

# 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, 02 October 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.

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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, 04 September 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 July meeting.**
7. **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.  
Progress update on replacement bus shelter in Tilney Cum Islington.
  - 2) **Highways Ranger Visit**  
All issues raised at last months meeting have been notified to the rangers.
8. **To receive reports:**
  - 1) Chairman
  - 2) Footway lighting

- 3) Footpath and tree
- 4) Village hall  
August minutes received from the secretary of the committee.

**9. Highways and footways**

**10. To receive and consider Borough and County Council Issues.**  
None.

**11. Financial matters.**

1) *To approve the September Bank Reconciliations. (appendix A).*  
**Proposed.....Seconded.....**

2) To note payments made to 6<sup>th</sup> October - *(appendix B)*  
**Proposed.....Seconded.....**

3) Quarterly Budget report - July to September 2023 – *(appendix C).*

4) Receipts:  
 TSB - September interest - £3.14

**12. CCTV** - On the routine inspection of the CCTV system carried out at the village hall it was noted that two cameras were not working. One overlooking the carpark and the other overlooking the MUGA and play area.  
 A quote has been received from Core Technology Projects Ltd (contractor who installed CCTV system) as attached.  
 As can be seen from the quote it could be in the region of £1,600 plus VAT as they will not know what replacement parts are needed until they have managed to climb the pole using scaffolding tower. This is a necessary cost and will need to be fixed as soon as possible.  
 We have a budget of £2,000 for such eventualities.

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

**13. To Discuss CIL Income** (Community Infrastructure Levy)  
 Total CIL balance = £3929.94

**14. To consider any planning applications.**  
 NONE

**15. To note Borough Council planning decisions.**  
 NONE

**16. Progress on School Road junction H Bars.**  
 Clerk wrote to both the Leader of KLWNBC, Cllr Terry Parish and our MP Liz Truss.  
 Liz Truss MP replied with concerns as to the length of time we have been waiting for H bars and accepted the invitation for a site visit with Cllr B Ayres, Cllr D Jones and the Clerk on Thursday 5<sup>th</sup> October.  
 Clerk is still awaiting a reply from the KLWNBC leader.

**17. Streetlamp Audit.**

**18. Food Bank update.**

**19. Social Media update.**

20. To receive and consider any general correspondence.  
NONE
21. To consider items for the next agenda.

**Appendix A – Bank reconciliation to 27<sup>th</sup> September 2023**

<b>Bank Reconciliation at 27/09/2023</b>			
	Cash in Hand 01/04/2023		40,996.53
	<b>ADD</b>		
	Receipts 01/04/2023 - 27/09/2023		28,352.21
			69,348.74
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 27/09/2023		15,415.44
<b>A</b>	<b>Cash in Hand 27/09/2023</b> (per Cash Book)		<b>53,933.30</b>
	Cash in hand per Bank Statements		
	Petty Cash	27/09/2023	40.00
	Unity current Account	27/09/2023	5,561.37
	TSB Current Account	27/09/2023	3,771.94
	TSB Deposit Account	27/09/2023	4,125.42
	Unity Savings Account	27/09/2023	40,460.57
			<b>53,959.30</b>
	Less unrepresented payments		26.00
			53,933.30
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>53,933.30</b>
	<b>A = B Checks out OK</b>		

## Appendix B – Payments to 6<sup>th</sup> October 2023

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
67 Street Light Electricity	08/09/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	18.09	0.90	18.99
68 Street Light Electricity	08/09/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	76.41	3.82	80.23
69 Grass Cutting	06/10/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
70 Grass Cutting	06/10/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	91.00		91.00
71 Grass Cutting	06/10/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	473.50		473.50
72 Burial Grounds Maintenance	11/09/2023	04092023.22.1	Unity current Account	BACS	Churchyard Grasscutting Grant	Tilney St Lawrence Parish Ch	E	800.00		800.00
73 Clerk Salary	06/10/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	663.00		663.00
74 Outside Operative Salary	06/10/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	137.04		137.04
75 Travel Expenses	06/10/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	2.70		2.70
75 Office Allowance	06/10/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	19.50		19.50
76 Subscriptions	06/10/2023		Unity current Account	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
77 Office Mobile SIM	06/10/2023		Unity current Account	BACS	Office Mobile SIM	Lyca Mobile	S	3.25	0.65	3.90
<b>Total</b>								<b>2,314.65</b>	<b>6.20</b>	<b>2,320.85</b>

