

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 July 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.

Agenda

1. To note members' attendance and to receive apologies for absence
2. To approve the Minutes of the meeting held on Monday, 05 June 2023.
3. To receive declarations of interests and to consider any written request for dispensation.
4. **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).**

To receive the three written applications for the office of Parish Councillor and to co-opt the candidates to fill the existing vacancies.
5. **To open the closed session**
6. **Public Participation**
 - 1) To receive representations relating to matters on the agenda.
 - 2) To receive representations or questions on other matters.
7. **To consider any police matters**
None.
8. **To receive the clerk's matters arising from last month's meeting.**
 - 1) Streetlamps Turning Blue.
The contractor has replied after the Clerk informed them about the possibility of the lamps turning blue due to delamination. He had passed this information on to the manufacturer who had not heard of this before. The contractors engineer was now in possession of the replacement lights and should replace all blue lights shortly.

- 2) New dog bin in Spice Chase – Cllr J Day has sited the bin and the Clerk has informed Kings Lynn Borough Council dog waste collection team to add this bin to the round.
- 3) Burial grounds maintenance grant – Tilney St Lawrence Church comes under the Diocese of Ely. The Clerk cannot find any reference as to when or why the Parish Council contribute to the graveyard grounds maintenance. The grant was paid to the PPC (Parochial Church Council) in 2021, however this grant was not requested or paid in the financial year 2022/23.

9. Clerks Report:

- 1) Parish Partnership Scheme - Delivering local highway improvements in partnership with Town and Parish Councils. This scheme will be continued in the financial year 2023/24. Bids need to be in by 8 December 2023.

This funding is a 50/50 partnership however it does not include speed limits or waiting restrictions or any other Traffic Regulation Order.

It does include:

- Electric vehicle charging points.
- Speed Awareness Message (mobile signs, unit costs £4,000 to £5,000 plus ongoing maintenance costs. Could share cost with neighbouring Councils).
- Vehicle Activated Signs (fixed) cost around £6,000 if existing power supply or £6,500 for solar.
- School Keep Clear Markings
- 20mph signs with flashing lights outside schools.
- Trod footway.
- New bus shelters
- Village Gateways
- Others.

10. To receive reports:

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

11. Highways and footways

None.

12. To receive and consider Borough and County Council Issues.

None.

13. Financial matters.

14. To approve the June Bank Reconciliation - will be available at the meeting

Proposed.....Seconded.....

15. To agree the recommendation from the personnel committee that the employee's salaries are increased one scale point on the NJC pay spine.

To approve the subscription for 2023 to SLCC (Society of Local Council Clerks) £10 joining fee and £139 subscription.

To approve the purchase of The Clerks Manual 2023. (SLCC members £47.50 plus postage).

To note that it was agreed to purchase a SIM card for use as the Parish Council phone due to the Clerk receiving Council business on her personal phone. Lyca mobile SIM purchased at £1.50pm for three months then £5pm thereafter for unlimited texts and phone calls and 2gb of data. This payment will be made under clerks expenses.

16. **To consider Payments to 6th July 2023**, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise the bank payments. **(appendix A).**
17. **To note the Quarterly budget figures from April to June 2023** – will be available at the meeting
18. **To adopt the following Policies and Procedures for 2023:**
- 1) *Complaints Procedure – already circulated to members with agenda*
 - 2) *Disciplinary Policy*
 - 3) *Grievance Policy – already circulated to members with agenda*
 - 4) *Appraisal Policy – already circulated to members with agenda*
 - 5) *Financial and Operational Risk Assessment - already circulated to members with agenda*
19. **To Discuss CIL Income** (Community Infrastructure Levy)
Total CIL balance = £3929.94
20. **To consider any planning applications.**
- 23/00814/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.
Parish has already replied with no comments to previous applications.
- 23/00815/LB** - Listed Building Application: 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
This is Listed Building application - Parish has already replied with no comments.
21. **To note Borough Council planning decisions.**
NONE
22. **Progress on School Road junction H Bars.**
It has been publicised that the owners of the public house (The Buck) are allowing vehicles to park in the pub car park to use the shop. This they hope will alleviate some of the parking taking place outside the village shop.
23. **To receive and consider any general correspondence.**
24. **To consider items for the next agenda.**

**Appendix A
Payments to Authorise**

**Tilney St Lawrence Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

foucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
31 Street Light Electricity	08/06/2023		Unity current	DD	Electricity Charge	YU Energy	L	85.01	4.25	89.26
32 Street Light Electricity	08/06/2023		Unity current	DD	Electricity Charge	YU Energy	L	17.89	0.89	18.78
33 Grass Cutting	06/07/2023		Unity current	BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
34 Grass Cutting	06/07/2023		Unity current	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
35 Grass Cutting	06/07/2023		Unity current	BACS	Grasscutting	Heronwood Landscapes	X	493.75		493.75
36 Clerk Salary	06/07/2023		Unity current	BACS	Clerk Salary	Clerk	X	687.23		687.23
37 Outside Operative Salary	06/07/2023		Unity current	BACS	Erica Wages	Outside Operative	X	171.30		171.30
38 Travel Expenses	06/07/2023		Unity current	BACS	Clerks Expenses	Clerk	X	2.70		2.70
38 Subscriptions	06/07/2023		Unity current	BACS	Clerks Expenses	Clerk - Adobe	S	4.16	0.83	4.99
38 Office Allowance	06/07/2023		Unity current	BACS	Clerks Expenses	Clerk	X	26.00		26.00
38 Councillor administration	06/07/2023		Unity current	BACS	Clerks Expenses	Clerk - USB sticks	S	11.66	2.33	13.99
38 Office Mobile SIM	06/07/2023		Unity current	BACS	Clerks Expenses	Clerk	X	1.50		1.50
Total								1,588.20	8.30	1,596.50