

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 09 January 2023, in the Village Hall



Clerk: Jackie Christie

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

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

Present: Cllr B Ayers (Chairman), Cllr J Day (Vice-Chairman), Cllr C Ayres, Cllr D Jones, Cllr Dix, Cllr H Greenwood, Cllr Webber, Mrs J Christie (clerk)

Apologise for absence: Cllr J Corrigan-Davies, Cllr P Cullen, Cllr D Raynor.

1. To approve the Minutes of the meeting held on Monday, 05 December 2022. – **Agreed - approved and signed.**

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

3. **Public Participation**

No members of the public present.

Cllr Brian Long in attendance. (NCC)

4. **To consider any police matters**

None.

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

1) Bus Shelters in St John Road – Unfortunately two bus shelters in St Johns Road have been damaged.

A glass panel at the rear on both shelters have smashed. This happened during the severe cold weather in mid December (Friday 16th) and was reported to the Chairman who along with Cllr C Ayres cleared the broken glass.

The clerk requested a quotation from Saint Engineering Ltd for replacement panels. Due to the Christmas closures and the glass company not returning to work until 10th January a quotation was not available for the meeting.

It was discussed and **proposed by Cllr J Day, seconded by Cllr D Jones and agreed** to delegate the decision to proceed with the quote when available to the Chairman.

The Clerk will put in a claim to the insurance company, however the excess is thought to be £250 per bus shelter. The balance of the cost will be funded from earmarked reserves.

2) Grit Bins – The new replacement bins have yet to be sited. Cllr Webber and Cllr Greenwood family have agreed to help with this along with Cllr Ayres. They will negotiate a mutual time and replace the bins.

The new bins would need to have 'Tilney St Lawrence Parish Council' wording on the lids. Cllr C Webber will arrange the vinyl lettering via her husband,

6. **To receive reports:**

1) *Chairman:*

- The Chairman had a report from another Parish Council of a problem with a defibrillator. When the ambulance service attempted to service it the code was missing. It took some while to find this code and as such Cllr H Greenwood was requested to ask the Village Hall committee to check that they had the correct code for the defibrillator sighted at the village hall.

- Devolution – Cllr Brian Long updated the councillors as to the progress. The devolution deal transfers new powers to Norfolk County Council, who will work collaboratively with local partners to deliver on the county’s priorities.

As part of this deal, the council will adopt a governance model with a directly elected leader, to be elected in May 2024. The deal is subject to local consultation, a council resolution to change their governance model so that electors directly elect the council leader and elements, such as the transfer of new powers, require parliamentary approval to secondary legislation.

The deal envisages the election of a directly elected leader for Norfolk in May 2024. Subject to the passing of the relevant measures in the Levelling Up and Regeneration Bill, Norfolk would call the directly elected person, the “elected leader” of the county council.

This unlocks the benefits of devolution for the 916,000 people living in Norfolk. In addition to the possible £600 million investment fund over 30 years, the deal also includes almost £7 million of investment in brownfield funding, and £5.9 million this year to support the delivery of housing, regeneration and development priorities Norfolk.

2) *Footway lighting:*

Cllr C Webber reported that the LED light coming into the village by St Johns Road/Mill Close seemed excessively bright.

Cllr B Ayres explained that these lights had a setting on them to turn up or down and it may be a case of it being set too high.

Due to the increase in energy prices it was agreed to request the contractor turn this lamp down to a medium setting. Clerk will facilitate.

3) *Footpath and trees:*

The tree branches on the corner of Westfields by the elderly peoples cottages had been damaged by children and had been cut down as it caused a hazard. However, a stump of around two/three feet had been left which was not only unsightly but could cause an even bigger hazard.

Clerk to request that Andy Wallace from Highways remove it completely.

4) *Village hall:*

Cllr H Greenwood informed the meeting that the village hall committee are in the process of adopting a new constitution and has increased the charges for hall hire due to the increase in energy prices which is hoped to increase revenue.

