

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, 08 April 2024 following the Annual Parish Meeting in the Village Hall.

Information for councillors and members of the public & press:

For the protection of the public, Council members, and staff, please do not attend the meeting if you feel at all unwell.

- Please arrive five minutes before the time of the meeting. Late arrivals may not be admitted.

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, 04 March 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.**
 - 1) ***Blue Streetlamps*** – *An email has been received on 11th March from the contractor stating that the manufacturer has agreed to replace the LED boards. The contractor is awaiting a delivery date.*
 - 2) ***Installation of the all-weather cricket pitch on the village playing field***
This has now been installed and is looking good, however it has shown a rather uneven grass surface around the pitch and this will need to be dealt with.
 - 3) ***To discuss the possibility of a village green***
Clerk has written to the local landowner regarding the possible purchase, lease or gift of a parcel of land on the corner of St Johns Road and Church Road.
Awaiting reply.
 - 4) ***Replacement notice board for TSL village*** –
This is now in place and is looking very neat.
However due to the size and weight of the noticeboard it was apparent that members of the Council would not be able to fix the noticeboard and storage of such also presented a problem. The Clerk requested a quotation from the supplier to fix the noticeboard and KBS Depot fixed the new noticeboard at a cost of £150. This was agreed by the Chairman and Clerk/RFO under Financial Regulations 4.1.

7. Clerks Report:

1) **Tilney Cum Islington** - The Clerk reports that the Tilney Cum Islington name sign has been stolen from the village gateway entering the village by the old pumping station in High Road.

2) Replacement Bus Shelter in Tilney Cum Islington

I have now received the response from the Highways Parish Partnership Scheme. The Parish council have won a 50% grant towards replacing the old brick bus shelter in Tilney Cum Islington. I have informed the contractor, and he has had discussions with County Highways regarding notice of works, H&S RAMS and Public Liability Insurance which has all been accepted. Clerk has issued a purchase order so that the shelter can be put on order.

When a start date has been agreed, the clerk will inform the adjacent neighbours out of courtesy as there will probably be noise etc. from the demolition of the old shelter.

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 March Bank Reconciliation (EOY) – (appendix A).**

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

2) To note Income:

TSB Interest March	£ 4.41
Unity Savings Interest	£275.68

Total £280.09

To approve Payments to 12 April 2024, including any late payments reported by the clerk, and to note contractual payments. **(appendix B).**

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

12. To Note 4th Qtr. budget to March 2024 (EOY)

13. To Discuss CIL Income (Community Infrastructure Levy)

Total CIL balance B/F	£9,494.06
All weather cricket pitch	£3,000.00
TSL replacement notice board	£ 966.00
Labour for installation of new notice board	£ 150.00

Bal: £5,378.06

14. To discuss the introduction of a gov.uk domain name for emails and website.

Most public sector organisations must use a gov.uk or other government domain name for their websites, emails and services.

A .gov.uk domain name is like a street address, there would be lots of organisations on the same street, all with their own address. For example, HMRC, your local town council and even the Prime Minister would have addresses on gov.uk street. They are all part of the same domain but have unique addresses.

There are many benefits of using a gov.uk domain for your council including:

- A unique address to help people find the council website.
- Councillors will have their own council email address and not need to use personal emails.
- Outgoing gov.uk emails are more likely to be cleared by security filters and delivered successfully.
- You can control access to official papers and correspondence day to day.
- Local council officers won't have to surrender private emails if you have a freedom of information or data request.
- Your domain will be monitored by the Central Digital and Data Office's Domain Management Team.
- As gov.uk domains are based within UK jurisdiction they have better legal protection.

To Consider the purchase of a gov.uk domain name from NALC.

Norfolk ALC are pleased to announce they can offer £100 + VAT one off funding for all new gov.uk domain registrations through their gov.uk website and email service. The cabinet office has offered this funding support to assist the adoption of gov.uk domains within local councils.

This initial batch of funding runs to the end of June 2024 and reduces the price of a gov.uk domain name registration to £12 + VAT for two years.

It has been suggested that it will become legislation that all Parish and town councils have .gov.uk emails in the near future.

