

**MINUTES OF THE HILGAY PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING
HELD ON 26 MAY 2011**

This Meeting was rescheduled from 19 May 2011. The above Meeting was held at Hilgay Village Hall, commencing immediately after the closure of the Annual Residents Meeting.

Mr G Carter was re-elected as Chairman.

Mr R Houghton was re-elected as Vice Chairman.

The Chairman welcomed Mrs Elaine Hall – newly elected Councillor for the Ten Mile Bank Ward.

PRESENT: Mr G Carter, Mr R Houghton, Mrs E Hall, Mr P Bates, Mr C Dawe, Mr M Higgins, Mr C Wills, Mr P Carter, Mr D Gordon, Mr R Martin, and 2 Members of the Public

1. APOLOGIES FOR ABSENCE – Mrs A Charlesworth

All Councillors signed the Declaration of Acceptance Form at this Meeting

Return of Election Expenses Forms are required

Return of Financial Interest Forms are required

2. DECLARATION OF INTEREST IN ITEMS ON THE AGENDA - None

3. TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 3 MARCH 2011

The Minutes were duly agreed and signed as a true record by the Chairman.

4 TO REPORT MATTERS ARISING FROM THE MINUTES

HIGHWAYS MATTERS

Modney Bridge Road/A10 - Access issues.

Parish Council are not satisfied with Highways stance that they cannot find any issues with this junction.

Parish Council Issues:-

Vehicles overtaking vehicles as they turn into Modney Bridge Road

Difficulties locating the junction at night

Current road surface signage is not alerting drivers sufficiently.

Request made to Highways for 'no overtaking' signage, and for reflector posts to be installed at the junction.

May 2011 Update

New Engineer in place – will raise this issue again.

Pupils Alighting from the Downham High School Bus – Pupils are still being dropped on the opposite side to the pavement in Station Road putting them at risk from oncoming traffic. Clerk to contact Norfolk County Council again.

May 2011 Update

NCC advised that buses are unable to reverse and therefore could not stop in the cul de sac.

Cllr Dawe established that for pupils to remain on the bus would add an extra half an hour to the home journey.

Cllr Dawe's discussions with the bus drivers has resulted in the High School Bus stopping in the middle of the road, thus preventing vehicles for overtaking the parked bus, and the driver guides the pupils to the safety of the footpath.

Bus Timetable, Station Road – still not moved to bus shelter. Clerk requested to remind the Authority again.

May 2011 Update

NCC have requested Engineers to action this request. Still outstanding as of 26 May 2011.

All Saints Church Clock – obscured by overgrown trees. Churchyard is also very overgrown.

May 2011 Update

Meeting held with BCKLWN. Churchyard Maintenance has now been taken back in house by the BCKLWN.

2nd Meeting to take place with BCKLWN once their responsibilities have been looked into.

Village Road – centre white lining – proposal to remove or allow to fade. Clerk to discuss with Highways.

March 2011 Update

Highways have advised that if the Parish Council put in a request for Highways to allow the white lining to fade throughout the Village, the Parish Council will then be responsible for any vehicle collisions as the white lines provide guidance as to vehicle positioning on the road.

The Parish Council agreed not to proceed with this matter.

May 2011 Update – Mrs Charlesworth, in her absence, has advised that she is not satisfied with the response from Highways – believing their response may be based on an out of date trunk road category.

It was unanimously agreed that this proposal is not to be progressed, and that the matter is closed.

4 contd ..

The Green fronting Manby Close – vehicles driving over the Green. PCSO Watson advised that photographic evidence was required, but that she would look into the legislation governing a vehicle mounting the pavement and driving across a Public Open Space.

March 2011 Update – No response from the PCSO Team as yet.

May 2011 Update - BCKLWN have agreed to place warning signage on the Green, advising – no vehicles allowed.

Steels Drove Turning Area – Currently, the Refuse vehicles has to reverse down West End into Steels Drove. Requested Highways extend the turning area to allow Refuse vehicle to travel forwards and turn around at the bottom of Steels Drove.