The village hall is a great asset to the community, however in the current economic climate revenue is falling and it appears that the village hall may be making a loss. This is quite common in many rural villages.

It was agreed to set up a meeting with the Chairman of the village hall committee, Cllr Brian Long, Cllr B Ayres and the Clerk to discuss the future of the hall and funding.

Meeting set for Monday 16th January at 10:30am at the PC Chairmans house.

The Village Hall Committee has also asked where the plaque had gone which was given to the village after the covid pandemic to thank the village for their resilience during this time - The clerk will try and track this down.

7. **Highways and footways**

- 1) *Highways Ranger visit in January – Clerk has notified speed limit signs on the old A47 just after Holly Manor needing cleaning. Perhaps Rangers could check all road signs and clean as necessary? The direction sign at the top of Antioch bridge was loose on the posts and had slid downwards and is buckled and may need some attention (Junction of New Road and Lynn Road at Antioch Bridge).*

Clerk will report the following to the Rangers for investigation and repair on their visit:

- School sign solar light not working outside no. 41 School Road due to overgrown tree.

- Pothole outside no. 71 School Road.
- Pothole outside 22, Westfields.
- Kerb jutting out onto road outside 15b Spice Chase.
- Pothole at corner of School Road/Chapel Road TCI.
- 50mph sign dirty by Coach and Horses public house.
- Road sign dirty just before Mill Lane just past Coach and Horses.
- Railings at Subscription Bridge still broken and bent.

Email received under correspondence from a resident in Chapel Road, Tilney Fen End agreed to discuss under this item.

2) *Dear Councillor Ayres*

I am writing to you once again, as I am being given the proverbial run-around.

On the 11 November I wrote, quote: 'I asked for an extension of the road kerbing outside our property, with the addition of a footpath. The reason for this is the area is used for the school bus to pick up the local area school children. The bus, sometimes a double-decker, in an attempt to avoid blocking the road, often mounts the area of grass, causing the road edge to break up and, after heavy rain, flood. The Council did come and put road finings into the depression, but these are now becoming compressed and dispersed, so the initial problem will soon return. I attach a photo of the area prior to the road finings being laid. The school children, while they wait for the bus, have to wait on the area of grass (my property) to avoid getting splashed by passing vehicles and to avoid getting their school shoes muddy.

We were told there is no finance for kerbing and a footpath. NCC added that the area of footpath, then being constructed in School Road (August 2022) was, quote: 'The School road footway has been funded by the developers building the properties along that stretch and the footway formed part of their planning permission.' However, I now see that a further length of some 200 yards is being kerbed, with an associated footpath – this does NOT go to a new development but rather passes an area of agricultural ground to an individual home. Surely, therefore, a length of kerbed footpath could be provided to stop further carriageway erosion and the safety of the local school children as they wait for the school bus?'

I now see that work is being done on the opposite side of where the new footpath has been laid.

Why can a footpath and kerbing not be laid outside our property to protect the school children who wait for the school bus? Looking at the Norfolk County Council website, it clearly states: 'New pavements - If you feel that a road needs a pavement you should contact your Parish Council'. An electronic request to the NCC regarding this matter seems to have been deleted by them.

A Long discussion took place on this matter and it was agreed to request that Andy Wallace from Highways meet with Cllr B Ayres at this location to look into any possible solutions if any that could be implemented.

8. To receive and consider Borough and County Council Issues
None

9. Financial matters

1) To note bank balances –	<i>Unity Current -</i>	<i>£3,734.88</i>
	<i>Unity Savings -</i>	<i>£32,060.67</i>
	<i>TSB Current -</i>	<i>£5,445.72</i>
	<i>TSB Savings -</i>	<i>£4,098.26 (awaiting statement)</i>
	<u>TOTAL</u>	<u>£45,339.53 - Noted</u>

