

# Tilney St. Lawrence Parish Council

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

**Notice is hereby given**, and all members of the Council are summoned to attend the meeting of the Parish Council to be held 7pm Monday, 09 January 2023 in the Village Hall.

## **Information for councillors and members of the public & press:**

For the protection of the public, Council members, and staff, the following COVID-19 risk mitigation measures will be in place:

- Please do not attend the meeting if you feel unwell, or if you are required to self-isolate for any reason.
- Please arrive five minutes before the time of the meeting. Late arrivals may not be admitted.
- Councillors are requested to wear their Parish Council identification lanyards.

At the agenda item for public participation, 15 minutes is set aside when a short statement may be made, or a question asked, individual members of the public may speak for a maximum of 5 minutes. If you wish to speak when invited by the chairman, please raise your hand and wait to be asked. A question shall not require a response, nor start a debate. The chairman may direct a written or oral response to be given. Members of the public should not speak at any other time unless otherwise indicated on the agenda.

Please note that the meeting may be recorded, and attendees' images captured.



Clerk: Jackie Christie

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

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

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## **Agenda**

1. To note members' attendance and to receive apologies for absence
2. To approve the Minutes of the meeting held on Monday, 05 December 2022.
3. To receive declarations of interests and to consider any written request for dispensation.
4. **Public Participation**
  - 1) *To receive representations relating to matters on the agenda.*
  - 2) *To receive representations or questions on other matters.*
5. **To consider any police matters**
6. **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.*

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

It appears that both Shelters were damaged on the same day.

The Clerk sent an email to Andrew Wallace at Highways to check if it was possible that the gritter vehicle may have caused the damage.

*His reply - It is unlikely that this was damage caused by our gritter. The grit is set to only reach the edge of the road and is spun out low to the surface of the road. I followed it through the village myself and the gritter was travelling below the speed limit.*

*However if you have evidence to the contrary I will pass on to our contractor to investigate further.*

Cllr C Ayres did get a response from Nextdoor after posting a request to residence of anyone witnessing the breakages, and a reply came back informing her that a couple of school children waiting for a bus on the opposite side of the road said it just happened and there was no one in the vicinity.

Tilney St John PC had one of their panes of glass broken, which was reported on Saturday morning so this makes it possible that it could be down to the freezing weather. The Clerk has requested a replacement quote from Saint Engineering Ltd. This company replaced the old shelters back in 2015. Should have quote by meeting. This will be an insurance claim, however the excess will be £250 per shelter.

2) *Grit Bins – Update*

**7. To receive reports:**

- 1) *Chairman*
- 2) *Footway lighting*
- 3) *Footpath and tree*
- 4) *Village hall*

**8. Highways and footways**

Highways Ranger visit in January – Clerk 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).

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

None.

**10. Financial matters**

1) <i>To note bank balances –</i>	<i>Unity Current - £3,734.88</i> <i>Unity Savings - £32,060.67</i> <i>TSB Current - £5,445.72</i> <i>TSB Savings - £4,098.26 (awaiting statement)</i> <u><i>TOTAL £45,339.53</i></u>
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2) *To approve the December Bank Reconciliation (Appendix A)*  
*Proposed.....Seconded.....*

3) *To consider Payments to 10 January 2022, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise bank payments. (appendix B)*

4) *To note receipts: bank interest – TSB – Awaiting statement*  
*Unity Savings – £60.67*

5) *To approve the quarterly budget figures for October to December. – (Appendix C)*

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

Total CIL balance = £3772.29

**12. To consider any planning applications.**

None

**13. To note Borough Council planning decisions.**

None

**14. 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.*

We would love to talk to you more about what we do. To arrange or to speak to a member of the team, please contact us on 01603-222904 or email us at [chances@norfolk.gov.uk](mailto:chances@norfolk.gov.uk)

All we ask is you take the opportunity to promote our service in your parish. Attached are some posters/flyers that we would be pleased for you to display on your village and community centre noticeboards. I have also attached a slide deck letting you know what our project participants have said about the support they have received from Chances.

- 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.*

*Resident, Chapel Road, TFE.*

- 3) *Any late correspondence:*

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

**Appendix A**

**December Bank Reconciliation**

	<b>Bank Reconciliation at 31/12/2022</b>		
	Cash in Hand 01/04/2022		34,794.14
	<b>ADD</b>		
	Receipts 01/04/2022 - 31/12/2022		30,941.40
			65,735.54
	<b>SUBTRACT</b>		
	Payments 01/04/2022 - 31/12/2022		20,396.01
<b>A</b>	<b>Cash in Hand 31/12/2022</b> (per Cash Book)		<b>45,339.53</b>
	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	
			<b>45,339.53</b>
	Less unrepresented payments		
			45,339.53
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>45,339.53</b>
	<b>A = B Checks out OK</b>		