Highways response 26/5/11. *'With regard to Steeles Drove turning area I have yet to get the chance to look at this. As I understand it there is a turning area there at present so providing the land required to extend is Highway I would have no problem in extending'*.

May 2011 Update Steels Drove Storm Drain – needs emptying. Reported again to Highways

Dent's Garage – proposal to use as Recycling Centre

May 2011 Update

Resident complaint received 28/4/11- that a scrapyard had been set up in the Village

Chairman met with owner, and reported that the site is being used for 2nd hand tyre sales, and 2nd hand car sales. Owner attended this Meeting, and has requested the following item be placed in the June 2011 issue of the Riverside News.

Fairfield Garage (Dents Garage- Hilgay) - *'We would like to take this opportunity to explain the business we are running from Dent's Transport Yard in Bridge Street, Hilgay. We are repairing and selling secondhand cars and vans on this site. We would like to stress we are not breaking or dismantling vehicles on this site. We do have an Authorised Treatment Facility (Breakers yard) at Outwell, and if anyone needs a part we are happy for them to order them from Hilgay.*

Currently my daughter Penny is in the office dealing with day to day matters and we employ a qualified part time mechanic. We are hoping to offer our services to the local community at a competitive rate and in the future plan to employ 1 or 2 more peoples as business picks up.

If anyone has any comments or queries we can be contacted on 01366 388655 during opening hours and 07778 344533 after hours. Should anyone wish to look around, please call or pop in and have a coffee and a chat.

Penny and Kevin Scot'

Mr Scot also advised that the BCKLW Planning Officer, and NCC Waste Officer have attended the site. Current licence has expired. Planning Application is to be made. Permission granted to clear the wood from the site.

Mr Scot has received one complaint about noise when he was making repairs to his own vehicle.

All Saints PCC – Repayment of Loan - All Saints PCC have now taken on the financial commitment of the rental of the Glen Field, the Parish Council have enquired as to whether the PCC were now in a position to repay the £500 loan made to them by the Parish Council. Cllr Bates advised he would raise this question with the All Saints PCC (4.11.10)

January 2011 Update – Cllr Bates advised that the issue of the repayment of the loan will be an Agenda Item at the All Saints PCC AGM to be held on 21 March 2011. The Chairman advised he will attend.

May 2011 Update

Response from Father David Evans 19/5/11: *'Your minutes will recall an evening when I addressed the Parish Council, and asked for a donation to cover the huge costs a small congregation carries in maintaining the church for the whole community. (about £10k pa) Our records recall that the PCC was delighted to receive the subsequent donation. Had it been a loan, we would not have accepted it because at that point we were in no position to repay it. Have a look at your minutes and see if they match ours'*.

Clerk again advised Father David that a signed loan agreement was in place, with an unspecified repayment date.

Response from Father David Evans 26/5/11 – *'I'll put it on the next agenda'*.

Clerk has requested date of next PCC Meeting, and confirmed that a copy of the Agreement will be passed to Father David Evans – even though they do actually already hold a copy.

Resident(s) riding motorcycles across the Allotments to gain vehicular access to the rear of their property.

Clerk requested to send written notification to Resident(s) to cease driving motorcycles across the Allotments with immediate effect.

May 2011 Update Residents advised verbally that they will be attending this Meeting with their legal representative, as they wish to continue riding across the allotments to gain access to the rear of their property as they have nowhere else to park their motorcycles. Resident did not attend Meeting. At present, no motorcycles have been seen riding across the Allotments.

4 contd ..

Resident Complaint – Locked Lych Gates to the Avenue, All Saints Church (Disabled Access)

This is the 2nd complaint from the same Resident about being unable to drive to the churchyard as the gates are locked.