Although not in the budget for 2024/25 purchasing now with a heavily discounted price for two years would give an opportunity to budget for in future. This amount could come out of contingency fund.

More detailed information is available here: [NALC .gov.uk Domain name](#)

Possible domain names:

tslparishcouncil.gov.uk – tilneystlawrencepc.gov.uk – tilneystlawrence.gov.uk

15. To consider any planning applications.

- 1) [24/00408/F](#) - *Extension & alterations to dwelling. at 107 High Road Tilney cum Islington.*
- 2) [24/00423/LDP](#) - *Lawful Development Certificate: The installation of a small column complete with below-ground concrete base 1.2 x 1.2 x 0.5m for support for a small wind turbine. 28 St Johns Road, Tilney St Lawrence.*
- 3) [24/00021/TPO](#) - *G1 Row of Horse Chestnut, Lime and Elder - Lift all trees to 5m to allow for lorry access. Cut back to grass verge line where required. Chestnut Farm, 95 School Road, Tilney St Lawrence.*

16. To note Borough Council planning decisions.

17. To receive and consider any general correspondence.

18. To consider items for the next agenda.

Meeting closed:

Appendix A – March Bank Reconciliation.

2 April 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 31/03/2024			
	Cash in Hand 01/04/2023			40,996.53
	ADD			
	Receipts 01/04/2023 - 31/03/2024			35,977.81
				76,974.34
	SUBTRACT			
	Payments 01/04/2023 - 31/03/2024			30,238.46
A	Cash in Hand 31/03/2024 (per Cash Book)			46,735.88
	Cash in hand per Bank Statements			
	Petty Cash	19/03/2024	10.00	
	Unity current Account	31/03/2024	5,828.75	
	TSB Current Account	31/03/2024	416.48	
	TSB Deposit Account	31/03/2024	0.00	
	Unity Savings Account	31/03/2024	40,480.65	
				46,735.88
	Less unrepresented payments			
				46,735.88
	Plus unrepresented receipts			
B	Adjusted Bank Balance			46,735.88
	A = B Checks out OK			

Appendix B – Payments to 12th April 2024 & contractual payments.

2 April 2024 (2023-2024)

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

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
138	08/03/2024		Unity current Accour	DD	Electricity Charge	YU Energy	L	17.51	0.88	18.39
139	08/03/2024		Unity current Accour	DD	Electricity Charge	YU Energy	L	95.46	4.77	100.23
140	14/03/2024	01:01:24.15	Unity current Accour	BACS	Cleaning Village Gateways and	Rise and Shine Window Clc	X	110.00		110.00
141	14/03/2024		Unity current Accour	BACS	Outside Operative Expenses	Tesco	S	8.46	1.69	10.15
142	06/03/2024		Unity current Accour	BACS	Bus Shelter Cleaning	M & M Cleaning Services	X	80.00		80.00
143	31/03/2024		Unity current Accour	FEE	Bank charges	Unity Bank	E	18.00		18.00
Total								329.43	7.34	336.77

3 April 2024 (2024-2025)

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

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	05/04/2024		Unity current Accour	BACS	Clerk Salary	Clerk	X	706.33		706.33
2	05/04/2024		Unity current Accour	BACS	Erica Wages	Outside Operative	X	148.24		148.24
3	12/04/2024		Unity current Accour	BACS	PAYE	HMRC	X	0.80		0.80
4	12/04/2024		Unity current Accour	BACS	Replacement TSL Notice board	KBS Depot	S	1,116.00	223.20	1,339.20
5	12/04/2024		Unity current Accour	BACS	Clerks Expenses	Clerk	X	2.70		2.70
5	12/04/2024		Unity current Accour	BACS	Clerks Expenses	Clerk	X	26.00		26.00
6	12/04/2024		Unity current Accour	BACS	Adobe Systems	Adobe Systems	S	4.16	0.83	4.99
7	12/04/2024		Unity current Accour	BACS	Office Mobile SIM	Lyca Mobile	S	3.25	0.65	3.90
8	12/04/2024		Unity current Accour	BACS	Magnets for new TSL notice bo	Amazon	S	7.49	1.50	8.99
9	12/04/2024		Unity current Accour	BACS	AstroTurf Artificial Cricket Pitch	Cambridgeshire Artificial G	S	6,000.00	1,200.00	7,200.00
10	12/04/2024		Unity current Accour	BACS	Dog Waste Bins Empty	Borough Council	S	570.96	114.19	685.15
10	12/04/2024		Unity current Accour	BACS	Dog Waste Bins Empty	Borough Council	S	95.16	19.03	114.19
11	30/04/2024		Unity current Accour	BACS	Website Hosting	Local Council Support	X	70.00		70.00
12	30/04/2024		Unity current Accour	BACS	NLC Subscriptions	Local Council Support	E	361.11		361.11
13	10/04/2024		Unity current Accour	DD	Electricity Charge	YU Energy	L	18.46	0.92	19.38
14	10/04/2024		Unity current Accour	DD	Electricity Charge	YU Energy	L	97.82	4.89	102.71
15	13/05/2024		Unity current Accour	DD	Data Protection	ICO	E	45.00		45.00
Total								9,273.48	1,565.21	10,838.69

