

# HILGAY PARISH COUNCIL

## **Minutes of the Parish Council meeting held on Thursday 14<sup>th</sup> March 2013 at 7.00pm in Ten Mile Bank village hall**

**Present:** Chairman Cllr G Carter, Cllr R Houghton, Cllr C Wills, Cllr T Hall, Cllr E Hall, Cllr C Dawe, Cllr Scott, Cllr Appleby, Cllr Charlesworth, Cllr P Carter

**Apologies:** Cllr R Martin, Cllr P Bates.

### **Minutes of last meeting**

Minutes of the meeting held 1<sup>st</sup> November 2012 were discussed and agreed to be a true record. Proposer: Cllr C Wills, 2<sup>nd</sup>: Cllr G Carter.

Minutes of the meeting held 10<sup>th</sup> January 2013 were discussed and agreed to be a true record. Proposer: Cllr Appleby, 2<sup>nd</sup>: Cllr C Wills.

### **Declarations of interest**

Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is personal or prejudicial.

Cllr's Hall expressed an interest in items on the agenda involving the allotments.

### **Chairman's reports/updates**

Chairman gave thanks to Cllr Houghton and Cllr Wills for all their help over the past few months with organizing the paper work and issues which have arisen before the new clerk was appointed.

MA Engineering has scheduled the repairs on the slide at Hilgay for May when the weather has improved and they will quote for the brackets to modify the swings. The new swing seats were ordered from Wickstead and have now arrived.

### **Correspondence**

Letter received from a parishioner of Hilgay requesting that the Council consider purchasing salt/grit bins for Hilgay. **Clerk will obtain quotes for grit bins to present at the next meeting for discussion.**

An appeal from the Citizens Advice Bureau for a donation, Council declined at this time.

### **Planning applications**

Permission is granted for single storey extension at Pleasant House Farm, Sedge Drove, Ten Mile Bank.

## Payments for approval

Hodson office supplies	£ 11.99
C Wills	£220.45
Wickstead	£272.11
Hilgay Methodist Church	£ 16.00
LB garden machinery	£ 143.80

All invoices were approved for payment. Proposer: Cllr G Carter, 2<sup>nd</sup>: Cllr R Houghton.

## Matters requiring attention

1. All Councilors signed an application form for dispensation, dis-closable interest form in relation to matters concerning precept setting.
2. Council discussed and agreed to sign Hilgay public toilet lease. Cllr Wills will maintain the toilets on a trial basis. The Council have discussed at what time the toilets should be opened and closed and proposed 8.00am – 8.00pm. A sign may be erected to state opening times and who is responsible for the toilets. Opening date still to be confirmed.  
It was proposed to discuss this at the Annual Parish Meeting to get the views of the parishioners.
3. The dustbins in Hilgay are not being emptied, (one near Chapel, two in the playing field and one near the bus stop) they should be emptied by the BCKLWN weekly collection. **Cllr Wills will monitor this and report to Clerk.**
4. Cllr Houghton brought to the attention of the Council some amendments which need correcting on the burial plan. **Clerk and Cllr Houghton will meet to rectify this.**  
The burial fees for Hilgay are out of date and have not been updated for many years, to bring in line with present day prices and surrounding villages it was proposed as of 1<sup>st</sup> April 2013 the fees will increase to match those of Southery Cemetery.  
Proposer: Cllr Wills, 2<sup>nd</sup>: Cllr Appleby.  
The cemetery sign will be amended with the new Clerks details.
5. There is a vacancy for Parish Councilor preferably a parishioner of Ten Mile Bank. **Cllr Hall will advertise the post on the website [www.Tenmilebank.com](http://www.Tenmilebank.com).** This will also be discussed at the Annual Parish meeting.
6. The Parish Council would like to find a parishioner who would be interested in producing the Riverside news village magazine; Cllr Houghton has spoken with Ten Mile Bank school who has kindly offered to print the magazine. The post will be advertised on the website and discussed at the Annual Parish meeting.
7. Cllr T Hall has kindly offered to post information and the minutes on the Ten Mile Bank website. [www.tenmilebank.com](http://www.tenmilebank.com).