'I am sending this email to complain about the cemetery gates, I have asked the vicar on several occasions for the gates to be open every Mondays. I went this Monday hoping I was going to get up there with it being a lovely day but when I got there they were locked it is becoming very upsetting for my mum who is 82 and the last time she has been up to visit her husband was 24 of December. Also on that day we went to the church to light a candle and could not get into the church either. I have to take my mum up to the cemetery in the car as she cannot walk up there and also I could not get up the other way either so that means if the gates are locked my mum and myself cannot get to the grave of her husband and my dad. Could you please act on this matter as soon as you can please. Also when I ring the vicar it is the answer machine, you have to agree that this is not acceptable'

Response from Father David Evans 9/5/11

'I open at about 8.45am when I'm around.

I hear that in the past Mrs Cole has been able to use alternative access from Ely Road when the gates have been locked.

It's regrettable that the gates have to be locked at all, but the present and ongoing lead theft issue requires it. The PCC did consider making a key available, say in Dent's shop. Unfortunately, the key is a Borough Council master to all their locks. So that was not an option.'

Cllr Bates advised that the gates are open from 9am to 5pm daily, and if Resident telephones in advance he will ensure the gate is open.

Fly Tipping Issues at River Field due to removal of Environment Agency Waste Bin

Hilgay PC wrote to the EA on 9/5/11 as follows: If you recall, when you removed the waste bin last year, we made a formal complaint to you that the Environment Agency decision to remove your waste bin will create a fly tipping problem at our River Field - a local beauty spot. As predicted this has become a reality. The Parish Council are concerned that you expect BCKLWN resources to finance your cost cutting exercise of removing your waste bin that was in

place for your licence paying river users.

Hilgay Parish Council again request that you reinstate your waste bin for use by your licence payers.

EA response dated 20/5/11 'thanks for your email unfortunately we cannot fulfil your request and we will not be replacing the bin at Hilgay, we do still provide refuse disposal at some of our sites such as Denver, St Ives and Hermitage locks, if you think that fly tipping is occurring I have previously given you details of the local Authority who should deal with this.'

BCKLWN Notification to Close the River Field Public Conveniences

The BCKLWN are not prepared to offer the Hilgay Feoffee Charity a renewal of the expired lease (expired 2005) due to the high vandalism.

The Parish Council proposal is to keep the toilets open, and request a grant from the BCKLWN.

Matter is to be discussed at the Feoffee Meeting.

Clerk requested to obtain BCKLWN past 3 year's running costs for the Public Conveniences, and clarify if the BCKLWN would be prepared to pass the costs, that would otherwise be spent in having to demolish the building and infrastructure, to the Parish Council in the form of a Maintenance Grant.

May 2011 Update

Expenditure provided by BCKLWN – does not include consumables and staff costs

Electricity	£
2008/2009	283.81
2009/2010	242.01
2010/2011	132.76

Anglian Water

2008/2009	2,488.23
2009/2010	560.92 – period June to Sept a lot lower this year for some reason
2010/2011	2,330.47

BCKLWN looking into Parish Council request for a Maintenance Grant.

Clerk has requested conveniences remain open past 30 June 2011 due to the Charity event on the River Field in July.

4 contd ..

Play Trail at Hilgay Playing Field Update

NCC NP Law require Parish Council to sign Playbuilder Grant Agreement (for the £47,000 grant towards the Play Trail). Agreement in the address of Anita Stewart – Parish Council to amend by hand.

It was unanimously agreed that the Chairman and Vice Chairman sign the Playbuilder Grant Agreement at this Meeting.

Hand support for stile now installed

Issues raised with Proludic - some minor items becoming loose. Awaiting report from Anita Stewart.

Sign to be placed on play equipment – thanking Anita Stewart and her team for their achievement

Ten Mile Bank Play Equipment

Sport Safety Ltd (ROSPA) carried out inspection in Feb 2011

Reported –

Gate closure – finger trapping risk – requires new rubber buffer and projecting bolt cut off

Cradle swing – failed on distances between seat side and support, edges not chamfered – recommend replace with smooth quicklink.

Surfacing – geo textile exposed – needs securing. Bark needs topping up to minimum depth of 300mm.

Multi Play – risk of finger entrapment between ladder runs and supports, and tighten loose eye at bottom of ladder chain pulls through centre post at tyres – chain needs tightening or ensure chain is not allowed to pull through

Tyres retaining water – drill holes to let out water

May 2011 Update – The above works have been carried out by the Ten Mile Bank Maintenance Officer.