# Appendix C – Qtr 2 budget report

27 September 2023 (2023-2024)

## Tilney St Lawrence Parish Council - Quarter 2 (01/07/2023 to 30/09/2023 - All Cost Centres and Codes)

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	2nd Quarter				Accumulative to end of 2nd quarter			
	Budgeted receipts	Actual receipts	Receipts Variance	Payments	Budgeted payments	Actual payments	Receipts Variance	Payments Variance
<b>Administration</b>								
1 Clerk Salary	(N/A)	2,013.26	99.24(4%)	2,112.50	4,225.00	4,291.31	(N/A)	-66.31(-1%)
2 Clerks Office	(N/A)	26.00	49.00(65%)	75.00	150.00	78.00	(N/A)	72.00(48%)
4 Clerk Training/Meetings	(N/A)	50.00	50.00(N/A)	50.00	100.00	100.00	(N/A)	100.00(N/A)
5 Stationary/Postage/Printing	(N/A)	18.75	-29.40(-156%)	18.75	37.50	58.31	(N/A)	-20.81(-55%)
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)	210.00	-112.00(-114%)	98.00	196.00	39.00	(N/A)	-39.00(N/A)
9 Insurance Premiums	(N/A)	371.25	371.25(N/A)	371.25	742.50	1,384.20	(N/A)	-234.00(-119%)
10 Bank Charges	(N/A)	20.00	20.00(N/A)	20.00	40.00	18.00	(N/A)	22.00(55%)
11 Subscriptions	(N/A)	195.00	33.52(17%)	195.00	390.00	550.59	(N/A)	-160.59(-41%)
12 Website Charges	(N/A)	10.00	10.00(N/A)	10.00	20.00	70.00	(N/A)	-50.00(-250%)
13 Travel Expenses	(N/A)	25.00	19.60(78%)	25.00	50.00	14.40	(N/A)	35.60(71%)
14 Chair/Vice Chair Expenses	(N/A)	25.00	25.00(N/A)	25.00	50.00	14.00	(N/A)	36.00(72%)
48 Data Protection	(N/A)	8.75	8.75(N/A)	8.75	17.50	35.00	(N/A)	-17.50(-100%)
53 Office Allowance	(N/A)	52.00	-52.00(N/A)	52.00	104.00	104.00	(N/A)	-104.00(N/A)
61 Election Expenses	(N/A)	312.51	312.51(N/A)	312.51	624.98	624.98	(N/A)	624.98(N/A)
63 Councillor Administration	(N/A)	33.02	-33.02(N/A)	33.02	66.04	33.02	(N/A)	-33.02(N/A)
64 Office Mobile SIM	(N/A)	4.25	-4.25(N/A)	4.25	8.50	4.25	(N/A)	-4.25(N/A)
65 Books & Publications	(N/A)	47.50	-47.50(N/A)	47.50	95.00	47.50	(N/A)	-47.50(N/A)
<b>Sub Total for Administration</b>	(N/A)	<b>2,601.06</b>	<b>720.70(21%)</b>	<b>3,321.76</b>	<b>6,643.48</b>	<b>7,171.58</b>	(N/A)	<b>-528.10(-7%)</b>
<b>Amenities</b>								
28 Village Hall Car Park	(N/A)		(N/A)				(N/A)	(N/A)
29 Security	(N/A)		(N/A)				(N/A)	(N/A)
30 Burial Grounds Maintenance	(N/A)	800.00	-600.00(-300%)	200.00	400.00	800.00	(N/A)	-400.00(-100%)
<b>Sub Total for Amenities</b>	(N/A)	<b>800.00</b>	<b>-600.00(-300%)</b>	<b>200.00</b>	<b>400.00</b>	<b>800.00</b>	(N/A)	<b>-400.00(-100%)</b>
<b>Earmarked Reserves</b>								
3 Office Equipment	(N/A)	62.50	62.50(N/A)	62.50	125.00	125.00	(N/A)	125.00(N/A)
37 Outside Furniture	(N/A)	87.50	87.50(N/A)	87.50	175.00	175.00	(N/A)	175.00(N/A)
52 CIL	(N/A)	500.00	-500.00(N/A)		1,000.00	571.33	(N/A)	-428.67(-42%)
55 Election Expenses	(N/A)	437.50	437.50(N/A)	437.50	875.00	875.00	(N/A)	875.00(N/A)
56 CCTV	(N/A)	500.01	500.01(N/A)	500.01	999.98	999.98	(N/A)	999.98(N/A)
57 Bus Shelters	(N/A)	875.01	875.01(N/A)	875.01	1,749.98	1,749.98	(N/A)	1,749.98(N/A)
58 Neighbourhood Plan	(N/A)	249.99	249.99(N/A)	249.99	499.98	500.02	(N/A)	500.02(N/A)
59 Streetlights	(N/A)	999.99	999.99(N/A)	999.99	1,999.98	2,000.02	(N/A)	2,000.02(N/A)
<b>Sub Total for Earmarked Reserves</b>	(N/A)	<b>500.00</b>	<b>-500.00(N/A)</b>	<b>3,212.50</b>	<b>6,425.00</b>	<b>6,425.00</b>	(N/A)	<b>6,425.00(N/A)</b>
<b>Income</b>								
15 Precept	6,540.00	7.86	-6,540.00(N/A)		13,080.00	26,160.00	13,080.00(100%)	(N/A)
41 Bank Interest	25.00		-17.14(-68%)	50.00	271.77	221.77	221.77(44%)	(N/A)

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Appendix C – Qtr 2 budget report cont.