Appendix C - Quarter 4 budget 2023/24

	4th Quarter						Accumulative to end of 4th 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	2,118.99	-6.48(-0%)			(N/A)	8,450.00	8,745.94	-295.94(-3%)
2 Clerks Office Allowance			(N/A)	75.00	64.19	10.81(14%)			(N/A)	300.00	292.50	7.50(2%)
4 Clerk Training/Meetings			(N/A)	50.00		50.00(N/A)			(N/A)	200.00		200.00(N/A)
5 Stationary/Postage/Printing			(N/A)	18.75	16.66	2.09(11%)			(N/A)	75.00	70.97	4.03(5%)
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(8%)
10 Bank Charges			(N/A)	20.00	18.00	2.00(10%)			(N/A)	80.00	72.00	8.00(10%)
11 Subscriptions			(N/A)	77.77	345.60	-267.83(-344%)			(N/A)	780.00	838.09	-58.09(-7%)
12 Website Charges			(N/A)			(N/A)			(N/A)	40.00	70.00	-30.00(-75%)
13 Travel Expenses			(N/A)	25.00	8.10	16.90(67%)			(N/A)	100.00	36.00	64.00(64%)
14 Chair/Vice Chair Expenses			(N/A)	25.00		25.00(N/A)			(N/A)	100.00	14.00	86.00(86%)
48 Data Protection			(N/A)			(N/A)			(N/A)	35.00	35.00	(0%)
53 Clerks Office IT Software			(N/A)		12.48	-12.48(N/A)			(N/A)		205.56	-205.56(N/A)
61 Election Expenses			(N/A)			(N/A)			(N/A)	1,250.00	91.00	1,159.00(92%)
63 Councillor Administration			(N/A)			(N/A)			(N/A)		37.97	-37.97(N/A)
64 Office Mobile SIM			(N/A)		9.75	-9.75(N/A)			(N/A)		23.75	-23.75(N/A)
65 Books & Publications			(N/A)			(N/A)			(N/A)		51.50	-51.50(N/A)
Sub Total for Administration			(N/A)	2,404.03	2,593.77	-189.74(-7%)			(N/A)	13,287.00	12,437.48	849.52(6%)
Earmarked Reserves												
3 Office Equipment			(N/A)	62.50		62.50(N/A)			(N/A)	250.00		250.00(N/A)
37 Outside Furniture			(N/A)	87.50		87.50(N/A)			(N/A)	350.00		350.00(N/A)
52 CIL			(N/A)			(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		500.00(N/A)			(N/A)	2,000.00	814.50	1,185.50(59%)
57 Bus Shelters			(N/A)	875.00	2,913.00	-2,038.00(-232%)			(N/A)	3,500.00	3,988.00	-488.00(-13%)
58 Neighbourhood Plan			(N/A)	250.00		250.00(N/A)			(N/A)	1,000.00		1,000.00(N/A)
59 Streetlights			(N/A)	1,000.00		1,000.00(N/A)			(N/A)	4,000.00		4,000.00(N/A)
Sub Total for Earmarked Reserves			(N/A)	2,775.00	2,913.00	-138.00(-4%)	2,000.00	5,564.12	3,564.12(178%)	12,850.00	5,100.50	7,749.50(60%)
Income												
15 Precept			(N/A)			(N/A)	26,160.00	26,160.00	(0%)			(N/A)
41 Bank Interest	25.00	289.51	264.51(1058%)			(N/A)	100.00	1,166.43	1,066.43(1066%)			(N/A)
42 Agricultural Rent			(N/A)			(N/A)	732.00	700.54	-31.46(-4%)			(N/A)
49 VAT refund	75.00		-75.00(N/A)			(N/A)	300.00		-300.00(N/A)			(N/A)
54 Sale of assets			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Income	100.00	289.51	189.51(189%)			(N/A)	27,292.00	28,026.97	734.97(2%)			(N/A)
Loan Repayment (2023-2024)												