Clerk to order playbark.

Hilgay Play Equipment

March 2011 Update

Clerk has met with 39 Engineers, who will produce Report for internal use. It is unsure if their Officer will authorise these works to be carried out, and there may be a cost involved. Requested Clerk provide a letter confirming that the Parish Council will have works safety inspected should the works proceed. 39 Engineers advised that if they received authorisation to do this work – the slide and rocking horse can be repaired in situ. D Shackles for swings – will fit if the Parish Council can supply.

Additional gap in hedging by old play equipment needs attention.

May 2011 Update

Confirmation letter sent to 39 Engineers. No response from the 39 Engineers as yet.

A general discussion took place, concluding that this matter has been with the 39 Engineers for over 1 year, and that the Parish Council need to take urgent action to effect repairs.

It was unanimously agreed that quotations will be sought from commercial companies. Chairman to arrange.

Sportsafe UK Ltd

Complaint from Hilgay Parish Council to Sportsafe UK dated 5.4.11

'I am writing to you as Director, as I am concerned that you may not be aware of the poor customer service that your staff are providing to your Clients.

We have had a disasterous working relationship with your company over a period of several years, and I outline issues as follows:

- 1 *Equipment missed on an inspection.*
- 2 *Invoices sent to the Village Schools instead of the Parish Council.*
- 3 *Ridiculously high quotations for repairs (the basketball hoop)*
- 4 *Quotation for unnecessary work.*
5. *Failure to understand where our equipment was sited.*
- 6 *Failure of your Engineer to spot major faults in our slide, and a Safety Certificate being issued on the slide.*
- 7 *The failure in Item 6 resulting in the Parish Council being reported to the Borough Council for operating unsafe equipment.*
- 8 *Failure to provide a Report after an emergency inspection*
- 9 *Failure to inspect both sites.*
10. *Unrequested Inspection of both sites at the wrong time of the year.*
- 11 *Safety Certificates being issued without Reports, thus misleading the Council that all equipment had been passed.*
- 12 *Advising the Parish Council that we were not, and never have been a Client of your Company. When I requested to speak to Mathew Lee, the Manager, I was informed - 'oh, he has left'. No further assistance offered!*
- 13 *Failure to update your database with Client contact details - hence your staff still using a 4 year out of date telephone number.*

4 contd ..

Complaint from Hilgay Parish Council to Sportsafe UK dated 5.4.11 contd ..

Whenever I have had cause to telephone your Company, it has resulted in frustration. Members of staff seem unable or unwilling to provide the services requested. In past years, in order to ensure that our June Annual

Inspection was carried out properly, I have had to resort to contacting you as the Director of the Company. I can honestly say that everytime I have had contact with your company, dealing with various members of your staff over a period of years, I have had no confidence whatsoever that any of my requests would be carried out. This would be intolerable situation with any services company, but as Sportsafe UK errors are putting public health and safety at risk, this has been a major concern to the Parish Council'.

Response from Sportsafe UK dated 24/5/11

Thank you for your E mail highlighting the poor service you have received, which I will endeavour to answer. I can assure you we do offer a good service to the vast majority of our customers, we service over 10,000 sites across the UK and as an approved ISO audited company, we receive very few official complaints. In an average year we would typically receive approximately 20 complaints, we service the 10,000 sites and most sites will have two visits per year so the percentage of complaints is very low, however we do take complaints seriously and make changes within the company to address them and demonstrate continuous improvement.

I feel where we have gone wrong on this particular occasion is that your sites are not the typical site for us, we normally deal with County Councils with hundreds of sites under each contract and they are logged and tracked accordingly, your site falls into one of those County Council areas, so the staff treated it as a Norfolk County Council site which it wasn't, meaning it got arranged with and as a school, this caused some of these errors, they are tracked under these councils but as yours was an individual site it was not treated and dealt with as it should have been.