Tilney St Lawrence Parish Council - Quarter 2  
(01/07/2023 to 30/09/2023 - All Cost Centres and Codes)

	2nd Quarter				Accumulative to end of 2nd quarter				
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted payments	Actual payments	Payments Variance
42 Agricultural Rent	183.00		(N/A)			(N/A)			(N/A)
49 VAT refund	75.00		(N/A)			(N/A)			(N/A)
<b>Sub Total for Income</b>	<b>6,823.00</b>	<b>7.86</b>	<b>-6,815.14(-99%)</b>				<b>13,646.00</b>	<b>26,778.57</b>	<b>13,132.57(96%)</b>
<b>Loan Repayment (2023-2024)</b>									
32 CCTV Loan Repayment		285.50	(N/A)	285.50	784.45	285.50(N/A)		571.00	-0.05(0%)
33 LED Lighting Repayment		392.25	(N/A)	392.25	784.45	-392.20(-99%)		784.45	0.05(0%)
<b>Sub Total for Loan Repayment (2023-2024)</b>		<b>677.75</b>	<b>(N/A)</b>	<b>677.75</b>	<b>784.45</b>	<b>-106.70(-16%)</b>		<b>1,355.50</b>	<b>0%</b>
<b>Open Spaces</b>									
18 Street Light Electricity		283.27	(N/A)	407.00	283.27	123.73(30%)		814.00	189.28(23%)
19 Grass Cutting		1,515.75	(N/A)	1,218.75	1,515.75	-297.00(-24%)		2,437.50	401.28(16%)
20 Outside Operative Salary		479.64	(N/A)	450.00	479.64	-29.64(-6%)		900.00	17.13(1%)
21 Litter Picking Expenses		18.99	(N/A)	15.00	18.99	-3.99(-26%)		30.00	4.13(13%)
22 Bus Stops		62.50	(N/A)	62.50	62.50	62.50(N/A)		125.00	-950.00(-760%)
23 Village Gateways		75.00	(N/A)	75.00	75.00	75.00(N/A)		150.00	150.00(N/A)
24 Notice Boards/Signs		25.00	(N/A)	25.00	25.00	25.00(N/A)		50.00	50.00(N/A)
25 Dog Waste Bins Empty		175.00	(N/A)	175.00	175.00	175.00(N/A)		350.00	-170.00(-48%)
26 Miscellaneous		50.00	(N/A)	50.00	50.00	50.00(N/A)		100.00	100.00(N/A)
27 Drainage Rates		8.00	(N/A)	8.00	8.00	8.00(N/A)		16.00	-17.27(-107%)
54 Sale of assets			(N/A)				16.64	16.64(N/A)	(N/A)
60 Streetlights		62.49	(N/A)	62.49	62.49	62.49(N/A)		125.02	125.02(N/A)
62 Dog Waste bins New			(N/A)					298.00	-298.00(N/A)
<b>Sub Total for Open Spaces</b>		<b>2,297.65</b>	<b>(N/A)</b>	<b>2,548.74</b>	<b>2,297.65</b>	<b>251.09(9%)</b>	<b>16.64</b>	<b>5,097.52</b>	<b>-388.43(-7%)</b>
<b>Other</b>									
31 Grants		50.00	(N/A)	50.00	50.00	50.00(N/A)		100.00	100.00(N/A)
40 Contingency		250.00	(N/A)	250.00	250.00	250.00(N/A)		500.00	500.00(N/A)
66 Weed Clearing		60.00	(N/A)	60.00	60.00	-60.00(N/A)		60.00	-60.00(N/A)
<b>Sub Total for Other</b>		<b>300.00</b>	<b>(N/A)</b>	<b>300.00</b>	<b>60.00</b>	<b>240.00(80%)</b>		<b>600.00</b>	<b>540.00(90%)</b>
<b>TOTALS.....</b>	<b>7,323.00</b>	<b>7.86</b>	<b>-7,315.14(-99%)</b>	<b>10,260.75</b>	<b>6,543.16</b>	<b>3,717.59(36%)</b>	<b>14,646.00</b>	<b>27,366.54</b>	<b>12,720.54(27%)</b>
<b>NET Variance Quarter 2 .....</b>							<b>NET accumulative variance to END of Quarter 2.....</b>		
							<b>18,359.01</b>		