

HILGAY PARISH COUNCIL

Draft minutes of the Annual Parish Council meeting held on Thursday 12th May 2016 at 7.10pm in Hilgay village hall.

Election of chairperson and to receive the declaration of acceptance of office

Cllr G Carter was elected as chairman

Proposer: Cllr A Charlesworth

2nd: Cllr J Evans

Election of vice chair

Cllr R Houghton was elected vice chair.

Proposer: Cllr P Bates

2nd: Cllr C Dawe

Apologies: Cllr A Hall, Cllr E Hall, Cllr M Storey

Present: Cllr V Martin, Cllr G Carter, Cllr R Houghton, Cllr P Bates, Cllr P Carter, Cllr C Dawe, Cllr J Evans, Cllr A Chalrelsworth, Cllr G Harris, Clerk

Members of the public: 5

Minutes of last meeting

Minutes of the Parish Council meeting held on 3rd March 2016 were discussed and agreed to be a true record of proceedings.

Proposer: Cllr C Dawe

2nd: Cllr R Houghton

Public comments and questions

Members of the public brought to the attention of the Council that the area outside of the school becomes very icy in winter and there are no provisions for salt/grit in that area. Council will consider the purchase of a salt bin before this winter.

Thanks were given for the maintenance work carried out by C Wills and the Parish Council in and around the Church yard in Ten Mile Bank.

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 R Houghton expressed an interest in payments

Cllr P Carter expressed an interest in planning applications.

Chairman's annual reports/updates

The Council discussed the zip line at Ten Mile Bank play area and the Parish Councils insurance company, Zurich has confirmed that they would accept a confirmation of compliance from ROSPA. Therefore, no further action has been taken to repair the zip line as recommended by Wicksteed following the play area inspection report in 2015.

Some members of the Parish Council and parishioners of Ten Mile Bank attended a meeting held in Ten Mile Bank with Andrew Wallace (Highways) and PCSO on 15th March 2016 to discuss traffic calming measures. Mr. Wallace agreed to get 30mph signs painted on road. If the parish requires a flashing school sign or vehicle activated signs then these can be applied for through the parish partnership scheme.

The Council has provided 100 30mph wheelie bin stickers which have now been distributed in Ten Mile Bank to houses on Station Road.

Cllr C Dawe requested that the Council purchase a further 100 stickers for the houses on Engine Road and Church Road.

Proposer: Cllr C Dawe

2nd Cllr R Houghton

6 in favour, 1 against.

The Council will therefore purchase a further 100 stickers.

The Council has been awarded funding through the Parish Partnership scheme for a vehicle activated speed sign; this can be moved to different locations and also used in Ten Mile Bank.

Maintenance reports/updates

C Wills no longer has access to a trailer to transport the lawn mower between Hilgay and Ten Mile Bank; he has therefore requested a new trailer and asked the Council to consider a storage facility in Hilgay for the equipment.

Cllr V Martin suggested that in future these issues must be considered before equipment is purchased.

The fence around the playing field in Ten Mile Bank requires some attention. The school is currently dealing with this matter.

The football hut in Hilgay still requires attention and the concrete blocks need moving.

Toilet door at River Field is still in need of repair. The toilets remain closed.

Correspondence

Cllr D Appleby has resigned from his position as parish councilor due to work commitments. The Parish Council would like to thank Mr. Appleby for his commitment and support during his time as a Parish councilor.

MAGPAS Helmed has requested a donation.

West Norfolk village games will be held again this summer.

Information regarding footpath, Tower Road. The fence which Free bridge have erected is at the end of the footpath and only restricts access to the rear of one of Freebridge's properties and Willow Lodge, again owned by Freebridge. As Willow Lodge is currently

empty, Freebridge would prefer only limited access to Willow Lodge for security and health and safety issues.

5 year supply of housing: The Borough Council has announced that it believes it has a 5 year supply of deliverable housing sites across the Borough. This means that from today planning applications for housing development will once again be considered using local planning policies set out in the Local Development Framework (LDF)/Local Plan. Please note that the issue of 5 year supply will be thoroughly tested at the forthcoming Public Inquiry at Heacham, due to be held between 17 – 24 May, with the Inspector due to produce his report in early-mid July. We will need to reassess the position following the decision of the Inspector, and will update you again at that time.

One-to-one word press training: A one hour training course aimed at those clerks and councilors who are responsible for administering and updating their Norfolk Parishes website.

Mr. B Howard has very kindly offered to set up a website for Hilgay. Cllr V Martin will work with Mr. Howard to get this underway.

Institute of cemetery and crematorium management are holding a training course in Marham.

A letter has been received from Aardvark landscaping and fencing, the company would like to be considered for any work which may be required around the villages.

Planning applications

Council reviewed the following applications:

16/00622/F: Two storey extension to side and rear of existing property and front porch at Aurora Ely Road, Hilgay

16/00443/F: Rear extension to dwelling at The Brambles, Hubbards Drove, Hilgay.

16/00711/F: Repair of PRC airey properties in accordance with MDS Halifax scheme including new facing brick external skin at 43 and 45 Tower Road Hilgay.

16/00403/CU: Change of use from residential to mixed use of residential and business at Glebe Cottage Station Road Ten Mile Bank.

16/00469/F: Proposed conversion and extension to stable to form dwelling at land east side of Ely Road Hilgay.

No objections were raised by the Council to the above applications.

Many councilors do not respond to applications which are sent out by the Clerk. It was discussed and agreed that all Councilors must respond to the Clerk with their decision on each application. If there are any queries or matters which need to be discussed then a meeting of the Council will be called to discuss the application in detail.

Payments for approval

C Wills	£249.13
HMRC	£ 84.80
C Wills Fuel	£ 4.71
Clerk March	£265.88
Clerk expenses	£ 56.74
K and M Lighting	£ 119.33
K and M Lighting	£ 119.33
K and M Lighting	£ 119.33
J D Signs	£ 150.00
BCKLWN trade bin	£ 292.36
Angian water	£ 31.96
E.on	£ 199.00
E.on	£192.65
Norfolk County Council	£1610.00
NPFA membership	£ 25.00
NALC	£ 229.15
NORSE	£ 522.00
Hodson office supplies	£ 42.20
Clerk wages April	£ 300.56
Expenses	£ 42.28
C Wills	£ 441.23
HMRC	£ 69.40
C Wills expense	£ 44.64
D K Collins	£ 36.00
R Houghton	£ 429.88
SAM2	£1600.00
B Stubbins	£ 100.00
C Wills Fuel/strimmer parts	£ 14.80
C Dawe Fuel	£ 24.54

At the meeting on 3rd March 2016 Council agreed to pay Aon insurance £874.38, after further investigation and discussion with the Chairman it was decided to pay Zurich £1053.11, as the level of cover was superior.

All payments were approved for payment

Proposer: Cllr C Dawe

2nd: Cllr J Evans

Matters requiring attention

The parish council bid for funding from the Parish Partnership scheme has been successful for one SAM2 unit. All Councilors except one were in favour of purchasing the unit.

Proposer: Cllr V Martin

2nd: G Harris

AF Holman memorial applications for Fred Macro and Peter Hucks were approved by the council.

Proposer: R Houghton

2nd: P Bates

The Council discussed the removal of concrete slab in Hilgay play area and agreed that this was the best option. Cllr G Carter will organize this to be removed ASAP.

The end of year accounts were approved by Council and signed. Ms B Stubbins carried out the internal audit.

Proposer: Cllr C Dawe

2nd Cllr J Evans

The annual play area inspection report will be due once again after the summer. It was decided to appoint Wicksteed leisure to carry out the inspection again this year. Fenland leisure and ROSPA were also considered.

Proposer: Cllr J Evans

2nd: Cllr C Dawe.

The War memorial requires some general maintenance. It was agreed to obtain quotes to carry out a survey and inspection of the war memorial to find out what work is required. The Council will then investigate if there are any grants available to help with the costs.

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 V Martin suggested that the council meets on a monthly basis and would like to set up management committees to monitor areas such as footpaths and cemetery

Some of the footpaths which the Parish Council maintains require some gravel. These will be inspected and reported at the next meeting. Cllr V Martin suggested a footpath committee be assigned to monitor the paths.

The footpath which runs from Ely Road to A10 is very overgrown. Clerk will contact Norfolk County Council to find out if they are cutting any paths this year.

Cllr P Bates reported that one footpath has been blocked by electric fence, Cllr G Carter will investigate.

At the bottom of Steels Drove the gate sign is missing and the water is lying in this area with nowhere to go, highways need to clear this area again. Also the dyke along the A10 is blocked at one end.

Cllr V Martin reported that the road signs in Hilgay are dirty and need cleaning.

Warning notices at the children's play area are not big enough and Cllr V Martin would like them to state "play at your own risk".

Cllr A Charlesworth would like copies of the Public Rights Of way map in Hilgay.

The Council previously discussed obtaining funding for flower planter in the village. It was suggested that the council ask local business if they would like to sponsor a planter for the village.

Next meeting of the Council will be 7th July 2016 in Ten Mile Bank village hall at 7.00pm

Signed Chairman.....

Date.....