

## HILGAY PARISH COUNCIL

### PARISH CLERK

Ms Claire Dornan

### Meeting Address

The Village Hall  
Station Rd  
Ten Mile Bank  
Downham Market  
PE38 0EP  
Telephone 07706 345 156  
hilgayparishclerk@hotmail.co.uk

Dear Member

You are summoned to attend the meeting of the Full Council to be held on **Thursday 05 September 2019** at 7pm in the Ten Mile Bank Village Hall to discuss the business on the agenda below:

Yours faithfully

Ms Claire Dornan  
Hilgay Parish Clerk  
27 August 2019

Mobile telephone should either be switched off or on silent mode.  
The press and public are welcome to attend.

### AGENDA

#### Emergency Evacuation and Social Media Procedures

- 1) To received Members' apologies for absence
- 2) To received Members' declarations of interest
- 3) To approve the finance section of the minutes of the meeting held on 06 June 2019
- 4) To approve the minutes of the meeting held on 04 July 2019
- 5) Public Participation – 15 minutes allowed (3 minutes per individual)
- 6) To received Chair's report
- 7) To receive Clerk's report
- 8) To receive report from Local Policing Team
- 9) To receive report from Borough Councillor
- 10) To receive report from County Councillor
- 11) To receive Maintenance Officer's report
- 12) To discuss and agree Maintenance Officer's Chainsaw requalification
- 13) To receive and consider correspondence
- 14) To discuss and approve payment of bills and receipt of income
- 15) To discuss and agree action to be taken regarding outstanding invoices due for payment to Parish Council
- 16) To note planning applications received from Borough Council / Norfolk County Council
- 17) To discuss and agree a request from resident for 'No Parking Signs' in Engine Road, Ten Mile Bank

- 18) To receive updates on:
  - a) Parish Council's Bank Mandate
  - b) Request to set up accounts with AT Johnson & Barkers DBS
  - c) Surrender of Tenancy of land at Steel's Drove
  - d) Bus shelter repairs at Ten Mile Bank
  - e) Legionella Results and Risk Assessment
  - f) Highways engineer response
  - g) Hilgay War Memorial Quote
  - h) Parish Laptop
  - i) Footpaths signage
  - j) Parish Council Website
  - k) Facebook management
  - l) Ten Mile Bank defibrillator
  - m) Parish Roadside Tree Inspections
  - n) Playground inspections
- 19) To discuss and agree charge to parishioners to view Annual Governance & Accountability Return documentation
- 20) To discuss and agree location of future Parish Council meetings
- 21) To discuss and agree action to be taken in respect of Norfolk County Council Footpath contract
- 22) To discuss and agree action to be taken with furniture at Riverside, Hilgay
- 23) To discuss and approve Invitation to Bid Letter Parish Partnership 2020-2021
- 24) To discuss and agree Parish Council's role in Riverside News publication
- 25) To discuss and approve use of land next to Hilgay Cemetery
- 26) To discuss and approve street light at Ten Mile Bank junction on A10
- 27) To discuss and agree applications for new street lighting in Hilgay and Ten Mile Bank
- 28) To discuss and agree electricity supplier to Parish Council
- 29) To discuss and agree action to be taken with regards to The Pumphouse Trade Waste bin contract
- 30) To discuss and agree action to be taken on land encroachment onto Parish Council land
- 31) To discuss and agree NP Law Parish Council subscription service
- 32) To discuss and agree action regarding 'The Avenue' Hilgay
- 33) To discuss and agree Parish Council litter pick – Cllr Coogan
- 34) To discuss and agree action to be taken regarding cars parked to the side of Methodist Church
- 35) To discuss and agree actions regarding Christmas tree and celebrations at Hilgay and Ten Mile Bank
- 36) To receive Councillor questions

### **Confidential Items**

### **Public Bodies (Admission to Meetings) Act 1960 – following the exclusion of the public and press:**

- 37) To discuss Parish Clerk's contract
- 38) To discuss payslips

Having come out of confidentiality

- 39) To receive proposal on Parish Clerk's contract
  - 40) To receive suggestions for October 2019 Council Meeting at Hilgay Village Hall
- End.