- 2) To approve the December Bank Reconciliation (**Appendix A**)
Proposed...Cllr J DaySeconded...Cllr M Dix Agreed
- 3) To consider Payments to 10 January 2023, including any late payments reported by the clerk.
(appendix B) - Agreed
- 4) To note receipts: bank interest – TSB – Awaiting statement
Unity Savings – £60.67
Noted.
- 5) To approve the quarterly budget figures for October to December. – (**Appendix C**) - **Approved**
10. **To Discuss CIL Income** (Community Infrastructure Levy)
 Total CIL balance = £3772.29
 It is possible to fund a replacement bus shelter in High Road TCI from CIL funding. This shelter is of the old concrete type, which would benefit from a new glass shelter.
 It was agreed, out of courtesy, to write to the resident who had concerns about a replacement shelter informing him that this is something the Parish Council will be looking into.
 No other new projects discussed – defer to next meeting.
11. **To consider any planning applications.**
 None.
12. **To note Borough Council planning decisions.**
 None
13. **To receive and consider any general correspondence.**
 1) Email received – CHANCES - To date we have worked with over a thousand Norfolk residents and have a proven track record of developing individuals in terms of their skills and their confidence making them more job ready. We can do this for people within your parish boosting their opportunities, providing a positive social impact and economic benefit in your area.
Agreed to publicise on website, social media and village notice boards.
- 2) *Any late correspondence:*
 An elderly resident in School Road had written to the Parish Council asking who the owner of the bridge over the ditch which provided access to her property was as it had fallen in disrepair and causing her safety issues.
 The Chairman informed the councillors that he had spoken to this resident previously and informed her that it was her property and her responsibility for any repairs and not the Parish Council or Anglian Water.
 The Clerk will write to her advocate at Age UK Norfolk to request that he explains the Parish Councils position on this matter.
14. **To consider items for the next agenda.**
 None.

Meeting closed 8:33pm

Appendix A

December Bank Reconciliation

	Bank Reconciliation at 31/12/2022		
	Cash in Hand 01/04/2022		34,794.14
	ADD Receipts 01/04/2022 - 31/12/2022		30,941.40
			65,735.54
	SUBTRACT Payments 01/04/2022 - 31/12/2022		20,396.01
A	Cash in Hand 31/12/2022 (per Cash Book)		45,339.53
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2022	0.00	
	Unity Savings Account 31/12/2022	32,060.67	
	TSB Deposit Account 26/06/2022	4,098.26	
	TSB Current Account 31/12/2022	5,445.72	
	Unity current Account 31/12/2022	3,734.88	
			45,339.53
	Less unrepresented payments		
			45,339.53
	Plus unrepresented receipts		
B	Adjusted Bank Balance		45,339.53
	A = B Checks out OK		

Appendix B

Payments to 10 January 2023

9 January 2023 (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
112 Grass Cutting	10/01/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	S	212.47		212.47
113 Grass Cutting	10/01/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	S	38.00		38.00
114 Grass Cutting	10/01/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	S	12.00		12.00
115 Bank Charges	31/12/2022		Unity current Account		Bank charges	Unity Bank	X	18.00		18.00
116 Street Light Electricity	08/12/2022		TSB Current Account		Electricity Charge	YU Energy	S	15.77	3.15	18.92
117 Street Light Electricity	08/12/2022		TSB Current Account		Electricity Charge	YU Energy	S	84.98	16.99	101.97
118 Clerk Salary	06/01/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	650.87		650.87
119 Outside Operative Salary	06/01/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	193.92		193.92
119 Litter Picking Expenses	06/01/2023		Unity current Account	BACS	Erica Wages	Outside Operative	S	8.25		8.25
Total								1,234.26	20.14	1,254.40

9 January 2023 (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
120 Professional & Legal Fees	10/01/2023		Unity current Account	BACS	RAS Letting	R Longstaff & Co	S	330.00	66.00	396.00
Total								330.00	66.00	396.00

Appendix C

Quarterly Budget – October to December

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Tilney St Lawrence Parish Council - Quarter 3
(01/10/2022 to 31/12/2022 - All Cost Centres and Codes)