# Appendix C

## Quarterly Budget – October to December

Page 1

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

3 January 2023 (2022 - 2023)

	Budgeted receipts	Actual receipts	3rd Quarter			Budgeted receipts	Actual receipts	Accumulative to end of 3rd quarter				
			Receipts Variance	Budgeted payments	Actual payments			Payments Variance	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
<b>Administration</b>												
1 Clerk Salary			(N/A)	1,941.50	2,169.56			(N/A)	5,824.50	6,475.35		-650.85(-11%)
2 Clerks Office			(N/A)	68.75	186.57			(N/A)	206.25	369.69		-163.44(-79%)
3 Office Equipment			(N/A)	100.00	208.32			(N/A)	300.00	496.32		-196.32(-65%)
4 Clerk Training/Meetings			(N/A)	75.00				(N/A)	225.00	105.40		119.60(53%)
5 Stationary/Postage/Printing			(N/A)	18.75				(N/A)	56.25	12.05		44.20(78%)
6 Advertising			(N/A)					(N/A)				(N/A)
7 Professional & Legal Fees			(N/A)					(N/A)				(N/A)
8 Audit Fees			(N/A)	93.25	240.00			(N/A)	279.75	315.00		-35.25(-12%)
9 Insurance Premiums			(N/A)	277.00				(N/A)	631.00	1,285.30		-454.30(-54%)
10 Bank Charges			(N/A)	20.00	18.00			(N/A)	60.00	54.00		6.00(10%)
11 Subscriptions			(N/A)	144.75				(N/A)	434.25	321.24		113.01(26%)
12 Website Charges			(N/A)	9.25				(N/A)	27.75			27.75(N/A)
13 Travel Expenses			(N/A)	25.00	8.10			(N/A)	75.00	43.65		31.35(41%)
14 Chair/Vice Chair Expenses			(N/A)	25.00				(N/A)	75.00	40.00		35.00(46%)
16 Election Expenses			(N/A)					(N/A)				(N/A)
48 Data Protection			(N/A)					(N/A)		35.00		-35.00(N/A)
<b>Sub Total for Administration</b>			(N/A)	<b>2,798.25</b>	<b>2,830.55</b>			(N/A)	<b>8,394.75</b>	<b>9,553.00</b>		<b>-1,158.25(-13%)</b>
<b>Amenities</b>												
28 Village Hall Car Park			(N/A)					(N/A)				(N/A)
29 Security			(N/A)	125.00				(N/A)	375.00			375.00(N/A)
30 Burial Grounds Maintenance			(N/A)	200.00				(N/A)	600.00			600.00(N/A)
<b>Sub Total for Amenities</b>			(N/A)	<b>325.00</b>				(N/A)	<b>975.00</b>			<b>975.00(N/A)</b>
<b>Capital Reserves</b>												
36 PWLB Account 2			(N/A)					(N/A)				(N/A)
50 PWLB Account 1			(N/A)					(N/A)				(N/A)
<b>Sub Total for Capital Reserves</b>			(N/A)					(N/A)				(N/A)
<b>Earmarked Reserves</b>												
37 Outside Furniture			(N/A)					(N/A)				(N/A)
38 Office Equipment			(N/A)					(N/A)				(N/A)
39 CCTV			(N/A)					(N/A)				(N/A)
44 Street Lights			(N/A)					(N/A)				(N/A)
45 Bus Shelters			(N/A)					(N/A)				(N/A)
46 Neighbourhood Plan			(N/A)					(N/A)				(N/A)
47 Election Expenses			(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)
<b>Sub Total for Earmarked Reserves</b>		<b>1,593.88</b>	<b>1,593.88(N/A)</b>		<b>2,278.24</b>	<b>-2,278.24(N/A)</b>		<b>1,593.88</b>	<b>1,593.88(N/A)</b>		<b>2,278.24</b>	<b>-2,278.24(N/A)</b>
<b>Income</b>												

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Page 2

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3 January 2023 (2022 - 2023)

	Budgeted receipts	Actual receipts	3rd Quarter			Budgeted receipts	Actual receipts	Accumulative to end of 3rd quarter				
			Receipts Variance	Budgeted payments	Actual payments			Payments Variance	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
15 Precept	6,347.00		-6,347.00(N/A)			19,041.00		-19,041.00(N/A)				(N/A)
41 Bank Interest	55.00	60.67	5.67(10%)			165.00	60.67	-104.33(-63%)				(N/A)
42 Agricultural Rent	177.25	346.80	169.55(95%)			531.75	346.80	-184.95(-34%)				(N/A)
43 CIL	125.00		-125.00(N/A)			375.00		-375.00(N/A)				(N/A)
49 VAT refund			(N/A)					(N/A)				(N/A)
<b>Sub Total for Income</b>	<b>6,704.25</b>	<b>407.47</b>	<b>-6,296.78(-93%)</b>			<b>20,112.75</b>	<b>407.47</b>	<b>-19,705.28(-97%)</b>				(N/A)
<b>Open Spaces</b>												
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)	760.00	1,396.53		-636.53(-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%)
<b>Sub Total for Open Spaces</b>		<b>16.09</b>	<b>16.09(N/A)</b>	<b>2,216.75</b>	<b>1,618.88</b>	<b>597.87(26%)</b>		<b>16.09</b>	<b>16.09(N/A)</b>	<b>6,650.25</b>	<b>5,606.14</b>	<b>1,044.11(15%)</b>
<b>Other</b>												
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)
<b>Sub Total for Other</b>			(N/A)	<b>300.00</b>	<b>20.00</b>	<b>280.00(93%)</b>		(N/A)	<b>900.00</b>	<b>220.00</b>		<b>680.00(75%)</b>
<b>PWLB</b>												
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)
<b>Sub Total for PWLB</b>			(N/A)	<b>677.75</b>	<b>571.05</b>	<b>106.70(16%)</b>		(N/A)	<b>2,033.25</b>	<b>1,926.55</b>		<b>106.70(5%)</b>
<b>TOTALS</b>	<b>6,704.25</b>	<b>2,017.44</b>	<b>-4,686.81(-69%)</b>	<b>6,317.75</b>	<b>7,318.72</b>	<b>-1,000.97(-15%)</b>	<b>20,112.75</b>	<b>2,017.44</b>	<b>-18,095.31(-89%)</b>	<b>18,953.25</b>	<b>19,583.93</b>	<b>-630.68(-3%)</b>
<b>NET Variance Quarter 3</b>												<b>-5,687.78</b>
<b>NET accumulative variance to END of Quarter 3</b>												<b>-18,725.99</b>

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