

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, 05 February 2024 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.
2. To approve the Minutes of the meeting held on Monday, 08 January 2024.
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 month's meeting.**
 - 1) ***Blue Streetlamps*** – email received from contractor on 22/01/24 stating that a meeting between the lamp suppliers and manufacturers will take place during the week of January 22nd.
Awaiting the outcome.
 - 2) ***Cricket Pitch*** – Purchase order sent to Easigrass contractor requesting start date towards the end of March 2024. Contractor has confirmed the start date of Tuesday 26th March and finish Wednesday 27th March 2024.
Clerk has emailed Village Hall committee Chairman with the start date.
 - 3) ***Replacement glass in bus shelters***
Update at meeting.
 - 4) ***Cleaning of the village gates and signs***
This has been booked and will take place towards the end of February.

- 5) **Replacement notice board for TSL village –**
Dimensions have been given to the clerk and company's have been approached for quotations.
Awaiting quotes.

7. **Clerks Report:**

8. **To receive reports:**

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

9. **Highways and footways**

10. **To receive and consider Borough and County Council Issues.**

11. **Financial matters.**

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

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

- 2) *To note Income:*

TSB Interest January £4.71

Total £4.71

- 3) *To approve Payments to 8th February 2024, including any late payments reported by the clerk, and to note contractual payments. (appendix B).*
(To note: disputed item V123: TSL Village Hall invoice for use of waste bin, charged full year, but unable to use Nov 23, Dec 23, Jan 24 as locked – Credit note given for 3 months.)

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

12. **To consider the quarterly budget for October to December 2023. (appendix C)**

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

Total CIL balance B/F £9,494.06

Earmarked for all weather cricket pitch £3,000.00

Bal: £6,494.06

14. **To consider any planning applications.**

- 1) *24/00096/F - Installation of air source heat pump.at Westcott, New Road, Tilney St Lawrence.*

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

None

16. **Biodiversity Plan**

Draft Policy emailed with agenda.

17. **Gypsy and Traveller Potential Sites and Policy Consultation, January 2024**

KL&WN Borough council have now published their consultation document which runs from January 26th to Friday 8th March.

More details are available on the website or on the above link:

18. Cycle Storage

As part of the West Norfolk Prosperity Funding programme the KL&WN BC has prioritised investment for active travel enhancements in the local area, such as walking or cycling. The borough council are therefore asking Parish and Town councils to consider local interest and demand for cycle storage infrastructure, with possible grant awards available in 2024/25.

This process will commence in Feb/March.

The council need to return the Expression of Interest form as to which cycle storage system they would prefer, if any.

19. D-Day Celebration.

More information on the Norfolk ALC website.

D-Day 6th June 2024

20. Social Media Update.

21. To receive and consider any general correspondence.

None

22. To consider items for the next agenda.

Meeting closed:

Appendix A – January Bank Reconciliation.

30 January 2024

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 30/01/2024		
	Cash in Hand 01/04/2023		40,996.53
	ADD		
	Receipts 01/04/2023 - 30/01/2024		34,859.13
			75,855.66
	SUBTRACT		
	Payments 01/04/2023 - 30/01/2024		23,973.19
A	Cash in Hand 30/01/2024 (per Cash Book)		51,882.47
	Cash in hand per Bank Statements		
	Petty Cash	30/01/2024	10.00
	Unity Savings Account	30/01/2024	41,054.52
	TSB Deposit Account	30/01/2024	4,141.33
	TSB Current Account	30/01/2024	2,416.48
	Unity current Account	30/01/2024	4,260.14
			51,882.47
	Less unrepresented payments		
			51,882.47
	Plus unrepresented receipts		
B	Adjusted Bank Balance		51,882.47
	A = B Checks out OK		

Appendix B – Payments to 8th February 2024

30 January 2024 (2023-2024)

Tilney St Lawrence Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST Includes contractual payments made to 6th February.

