

# HILGAY PARISH COUNCIL

## **Draft minutes of the Parish Council meeting held on Thursday 10<sup>th</sup> November 2016 7.00pm in Ten Mile Bank Village hall**

**Present:** Cllr G Carter(arrived 7.10pm), Cllr R Houghton, Cllr G Harris, Cllr V Martin, Cllr A Charlesworth, Cllr P Bates, Cllr P Carter, Cllr A Holmes, Cllr R Martin, Cllr C Dawe, Cllr E Hall, Cllr M Storey, Clerk.

**Apologies:** Cllr A Hall

**Members of the public:** 6

### **Minutes of Last meeting**

Minutes from the last Parish Council meetings held on 1<sup>st</sup> and 29<sup>th</sup> September 2016 were discussed and agreed to be a true record of proceedings.

Proposer: Cllr C Dawe

2<sup>nd</sup>: Cllr G Harris

### **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 a personal interest in payments.

### **Public comments/questions**

No decisions will be made by the Council; matters will be put forward to the next meeting of the Parish Council for discussion.

A complaint has been received from a parishioner regarding the lack of advertising for the Parish Council meetings and the website is not updated. There are no contact details available for the Parish Councillors on the websites or parish notice boards.

Members of the public discussed the issues raised at the meeting held at Ten Mile Bank school on 3<sup>rd</sup> November 2016 regarding the public consultation for the proposal to close Ten Mile Bank Primary school. Parishioners stated that this meeting was not advertised to all parents and the parish council was not informed. A further information meeting will be held on 22<sup>nd</sup> November 2016 at 6.30pm at Ten Mile Bank School. Following this it is expected that a public consultation will follow.

Parishioners have organized an action group try and stop the closure of the school and requested the Parish Council support.

It was proposed to support the group and supply a budget of maximum £500.00 to fund leaflets, printing costs etc.

Proposer: Cllr C Dawe

2<sup>nd</sup>: Cllr V Martin.

All in favor.

The Council will contact Elizabeth Truss MP and Cllr T White to gain support.

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

A formal complaint has been made against a Parish Councilor, the Borough Council of Kings Lynn and West Norfolk will be asked to investigate this appropriately via the monitoring officer.

Clerk attended a meeting with Andrew Kitchen consultant land agent for Norfolk County Council on 07.10.16 to discuss a rent review for Hilgay land. The proposed new terms will be determined next year to take effect from Michaelmas 2017 and will be sent out next year. The new rent will be payable from Lady Day 2018.

Clerk has requested a copy of the tenancy agreement between the Parish Council and Norfolk County Council.

One piece of land requires under draining, Clerk has asked Mr. Kitchen to investigate this.

Finance committee which includes Cllr C Dawe, Cllr A Holmes, Cllr V Martin and the Clerk held an initial meeting on 06.10.16 to discuss how and what the committee will be responsible for and what areas need to be looked at and reviewed by the committee.

#### Outcomes of this meeting to discuss with the Parish Council:

Monthly meeting may increase costs by approx of £500.00 per year

Propose to increase the precept for 2017/18 according to the September inflation rates plus 1%

Develop a work plan to check rents, external contracts etc

Ensure that there are proper agreements in place for the River Field and the Playing field between the parties to ensure that the council is aware of its responsibilities as tenants.

Cllr G Carter will investigate the agreement between the Diocese and Parish Council with regard to the playing field.

Cllr V Martin and Cllr A Holmes will begin the process of archiving the old parish council documents.

Cllr E Hall discussed the extra costs involved in holding monthly meetings. It was proposed to trial monthly meetings for six months then reassess the costing and success of monthly meetings in June 2017.

Proposer: Cllr V Martin

2<sup>nd</sup>: Cllr G Harris

6 in favor

4 against

Traffic data results from Hilgay are available to view. Permission has been granted for the SAM unit to be moved to Ten Mile Bank for four week periods.

### **Maintenance reports/updates**

A trailer has become available to purchase for £400.00; this would transport the ride on lawn mower to and from Hilgay. Concerns were raised that new legislation is in place regarding the brakes on trailers. This will be investigated before the trailer is purchased. If legislation means that the trailer conforms then the council agreed to purchase it before next meeting at a cost of £400.00

Proposer: Cllr V Martin

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

8 in favor.

Cllr Hall reported that footpaths 4, 5 and 9 have been cleared and are passable but will need maintenance by the Parish starting next spring to keep them in good order. Quotes will also

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be requested from contractors. It was also suggested that perhaps the youth community services have programmes where work can be carried out in parishes.

