

**HILGAY PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON 01 APRIL 2021**

PRESENT/ATTENDING BY TEAMS

Hilgay

Cllr Graham Cater (Chair), Cllr Annabel Charlesworth (Vice Chair), Cllr Elaine Hall, Cllr Norman Highnam, Cllr Jane Heatrick,

Ten Mile Bank

Cllr Ryan Coogan,

Members of the Public

Two members of the public attended the meeting. In addition, County Councillor Martin Storey and Parish Council Maintenance Officer Colin Wills, attended the meeting.

The Chair opened the meeting at 19:02

- 01/21 To receive apologies for absence**
Cllr Andy Greening – work commitments, Borough Cllr Alan Holmes – previous commitment, Cllr Peter Bates and Cllr Peter Carter – unable to access TEAMS
Cllr Susan Anan - illness
No apologies were received from Cllr Faye Coleridge who was not in attendance
The Chair, Cllr Graham Cater announced that Cllr Ray Houghton sadly passed away on 30-04-2021. A minutes silence was held as a mark of respect and private reflection for all the hard work Cllr Houghton had given over his incredible 60 year service to the Parish as a Parish Councillor, member of the Feoffees Charity and school Governor. A card of condolence will be sent to his family.
- 02/21 To receive declarations of interest in items of the agenda and any requests for dispensation**
None declared
- 03/21 To approve and sign the minutes of the virtual meeting held on 4th March 2021**
Proposer Cllr Jane Heatrick
Seconder Cllr Norman Highnam
All present were in favour excluding Cllr Annabel Charlesworth who abstained – motion passed
- 04/21 Public Participation (15 mins – 3 mins per person max)**
Borough Cllr Alan Holmes provided an update via email prior to the meeting which the Clerk read out. This referred to the Government's refusal to extend the capacity for local council meetings to continue to meet virtually. Guidance has been very unclear and has led to confusion for many Parish Councils. Discussion took place regarding how the Parish Council are able to conduct the Annual meeting in May 2021. It is hoped the Village Hall will be useable but may require the date to be moved to comply with lockdown restrictions.
A member of the Public asked if it is viable for the Parish Council to spend money on refurbishment of the Riverfield toilets in Hilgay highlighting a

number of historic issues including excessive water bills and vandalism. They have been closed since 2019 due to issues with sewage and testing for Legionnaires disease.

Cllr Graham Carter confirmed the Parish Council are looking to open the accessible toilet. They will require some money spending on them but we are investigating reclassifying the River as a swimming river and have a grant to support the refurbishment. Cllr Ryan Coogan confirmed having done some door to door enquiries, the majority of people want to see them re-opened.

A member of the Public sent an email on 29-03-21 regarding the ongoing issue of dog fouling at Ten Mile Bank playing field. A

suggestion was made for additional signage next to the gate

The Parish Council recognised the sign has been there for many years – it is quite big and quite clear

ACTION – information to be put on website and social media / noticeboards

County Cllr Martin Storey gave a verbal update on the Governments decisions about the future of virtual meetings and the elections due to be held on 06-05-21 - all information is on the website

05/21

Maintenance Officers Report

TMB - a number of pot holes have appeared and requested the Parish Council also reports this

- Advised some repairs need to be made to equipment on the playing field including Youth shelter floor and beams on monkey bars – Cllr Ryan Coogan advised this did not require urgent work but is getting a bit worn because its made from wood. It may require replacing with steel in the future
- Basketball net repaired
- Trees – advised the Parish Council these might need a tree surgeon
- Dog bins – a new one is needed due to fire damage – **ACTION** Clerk to re-order one through the Borough Council

HILGAY - Facia board needs replacing on bus shelter **ACTION** Cllr Graham Carter will arrange materials

- Advised Diocese need to cut their roadway **ACTION** Clerk to write to request it is cut it back

Requested Maintenance hourly rate is reviewed as it has remained the same for 2 years. **ACTION** Cllr Graham Carter agreed this will be done at the May meeting

06/21

the last meeting

Chairs report on progress of items not on the agenda carried forward from

- a. Update on Riverside Toilets
Hoping the tank will be repaired over the Easter weekend – bit of rubbish left by visitors after the sunny weekend
- b. Update on propose Speed Watch
Volunteers are still needed – need to encourage participation to ensure we have enough
- c. Update on Riverside News

Mr Barrington has resigned as editor due to poor health. A new editor has taken over this role. Thank you Dave and Val Barrington for all your hard work over the years producing the Riverside News

d. Parish Common Land update

A separate meeting will be held once all the documents have been collated to allow public comment and options for further actions to be taken

e. Dog fouling issue (Cllr Norman Highnam)

Additional posters are being printed to be placed around the Parish

f. Update on encroachment of Watermans Lane footpath by landowner

There has been a delay getting the drawings on new computer – ongoing

07/21

Clerks report and correspondence

a. Cllr Andy Greening advised by email that the Church at Ten Mile, would like some help with tree trimming