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
119 Street Light Electricity	11/01/2024		Unity current Account	DD	Electricity Charge	YU Energy	L	18.67	0.93	19.60
120 Clerk Salary	06/02/2024		Unity current Account	BACS	Clerk Salary	Clerk	X	706.33		706.33
121 Outside Operative Salary	06/02/2024		Unity current Account	BACS	Erica Wages	Outside Operative	X	148.24		148.24
122 LED Lighting Repayment	02/01/2024		TSB Current Account	DD	PWLB Loan Repayment	PWLB	X	784.45		784.45
123 Miscellaneous	08/02/2024		Unity current Account	BACS	Litter picking waste	Tilney St Lawrence Village Hi	X	45.00		45.00
124 Travel Expenses	08/02/2024		Unity current Account	BACS	Clerks Expenses	Clerk	E	2.70		2.70
124 Clerks Office Allowance	08/02/2024		Unity current Account	BACS	Clerks Expenses	Clerk	E	26.00		26.00
125 Subscriptions	08/02/2024		Unity current Account	BACS	Adobe Systems	Clerk	S	4.16	0.83	4.99
126 Office Mobile SIM	08/02/2024		Unity current Account	BACS	Office Mobile SIM	Lyca Mobile	S	3.25	0.65	3.90
Total								1,738.80	2.41	1,741.21

Appendix C October to December budget figures.

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Tilney St Lawrence Parish Council - Quarter 3 (01/10/2023 to 31/12/2023 - All Cost Centres and Codes)

25 January 2024 (2023-2024)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Administration												
1 Clerk Salary			(N/A)	2,112.51	2,335.64	-223.13(-10%)			(N/A)	6,337.49	6,626.95	-289.46(-4%)
2 Clerks Office Allowance			(N/A)	75.00	46.31	28.69(38%)			(N/A)	225.00	228.31	-3.31(-1%)
4 Clerk Training/Meetings			(N/A)	50.00		50.00(N/A)			(N/A)	150.00		150.00(N/A)
5 Stationary/Postage/Printing			(N/A)	18.75		18.75(N/A)			(N/A)	56.25	58.31	-2.06(-3%)
6 Advertising			(N/A)			(N/A)			(N/A)			(N/A)
7 Professional & Legal Fees			(N/A)			(N/A)			(N/A)		39.00	-39.00(N/A)
8 Audit Fees			(N/A)			(N/A)			(N/A)	392.00	430.00	-38.00(-9%)
9 Insurance Premiums			(N/A)			(N/A)			(N/A)	1,485.00	1,384.20	100.80(6%)
10 Bank Charges			(N/A)	20.00	18.00	2.00(10%)			(N/A)	60.00	54.00	6.00(10%)
11 Subscriptions			(N/A)	125.28	4.16	121.12(96%)			(N/A)	702.23	554.75	147.48(21%)
12 Website Charges			(N/A)			(N/A)			(N/A)	40.00	70.00	-30.00(-75%)
13 Travel Expenses			(N/A)	25.00	13.50	11.50(46%)			(N/A)	75.00	27.90	47.10(62%)
14 Chair/Vice Chair Expenses			(N/A)	25.00		25.00(N/A)			(N/A)	75.00	14.00	61.00(81%)
48 Data Protection			(N/A)			(N/A)			(N/A)	35.00	35.00	(0%)
53 Clerks Office IT Software			(N/A)		130.82	-130.82(N/A)			(N/A)		130.82	-130.82(N/A)
61 Election Expenses			(N/A)		91.00	-91.00(N/A)			(N/A)	1,250.00	91.00	1,159.00(92%)
63 Councillor Administration			(N/A)		4.95	-4.95(N/A)			(N/A)		37.97	-37.97(N/A)
64 Office Mobile SIM			(N/A)		9.75	-9.75(N/A)			(N/A)		14.00	-14.00(N/A)
65 Books & Publications			(N/A)			(N/A)			(N/A)		47.50	-47.50(N/A)
Sub Total for Administration			(N/A)	2,451.54	2,654.13	-202.59(-8%)			(N/A)	10,882.97	9,843.71	1,039.26(9%)
Amenities												
30 Burial Grounds Maintenance			(N/A)			(N/A)			(N/A)	800.00	800.00	(0%)
Sub Total for Amenities			(N/A)			(N/A)			(N/A)	800.00	800.00	(0%)
Earmarked Reserves												
3 Office Equipment			(N/A)	62.50		62.50(N/A)			(N/A)	187.50		187.50(N/A)
37 Outside Furniture			(N/A)	87.50		87.50(N/A)			(N/A)	262.50		262.50(N/A)
52 CIL	1,000.00	4,992.79	3,992.79(399%)			(N/A)	2,000.00	5,564.12	3,564.12(178%)		298.00	-298.00(N/A)
55 Election Expenses			(N/A)			(N/A)			(N/A)	1,750.00		1,750.00(N/A)
56 CCTV			(N/A)	500.00	814.50	-314.50(-62%)			(N/A)	1,500.00	814.50	685.50(45%)
57 Bus Shelters			(N/A)	875.00		875.00(N/A)			(N/A)	2,625.00		2,625.00(N/A)
58 Neighbourhood Plan			(N/A)	250.00		250.00(N/A)			(N/A)	750.00		750.00(N/A)
59 Streetlights			(N/A)	1,000.00		1,000.00(N/A)			(N/A)	3,000.00		3,000.00(N/A)
Sub Total for Earmarked Reserves	1,000.00	4,992.79	3,992.79(399%)	2,775.00	814.50	1,960.50(70%)	2,000.00	5,564.12	3,564.12(178%)	10,075.00	1,112.50	8,962.50(88%)
Income												
15 Precept			(N/A)			(N/A)	26,160.00	26,160.00	(0%)			(N/A)
41 Bank Interest	25.00	293.81	268.81(1075%)			(N/A)	75.00	876.92	801.92(1069%)			(N/A)
42 Agricultural Rent	366.00	353.74	-12.26(-3%)			(N/A)	732.00	700.54	-31.46(-4%)			(N/A)
49 VAT refund	75.00	533.89	458.89(611%)			(N/A)	225.00	533.89	308.89(137%)			(N/A)