With hindsight, we should have given you an account manager as the larger contracts have, this would have given you a personal point of contact and avoided many of the issues you faced, I understand that we have let you down and the lesson for us has been to split these contracts up and we have now given all our customers an account manager who ensure the services are carried out every year and at the right time. We should also have had an asset register from you at the very beginning highlighting what equipment was yours and what you wanted inspecting.

I do apologise personally for the lack of service you have received as it would appear we have failed to deliver a quality service to you and would like to offer the parish council with a £100 credit on our account for any sports equipment you would like to purchase or to be donated to a charity of your choice.

Your sites have now been removed from our records and held on stop to avoid anyone raising any future visits.

Once again I apologise and thank you for your patience.

The Parish Council have noted that above response.

It was unanimously agreed that the 2 Schools within the Parish should benefit from the £100 credit offer.

Welney Flooding Update (extract from Minutes of the Adjoining Councils Meeting 18.4.11)

Some signs have been moved to provide earlier warning. Work is to be undertaken to patch up the road and bring it all to a similar level. Research is being undertaken into the trigger points for road closure and a two phase system is being considered with a Warning Phase and then a Closure Phase. Work has been undertaken to improve the ditches in the wash to improve drainage.

Steels Drove Address Issue – Resolved.

5 CORRESPONDENCE RECEIVED

MAR

7th Norfolk Link Issue 182

11th BCKLWN Special Council Meeting – 17 March 2011

19th BKLWN Council Meeting Agenda – 28 April 2011

APR

11th NCC Part Night Lighting Update: Bexwell Road, and Civray Avenue, Downham Market have been exempted

MAY

12th .BCKLWN Annual Council Meeting Agenda – 19 May 2011

6 ACCOUNTS & FINANCE including the following Financial Matters

6a FINANCIAL MATTERS TO REPORT

Allotment 2010 Update – All rents paid, New Tenant allocated to Plot 22

Maintenance Officers Tax Liability – Both Officers have a new tax code resulting in nil tax contributions.

6a contd ..

Clerk's Spinal Column Point

Clerk's current rate is still at £10.84 – SCP 24 - 1 April 2009).

SCP should have increased to £11.18 - SCP25 on 1 April 2010

SCP should have increased to £11.55 – SCP26 on 1 April 2011 (Maximum SCP is 27)

(The above hourly rates are based on rates set on 1 April 2009).

It was unanimously agreed to place the above Item on the July 2011 Agenda.

Request for Donations: MacMillan Cancer Support, Norfolk Age UK. and East Anglia Childrens Hospice.

It was unanimously agreed to decline the above requests for donations.

Norfolk RCC – membership invitation. **Declined.**

Norfolk ALC – membership renewal £209.66. **It was unanimously agreed to renew the Norfolk ALC annual membership.**

Hilgay VC Primary School – Invoice received for grass cutting of Hilgay Playing Field Apr 2010 to Mar 2011 @ £600.

Clerk has queried amount Hilgay School is paying to Norse. Amount is £1,200 + VAT includes school grounds maintenance, shrub beds, hedge cutting and track marking.

Clerk requested to ascertain what percentage of the grassed area of the Hilgay Playing Field is being cut on behalf of Hilgay School by Norse.

6b TO CONSIDER APPROVAL OF PAYMENT OF DUE INVOICES

	<u>As of 3 March 2011</u>	<u>As of 26 May 2011</u>
Community Account	£80,983.23	£7,610.02
Tracker Account	£34,118.13	£45,124.16
	£115,101.36	£52,734.18

Monies In

11.3.11	R Ebbs – Allotment Rent for October 2010	£5.25
15.3.11	LB Machinery Riverside News Advertising Feb, Apr, Jun, Aug, Oct, Dec @ £5 each	£30.00
28.3.11	Customs & Excise Year End 10 VAT Reclaim	£910.23
	YEAR END 12	
11.4.11	BCKLWN Precept for Year End 12	£20,543.00
6.5.11	North Runcton Parish Council contribution to new printer	£28.05

6b Monies Out (3.3.11)

