

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, 04 September 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, 03 July 2023.
3. To receive declarations of interests and to consider any written request for dispensation.
4. **Presentation by Jacob Medlock (Housing Standards Officer (Energy Efficiency)).**
*The Borough Council is currently in the process of administering several fully funded home improvement schemes to assist individuals living within West Norfolk.
There is now a wider range of schemes available that has enabled more individuals to qualify for different funding streams and interest is already starting to pick up throughout the borough.
Jacob will be outlining the scheme and Councillors will have the opportunity to ask any questions.*
5. **Public Participation**
 - 1) To receive representations relating to matters on the agenda.
 - 2) To receive representations or questions on other matters.
6. **To consider any police matters**
None.
7. **To receive the clerk's matters arising from last July meeting.**
 - 1) Replacement dog bin in Tilney Cum Islington – Cllr J Day and Cllr R Day have replaced the bin due to the missing lid from the old one.
 - 2) *Two Hi-Vis vests have been purchased in orange for the outside operative. This colour is in keeping to H&S guidelines for highway working.*

8. 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.

To consider a replacement bus shelter in High Road, Tilney cum Islington.

- 2) *More streetlamps seem to be turning blue. I have requested the contractor change ALL lamps to save time.*

Reply received from contractor stating he had asked the supplier for an update as to why the lamps are turning blue and is awaiting a response.

- 3) *I had a resident complain about the overgrown strip of land in Westfields Close and that the brambles and weeds were covering the footway.*

It appears that this piece of land was granted planning permission for one detached property in 2019, however I was unable to find the address of the applicant so that I could request they clear the site.

I, with the authorisation of the Chairman instructed Christ Smith, a local garden maintenance contractor to clear the footway of weeds and brambles (invoice in item 15 below).

I did, however find a reference to a complaint lodged with Kings Lynn B C in July of alleged untidy land with a status of pending consideration.

I emailed the officer dealing with the complaint and her reply is as attached here.

9. To receive reports:

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

10. Highways and footways

Highways Community Rangers are due to visit in October.

The key concern is maintaining the safety of the road network. At this time of year the following highway defects are generally our highest priority -

- **Potholes** – an accurate location and dimensions (including depth) really help us to judge their priority.
- **Regular incidences of Standing water** – location and area affected are important, in addition any knowledge of any features which may be blocked, does the ponding eventually clear over time, does this only occur during heavy rain. Recently heavy rain falls and wash from fields has caused issues over which we sometimes have no control. We can clear gully pots and back ditches and grips within the highway boundary.
- **Mud on road** – this is a common occurrence in our rural community and will be a factor in particular during winter months. If this repeatedly affects highway users ability to travel, is not signed in advance or is simply left following farming activity, the most useful information is contact details of the responsible party. Be assured that this information is completely confidential, we will not disclose any details of an enquiry.
- **Other maintenance activities are listed below. These may be identified for action but will be lower priority and given a longer timescale for completion.**
- **Side out a carriageway or footway** - where an encroachment of silt, verge growth or weeds etc. has reduced the width of the carriageway or footway
- **Hedge/Tree/Vegetation Encroachments** – We will intervene where important signs are obstructed from view. Ideally, where encroachments exist we would contact the property owner so they may make their own arrangements at their own expense. Any information leading to

identifying who is responsible for a certain feature will both be treated in confidence and reduce the time taken for the issue to be addressed.

- **Damaged or dirty signs** – If a damaged sign has been recovered, details of where this can be collected will be appreciated.

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

None.

12. Financial matters.

13. To approve the July Bank Reconciliations. (appendix A)

1)

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

2) To approve the August Bank Reconciliation (appendix B)

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

14. To note payments made to 6th August - (appendix C)

These payments have already been approved by the Chairman due to August recess.

15. To approve Payments to 6th September - (appendix D), and to note the two Councillor signatories to authorise the bank payments. (appendix B).

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

16. AGAR

To note the external auditors have completed Section 3 and issued the certificate.

To agree to publicise the 'Notice of Conclusion of Audit' for a period of 28 days from the date of Friday 8th September 2023.

17. To adopt the following Policies and Procedures for 2023:

1) *Social Media Policy*

18. To Discuss CIL Income (Community Infrastructure Levy)

Total CIL balance = £3929.94

19. To consider any planning applications.

1) *23/00885/F - Construction of new dwelling, detached garage and associated works at Land And Former Semi Detached Cottage Buildings at 30 And 32, Church Road*

20. To note Borough Council planning decisions.

NONE

21. Progress on School Road junction H Bars.

Clerk emailed Jason Moores at highways requesting a date for painting H Bars. Reply as below:

Good Morning all, I am glad to say we have overcome the problematic agreement that we encountered with Norfolk Constabulary, the order has been given to our contractor to attend and complete the lining, please bear with me I will need to check where this sits on their programme of works, as you can imagine they are very busy currently undertaking lining post surface dressing works, however I will ask that this is prioritised.

The concerns raised by Norfolk Police were valid as they have no enforcement capabilities on H Bars, however they will monitor the situation and use their powers to enforce inappropriate parking.

22. To discuss the possibility of a Food Bank for the area.
23. To discuss social media options for the Council.
24. To receive and consider any general correspondence.
25. To consider items for the next agenda.
26. 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).
 - 1) **Grant Application** – *email received*
Accounts

Appendix A – July Bank Reconciliation

Bank Reconciliation at 30/07/2023			
	Cash in Hand 01/04/2023		40,996.53
	ADD		
	Receipts 01/04/2023 - 30/07/2023		28,346.55
			69,343.08
	SUBTRACT		
	Payments 01/04/2023 - 30/07/2023		11,365.48
A	Cash in Hand 30/07/2023 (per Cash Book)		57,977.60
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2023	40.00
	Unity Savings Account	31/07/2023	47,460.57
	TSB Deposit Account	31/07/2023	4,119.76
	TSB Current Account	31/07/2023	3,771.94
	Unity current Account	31/07/2023	2,585.33
			57,977.60
	Less unrepresented payments		
			57,977.60
	Plus unrepresented receipts		
B	Adjusted Bank Balance		57,977.60
A = B Checks out OK			

Appendix B – August Bank Reconciliation

Bank Reconciliation at 30/08/2023			
	Cash in Hand 01/04/2023		40,996.53
	ADD Receipts 01/04/2023 - 30/08/2023		28,349.07
			69,345.60
	SUBTRACT Payments 01/04/2023 - 30/08/2023		13,081.84
A	Cash in Hand 30/08/2023 (per Cash Book)		56,263.76
	Cash in hand per Bank Statements		
	Petty Cash	30/08/2023	40.00
	Unity Savings Account	30/08/2023	45,460.57
	TSB Deposit Account	30/08/2023	4,122.28
	TSB Current Account	30/08/2023	3,771.94
	Unity current Account	30/08/2023	2,868.97
			56,263.76
	Less unrepresented payments		
			56,263.76
	Plus unrepresented receipts		
B	Adjusted Bank Balance		56,263.76
A = B Checks out OK			

Appendix C – Payments made to 7th August 2023

24 August 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
42	06/07/2023		Unity current Account	BACS	SLCC Subscriptions	SLCC	E	149.00		149.00
43	06/07/2023		Unity current Account	BACS	Clerks Manual 2023	SLCC Enterprises	S	4.00	0.80	4.80
43	06/07/2023		Unity current Account	BACS	Clerks Manual 2023	SLCC Enterprises	Z	47.50		47.50
44	04/08/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	663.00		663.00
45	04/08/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	137.04		137.04
46	04/08/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
46	04/08/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	393.50		393.50
47	04/08/2023		Unity current Account	Clerks Expenses	Clerks Expenses	Clerk	X	2.70		2.70
47	04/08/2023		Unity current Account	Clerks Expenses	Clerks Expenses	Clerk	X	26.00		26.00
47	04/08/2023		Unity current Account	Clerks Expenses	Clerks Expenses	Clerk	X	1.50		1.50
48	04/08/2023		Unity current Account	Clerk Expenses	Software	Adobe Systems	S	4.16	0.83	4.99
49	04/08/2023		Unity current Account	Clerk Expenses	Stationary - Paper	Triton Media - Amazon	S	21.58	4.32	25.90
50	04/08/2023		Unity current Account	Clerks Expenses	Safety Clothing - Hi Vis vests	Value Products Ltd	S	18.99	3.79	22.78
51	04/08/2023		Unity current Account	Clerks Expenses	Lanyards	We Print Gifts Ltd	S	21.36	4.27	25.63
52	07/08/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	18.12	0.91	19.03
53	07/08/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	77.42	3.87	81.29
54	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
55	01/08/2023		Unity current Account	BACS	Audit	PKF Little John LLP	S	210.00	42.00	252.00
56	03/07/2023		TSB Current Account	DD	PWLB Loan Repayment	PWLB	X	784.45		784.45
57	30/06/2023		Unity current Account	FEE	Bank charges	Unity Bank	E	18.00		18.00
58	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
59	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	393.50		393.50
60	06/09/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	663.00		663.00
61	06/09/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	171.30		171.30
Total								3,974.12	60.79	4,034.91

Invoice & Payment approval

Appendix D – Payments made to 6th September 2023

30 AUGUST 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
54	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
58	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
59	06/09/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	393.50		393.50
60	06/09/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	663.00		663.00
61	06/09/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	171.30		171.30
62	06/09/2023		Unity current Account	BACS	Software	Adobe Systems	S	4.16	0.83	4.99
63	06/09/2023		Unity current Account	BACS	Stationary - Archive Boxes	Amazon	S	22.57	4.52	27.09
64	06/09/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	26.00		26.00
65	06/09/2023		Unity current Account	BACS	Office Mobile SIM	Lyca Mobile	S	1.25	0.25	1.50
Total								1,368.78	5.60	1,374.38