

ReplTilney 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, 06 November 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.
Cllr C Webber.
2. To approve the [Minutes](#) of the meeting held on Monday, 02 October 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 written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy.
5. **To resolve to open the closed session.**
Declaration of Acceptance of Office of co-opted member.
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.**
All highway/footway issues have been reported to Rangers.

CCTV at the village hall has been repaired. It turned out to be a faulty switch.

9. Clerks Report:

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. Replacement bus shelter in Tilney cum Islington.

- 1) To receive written quotation for the replacement shelter and approve the quotation to use for the Parish Partnership Scheme bid. (*available at the meeting as only one received to date*).
- 2) To discuss the funding of this shelter if unsuccessful in our bid for 50% funding from the Parish Partnership Scheme.
Total cost of the replacement shelter will be in the region of £10,000. The total CIL money will not cover this amount.
The councils earmarked reserves stand at a total of £12,850 of this amount:
Bus Shelter reserve - £3,500
Street Lighting reserve - £4,000 – to consider if this amount is needed and could transfer £2,000 to Bus Shelter reserve.
Election expenses, in general reserve £1,250, in earmarked reserves £1,750 = £3000 again transfer to bus shelter reserve.
If agreed this would give £8,500 available for the replacement.

14. Existing bus shelter glass replacement.

The Chairman has reported that the glass panel has been broken in the bus shelter in St Johns Road, nearer to School Road.

It appears that glass panels may not be suitable in the long term as the more claims against the council's insurance is made, the more likely the premiums will go up.

I have received quotations for Perspex panels (**appendix C**).

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

15. Replacement Notice Board for TSL

To discuss the replacement of the [notice board](#) in TSL village.
Further information will be available at the meeting.

16. Financial matters.

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

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

- 2) *To Note Income:*

<i>Unity Interest received –</i>	<i>30/09/2023 =</i>	<i>£311.34</i>
<i>Agricultural Rent received –</i>	<i>21/10/2023 =</i>	<i>£370.38</i>
<i>CIL Income received –</i>	<i>30/10/2023 =</i>	<i>£4,992.79</i>
		<u>Total £5674.51</u>

- 3) *To approve Payments to 8th November 2023, including any late payments reported by the clerk, and to note the two Councillor signatories to authorise the bank payments. (appendix B).*

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

17. **To discuss the draft budget for 204/25** (already circulated via email, hard copy will also be available at the meeting).

18. **To Discuss CIL Income** (Community Infrastructure Levy)

Total CIL balance B/F	£4,501.27
CILL received 28/10/2023	£4,992.79
<u>TOTAL</u>	<u>£9,494.06</u>

19. **To consider any planning applications.**

- 1) [23/01810/F](#) - Single-storey rear extension including front porch and demolition of existing outbuilding. at 35 Church Road, Tilney St Lawrence
- 2) [23/01840/F](#) - Proposed ground floor extension and upgrades to the existing property at Sycamore Farm at Chapel Road, Tilney Fen End.

20. **To note Borough Council planning decisions.**

NONE

21. **Progress on School Road junction H Bars.**

The Chairman, Cllr D Jones and the Clerk met with Liz Truss MP on Thursday 5th October. Liz Truss MP was given the history of this junction and the concerns of the Parish council and residence. A site visit then took place.

Liz Truss MP supports the parish councils' concerns regarding the junction and in the implementation of H Bars and will contact Norfolk County Highways to find out why it is taking so long and request that they are put as a priority on the works schedule.

22. **Food Bank Update.**

23. **Social Media Update.**

24. **Freeman of the Parish**

To adopt the [Freedom of the Parish](#) Policy.

