

HILGAY PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Thursday 01-10-2020 at 7.00pm at

Hilgay Village Hall

This meeting was also accessible via Zoom for those shielding from COVID-19

Present:

Hilgay Ward

Clr Graham Carter (Chair), Cllr Annabel Charlesworth (Vice Chair), Cllr Jane Heatrick, Cllr Gillian Harris, Cllr Norman Highnam, Cllr Susan Annan, Cllr Peter Carter

Clr Elaine Hall – via ZOOM

Ten Mile Bank Ward

Clr Ryan Coogan, Cllr Andy Greening, Cllr Ray Houghton

Clr Faye Coleridge – via ZOOM

Other non Council Members Present

Colin Wills (Maintenance Officer), Borough Cllr Martin Storey joined the meeting via ZOOM at 7.24pm

The Chair opened the meeting

1. To receive Members apologies for absence

Clr Peter Bates (shielding)

2. To receive Members Declarations of Interest

None declared

3. To approve minutes of 03rd September 2020

Approved

4. Hilgay and TMB Planning applications

(a) To receive results on applications - none received

(b) To discuss any applications received – none received

5. Public Participation – 15 minutes

Mr Peter Dornan – commented that the Parish Council website has not been updated and still displays out of date information and that no action has been taken to rectify this.

Mr Dornan requested his name is removed from the Website as this should have been done after he resigned from the Council.

Mr Dornan's comments were noted and assurance given by the Chair that these matters are being addressed by the Clerk

6. Maintenance Officers Report

Mr Colin Wills submitted his report that included

- a) A number of trees that have come down in the high winds are being dealt with.
- b) Plans are in place to trim the nettles in Waterman's Lane next year.
- c) Mr Colin Wills requested permission to spray amongst the graves where the trimmer could not reach in Ten Mile Bank Churchyard and advised that the verge had been sprayed by other unknown persons

ACTION Council gave permission for Mr Colin Wills to carry out the work required.

7. Chairs Report

Cllr Graham Carter gave his report to Council as follows

- a) To discuss employing a payroll company in line with an increasing number of Parishes to process staff wages**

Proposal was made to contract a payroll company to manage the payment of wages on basis of financial efficiency and neutral transparency. In preparation, the Clerk had sourced 2 quotes and awaiting a 3rd.

Proposed by Cllr Gillian Harris

Seconded by Cllr Jane Heatrick

All present agreed to outsource to best quote

- b) To discuss Clerks contract**

ACTION - Cllrs Susan Annan, Ryan Coogan, Faye Coleridge and Norman Highnam to proof read and finalise

- c) To discuss future format of Riverside news publication**

Options are being considered for paper and electronic copies to be available once it is up and running again. Can also be uploaded to the Parish Council Website.

- d) Update on ongoing dispute regarding refund of electricity from LED lighting – (Cllr Elaine Hall)**

No update was available

ACTION - add to November agenda

- e) Update on Ten Mile Bank playing field fence – meeting with Diocese – (Cllr Elaine Hall)**

Cllr Graham Carter has attempted to follow up with Mr Green to no avail.

ACTION - Cllr Graham Carter to request Cllr Peter Bates to explore further

f) To update on reinstatement of the Riverside field gate – (Cllr Norman Highnam)

Cllr Carter will request Feoffees Charity to reconsider re-instating the gate

ACTION - add to November agenda

g) Update on Lawnmower guarantee (Cllr Elaine Hall)

Cllr Carter confirmed he has spoken to Thurlow Nunn Standen (TNS) and the matter is resolved.

ACTION - Guarantee is confirmed for 5 years - issue resolved.

h) To update on Hilgay and TMB Website and discuss proposal from Steve Jackman regarding updating and providing training to Clerk on Wix website

Steve Jackman has quoted to undertake both for £90.00.

