

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, 03 April 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, Wiggshall St Mary the Virgin. PE34 3EH

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

Agenda

1. To note members' attendance and to receive apologies for absence
2. To approve the [Minutes](#) of the meeting held on Monday, 06 March 2023.
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**

None.
6. **To receive the clerk's matters arising from last month's meeting.**
 - 1) Bus Shelters in St John Road – replacement of broken glass panel. – Still awaiting invoice
 - 2) Scribe – Year End Health Check – Now been completed.
 - 3) Parking issue outside village shop - Email sent to NCC with a copy of the police email asking for consideration of double yellow lines at this junction following an accident in October 2022 – awaiting reply.
 - 4) Corner of Westfields/St Johns Road and Anglian Water works - Clerk notified Anglian Water about the poor state the verge had been left in due to vehicles driving on it to get around the temporary traffic lights.
Anglian Water replied that they leave the site for a couple of days, just in case they need to return to carry out any other works. As the time limit had expired Anglian Water have tidied area and laid grass seeds.

5) New dog bin in Spice Chase – Cllr J Day emailed the clerk with a suitable location for installing a new dog bin - Clerk requested a licence to install a new dog bin in Spice Chase from KLBC and NCC. This has now been approved.
The last bin purchased was from Earth Anchor, and Councillors fitted it.
Need to discuss – type of bin (floor mounted or concrete post mounted), who to install.

6) Planning comments have been sent to KLBC.

7) To note: Internal Audit to take place the week of 17th April.

7. To receive reports:

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

8. Highways and footways

None.

9. To receive and consider Borough and County Council Issues

None.

10. Financial matters

- 1) To note bank balances as at 31 March 2023 – Will be available at the meeting
- 2) To approve the March Bank Reconciliation - will be available at the meeting
Proposed.....Seconded.....
- 3) To consider Payments to 6th April 2023, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise the bank payments. **(appendix A)**
- 4) To note receipts: bank interest –.TSB – Awaiting statement (have requested change of address)
Unity Savings – Interest paid annually in December.
- 5) To note the end of year budget - will be available at the meeting.

11. To Discuss CIL Income (Community Infrastructure Levy)

Total CIL balance = after adjustment to B/F figure it now stands at £4227.94
To note that this will decrease due to the new dog bin in Spice Chase.

12. To consider any planning applications.

- 1) [22/02179/F](#) - Proposed Erection of Dwelling at 22 Westfields, Tilney St Lawrence.
- 2) [23/00190/LB](#) - Replacement of 11 windows and 2 external doors; Demolition and making good of the boiler house and internal alterations at Gray's Hall, Lynn Road, Tilney All Saints.
- 3) [23/00483/F](#) - Replacement of existing conservatory and addition of a covered terrace at 64, St Johns Road, Tilney St Lawrence.

13. To note Borough Council planning decisions.

NONE

14. To receive and consider any general correspondence.

- 1) [Launch of the National Emergency Alerts](#) – circulated via email on 27/03/23.
- 2) [Norfolk Master Composters](#) - Help nature and the environment by training as a Norfolk Master Composter volunteer to spread the word about home composting.
- 3) [NALC notice of subscription for 2023/24](#) - £343.49
- 4) [NALC notice of website renewal price](#) - £70 up from last year at £35

15. To consider items for the next agenda.

Please note: Venue and Date Change

Venue: Wiggshall St Germans Community Hall, School Road.

Date: Wednesday 17th May at 7pm.

This is the annual meeting of the Parish Council and also the acceptance of office of Councillors following the May elections.

Appendix A
Payments to 6th April 2023

29 March 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
138 Street Light Electricity	08/03/2023		TSB Current Account	DD	Electricity Charge	YU Energy	L	95.34	4.77	100.11
139 Street Light Electricity	08/03/2023		TSB Current Account	DD	Electricity Charge	YU Energy	L	17.10	0.86	17.96
140 Travel Expenses	31/03/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	2.70		2.70
140 Clerks Office	31/03/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	26.00		26.00
140 Clerks Office	31/03/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	26.00		26.00
140 Travel Expenses	31/03/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	2.70		2.70
141 Subscriptions	31/03/2023		Unity current Account	BACS	Clerks Expenses	Adobe Systems	S	8.32	1.66	9.98
142 Subscriptions	31/03/2023		Unity current Account	BACS	Clerks Expenses	123 Reg	S	11.99	2.40	14.39
143 Professional & Legal Fees	31/03/2023		Unity current Account	BACS	Clerks Expenses	Scribe	S	39.00	7.80	46.80
Total								229.15	17.49	246.64

29 March 2023 (2023-2024)

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Chair/Vice Chair Expenses	04/04/2023		Unity current Account	BACS	Chairmans Expenses	Chairman	X	14.00		14.00
2 Clerk Salary	06/04/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	976.31		976.31
3 Outside Operative Salary	06/04/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	152.35		152.35
Total								1,142.66		1,142.66

Invoice & Payment approval

I confirm that I have checked and initialled the above payment documents, voucher no's 138 to 143 and 1 to 3 and authorise payments to be made.

clerk:

Chairman:

Councillor: