Timberland and Thorpe Tilney Parish Council Meeting Minutes (Draft)

Date	Monday 21st September, 2026
Start time:	19:00
Close:	20.47
Meeting Location	Timberland Village Hall
Attendees:	PC Councillors Thompson-Ayerst (Chair), Councillor Nash, Councillor Audis, Councillor Lenton, Councillor Ayerst, Councillor Clements. Clerk – K Harvey
Apologies for Absence:	Cllr Kendrick, Cllr Whittle

1. Parishioner open forum

Four Parishioners attended.

The owner of the new Martin convenience store was in attendance to offer his thanks for the villages support and that he is open to suggestions to ensure the store remains the heart of the community. The PC thanked him and have agreed to add a poster to the main notice board; we wished him luck.

A parishioner attended to discuss the tree situated on the corner of Fen Road and Church Road. There has been considerable discussion regarding the tree, and the parishioner asked the Parish Council to consider applying for a Tree Preservation Order (TPO). The Parish Council agreed that further information should be sought and, as the matter also formed part of the later agenda item relating to social media, agreed to discuss the appropriate next steps at that point.

2. Apologies for absence

Cllr Kendrick, Cllr Whittle.

3. Declarations of interest

Nothing to declare.

4. Minutes of previous meeting

Minutes of meeting held on Monday 20th July 2026 were approved.

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

5. District & County Councillor remarks

No County or District Councillors were in attendance

6. Planning

Nothing to report

7. Highways

The repairs have been carried out on the potholes in Church Lane.

The Fen Road (Timberland) is crumbling in places and Cllr Thompson-Ayerst has report on Fix My Street.

The PC will continue to encourage all Parishioners to continue to report any highways matters to fix my street in addition to the PC.

8 Standing Parish items

8.1 Emergency Planning

8.1.1 The Emergency Planning co-ordinator has been appointed and has forwarded a draft revised first plan with tracked changes so the PC understand where changes are required and are still working on a wider plan to include social media to ensure on emergency situations that we have maximum support

8.1.2 The PC will review the plan after the tabletop emergency planning meeting on the 28th September and report back on any changes.

8.1.3 The whatsapp Emergency group has now been updated to include new co-ordinators

8.1.4 Cllr Audis has requested the handheld radios are recharged

Action: Clerk to forward plan to all PC

8.2 Timberland Village Hall

8.2.1 Cllr Thompson-Ayerst is to contact the VHC chair to advise that their insurance is now a priority and that events are not to take place until it is arranged.

8.2.2 The Clerk can confirm that the PC insurance policy covers the external building but no contents and does not cover any Village Hall Committee run events

Action: Cllr Thompson-Ayerst to contact VH.

8.3 Timberland FFD 2027

Nothing to report.

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

8.4 Grounds & dyke maintenance

8.4.1 Cllr Audis has asked that the hedges behind Bayfield are cut again

8.4.2 Cllr Lenton has advised that this time of year is when the letters are sent to the appropriate houses that would be impacted by flooding dykes. Proposed Cllr Clements, Seconded Cllr Nash, all agreed.

8.4.3 Cllr Ayerst and Cllr Audis to arrange a site visit to inspect the dykes to determine the work required to clear the dykes. The PC have agreed to approve the work outside of the meeting, if the cost is suitable approved Cllr Audis, seconder Cllr Nash, all agreed.

8.4.4 The mower is due its first service. The mower hasn't been used that much due to the drought, but Cllr Lenton has asked the mower firm, and they advise as a first service its kept in line with agreement. The labour is free for the first time so it's just whatever is needed. Cllr Audis to book service in and report back to the PC with any proposed costs before going ahead. Proposed Cllr Ayerst, seconded Cllr Lenton, all approved.

Action: Cllr Audis to discuss mower service and report back to the PC.

Action: Clerk to contact LCC to arrange hedge trim.

Action: Clerk to forward letter to chair for approval and then deliver.

Action: Following site visit Cllr Ayerst to contact someone to get a quote for dyke clearing.

8.5 Timberland Green

8.5.1 The shelter is now in the correct place according to the VG Lease and now needs securing to the ground and made secure.

8.5.2 Gravel, boards and membrane need to be purchased, and a date agreed to finally secure and place in the best place. Cllr Lenton approved, Cllr Ayerst seconded, all agreed.