Notified Payments from January 2011 Meeting

102268	A Stewart – stile works	£24.38
102269	A Stewart mileage @ £40 + coachbolts (climbing wall)=£21.88	£61.88
102270	A Scordellis Tx Mth 10 (27 Dec to 30 Jan 11) 20hrs @ £7.88=£157.60 less tax= £31.52	£126.08
102271	C Wills Tx Mth 10 (27 Dec to 30 Jan 11) 12.25hrs @ £7.88=£96.53 less tax-£19.31	£77.22
102272	SL Tedder Tx Mth 10 (27 Dec to 30 Jan 11) 25 hrs @ £10.84	£271.00
102273	Zurich Insurance – new play equipment all risks 28 Jan to 31 Mar 11	£110.11
	For Approval at this Meeting	
102274	Proludic supply and install new play trail Inv 2121J2688	£77,394.01
102275	Proludic – play equipment extras Inv2119S95005	£577.37
102276	Play Safety Inv 228701 Play Trail Inspection for insurance purposes	£474.00
102277	RB Garden Design – landscaping Inv 01	£733.20
102278	SL Tedder Tx Mth 11 (27 Dec to 30 Jan 11) 25 hrs @ £10.84	£271.00
102279	Play Safety Inv 228702 Ten Mile Bank Play Equipment Inspection	£75.60
102280	A Scordellis Tx Mth 11 (31 Jan to 28 Feb 11) 16hrs @ £7.88ph=£126.08 less tax=£25.22	£100.86
102281	BCKLWN Inv 2685 Dog Litter July to Dec 10	£69.04
102282	EFS Solutions Inv 1623 Printing of Riverside News Feb issue	£33.00
102283	MHB Services Inv 6719 S/L Maint 13 Jan to 12 Feb 2011	£209.82
102284	Norfolk Playing Fields Annual Membership	£20.00
102285	SL Tedder – Expenses Stamps=£4.60 + Land Registry Fee = £8	£12.60
102286	E Martin – reimbursement of Play Trail Opening refreshment costs	£41.54
102287	Colin Wills Tx Mth 11 (31 Jan to 28 Feb 11) 5hrs @ £7.88ph= £39.40 less tax=£7.88	£31.52

NOTIFIED PAYMENTS

Maintenance Officers & Clerk Salaries and Expenses & HMRC Payments

Direct Debit – EON for Mar & Apr 2011 @ £153.50 per month

6b

Invoices due for payment at this meeting (26.5.11)

102298 Mole Control Inv1450 Mole control at New Play Area	£95.00
102299 NCC Inv1198580 ½ year allotment rent Oct 2010 to Apr 2011	£1,020.00
102300 C Dawes – reimburse of petrol expenses for TMB grass cutting equipment	£27.00
102301 EFS Solutions Inv 1817 Print of Riverside News Apr 2011 issue	£49.50
102301 Norse In 59661 ½ season grass cutting Hilgay Playing Field	£467.87
102303 Kew Grass Care Inv 9605 April cutting of River Field	£134.40
102304 Hodsons Inv91206 3 x Ink=£60.57 Inv92310 1 x Ink=£14.99	£75.56
102305 MHB Services Inv6903 13 Mar to 12 May +13 May to 12 July @ £209.82 each	£419.64
102306 SL Tedder Expenses Stamps=£7.64 + BT/Broadband Dec to Mar=£42.96	£50.60
102307 B Fox Inv9084 Internal Audit for Year End 11	£80.00
102308 Norfolk ALC Annual Membership 2011 to 2012	£209.66
102309 C Wills Expenses – Petrol £20 + Tubing £10.04	£30.04

NOTIFIED PAYMENTS

Maintenance Officers & Clerk Salaries and Expenses :-

102310 C Wills Tx Mth 2 (26 Apr -30 May 2011) 20hrs 25mins @ £7.88	£160.85
102311 SL Tedder Tx Mth 2 (28 Apr-26 May 2011) 25hrs @ £10.84	£271.00
102312 A Scordellis Tx Mth 2 (26 April – 30 May 2011) 35hrs @ £7.88ph	£275.80

Direct Debit – EON for May & Jun 2011 @ £153.80 per month

It was proposed by Mr Houghton, seconded by Mr Dawe, and unanimously agreed to pay the above invoices and notified payments.