3 January 2023 (2022 - 2023)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Administration												
1 Clerk Salary			(N/A)	1,941.50	2,169.56	-228.06(-11%)			(N/A)	5,824.50	6,475.35	-650.85(-11%)
2 Clerks Office			(N/A)	68.75	186.57	-117.82(-171%)			(N/A)	206.25	369.69	-163.44(-79%)
3 Office Equipment			(N/A)	100.00	208.32	-108.32(-108%)			(N/A)	300.00	496.32	-196.32(-65%)
4 Clerk Training/Meetings			(N/A)	75.00		75.00(N/A)			(N/A)	225.00	105.40	119.60(53%)
5 Stationary/Postage/Printing			(N/A)	18.75		18.75(N/A)			(N/A)	56.25	12.05	44.20(78%)
6 Advertising			(N/A)			(N/A)			(N/A)			(N/A)
7 Professional & Legal Fees			(N/A)			(N/A)			(N/A)			(N/A)
8 Audit Fees			(N/A)	93.25	240.00	-146.75(-157%)			(N/A)	279.75	315.00	-35.25(-12%)
9 Insurance Premiums			(N/A)	277.00		277.00(N/A)			(N/A)	831.00	1,285.30	-454.30(-54%)
10 Bank Charges			(N/A)	20.00	18.00	2.00(10%)			(N/A)	60.00	54.00	6.00(10%)
11 Subscriptions			(N/A)	144.75		144.75(N/A)			(N/A)	434.25	321.24	113.01(26%)
12 Website Charges			(N/A)	9.25		9.25(N/A)			(N/A)	27.75		27.75(N/A)
13 Travel Expenses			(N/A)	25.00	8.10	16.90(67%)			(N/A)	75.00	43.65	31.35(41%)
14 Chair/Vice Chair Expenses			(N/A)	25.00		25.00(N/A)			(N/A)	75.00	40.00	35.00(46%)
16 Election Expenses			(N/A)			(N/A)			(N/A)			(N/A)
48 Data Protection			(N/A)			(N/A)			(N/A)		35.00	-35.00(N/A)
Sub Total for Administration			(N/A)	2,798.25	2,830.55	-32.30(-1%)			(N/A)	8,394.75	9,553.00	-1,158.25(-13%)
Amenities												
28 Village Hall Car Park			(N/A)			(N/A)			(N/A)			(N/A)
29 Security			(N/A)	125.00		125.00(N/A)			(N/A)	375.00		375.00(N/A)
30 Burial Grounds Maintenance			(N/A)	200.00		200.00(N/A)			(N/A)	600.00		600.00(N/A)
Sub Total for Amenities			(N/A)	325.00		325.00(N/A)			(N/A)	975.00		975.00(N/A)
Capital Reserves												
36 PWLB Account 2			(N/A)			(N/A)			(N/A)			(N/A)
50 PWLB Account 1			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Capital Reserves			(N/A)			(N/A)			(N/A)			(N/A)
Earmarked Reserves												
37 Outside Furniture			(N/A)			(N/A)			(N/A)			(N/A)
38 Office Equipment			(N/A)			(N/A)			(N/A)			(N/A)
39 CCTV			(N/A)			(N/A)			(N/A)			(N/A)
44 Street Lights			(N/A)			(N/A)			(N/A)			(N/A)
45 Bus Shelters			(N/A)			(N/A)			(N/A)			(N/A)
46 Neighbourhood Plan			(N/A)			(N/A)			(N/A)			(N/A)
47 Election Expenses			(N/A)			(N/A)			(N/A)			(N/A)
52 CIL		1,593.88	1,593.88(N/A)		2,278.24	-2,278.24(N/A)		1,593.88	1,593.88(N/A)		2,278.24	-2,278.24(N/A)
Sub Total for Earmarked Reserves		1,593.88	1,593.88(N/A)		2,278.24	-2,278.24(N/A)		1,593.88	1,593.88(N/A)		2,278.24	-2,278.24(N/A)
Income												