ACTION – Agreed it is not our responsibility and would set a precedent. Clerk to inform Cllr Andy Greening.

b. Clerk advised she is preparing for the Internal auditor – lots of printing and ink – will aim to be more paperless next year

c. Review of the standing orders and financial regulations is need to be adopted at next meeting

ACTION - Clerk to circulate for amendments

d. Notices have been posted for 1 x Parish Councillor Vacancy in Hilgay - this will now be extended to a further one in TMB

e. Clerks access to online Banking is almost complete and should be in place by the next meeting

f. The Clerk advised that a minute will be added to reflect the verbal (02-10-2020) and written (email 24-02-2021) apology previously given to a member of the public for a misunderstanding of information provided by a Parish Councillor. However, the apology was not formally recorded in the minutes. It is recorded in the minutes of today's meeting, that a verbal apology was given by the Councillor in question directly to the member of the public and confirmed in writing on behalf of the Parish Council. This now concludes the matter.

g. In response to an email from Colin Wills (Maintenance Officer), Cllr Norman Highnam has confirmed the Church wall by the Gravediggers shed in Hilgay is the responsibility of the Borough council. The wall is dangerous, in urgent need of repair and needs roping off. **ACTION** Clerk to send letter to Borough Council, and cc to Borough Cllr Alan Holmes County Cllr Martin Storey

08/21

Updates from Working Parties

COMMUNITIONS / TECHNOLOGY (Cllrs Ryan Coogan, Faye Coleridge and Norman Highnam)

- Riverside News is on track – the new editor is doing brilliant job
- Looking at other technologies and packages that can keep people updated instantly

ALLOTMENTS (Cllrs Elaine Hall and Peter Bates)

- One residents hedge still needs cutting back
- New allotment tenant settling in - all looking well kept

- 3 people on waiting list for allotments

FOOTPATHS (Cllrs Susan Annan, Elaine Hall and Norman Highnam)

- The public footpaths damaged over winter by farm machinery are drying up
- Need to locate footpath map done in 2016 and laminate for noticeboards – footpath survey was also done identifying who maintains them.

ACTION Clerk to get more printed and put on website

PLANNING (Cllrs Jane Heatrick and Andy Greening)

- Nothing to report

FINANCE AND RESOURCES (Cllrs Ryan Coogan, Faye Coleridge and Graham Carter)

- Been difficult to meet – need to get together to look at budget

09/21

War Memorial update (Cllr Norman Highnam)

- Will apply to have it registered once work is complete
- Insurances and Risk Assessment will be done - credit check is all ok on Fairhaven
- will be lifted and taken away by crane leaving fencing up for a few weeks – will make good with top soil and grass seed
- Budgeted for 18k - 50% payment upfront and rest on completion
- Will try to do it when shools are out and let all those nearby know what is happening
- Cllr Jane Heatrick asked if inscriptions are going to be corrected? Cllr Norman Highnam confirmed plaques will not be changed
- Rededication ceremony will be planned – USAF want to send a representative as do Marham and Ely Diocese Air Cadets – and ideally someone from British Legion. Will also involve Hilgay Silver Band - Good Companions will be asked to do refreshments

PROPOSAL – That the Parish Council will commence work, to be completed between May and the end of June 2021

Proposer JH

Secunder AC

No objections from any of those present – motion passed – the Chair thanked Cllr Norman Highnam for all his hard work on this project

10/21

Proposal for Ten Mile Bank Youth Shelter/Band Stand repairs (Cllr Ryan Coogan)

- Floor is significantly deteriorating – been patched up in past – needs replacing and is currently a trip hazard and needs urgent attention
- 2 x quotes received to replace the floor – one has offered services for free
- Cllr Norman Highnam requested we need to have sight / copy of their insurance
- Cll Elaine Hall recommended any repair needs to come with a guarantee

Proposal – for repairs to be undertaken to the TMB Youth Shelter / Band stand

Proposer – Cllr Norman Highnam

Secunder- Cllr Elaine Hall

No objections from any of those present – motion passed

11/21 **Planning Applications (a) To receive results on applications 26-02 to 04-03-21**

20/01742/F Hilgay Cronins Cottage Steels Drove Hilgay DOWNHAM MARKET Norfolk PE38 0FA - REMOVAL OR VARIATION OF CONDITION 1 OF PLANNING PERMSSION
19/01339/F: Use of property for part residential and part dog day care and home boarding business Application Permitted 26 February 2021 Delegated Decision

(b) To discuss any applications received

None received

12/21 **Finance - to approve payments for March 2021**

Proposer - Cllr Jane Heatrick

Seconder - Cllr Annabel Charlesworth

All present were in favour – motion passed

13/21 **To receive items for the next meeting agenda to be held on 13-05-2021.**

May 13th 2021 Annual Meeting from 7.00-7.30 followed by Parish Council Meeting

Meeting ended 21.06

Signed Cllr Graham Carter Chair on
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