	4th Quarter						Accumulative to end of 4th 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
32 CCTV Loan Repayment			(N/A)			(N/A)			(N/A)	1,142.00	1,142.06	-0.06(-0%)
33 LED Lighting Repayment			(N/A)	784.50	784.45	0.05(0%)			(N/A)	1,569.00	1,568.90	0.10(0%)
Sub Total for Loan Repayment (2023-2024)			(N/A)	784.50	784.45	0.05(0%)			(N/A)	2,711.00	2,710.96	0.04(0%)
Open Spaces												
18 Street Light Electricity			(N/A)	407.01	366.18	40.83(10%)			(N/A)	1,628.00	1,308.73	319.27(19%)
19 Grass Cutting			(N/A)	1,218.75		1,218.75(N/A)			(N/A)	4,875.00	3,561.72	1,313.28(26%)
20 Outside Operative Salary			(N/A)	450.00	529.94	-79.94(-17%)			(N/A)	1,800.00	1,910.13	-110.13(-6%)
21 Litter Picking Expenses			(N/A)	15.00	8.46	6.54(43%)			(N/A)	60.00	86.44	-26.44(-44%)
22 Bus Shelter Cleaning/Maintenance			(N/A)	62.50	80.00	-17.50(-28%)			(N/A)	250.00	80.00	170.00(68%)
23 Village Gateways Cleaning/Maintenance			(N/A)	75.00	110.00	-35.00(-46%)			(N/A)	300.00	110.00	190.00(63%)
24 Notice Boards Cleaning/Maintenance			(N/A)	25.00		25.00(N/A)			(N/A)	100.00		100.00(N/A)
25 Dog Waste Bins Empty			(N/A)	700.00		700.00(N/A)			(N/A)	700.00	520.00	180.00(26%)
26 Miscellaneous			(N/A)	50.00	45.00	5.00(10%)			(N/A)	200.00	45.00	155.00(77%)
27 Drainage Rates	8.00		-8.00(N/A)			(N/A)	32.00	33.28	1.28(4%)	32.00	33.27	-1.27(-3%)
30 Burial Grounds Maintenance			(N/A)			(N/A)			(N/A)	800.00	800.00	(0%)
60 Streetlights			(N/A)	62.50		62.50(N/A)			(N/A)	250.00		250.00(N/A)
66 Weed Clearing			(N/A)			(N/A)			(N/A)		60.00	-60.00(N/A)
Sub Total for Open Spaces	8.00		-8.00(N/A)	3,065.76	1,139.58	1,926.18(62%)	32.00	33.28	1.28(4%)	10,995.00	8,515.29	2,479.71(22%)
Other												
31 Grants			(N/A)	50.00		50.00(N/A)			(N/A)	200.00		200.00(N/A)
40 Contingency			(N/A)	702.00		702.00(N/A)			(N/A)	1,000.00	30.00	970.00(97%)
Sub Total for Other			(N/A)	752.00		752.00(N/A)			(N/A)	1,200.00	30.00	1,170.00(97%)
TOTALS.....	108.00	289.51	181.51(168%)	9,781.29	7,430.80	2,350.49(24%)	29,324.00	33,624.37	4,300.37(133%)	41,043.00	28,794.23	12,248.77(194%)
NET Variance Quarter 4						2,532.00						16,549.14
NET accumulative variance to END of Quarter 4.....												