

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 AGM meeting of the Parish Council to be held 7pm Wednesday, 17 May 2023 in the Wiggshall St Germans 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.

To sign the Declaration of acceptance of office by Councillors

Agenda

1. To note members' attendance and to receive apologies for absence.
2. To receive nominations for and to elect a Chairman for the year.
To record the signing of Declaration of acceptance of office – Chairman
3. To receive nominations for and to elect a Vice-Chairman for the year
To record the signing of Declaration of acceptance of office – Vice-Chairman.
4. To approve the Minutes of the meeting held on Monday, 03 April 2023.
5. To receive declarations of interests and to consider any written request for dispensation.
6. **Public Participation**
 - 1) *To receive representations relating to matters on the agenda.*
 - 2) *To receive representations or questions on other matters.*
7. To resolve that budgetary matters will continue to be dealt with by full council.
8. To resolve on the appointment of the chair and vice-chair to the personnel committee.
9. To consider the appointment of any new committees in accordance with standing order 5
10. To receive and consider nominations for committees, if any.

11. To review and adopt the Council's effectiveness of its Policies and Regulations:
These have already been circulated to Council members and comments/recommendations are as below:
- 1) **Standing Orders.**
To resolve to approve the Parish Council's Standing orders for 2023/24.
 - 2) **Financial Regulations** – *To include the provision of Petty Cash as follows:
Change 6.21. to "The RFO may provide petty cash to employee's and councillors for the purpose of defraying operational and other expenses. Vouchers, and where available receipts for payments made shall be forwarded to the RFO with a claim for reimbursement"
Add "6.22. The RFO shall maintain a petty cash float to a limit of £50 for the purpose of defraying operational and other expenses. Vouchers made from petty cash shall be kept to substantiate the payment".*
To resolve to approve the Parish Council's amended Financial Regulations for 2023/24
 - 3) **Annual Review Effective Internal Control.**
To resolve to approve the Parish Council's Annual Review Effective Internal Control.
 - 4) **Planning Policy**
To resolve to approve the Parish Council's Planning Policy.
 - 5) **Data Protection Policy**
 - 1) To resolve to approve the Parish Council's Data Protection Policy.
 - 2) To note the receipt of the Data Protection Registration Certificate for 2023/24
12. **Review of representation on or work with external bodies and arrangements for reporting back.**
 - 1) *Village Hall.*
 - 2) *Church matters.*
 - 3) *Police matters.*
13. **Review of arrangements and legal agreements with external bodies and businesses.**
 - 1) *PWLB loan*
 - 2) *Brickyard Lease*
 - 3) *Parish Council's grass cutting agreement.*
 - 4) *Burial Ground annual maintenance grant to Tilney St Lawrence Parochial Church Council.*
14. **Confirmation of arrangements for insurance cover in respect of all insurable risks.**
15. **Review of the Council and staff subscriptions to other bodies**
 - 1) *Council subscription to Norfolk and National Association of Local Council's*
 - 2) *Council registration with the Information Commissioner's office and data protection fee.*
 - 3) *Council subscription to Microsoft Office 365*
 - 4) *Clerk subscription to SLCC*
 - 5) *Clerk subscription to Adobe Acrobat.*
16. **To receive the clerk's matters arising from last month's meeting.**
 - 1) *Street lamps turning blue – The contractor has been informed that the manufacturer will replace all blue lamps.*
It appears this could be an ongoing problem with all lamps within the Parish. Clerk has informed contractor who will undergo a full check of all lamps.
17. **To receive reports:**
 - 1) *Chairman*

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

18. Highways and footways
None.

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

20. To consider any police matters
Operation Randall May Newsletter.

21. Financial matters

- 1) *To approve the April Bank Reconciliation – (appendix A)*

Proposed.....**Seconded**.....

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- 2) *To consider Payments to 6th May 2023, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise the bank payments. (appendix B)*

3) To note receipts to 5th May 2023:

HMRC VAT refund -	£	932.94
CIL -	£	571.33
Precept -		£26,160.00
Agricultural rent -	£	363.44
<u>Total</u>		<u>£28,027.71</u>

- 4) *Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 – none incurred.*
- 5) *To approve the financial accounts for the year ended 31 March 2023*
- 6) *To approve the bank reconciliation for the year ended 31 March 2023*
- 7) *To review the asset register for the year ended 31 March 2023 – To agree to adopt the internal auditors recommendation R7 to set a de-minimus level of around £250 for items included in the asset register.*
- 8) *To receive the annual internal audit certificate 2022/23 (AGAR page 3 of 6) noting that all relevant control objectives are appropriate and satisfactory and that no weaknesses in control have been identified.*

Internal audit

- 9) *Internal auditor’s report for the year ended 31 March 2023.*
 - To Note Recommendations R1, R2 – this will be resolved in the 2022/23 AGAR.*
 - R3 – there were a couple of Yu Energy invoices which were not received due to new clerk taking over.*
 - R6 – this recommendation has time constraints, however it is hoped to start this in this financial year.*
 - R4 - To consider expending and strengthening its existing risk register to afford and indication of the potential for identified risks coming to fruition and the potential and/or political impact should that eventually happen.*

To **resolve** to include the Financial and Operational Risk Assessment on the June meeting for amendment and adoption.

