

# Timberland and Thorpe Tilney Parish Council Meeting Minutes (Draft)

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<b>Date</b>	Monday 17 <sup>th</sup> March, 2025
<b>Start time:</b>	19:20
<b>Close:</b>	20:42
<b>Meeting Location</b>	Timberland Village Hall
<b>Attendees:</b>	PC Councillors Lenton (Chair), Slater, Nash, Audis, Ayerst-Thompson and Ayerst County Councillor Rob Kendrick
<b>Apologies for Absence:</b>	Clerk – Kay Harvey

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## 1. Parishioner open forum

One parishioner was present at the meeting.

Community Market organiser Lizzie Kornat informed the PC that requests for CM funding support could now be submitted for parish activities. £50 has already been donated to support the FFD and further funding could be made available on request.

Lizzie also asked if the PC was aware of the issues that have led to the church being closed. The PC confirmed that it was aware and had already been in contact.

## 2. Apologies for absence

PC clerk Kay Harvey had notified the PC that she could not attend the meeting.

## 3. Declarations of interest

None.

## 4. Minutes of previous meeting

Minutes of meeting held on Monday 17<sup>th</sup> March 2025 were approved.

**Proposed: Cllr Thompson-Ayerst, Seconded: Cllr Audis. All Agreed**

## 5. District & County Councillor remarks

District Councillor Kendrick provided a detailed update on matters related to the district and the wider county. Topics included but were not limited to the following: mayor and district elections and results, county funding, highways (over 100,000 potholes repaired in the last 12 months, tourism and flooding.

Regarding flooding, DC Kendrick informed the meeting that properties impacted by flooding had been entered on the Section 19 Log. Cllr Slater request that the location of the log be provided for review.

**Action: DC Rob Kendrick to provide location details of Section 19 log to the clerk for sharing.**

## 6. Planning

Nothing to report.

## 7. Highways

- Cllr Lenton asked if DC Lendrick could assist with the request to the Countryside Alliance for support on culvert repairs at the bottom of the village.

**Action: Cllr Lenton to forward the email sent to the Countryside Alliance to DC Kendrick who will follow-up.**

## 8 Standing Parish items

### 8.1 Timberland Green

**Action: Clerk to check the green lease to ensure we are allowed to adjust the pathway.** (Action cancelled – no longer required as Cllr Lenton in email discussions with lease holders.)

**Action: Cllr Nash and Audis to get further quotes and report back.** (Action complete - costs will be dependent on the repair to be implemented. Estimated costs likely to be less than £100.)

**Action: Clerk to provide contact information for the lease holder so Cllr Lenton can write to them and ask about private events.** (Update: Cllr Lenton reported that an answer is still pending to the questions on gravelling the church entrance to the village green and whether it can be used for private events. An email was sent and acknowledged but no answers were provided. Cllr Lenton will send an intent email stating that the work on the gate entrance will be performed for safety reasons unless a response is provided immediately.)

### 8.2 Timberland Village Hall

**Action: Cllr Lenton to further discuss on-going relationship with the VH Chair and committee and look to create a document with clear recommendations.** (Action complete: Cllr Lenton has held discussions with chair of VH Committee and it was agreed that an informal relationship should be maintained to ensure PC/VH matters are managed successfully. Councillors will attend VH meetings as and when available.)

### 8.3 Grounds Maintenance

Nothing to report.

### 8.4 Family fun Day 2025

**Action: Clerk to transfer £300 to FFD bank account.** (Action complete)

**Action: It has been identified that a licence is required to enable the sale of raffle tickets. Cllr Thompson-Ayerst is organising this which will cost £45.**

**Action: Cllr Thompson-Ayerst to share a FFD cost forecast with all councillors.**

### 8.5 Emergency Planning

**Action: Cllr Slater to update the names on the Emergency Plan to reflect recent changes.**

### 8.6 Social media

**Action: All PC to review the website and send suggestions to the Clerk for updating.** (Action remains ongoing and should be prioritised as the website is in urgent need of updating. It was agreed that the website should be used primarily for sharing documents and updates with parishioners.)

- It was reported that the PC Facebook Page is increasing in popularity, and the number of followers is increasing rapidly. It was agreed that the approved PC meeting minutes will be posted on the site in addition to the PC website. Cllr Slater will organise going forward.

## 8.7 Parish Council

- There is still one vacancy for a PC and new adverts will be designed and placed in notice boards and on website

**Action: Cllr Thompson-Ayerst to prepare an advert for posting on the PC Facebook page and in the noticeboards.**

**Action: Cllr Slater to advertise the vacancy on the PC Facebook page.**

**Action: Cllr Audis to post the adverts in the noticeboards.**

## 8.8 Human Resources

**Action: Clerk to contact LALC regarding expected salary increases in 2025.** (No update as clerk unavailable.)

## 8.9 Correspondence

**Action: Cllr Nash to contact British Heart Foundation and organise training.** (Action cancelled as the VHC has organised a similar event.)

**Action: Cllr Slater to post to the PC Facebook page that we now have two working defib in village.** (Action complete.)

**Action: Cllr Nash to provide installation info to British Heart Foundation when he has it.** (Action update: information required to complete this action is still awaited from the Penny Farthing.)

## 9 Finance Status Update

### 9.1 Accounts Status / Finance update

- Bank Balances reported by the clerk as follows: Community Account £7167.30, Reserve Account: £10,716.06 (includes £2,978.46 CIL money), Family Fun Day Account £1,842.16

### 9.2 Payments for Approval

The following payments were discussed and agreed by the PC.

**Proposed Cllr Ayerst, Seconded Cllr Thompson-Ayerst. All agreed.**

Payee	Amount	Details
Clerk	£540.45	Salary – 9 weeks
Clerk	£20.00	WFH expenses
Clerk	£17.00	Printer ink
Litter Picker	£107.58	Salary – 9 weeks, including living wage pay rise
Cllr Lenton	£30.00	Reimbursement for VE80 day flags
Cllr Audis	£54.71	Reimbursement for mower fuel
Cllr Audis	£14.80	Meeting expenses
HMRC	£18.20	Employer NI
Clear Council	£880.38	Renewal of annual PC insurance
NKDC	£250	Village Green annual rent payment

### 9.3 Community Infrastructure Levy

- The PC discussed the CIL money held in account. The following actions were agreed:

**Action:** Clerk to provide details of money that has been received to date and what is remaining. The details should specify the amount received / pending and the properties involved.

**Action:** All councillors to provide suggestions on the PC WhatsApp site as to what the CIL money should be spent on. The suggestions will be discussed at the next PC meeting.

## **10 Supplementary Items**

### **10.1 Email Addresses for PC**

**Action:** Create new email addresses and forward details to the clerk. (Action complete.)

- 2025/26 meeting dates and start times agreed as follows:

#### Bi-monthly PC meetings:

- Monday, 21<sup>st</sup> July 2025 @ 19:00
- Monday, 15<sup>th</sup> September 2025 @ 19:00
- Monday, 17<sup>th</sup> November 2025 @ 19:00
- Monday, 19<sup>th</sup> January 2025 @19:00
- Monday, 16<sup>th</sup> March 2026 @ 19:00
- Monday, 18<sup>th</sup> May 2026 – will commence immediately after the Annual Meeting closes (see below)

#### 2026 Annual Meeting:

- Monday, 18<sup>th</sup> May 2026 @19:00

**Proposed:** Cllr Audis, **Seconded:** Cllr Thompson-Ayerst. **All agreed.**

## **11 Agenda items for next meeting (21<sup>st</sup> July 2025)**

Nothing to report

## **12 Meeting Close**

Meeting closed at 20:42.