The hedge cutter, strimmer, tractor mower and pole cutter require a maintenance service. Cllr C Dawe will organise with C Wills.

Quotes for toilet door repair have been received. It was decided to put this on hold until the next meeting and a costing of how much money has been spent on the toilets so far will be discussed.

The Hilgay Parish website is almost ready for launch.

Council discussed removal of football hut once again.

## **Correspondence**

Notification of new property addresses: 1A and 1B New Row Hilgay.

Letter of complaint from resident regarding lack of information of parish council meeting dates

Letter of complaint against a councillor.

Safer neighborhood action panel (SNAP) minutes from meeting held 3<sup>rd</sup> August 2016.

Parish Partnership scheme will be available again for 2017/18.

Local government finance settlement consultation

## **Planning applications**

16/01838/BT: removal of public payphone – none in the parish

## **Payments for approval**

Clerk wages Aug	£291.50
Expenses	£43.38
C Dawe Fuel	£44.61
C Wills Wages Aug	£281.53
West Norfolk Canoe Club donation	£150.00
HMRC	£29.60
Thurlow Nunn repairs	£122.01
E.ON streetlights	£199.07
Village hall hire	£16.00
CGM Maintenance	£147.60
Hodson Office supplies ink	£35.02
K & M Lighting	£199.33
C Wills expenses	£75.16
Anglian water River field	£52.88
Fenland leisure play area inspections	£180.00
CGM Maint	£42.00
CGM maintenance Sept	£147.60

CGM Maint Oct	£182.40
Clerks Wages Sept	£233.20
Expenses	£57.60
C Wills Wages Sept	£424.05
Expenses	£25.99
Maxey grounds rent – Playing field	£300.80
K & M Lighting 13.10.16- 12.11.16	£119.33
Norfolk County Council rent	£1610.00
R Houghton repairs/maint	£63.16
Countryside services clearing footpaths	£72.00
E.on streetlights	£222.38
Hilgay village hall hire	£16.00
Poppy wreaths	£40.00
Hostpresto website	£37.99
E.on	£229.80

All payments were approved for payment. Although it was noted that the repairs to the sprayer were costly.

Proposer: Cllr V Martin

2<sup>nd</sup>: Cllr G Harris

### **Matters requiring attention**

The Streetlight maintenance contract is due for renewal. Quotes have been received and reviewed. It was agreed to enter a 3 year contract with K and M Lighting.

All Councilors agreed

Proposer: Cllr A Holmes

2<sup>nd</sup> Cllr V Martin

A resident has requested that the council consider installing an additional streetlight on Powers Place. Council will investigate the costs involved.

All councilors must sign and adopt code of conduct.

Dog waste stickers have been received from the BCKLWN; these will be distributed around the parish.

A request has been made for further 2 dog waste bins in Hilgay and 1 in Ten Mile Bank. The bins cost from £86.52 + vat upwards. Each bin is emptied weekly at a cost of £1.25 per bin. Hilgay currently has 5 and Ten Mile Bank has 1.

Council proposed to purchase 3 new bins.

Proposer: Cllr G Harris

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

6 in favor

2 against.

Therefore 3 bins will be purchased, these will be green.

The hire for the village halls will now be £20.00 per meeting.

The Parish partnership scheme is available for 2016/17. Ideas discussed were flashing speed sign for ten Mile Bank.

The Council discussed the grass cutting maintenance contracts for 2017 season. Quotes will be obtained.

Memorial applications for Daniel Everett and Gladys May Legge have been approved.

The Clerk has resigned from post and interviews will be held for a replacement Clerk. The position has been advertised on the Norfolk Association of Local Councils website.

Cllr P Bates brought to the attention of the council the consultation that some schools in the region could lose their lollipop men and women. A public consultation begins 15<sup>th</sup> November 2016.

The 30mph sign is still missing on Church Road Ten Mile Bank.

The holly tree is overhanging near the church gate. Cllr Bates will deal with this.

The play area inspections have been carried out and a few maintenance issues raised. Clerk will check with insurance company as to whether C Wills will be able to carry out the repairs.

**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.

The Parish Council made a donation to the West Norfolk Canoe Club and Cllr R Houghton requested to know what the money has been used for.

Next meeting of the Council will be held on 1<sup>st</sup> December 2016 at 7.00pm in Hilgay Village Hall.

Signed Chairman.....

Date.....