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Tilney St Lawrence Parish Council - Quarter 3
(01/10/2022 to 31/12/2022 - All Cost Centres and Codes)

3 January 2023 (2022 - 2023)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
15 Precept	6,347.00		-6,347.00(N/A)			(N/A)	19,041.00		-19,041.00(N/A)			(N/A)
41 Bank Interest	55.00	60.67	5.67(10%)			(N/A)	165.00	60.67	-104.33(-63%)			(N/A)
42 Agricultural Rent	177.25	346.80	169.55(95%)			(N/A)	531.75	346.80	-184.95(-34%)			(N/A)
43 CIL	125.00		-125.00(N/A)			(N/A)	375.00		-375.00(N/A)			(N/A)
49 VAT refund			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Income	6,704.25	407.47	-6,296.78(-93%)			(N/A)	20,112.75	407.47	-19,705.28(-97%)			(N/A)
Open Spaces												
17 Street Lights			(N/A)	62.50		62.50(N/A)			(N/A)	187.50		187.50(N/A)
18 Street Light Electricity			(N/A)	407.00	303.19	103.81(25%)			(N/A)	1,221.00	914.35	306.65(25%)
19 Grass Cutting			(N/A)	1,168.75	915.42	253.33(21%)			(N/A)	3,506.25	2,694.72	811.53(23%)
20 Outside Operative Salary			(N/A)	260.00	398.19	-138.19(-53%)			(N/A)	780.00	1,396.53	-616.53(-79%)
21 Litter Picking Expenses			(N/A)	7.50	2.08	5.42(72%)			(N/A)	22.50	35.15	-12.65(-56%)
22 Bus Stops			(N/A)	62.50		62.50(N/A)			(N/A)	187.50	40.00	147.50(78%)
23 Village Gateways			(N/A)	75.00		75.00(N/A)			(N/A)	225.00		225.00(N/A)
24 Notice Boards/Signs			(N/A)			(N/A)			(N/A)			(N/A)
25 Bins			(N/A)	128.25		128.25(N/A)			(N/A)	384.75	494.00	-109.25(-28%)
26 Miscellaneous			(N/A)	37.50		37.50(N/A)			(N/A)	112.50		112.50(N/A)
27 Drainage Rates		16.09	16.09(N/A)	7.75		7.75(N/A)		16.09	16.09(N/A)	23.25	31.39	-8.14(-35%)
Sub Total for Open Spaces		16.09	16.09(N/A)	2,216.75	1,618.88	597.87(26%)		16.09	16.09(N/A)	6,650.25	5,606.14	1,044.11(15%)
Other												
31 Grants			(N/A)	50.00	20.00	30.00(60%)			(N/A)	150.00	220.00	-70.00(-46%)
40 Contingency			(N/A)	250.00		250.00(N/A)			(N/A)	750.00		750.00(N/A)
Sub Total for Other			(N/A)	300.00	20.00	280.00(93%)			(N/A)	900.00	220.00	680.00(75%)
PWLB												
32 CCTV Loan Repayment			(N/A)	285.50	571.05	-285.55(-100%)			(N/A)	856.50	1,142.10	-285.60(-33%)
33 LED Lighting Repayment			(N/A)	392.25		392.25(N/A)			(N/A)	1,176.75	784.45	392.30(33%)
35 PWLB Account 1			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for PWLB			(N/A)	677.75	571.05	106.70(16%)			(N/A)	2,033.25	1,926.55	106.70(5%)
TOTALS	6,704.25	2,017.44	-4,686.81(-69%)	6,317.75	7,318.72	-1,000.97(-15%)	20,112.75	2,017.44	-18,095.31(-90%)	18,953.25	19,583.93	-630.68(-3%)
NET Variance Quarter 3						-5,687.78						-18,725.99
NET accumulative variance to END of Quarter 3												-18,725.99

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