

# HILGAY PARISH COUNCIL

## **Draft minutes of the Parish Council meeting held on Thursday 3<sup>rd</sup> July 2014 7.00pm in Ten Mile Bank village hall.**

**Present:** Chairman Cllr G Carter, vice chair Cllr R Houghton, Cllr C Wills, Cllr P Bates, Cllr C Dawe, Cllr P Carter, Cllr A Charlesworth, Cllr D Appleby (arrived 8.00pm), Cllr R Martin, Cllr K Scott, PCSO Esther Bortz, Clerk, Norfolk County Cllr M Storey, Clerk.

**Apologies:** Cllr A Hall, Cllr E Hall, Cllr D Appleby apologized for late arrival due to road traffic accident.

### **Minutes of last meeting**

Minutes of the Parish Council meeting held on 1<sup>st</sup> May 2014 were discussed and agreed to be a true record of proceedings.

Proposer: Cllr C Wills

2<sup>nd</sup>: Cllr C Dawe.

### **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.

None declared.

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

Cllr G Carter welcomed Claire Rooney to the meeting who has now produced the first issue of the Riverside news. The magazine will be produced every two months and distributed to the schools, local shop and Dents farm shop. Help is required to distribute in Hilgay.

It is hoped that sponsorships can be found to advertise in the magazine to help reduce the costs. The schools have been asked to produce reports for the magazine.

If anybody would like to advertise in the Riverside news or would like to submit an article then please contact: [riversideneews@outlook.com](mailto:riversideneews@outlook.com) or phone 01366 377150.

PCSO Esther was present at the meeting and updated the Council on recent criminal activity. During the period of 1<sup>st</sup> May 2014 to 3<sup>rd</sup> July 2014 four crimes were reported.

PCSO reported that there have been a number of thefts and burglaries in villages off the A10, therefore strongly advised that residents keep doors locked and windows closed when out and in the gardens. There have been thefts of garden ornaments and it was recommended that residents take photos of any items they may have in the garden then in the event that they are stolen the items may be traced if they are taken to local auctions etc. The Norfolk police are sharing information with Cambridgeshire in an attempt to recover items and reduce this criminal activity. Please use the 101 telephone number to report any suspicious activities.

Heating oil, red diesel and scrap metal thefts are also still an issue.

Cllr P Carter reported the use of off road motor bikes being used in Hilgay, PCSO will report this and asked anyone to please phone and report this activity when it is happening.

Cllr G Carter gave a brief summary of the items discussed with Elizabeth Truss MP on 16<sup>th</sup> May 2014. Council felt that this was a useful meeting but was very disappointed with the poor attendance from the public.

One parishioner discussed an issue with Elizabeth Truss MP regarding statements or remarks published in her book which she denied writing. The Parishioner has discussed this issue with Cllr G Carter and asked the Council to discuss this particular matter.

Cllr G Carter updated the Council on the ongoing issue with the River field access. The FEOFFEE charity has also discussed this issue and has decided that they wish to register the land with the land registry to safeguard it for the future. They have therefore agreed to investigate this option with Ryston estate. The Parish Council has agreed to this action and proposed to set aside £500.00 towards the costs.

Proposer: Cllr C Wills

2<sup>nd</sup> : Cllr A Charlesworth

### **Maintenance reports/updates**

Progress with War Memorial maintenance: The chain around the memorial has been replaced; the tarmac path and new post tops are still outstanding.

The plumbing in the public toilets needs attention.

Progress report on willow trees and decision on root cutter: The FEOFFEE charity are going to attend to the Willow tree issues and the Parish Council will obtain quotes to have a root cutter clear the pipes once the trees are removed. Clerk will obtain quotes.

Cllr C Wills requested help to cut the hedge around the playing Field in Hilgay, Council agreed to pay a second person to assist.

Cllr Wills discussed the need for a new lawn mower, the old one is still working at present but due to a high work load it does require regular maintenance. Council decided to obtain quotes for a new lawn mower and review at the next meeting.

The waste land next to the cemetery needs clearing. Cllr G Carter agreed to discuss with local farmer to request their help.

Cllr C Wills has strimmed and cleared the pathway at Hubbard's Drove.

Two new swing seats are required in Ten Mile Bank, Council agreed to order these.

Proposer: Cllr K Scott

2<sup>nd</sup>: Cllr C Wills.

### **Correspondence**

Email received from parishioner regarding the overgrown verges along Woodhall Road and Hubbard Drove, dog fouling and high levels of noise generating from the car sales garage.

Email received from parishioner regarding the speed at which some vehicles travel through Ten Mile Bank, and enquires as to whether there are any plans for a 20mph zone or other speed restrictions.

Cllr Hall has received some complaints from residents of Engine Road regarding overgrown bushes, trees and brambles. Also a large conifer overhanging Church Road, these issues have been reported to the highways department.

Norfolk County Council temporary traffic orders affecting the C32 Church Road from 2000m north from the junction with C37 Modney Bridge Road for a distance of 50m north in the Parish of Hilgay because of repairs to damaged bridge. The road will be closed except for access between 08.00am to 18.00hrs from 14th July to 22nd July 2014 for the duration of the works, expected to be approx. 9 days.

Mr. Collins advised the Council that he intends to have the safety fencing moved close to the new building wall at the access ramp until after the raft race on 13th July 2014, the fence will then be moved out again to facilitate putting on the roof.