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

25. **To receive and consider any general correspondence.**

NONE

26. **To consider items for the next agenda.**

Appendix A
Bank reconciliation – October 2023

1 November 2023 (2U)

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 31/10/2023			
	Cash in Hand 01/04/2023		40,996.53
	ADD		
	Receipts 01/04/2023 - 31/10/2023		34,563.65
			75,560.18
	SUBTRACT		
	Payments 01/04/2023 - 31/10/2023		17,503.78
A	Cash in Hand 31/10/2023 (per Cash Book)		58,056.40
	Cash in hand per Bank Statements		
	Petty Cash	31/10/2023	40.00
	Unity Savings Account	31/10/2023	40,771.91
	TSB Deposit Account	31/10/2023	4,128.46
	TSB Current Account	31/10/2023	3,200.93
	Unity current Account	31/10/2023	9,915.10
			58,056.40
	Less unrepresented payments		
			58,056.40
	Plus unrepresented receipts		
B	Adjusted Bank Balance		58,056.40
	A = B Checks out OK		

Appendix B Payments to 8th November 2023

1 November 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
79 Grass Cutting	08/11/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	26.00		26.00
80 Grass Cutting	08/11/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	61.00		61.00
81 Grass Cutting	08/11/2023		Unity current Account	BACS	Grasscutting	Heronwood Landscapes	X	393.50		393.50
82 Street Light Electricity	09/10/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	75.89	3.79	79.68
83 Street Light Electricity	09/10/2023		Unity current Account	DD	Electricity Charge	YU Energy	L	17.64	0.88	18.52
84 Election Expenses	08/11/2023		Unity current Account	BACS	Election Expenses	Borough Council	S	91.00	18.20	109.20
87 Clerk Salary	06/11/2023		Unity current Account	BACS	Clerk Salary	Clerk	X	663.00		663.00
88 Outside Operative Salary	06/11/2023		Unity current Account	BACS	Erica Wages	Outside Operative	X	137.04		137.04
89 Litter Picking Expenses	08/11/2023		Unity current Account	BACS	Outside Operative Expenses	Picklitter	S	44.40	8.88	53.28
90 Litter Picking Expenses	08/11/2023		Unity current Account	BACS	Refuse Sacks	Tesco	S	2.21	0.44	2.65
91 Clerks Office Allowance	08/11/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	26.00		26.00
91 Travel Expenses	08/11/2023		Unity current Account	BACS	Clerks Expenses	Clerk	X	8.10		8.10
92 Clerks Office IT Software	08/11/2023		Unity current Account	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
93 Clerks Office IT Software	08/11/2023		Unity current Account	BACS	Clerks Expenses	Microsoft	S	103.00	20.60	123.60
94 Office Mobile SIM	08/11/2023		Unity current Account	BACS	Office Mobile SIM	Lyca Mobile	S	3.25	0.65	3.90
95 Councillor Administration	08/11/2023		Unity current Account	BACS	USB sticks for new councillors	Amazon	S	4.95	0.99	5.94
96 CCTV	08/11/2023		Unity current Account	BACS	USB sticks for new councillors	Core Technology Projects Ltr	S	814.50	162.90	977.40
							Total	2,475.64	218.16	2,693.80

Appendix C Quotations - Replacement Bus Shelter Glass to Perspex

Saint Engineering Ltd

Reg. Office: 5 Maple Road, Saddlebow Ind. Estate, King's Lynn, Norfolk
PE34 3AH
Tel/Fax: 01553 775047 Mobile: 0793 2652330

QUOTE

Tilney St Lawrence Clerk
Attention: Jackie Christie
1 Church Road
Wiggenhall St. Mary The Virgin
King's Lynn
Norfolk
PE34 3EH
GBR

Date
23 Oct 2023
Expiry
23 Dec 2023
Quote Number
QU-0008
Reference
verbal jackie
VAT Number
783857766

Saint Engineering Limited
Unit 5
Maple Road
Saddlebow
KING'S LYNN
King's Lynn
Norfolk
PE34 3AH
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
To replace all glass in both bus shelters with 8mm clear polycarbonate uv resistant - all edges and corners to be de-burred.	1.00	2,913.00	20%	2,913.00
To remove all glass for waste recycling				
			Subtotal	2,913.00
			TOTAL VAT 20%	582.60
			TOTAL GBP	3,495.60

Terms

payable 30 days after invoiced

As for the two shelters in St Johns Road, I have just had prices in for 5mm polycarbonate and the glass replacement costs, including disposal will be £850 exc VAT per shelter. I will do you an official quotation for this, but just to give you an indication of costs.

Kind regards

Paul



Paul Young

Contracts Manager – Street Furniture | **Westcotec Ltd**
(Employee Owned)

A: 34 Bertie Ward Way, Rash's Green Ind. Estate, Dereham,
Norfolk, NR19 1TE

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