

## TIMBERLAND AND THORPE TILNEY

### EXTRA-ORDINARY PARISH COUNCIL MEETING

These are the draft Minutes of the Extra Ordinary Parish Council Meeting.

Wednesday 12<sup>th</sup> August 2021 at 7.00pm. Timberland Methodist Chapel

Meeting Recorded for minute purposes.

Cllr. Audis Presented the mole traps used on the green

Parishioners not present – Parishioner Correspondence has been received.

Issue raised: Mole Traps

A discussion too took place about how, if and when the moles are set and this discussion included the following:

It has been confirmed that it is not a requirement to have a license for mole traps.

Any traps laid should be checked daily.

Public liability is included in the insurance.

Moles cause a lot of damage if left

Area can be cordoned off if traps are laid

Signs can be displayed

**Agreed: Wait for the response from ROSPA and confirm public liability on the insurance policy. Traps to be removed in the interim.**

**Proposed: Cllr. Lenton    Seconded    Cllr. Sharplin**

**All agreed**

Those present:

Parish Councillors: Stirling, Kornat, Audis, Sharplin, Slater, Lenton and the Clerk.

#### **1. Welcome and Apologies**

The Chair welcomed everyone to the meeting.

Apologies were received from District Cllr. G. Ogden, County Councillor R. Kendrick, and Parish Councillor J. Sharman

#### **2. Declarations of Interest**

**None**

#### **3. Minutes from the meeting held on 21<sup>st</sup> July 2021**

**Agreed as correct**

**Proposed: Cllr. Kornat    Seconded: Cllr. Lenton**

**All Agreed**

#### **4. Local Plan Consultation**

Emails discussing the draft of the submission document had been on-going since the last meeting and a draft response has been written by Cllr. Sharman.

**Agreed: Clerk to send the final submission to the Council before the 24<sup>th</sup> of August 2021.**

**Proposed by Cllr. Lenton    Seconded by: Cllr. Sharplin**

**All agreed**

#### **5. Precept 2022-2023**

##### **5.1.1 Current Balances and Fixed costs**

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Current Banking timberland and Thorpe Tilney Parish Council  
11.08.21

Community Ac	9335.75		
Business	1963.68	Cheque	unpresented
Unpresented cheques	-317.25	244.14	
		59.11	
Planned Exp	-5399.56	14	
Petty Cash	9.27		
Unbanked	0	317.25	
Balance	<b>5591.89</b>		

##### **Proposed** **Contingency**

Elections	2000
IT Equipment	750
Timberland Green	2000
Family Fun Day	781
	<b>£5531</b>

An in-depth discussion took place. The Clerk detailed the process and timings of precept request and submission. The Council reviewed the current figures in the bank which are estimated to the year end for 2021-2022 and the planned expenditure for 2022-2023.

The Council considered carefully, and in depth, the existing and proposed fixed costs for the Council in preparation for the precept request in January 2021.

For at least 7 years the precept has remained the same and consideration is being given to increasing the precept for 2022-2023. The Parish Council does need to retain a reserve to cover any unexpected costs and the precept is requested to cover all fixed costs.

**Agreed: Cllrs. Audis, Lenton, Sharman, Slater, and the Clerk to continue to work on the precept request figure for it to be finalised and submitted in January 2022.**

**Clerk to clarify figures for Cllr. Lenton as a new Councillor.**

**Consideration to be given to an annual contribution from the Parish Council to the Family Fun Day and include this in the precept request.**

#### 5.1.2 Website Administration

In recognition of the importance, challenges, and reliance on website communications LALC are offering a Service Level Agreement to the administration of Council Websites. The discussion included the priority of ensuring that web development and activity must be maintained to a high standard and updated on a regular basis. The adviser working with LALC has supported over 90 council and he works closely with LCC who own the website.

**Agreed: The Clerk to clarify with LALC the options of this Service Level Agreement up to the value of £15.00 per month for a trial period of 1 year and then review.**

**Proposed by: Cllr. Stirling      Seconded: Cllr. Kornat**

**All agreed**

#### 5.1.3 Microsoft 365

This was offered initially as a free trial on the laptop. There was an option to cancel and buy a word package only.

**Agreed: To pay monthly for microsoft365 which offers a full administration package at (£11.28 per month including tax) plus cloud storage and Microsoft teams should it be needed in the future.**

**Proposed by: Cllr. Sharplin and seconded by: Cllr. Lenton**

**All agreed**

#### 5.1.4 Village Hall Broadband

The Clerk confirmed it is possible to contribute to Broadband in the village hall from the Community Infrastructure Levy.

**Agreed: To discuss at the September 2021 meeting when the Village Hall opening may be known, and updated quotes are presented by the Clerk. The Village Hall committee to be asked what support they need towards costs.**

#### 5.1.5 Bank Account

The Clerk confirmed that it is possible to pay by bank transfer when a Councillor(s) has registered for online banking.

**Agreed: Clerk to initially contact Cllr. Sharman with all the relevant information and request for him to second authorise any payments agreed by the full Council. The current arrangement for cheques to remain in place.**

#### 5.2 Precept 2022-2023

**Agreed: Clerk to meet with Cllrs Lenton, Audis, Slater, and Sharman to discuss and make proposals for the November 2021 meeting.**

### **6. Agenda Items for next meeting**

Yellow Lines on West Street

Village Hall Broadband

Village Hall Re-valuation

Parishioner Correspondence

**Date of the next meeting:**

**Wednesday 15<sup>th</sup> September 2021 7pm**

**Venue to be confirmed**