7 TO APPROVE THE YEAR END 11 ACCOUNTS FOR THE PURPOSE OF AUDIT

Year End 11 Accounts have been approved by the Internal Auditor.

Auditor has advised

1. Insurance: the Fidelity Guarantee is low and there is no Libel and Slander Cover. **Clerk to ascertain this.**
2. Street lights and bus shelters are not covered. **Parish Council removed this cover some years ago.**
3. Underpayment of Clerk's salary for Tax Month 9. **To be paid in Year End 12.**
4. Queried Clerk's tax contributions - Auditor is aware that Clerk has 2 employments that HMRC 'overlook' annually – thus Clerk ignores allocated tax codes – which are incorrect, and makes full contributions where due, and also makes a personal annual return via an Accountant – who checks all income, including PAYE contributions.

Clerk's note: All Community Assets have been reduced to a nominal value of £1 each

Approval of Accounts and Agreement of the Effectiveness of the System of Internal Audit by Parish Council is required before submitting the Annual Return to the External Auditors (Mazars).

System of Internal Audit

1. All Invoices are submitted to Full Council for approval of payment at the relevant Parish Council Meeting.
2. Three signatories are required on each cheque.
3. At each Parish Council Meeting the following is reported:
 - Cheques issued from the previous Meeting.
 - Invoices due for payment.
 - Current balances on all bank accounts.
 - Monies received in.
 - Financial Matters to report.
4. The Annual Internal Audit is conducted by Barry Fox who is completely independent of Hilgay Parish Council.

It was proposed by Mr Dawe, seconded by Mr Higgins, and unanimously agreed to approve Section 2 – The Annual Governance Statement of the Year End 2011 Annual Return, and that the Parish Council approve the Year End 11 Accounts, and that the Chairman sign the Annual Return.

8. PLANNING CONSULTATION – NOTIFICATIONS and DECISIONS and MEMORIAL HEADPIECES NOTIFICATION TO PARISH

11/00612/F_ - Proposed first floor side extension at Church Farm, 20 Church Road, Ten Mile Bank. Awaiting Planning Committee decision.

AWAITING NCC / BCKLWN/PLANNING INSPECTORATE DECISION

10/01890/F – Proposed single Storey Dwelling at Land South of Gilmarcy, Church Road, Hilgay. Parish Council Approved 20.11.10. Referred to Planning Inspectorate Ref APP/V2635/A/11/2145048/WF. Comments deadline 14.3.11. May 2011 Update – No decision from Planning Inspectorate as yet.

8 contd ..

NOTICE OF DECISION - None

PLANNING CORRESPONDENCE

04/01314/NMA2 – Non Material Amendment – Construction of 2 Semi Detached Houses at land adjacent Store Cottage, Station Road, Ten Mile Bank. Apply 1 roof light to front (NW) roof plane of both dwellings. Re-position single pane window to serve ground floor utility room from rear (SE) elevation of both dwellings). Parking is already an issue along this section of the road – Clerk requested to raise issue of lack of parking at this development with BCKLWN Planning.

May 2011 Update

Planning Officer has advised that parking is in line with 2004 planning regulations.

NORFOLK CORE STRATEGY AND MINERALS AND WASTE DEVELOPMENT MANAGEMENT POLICIES DPD EXAMINATION BUDGET 2011: *PLANNING FOR GROWTH*. IMPACT OF THE RECENT GOVERNMENT STATEMENTS ON THE SOUNDNESS OF THE CORE STRATEGY. Further to your representations in respect of the Norfolk Minerals and Waste Core Strategy you may be aware of the planning policy changes that were announced in the 2011 Budget recently, particularly the Written Ministerial Statement 'Planning for Growth' issued by The Rt. Hon Greg Clark MP, Minister of State, on 23 March 2011 and the further details contained in the Treasury's 'The Plan for Growth' (see below for the web links to these). <http://www.communities.gov.uk/statements/corporate/planningforgrowth>
http://cdn.hm-treasury.gov.uk/2011budget_growth.pdf

In view of the great significance attached by the Government to the reform of the planning system to promote sustainable economic growth and jobs, the Inspector invites your views as to how this might affect your case and the soundness of the Norfolk DPD. The Inspector is fully aware of the content of the Government's statements and so these should not be repeated.