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Tilney St Lawrence Parish Council - Quarter 3 (01/10/2023 to 31/12/2023 - All Cost Centres and Codes)

25 January 2024 (2023-2024)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
54 Sale of assets			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Income	466.00	1,181.44	715.44(153%)			(N/A)	27,192.00	28,271.35	1,079.35(3%)			(N/A)
Loan Repayment (2023-2024)												
32 CCTV Loan Repayment			(N/A)	571.00	571.01	-0.01(0%)			(N/A)	1,142.00	1,142.06	-0.06(-0%)
33 LED Lighting Repayment			(N/A)			(N/A)			(N/A)	784.50	784.45	0.05(0%)
Sub Total for Loan Repayment (2023-2024)			(N/A)	571.00	571.01	-0.01(0%)			(N/A)	1,926.50	1,926.51	-0.01(0%)
Open Spaces												
18 Street Light Electricity			(N/A)	407.01	317.83	89.18(21%)			(N/A)	1,220.99	942.55	278.44(22%)
19 Grass Cutting			(N/A)	1,218.75	1,551.50	-332.75(-27%)			(N/A)	3,656.25	3,561.72	94.53(2%)
20 Outside Operative Salary			(N/A)	450.00	497.32	-47.32(-10%)			(N/A)	1,350.00	1,380.19	-30.19(-2%)
21 Litter Picking Expenses			(N/A)	15.00	52.11	-37.11(-247%)			(N/A)	45.00	77.98	-32.98(-73%)
22 Bus Shelter Cleaning/Maintenance			(N/A)	62.50		62.50(N/A)			(N/A)	187.50	1,075.00	-887.50(-473%)
23 Village Gateways Cleaning/Maintenance			(N/A)	75.00		75.00(N/A)			(N/A)	225.00		225.00(N/A)
24 Notice Boards Cleaning/Maintenance			(N/A)	25.00		25.00(N/A)			(N/A)	75.00		75.00(N/A)
25 Dog Waste Bins Empty			(N/A)			(N/A)			(N/A)		520.00	-520.00(N/A)
26 Miscellaneous			(N/A)	50.00		50.00(N/A)			(N/A)	150.00		150.00(N/A)
27 Drainage Rates	8.00	16.64	8.64(108%)			(N/A)	24.00	33.28	9.28(38%)	32.00	33.27	-1.27(-3%)
60 Streetlights			(N/A)	62.50		62.50(N/A)			(N/A)	187.50		187.50(N/A)
66 Weed Clearing			(N/A)			(N/A)			(N/A)		60.00	-60.00(N/A)
Sub Total for Open Spaces	8.00	16.64	8.64(108%)	2,365.76	2,418.76	-53.00(-2%)	24.00	33.28	9.28(38%)	7,129.24	7,650.71	-521.47(-7%)
Other												
31 Grants			(N/A)	50.00		50.00(N/A)			(N/A)	150.00		150.00(N/A)
40 Contingency			(N/A)		30.00	-30.00(N/A)			(N/A)	298.00	30.00	268.00(89%)
Sub Total for Other			(N/A)	50.00	30.00	20.00(40%)			(N/A)	448.00	30.00	418.00(93%)
TOTALS.....	1,474.00	6,190.87	4,716.87(320%)	8,213.30	6,488.40	1,724.90(21%)	29,216.00	33,868.75	4,652.75(159%)	31,261.71	21,363.43	9,898.28(-31%)
NET Variance Quarter 3						6,441.77						14,551.03
NET accumulative variance to END of Quarter 3.....												14,551.03