8.5.3 A provisional date for looking at the shelter has been agreed (Friday 25th September)

8.5.4 The basketball post has moved and has become loose. It needs to be resecured as soon as possible, as it currently poses a potential safety risk.

8.5.5 The PC is to further discuss what to do with the play park area. It Is currently open and there are two sets of swings.

8.5.6 The PC to add more prominent signage about sharing the common space and keeping dogs under control.

8.5.7 The football nets are broken and in need of repair or replacement.

Action: Cllr Lenton to purchase items for the shelter and concrete to secure the basketball post.

Action: Clerk to investigate signage for the VG.

Action: Cllr Thompon-Ayerst to investigate costs and types of football nets and report back to the PC.

8.6 Social Media

The PC continues to monitor external social media.

8.6.1 Cllr Thompson-Ayerst to investigate an application for a traffic calming road hump.

8.6.2 The TPO was discussed further by the PC and it was agreed with the parishioner in attendance that the PC would support the TPO application, subject to sufficient relevant supporting documentation being obtained.

Action: Clerk to forward all information regarding the TPO to all PC.

Action: Cllr Nash to progress the TPO application with support from the parishioner and reach out to Cllr Whittle if required.

8.7 Parish Council

8.7.1 Training courses have been completed by Cllr Nash and Cllr Clements.

8.7.2 Training course has been booked for Cllr Thompson-Ayerst for Chair training.

8.7.3 There remains one position for a Parish Councillor.

Action: Clerk to forward all the training slides to all PC.

Action: The PC continue to advertise of the position of Parish Councillor.

8.8 Human Resources

Action: Clerk to reapply for the litter picking grant when it arrives

8.9 Correspondence

An email has been received from a concerned parishioner regarding a verge that has over grown.

Action: Clerk to establish ownership of verge

9 Finance Status Update

9.1 Accounts Status / Finance update

Bank Balances on 21st September 2026 as follows:

Community Account	£4375.04
Reserve Account	£7521.61 (inc £812.55 cil)
FFD Account	£3453.09

Cllr Thompson-Ayerst has now been added to the banking and awaits pin numbers to gain access to accounts.

9.2 Payments for Approval

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

Payee	Amount	Details
Clerk	£652.50	Salary – 10 weeks
Clerk	£20.00	WFH expenses
Black ink	£18.89	Reimbursement to clerk
Litter Picker	£122.10	Salary – 10 weeks
Cllr Audis	£9.13	Mower fuel
LALC	96.00	Training
Total	**£782.04**	

The Clerk has asked for approval from the PC that when the HMRC invoice arrives that the payment can go ahead, HMRC gives us 30 days to pay and then will give a fine for late payment. Proposed Cllr Thompson-Ayerst, Seconded Cllr Clements, all agreed

10 Supplementary Items

10.1 Remembrance Sunday, the PC has agreed to purchase a wreath and two wooden poppy steaks for the two war graves within the graveyard

10.2 The PC are about to run out of web hours; we purchased last in October 2025. Proposed Cllr Ayerst, seconded Cllr Clements, all agreed.

10.2 The PC have received an email asking that the PC do not remove the wooden mushroom that is a plaque for the best kept village, the wooden mushroom is rotten on the base and the top. The PC feel it is a health and safety issue as is beyond repair.

Action: Clerk to send options of wreaths and poppies to the PC and purchase accordingly

Action: Clerk to organise the purchase of 5 web hours @ £20.00 plus VAT

Action: Clerk to contact parishioner and discuss mushroom and if they can replace themselves.

11 Calendar of events

11.1 Remembrance Sunday (see above)

11.2 Defib maintenance, the defib in the phone box is out of its maintenance agreement but continues to be checked by Cllr Nash and it's working well.

11.3 The Defib at the Penny Farthing has a maintenance plan until it is 8 years old however, the defib is working and tested regularly.

Action Cllr Nash to contact defib company regarding.

12 Precept Preparation

12.1 The precept for 2027 was discussed. The finance committee has lost a PC member and is now at two. The PC have agreed that the composition of the finance committee should be reassessed however while this is discussed it was agreed at this stage to avoid any delays in the preparation of the January submission that Cllr Lenton would prepare his draft, Cllr Thompson-Ayerst, Cllr Audis and Cllr Lenton would then hold a meeting to discuss the draft before being shared with the wider PC.

13 Meeting Close

Meeting closed at 20:47