What is important for his consideration is the application and relevance of those policies to the soundness of the DPD.

Your views, if any, should be sent to me either by email or via the postal address below by 6th May 2011 at the latest. The Inspector will take any submitted views into account.

The Inspector has also asked the Council to comment on the significance of these recent Government statements for the Core Strategy. The potential materiality of the 'Planning for Growth' and other Budget statements on planning policy reform will be discussed in relevant hearing sessions. **Noted.**

Memorial Headpieces for Approval Kathleen Howlett – **Approved.**
Cyril John Crane - **Approved.**

ENFORCEMENT MATTERS

Lodge Farm Meadow, Ely Road – installation of caravan, toilets, levelled gravelled area, and entranceway has been widened. Clerk requested to report to BCKLWN Enforcement.

May 2011 Update

BCKLWN Enforcement Investigation Reference: 11/00196/UNOPDE – details provided so far:

I have commenced investigation concerning the above address. The owner is proposing to use the Land for 5 touring caravans to be registered with the Caravan Club with a maximum of 5 touring caravans at any one time, to be clearer the type of caravan towed behind a car for recreational purposes.

The use of the Land for this purpose would be deemed to be Permitted Development; however, anything ancillary to the use of the Land may require Planning Permission. I will be meeting with the owner again to fully establish the facts. I will update you when progress has been made, unfortunately due to high work loads and prioritisation of cases this may not be for some time. Please feel free to contact me if you require an update in the meantime.

It was unanimously agreed to monitor this matter.

9 TO CONSIDER THE PARISH COUNCILLOR VACANCY APPLICATIONS

2 Vacancies exist

1. Written Application received. Kevin Scott.
2. Verbal Application received by the Chairman – Desmond Dent

It was unanimously agreed that the vacancies would be further advertised before commencing the co-option process.

10 PUBLIC PARTICIPATION - None

11 HILGAY MATTERS

Steels Drove – Resident complaint that Steels Drove is not swept. **BCKLWN only sweep roads with pavements.**

11 contd ..

Foresters Avenue Bus Shelter – leaking, and being used as a urinal. **Report to Maintenance Officer.**

Rights of Way – overgrown. **NCC are only cutting once this growing season.**

Tree in River – by Hilgay Bridge. **Report to the Environment Agency.**

NCC Broadband for Schools – Test rig has been erected at Hilgay School. Residents can use system if they are signed up to a library card. All Saints Church tower would be ideal for a relay aerial. **Chairman and Clerk to liaise with the PCC and the Diocese of Ely.**

12 TEN MILE BANK MATTERS

Modney Bridge Road – major road subsidence on the bend.

Narrows Brooks Development, Church Road – 20 children live in the Development, who often play outside and on the river bank. Signage required to warn motorists – Children Playing.
It was unanimously agreed to have 2 signs made @ maximum cost of £250.00.

Ten Mile Bank Playing Field – standard of grass cutting very poor. **Clerk requested to raise this issue with Norse.**

Maintenance Officer Matters: has carried out spraying duties in both Villages.

Clerk's Matters: Denver Parish Council are undertaking Whole Council Training on 2 August 2011, from 7pm to 9pm, and have invited Hilgay to the training. Mrs Hall has indicated an interest in attending.

With no further business the Chairman closed the Meeting at 9.38pm.

Forthcoming 2011 Meetings commencing at 7pm

Thursday, 7 July 2011 at Ten Mile Bank Village Hall

Thursday, 1 September 2011 at Hilgay Village Hall

Thursday, 3 November 2011 at Ten Mile Bank Village Hall