB Account 2				392.25		392.25
Sub Total for Capital Reserves				392.25		392.25
Earmarked Reserves						
37 Outside Furniture				62.50		62.50
38 Office Equipment				100.00		100.00
39 CCTV						
44 Street Lights						
45 Bus Shelters						
46 Neighbourhood Plan						
47 Election Expenses						
Sub Total for Earmarked Reserves				162.50		162.50
Income						
15 Precept	6,347.00	25,388.00	19,041.00			
41 Bank Interest	55.00	3.02	-51.98			
42 Agricultural Rent	177.25		-177.25			
43 CIL	125.00	2,701.88	2,576.88			
49 VAT refund						
Sub Total for Income	6,704.25	28,092.90	21,388.65			
Open Spaces						
17 Street Lights				62.50		62.50
18 Street Light Electricity				407.00	327.53	79.47
19 Grass Cutting				1,168.75	770.00	398.75
20 Outside Operative Salary				260.00	568.35	-308.35
21 Litter Picking Expenses				7.50	22.99	-15.49
22 Bus Stops				62.50		62.50
23 Village Gateways				75.00		75.00
24 Notice Boards/Signs						
25 Bins				128.25	494.00	-365.75
26 Miscellaneous				37.50		37.50
27 Drainage Rates				7.75	31.39	-23.64
Sub Total for Open Spaces				2,216.75	2,214.26	2.49

Addendum C – continued

Tilney St Lawrence Parish Council - Quarter 1
(01/04/2022 to 30/06/2022 - All Cost Centres and Codes)

	1st. Quarter			Budgeted payments	Actual payments	Payments Variance
	Budgeted receipts	Actual receipts	Receipts Variance			
Other						
31 Grants				50.00	200.00	-150.00
40 Contingency				250.00		250.00
Sub Total for Other				300.00	200.00	100.00
PWLB						
32 CCTV Loan Repayment				285.50	571.05	-285.55
33 LED Lighting Repayment				392.25		392.25
35 PWLB Account 1				285.50		285.50
Sub Total for PWLB				963.25	571.05	392.20
TOTALS.....	6,704.25	28,092.90	21,388.65	7,158.00	7,609.77	-451.77
						20,936.88
						NET Variance Quarter 1

Notes:

Budgeted Payments are based on quarterly figures.

- 1. Clerks salary overspend due to outgoing clerk
- 3. Office equipment overspend due to Scribe software
- 11. Subscriptions overspend due to new clerk training subs
- 20. Outside operative salary overspend due to holiday pay
- 25. Bins overspend due to b/f invoice
- 31. Grants overspend due to cheque issued in 21/22 cashed in 22/23