To formally approve the Precept for 2023/24 as per recommendation R5.

To give final approval to the agreed Precept of £26,160.00 requirement for 2022/2023

Proposed.....**Seconded**.....

10) To appoint the internal auditor for the forthcoming year.
To agree to continue to use Auditing Solutions Ltd.

11) To agree and approve the annual governance statement 2022/23 (AGAR page 4 of 6).

12) To approve the explanation of variance 2022/23.

13) To approve the annual accounting statements 2022/23 (AGAR page 5 of 6).

14) To consider the period for the exercise of Public Rights -

22. To Discuss CIL Income (Community Infrastructure Levy)

Total CIL balance = after adjustment to B/F figure it now stands at £4227.94

1) To note the annual CIL report to BCKLWN Borough Council

2) Dog waste bin in Tilney Cum Islington – *On the Chairman’s walk around the Parish it was noted that the dog waste bin in this area had lost its lid. This could have been due to the high winds. The lid has a rubber hinge and will not be suitable for repair.*

To agree to replace dog waste bin in Tilney cum Islington at a cost of up to £140.00 including delivery - ex VAT

Proposed.....**Seconded**.....

23. To consider any planning applications.

The following applications were already circulated to members for consideration due to the closing dates for comments being before the May meeting.

1) 22/01895/F - Proposed Garage and Garden Store at Holly Manor, Lynn Road, Tilney All Saints – *Comment submitted 18/04/23 – No Comments.*

2) 22/02179/F - Proposed dwelling and single garage and the use of the existing steel framed garage/workshop by the proposed dwelling for incidental purposes. at 22 Westfields, Tilney St Lawrence. – *Comment submitted 03/05/23 - The Parish Council have no objections to the application, however they would like to see a condition imposed that the garage is subject to Domestic and Incidental use only.*

24. To note Borough Council planning decisions.

None

25. To receive and consider any general correspondence.

None

26. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

27. To consider items for the next agenda.

Appendix A
Bank Reconciliation April 2023
Tilney St Lawrence Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2023			
	Cash in Hand 01/04/2023		40,996.53
	ADD		
	Receipts 01/04/2023 - 30/04/2023		28,027.71
			69,024.24
	SUBTRACT		
	Payments 01/04/2023 - 30/04/2023		3,512.78
A	Cash in Hand 30/04/2023 (per Cash Book)		65,511.46
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2023	40.00
	Unity Savings Account	30/04/2023	52,203.40
	TSB Deposit Account	30/04/2023	4,110.82
	TSB Current Account	30/04/2023	4,591.39
	Unity current Account	30/04/2023	4,695.88
			65,641.49
	Less unrepresented payments		130.03
			65,511.46
	Plus unrepresented receipts		
B	Adjusted Bank Balance		65,511.46
	A = B Checks out OK		

Appendix B
Payments to 18th May 2023

Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
10	05/05/2023		Unity current Account	BACS	Dog Bins	Kings Lynn Borough Council	S	86.67	17.33	104.00
11	05/05/2023		Unity current Account	BACS	Dog Bins	Kings Lynn Borough Council	S	433.33	86.67	520.00
12	05/05/2023		Unity current Account	BACS	Dog Bins	Earth Anchors Ltd	S	134.00	26.80	160.80
13	05/05/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	650.87		650.87
14	05/05/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	125.84		125.84
15	05/05/2023		Unity current Account	BACS	NLC Subscriptions	Local Council Support	E	343.49		343.49
15	05/05/2023		Unity current Account	BACS	NLC Subscriptions	Local Council Support	E	70.00		70.00
16	17/04/2023		TSB Current Account	DD	PWLB Loan Repayment	PWLB	X	571.05		571.05
17	08/05/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	17.69	0.88	18.57
18	08/05/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	90.83	4.54	95.37
19	05/05/2023		Unity current Account	DD	Agricultural Drainage	Drainage Board	E	33.27		33.27
20	18/05/2023		Unity current Account	BACS	Insurance	AJGIBL GBP Client NST Accoi	X	1,384.20		1,384.20
21	18/05/2023		Unity current Account	BACS	Audit	Auditing Solutions Ltd	S	220.00	44.00	264.00
Total								4,161.24	180.22	4,341.46