This year's annual registration exercise starts on 4th August and for the first time everyone will be responsible for their own registration. This is called Individual Electoral Registration (IER) and replaces the previous system which allowed one member of a household to register everyone who lived at their address.

All currently registered electors will have their name and address checked against government records. Those whose details are confirmed will automatically transfer to the IER register without having to do anything and will be notified. Anyone whose details cannot be confirmed will also be notified and asked to provide additional information in order to be registered under IER.

Households where nobody is currently registered will be sent a Household Enquiry Form (HEF). The purpose of this is to ask whether anyone in the house needs to register. If so they will then be sent an Invitation to Register (ITR). Their details will then also be checked against government records before they can be registered.

The Electoral Registration Officer would very much appreciate householders' cooperation in making the change to IER as smooth as possible by promptly responding to any form received. In the event that anyone in a household receives neither confirmation of automatic transfer to IER, a HEF nor an ITR, he/she will need to contact the Electoral Helpline on 01553 616773. This will particularly apply to young people approaching the age of 18 but could also apply to anyone who has joined a household but not yet registered.

Notification of new property address: Bellador, Church Road, Ten Mile Bank.

A resident has reported problems with a street light on Manor Road, Hilgay. This light was reported to Norfolk County Council in February who had passed the job onto UK Power Networks, a transfer of the supply is required. Clerk has once again contacted them and they are currently having difficulties with UK Power networks but have given assurance that the light is still on the list to be connected.

### **Planning applications**

Reserved matters application: Details of four dwelling's layout scale appearance and landscaping at Southwest of Janbera, Station Road, Ten Mile Bank.

No objections were raised, except some concerns regarding drainage.

## Payments for approval

C Wills (May)	£ 583.75
C Wills Expense	£54.20
Clerk (May)	£ 212.00
Clerks expenses	£ 51.86
Clerk (June)	£ 212.00
Clerk expenses	£ 36.66
C Wills (June)	£ 747.72
C Wills expenses	£ 72.00
E.on May	£155.77
E.on (June)	£ 160.97
Miracle design and play	£11484.20
Hodson office supplies	£35.99
K and M Lighting May-June	£ 113.66
K and M Lighting June – July	£113.66
BCKLW dog bins	£312.00
Mole control	£95.00
HMRC	£48.00
Norse	£832.58
Hilgay village hall hire 01.05.14	£14.00
Norfolk RCC membership	£ 20.00
Norfolk Playing Field association	£25.00
Lees garden machinery	£104.00
C Dawe lawn mower fuel	£ 37.01
HMRC	£107.24

All payments approved for payment Proposer: Cllr R Martin , 2<sup>nd</sup>: Cllr D Appleby.

## Matters requiring attention

The Council have reviewed and updated the burial fees for Hilgay cemetery. Some prices increases have been made.

Memorial applications received and approved by Council: Violet May Gipp and Charles Dearsley.

Additional inscription memorial application for John Macro has been approved.

The Parish Council submitted a bid for a Vehicle Activated Speed (VAS) sign for Ten Mile Bank from the Norfolk County Council Parish Partnership Scheme, and the bid has been accepted. The total cost for the Vehicle activated speed sign is £5170.50 of which the Parish Council must pay £2585.25.

The Council voted: 4 Cllrs for, 2 Cllrs against, 1 abstained from the vote. The Council will accept the Parish Partnership scheme and pay £2585.25 towards the cost of the VAS.

The new swings at Hilgay have been delivered and installed this week. Need to level the area underneath and replace the grass mats.

The rocking horse has been removed and a bench will be made in this area using the remaining metal posts and a new wooden top. Cllr G Carter to organize.

The proposal for a Skate Park in Hilgay is still in discussions, a suitable site for the skate park must be agreed upon. Councilors were asked to think about a suitable site and if indeed a skate park is suitable in Hilgay, for discussion next meeting. One suggested site was on River field, near the public toilets.

The Council was asked to consider another dog bin in Hilgay. The cost of a new dog waste bin is approx. £84.00 + vat and the cost of a post. The emptying costs are £1.25 + vat per bin/week.

The Parish Council currently has 3 dog waste bins in Hilgay and 1 in Ten Mile Bank, these cost £312.00 per year to empty, and therefore it would cost a further £78.00 for an extra bin.

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

These issues have been raised by the Council to be addressed at the next meeting of the Parish Council; no decisions will be made by the Council at this meeting.

Cllr P Bates requested that the allotment holders were asked not to sublet their allotments, only allotment holders should tend to their individual plots. All allotment holders should notify the Clerk if they no longer wish to work their allotment.

Cllr P Carter requested that the Council once again write to Downham Town Council regarding the situation with the Hollies bus stop shelter area.

Cllr P Bates has received complaints from walkers regarding the Sandy Lane/ East End areas which are reported to be in need of cutting.

Cllr R Houghton requested that a layby sign is erected on Engine Road.

Cllr M Storey updated the Council on recent press releases including a park and ride scheme to Norwich airport, ongoing issues regarding the incinerator, World War 1 grants.

Meeting closed 9.00pm

Next meeting of the Council will held on 4<sup>th</sup> September 2014 at 7.00pm in Hilgay village hall.

Signed Chairman.....

Date.....