Timberland and Thorpe Tilney Parish Council Meeting Minutes

Date	Monday 20th July, 2026
Start time:	19:00
Close:	20:08
Meeting Location	Timberland Village Hall
Attendees:	PC Councillors Thompson-Ayerst (Chair), Audis, Lenton, Ayerst, Clements. Clerk – K Harvey
Apologies for Absence:	Cllr Nash

1. Parishioner open forum

No Attendees

2. Apologies for absence

Cllr Nash

3. Declarations of interest

Nothing to declare.

4. Minutes of previous meeting

Minutes of meeting held on Monday 19th May 2026 were approved.

Proposed: Cllr Lenton, Seconded: Cllr Ayerst. All agreed.

5. District & County Councillor remarks

No County or District Councillors were in attendance

6. Planning

- The Clerk has received notification of the retrospective planning permission application received for the change of use and development of the land at the new equestrian yard on Martin Road.

7. Highways

- Cllr Kendrick has contacted the Clerk to advise he has had notification that highways have Church Lane on their list of remedial action for potholes and road repairs, he was unaware of when this would happen.
- Cllr Thompson-Ayerst has also reported the issue of potholes on Church Lane again on Fixmystreet.

Action: Clerk to contact Cllr Kendrick to see if any further information on Church Lane works.

- The PC have agreed that no further action will be taken in relation to the proposed yellow line road markings within the village.

- A new Emergency Planning co-ordinator has been appointed and has forwarded a draft revised first plan.
- The PC will review the plan after the meeting and report back on any changes.

Action: Clerk to forward plan to all PC

Action: Once forwarded all PC to review and report back any changes if required

8.2 Timberland Village Hall

- Cllr Thompson-Ayerst has received a request from the Village Hall for support with its contents and public liability (PL) insurance. The PC's Insurance policy covers the Village Hall building only, and does not cover the contents.
- The PC have agreed that the Clerk will ask the current building insurers and see what the options are.

Action: Clerk to investigate options for extended Village Hall insurance

8.3 Timberland FFD 2026

- The Timberland FFD took place on Saturday the 11th July and was a huge success. The committee have received a lot of very positive feedback from everyone that attended, including the suppliers and stall holders.
- The FFD this year has raised £1345.60 which has been deposited into the FFD bank account.
- All the PC congratulated the FFD committee and team and all its helpers for the day and all the hard work that has gone in to providing such a memorable event.

Action: Clerk to complete the VAT refund return with HMRC now that all the FFD receipts have been received.

8.4 Grounds & dyke maintenance

- The flood monitoring sensor in the Bayfield dyke has been damaged again, and the Flood team were very quick to repair this.
- The hedges behind Bayfield have now been cut back.
- The invoice has been submitted to LCC for the first half of year grass cutting at Bayfield Road.

8.5 Timberland Green

- The shelter is now in the correct place according to the VG Lease and now needs securing to the ground and made secure.
- The PC are not happy with the gravel at the gate between the Church and the green.
- Cllr Audis has noticed that the gate lock for the main gate at the green is broken.

Action: Cllr Audis to investigate cost of gravel for under the shelter and 10ml gravel board to go around the shed base. The PC have agreed this can come out of CIL monies.

Action: Clerk to investigate the possibility of gaining some volunteer hours to carry out maintenance at the green.

Action: Clerk to contact the Chapel, Church and Village Hall to ask for a list of jobs that volunteers could carry out.

Action: Cllr Audis to remove padlock from sand bag storage box at VH and replace the VG gate lock

- Cllr Thompson-Ayerst to change permissions for the Clerk to be able to post and administer the page.

Action: Cllr Thompson-Ayerst to change permissions on PC Facebook

8.7 Parish Council

- Clerk is looking at relevant training courses for those that require it as and when LALC release these dates.
- There is now a vacancy for a Parish Council and adverts are now in the appropriate places.

Action: Clerk to send dates of the training courses to new PC when they have been released.

8.8 Human Resources

Nothing to discuss.

8.9 Correspondence

Nothing to discuss.

9 Finance Status Update

9.1 Accounts Status / Finance update

Bank Balances on 19th July 2026 as follows:

Community Account	£6054.37
Reserve Account	£6614.59
FFD Account	£3445.26

Action: Clerk to move the VAT refund of £888.50 from current account to the Reserve Account

Action: Clerk to contact bank to start the process of adding Cllr Thompson-Ayerst to the approvals

9.2 Payments for Approval

The following payments were discussed and agreed by the PC.
Proposed Cllr Ayerst, Seconded Cllr Lenton. All agreed.

Payee	Amount	Details
Clerk	£587.25	Salary – 9 weeks
Clerk	£20.00	WFH expenses
Paper	£5.00	Reimbursement to clerk
Litter Picker	£109.89	Salary – 9 weeks
HMRC	£21.80	HMRC employers NI (cheque)
Cllr Audis	£38.11	Mower fuel
Total	**£782.04**	

10 Supplementary Items

10.1 Calendar of events

Nothing to report, the calendar will continue to be circulated with the meeting packs by the Clerk

11 Meeting Close

Meeting closed at 20:08