8. Cllr Dawe updated the Council on progress with the proposed new bus shelter/stop in Ten Mile Bank. The shelter will be positioned outside the old chicken farm, Station Road, Ten Mile Bank.  
The cost of the bus shelter is £1500 + vat. **Clerk will place order.**  
To install a concrete plinth and for the erection of the shelter the cost will be £1180.00. **Clerk will inform contractor to go ahead when the weather has improved.**  
Council accepted this quote. Proposer: Cllr T Hall, 2<sup>nd</sup>: Cllr E Hall.  
Council took a vote – 9 Councilor’s for the proposal, 1 against.
9. Council discussed the allotments and now has up to date contact details for tenants. The rent from the two large pieces of land which are currently rented out, help to subsidise the smaller allotments in the centre of the village. Norfolk County Council this year will increase the rent on all of the allotments. One of the large allotments is flooded and needs under draining. Cllr G Carter will discuss this with Norfolk County Council and measure the size of allotments 4-8 to establish the cost of rent for the smaller plots should the large allotments not be rented out.
10. Council discussed purchasing computer and printer for the clerk following a three month trial period.
11. Coggles are awaiting an invoice for recent burial. **Clerk will issue invoice for £110.00.**
12. Cllr D Appleby discussed the possibility of repairs or strengthening work to the river bank in the river field. Cllr G Carter informed council that this is being dealt with via Hilgay Feoffees charity.
13. Cllr Wills discussed maintenance matters: In the last ROSPA report it stated that the level of bark in Ten Mile Bank play area was low, the suggested depth was 12”. Cllr Wills proposed to obtain quotes for new bark. **Clerk will obtain quotes.**

Cllr Wills requested that the council carry out a litter pick in both villages, especially Modney Bridge Road, Ely Road and Mill Hill. **Cllr Charlesworth volunteered to collect litter at Mill Hill.**

In the playing field there are two large concrete litter bins; **clerk will ask BCKLWN about removing these.**

From the school to Stephens Close the edge of the road and verge has been damaged by passing traffic during the pavement refurbishments in Ten Mile Bank. **Clerk to report to highways and request the verge and roadside be reinstated.**

Cllr Wills requested that the Council consider a chainsaw training session, this would be a two day course for the operating and use of a chainsaw and health and safety, and the cost would be approx. £500.00 including the recommended

safety clothing. **Clerk will check existing insurance policy to see if extra training is required to ensure adequate insurance cover.**

14. The Annual Parish Meeting and Annual Parish Council meeting will be held on 9th May 2013.

15. Council agreed to sign a new mandate form for accounts held at Barclays. Cllr G Carter, Cllr R Houghton, Cllr C Dawe, Cllr Charlesworth will be the new signatories. The following signatories will be removed from the mandate Cllr P Batse, Clerk Sharon Tedder.

**Matters requiring attention to be brought forward to the next meeting of the Parish Council.**

No decisions will be made by the Council at this meeting.

Cllr Wills proposed that the Council set up subcommittees to oversee certain areas such as the cemetery and allotments. Cllr R Houghton is happy to continue to oversee the cemetery and Cllr G Carter proposed Cllr Bates to be the liaison for the allotments. **Confirm this with Cllr Bates at the next meeting.**

Cllr Wills has the contact details for a local person who may be able to service the Parish equipment, such as the lawnmowers.

Cllr P Carter requested on behalf of Cllr Martin that the Council meetings be held on the first Thursday of the Month.

Pot holes reported at West End, Hilgay. **Clerk to report to highways.**

Cllr Charlesworth reported two self - seeded holly trees growing at the Church end. **Cllr Wills to attend.**

Cllr T Hall discussed what the situation is with the temporary fencing at Bridge House.

Cllr G Carter has been approached by a parishioner who has informed the Environment Agency that there may be Great Crested Newts in the pond at Glenfields.

Meeting closed 9.30pm

Next meeting of the council will be The Annual Parish Council meeting on 9<sup>th</sup> May 2013 following the Annual Parish meeting at 7.00pm to be held in Hilgay Village hall.

Signed Chairman

Date