ACTION Council agreed to pursue this with a majority vote in favour of accepting this proposal

i) Tree overhanging along Thistle Hill bridleway

Cllr Graham Carter thanked Feoffees for dealing with this

Watermans Way brambles also need cutting back – however the walkway has become narrow as the boundary of an adjoining field has encroached onto the footpath

ACTION Cllr Graham Carter will write to the landowners concerned and update at November meeting

8. To discuss Councillors ambitions for future projects in preparation for 2021/22 budget

Suggestions were put forward to include consideration of Additional play equipment for Ten Mile Bank playing field

- Fencing options for Wild Flower Meadow at Hilgay
- Restoration / alternative use of Grave Diggers Shed at Hilgay
- Options for potential alternative use of Hilgay Church
- Registering The River Wissey as a swimming river
- Preserving Footpaths and Bridleways

9. To further discuss proposals to reinstate working parties following the November 2020 Parish Council Meeting

ACTION - to be carried forward to November meeting

10. To discuss future use of Gravediggers Shed at Hilgay

Options were considered for renovating or re-purposing the shed for public use. Cllr Norman Highnam will source some quotes

ACTION – to be carried forward to November agenda

11. To update on Ranger visit to Hilgay and highway issues (Cllr Norman Highnam)

Cllr Susan Annan stated she was very impressed with the work carried out by the Rangers and proposed inviting Highways to a future meeting

ACTION – Clerk to arrange

12. Proposal to reinstate the footpath under the bridge to allow crossing of the A10 and to provide a link to the new proposed footpath on the Fordham side of the Hilgay bridge. (Cllrs Norman Highnam/Gillian Harris)

Cllr Gillian Harris reported David Mills (Highways) has confirmed this is not an official footpath

ACTION - Clerk to write letter to Fordham Parish Council and add to November agenda

13. To consider COVID-19 update (Cllr Norman Highnam)

Cllr Norman Highnam confirmed the survey was completed but the Parish did not qualify. Cllr Norman Highnam will make further enquiries

ACTION – to be carried forward to November meeting

14. Update on Hilgay and TMB Litter Pick event (Cllr Faye Coleridge)

Cllr Faye Coleridge confirmed both had been a success and thanked those who participated.

ACTION - Item resolved

15. Proposal for a village survey (Cllr Faye Coleridge)

Cllr Faye Coleridge highlighted this had been raised as part of the feedback from the litter pick and suggested the Parish Council could seek views from Parishioners about what they would like to see happening in their villages.

ACTION – Cllr Faye Coleridge to draft a survey and bring to November meeting

16. Potential repairs needed to War Memorial at Hilgay – Norman Highnam to report back to next meeting

Cllr Andy Greening asked for this to also include maintenance of the War Memorial at Ten Mile Bank

ACTION – Cllr Graham Carter will ask Mr Colin Wills to do some general tidying – to be carried over to November agenda

17. Update on Christmas Trees and Lights – Jane Heatrick

Cllr Jane Heatrick confirmed Bay Tree of Hilgay will supply the Christmas tree for Hilgay. The Ten Mile Bank Christmas tree is in storage – Cllr Graham Carter has sourced a new controller for the lights

ACTION - Item resolved

18. Consideration of Right of Access land at Ten Mile Bank – (Cllrs Faye Coleridge, Ryan Coogan and Andy Greening)

Cllr Ryan Coogan confirmed this has been investigated and recommended to Council, that this needs to be tabled as a confidential item on the next agenda. This was challenged by Cllr Elaine Hall who advised as this was public money it should be openly discussed.

ACTION – to be added to November agenda as a confidential item

19. To discuss the Old Methodist Chapel Land at TMB (Cllr Elaine Hall)

The owner has confirmed building works will commence in Spring 2021 – however planning permission expires in January 2021 so this may start sooner.

ACTION - Item resolved

20. Allotment update to discuss (1) the Pumphouse bin contract on allotment land to include recycling bin (Cllr Elaine Hall) (2) Update on outcome of letter sent to residents who back on to the allotments – hedge trimming (Cllr Gillian Harris)

Residents responded well to letters sent out by the Clerk requesting hedges were trimmed.

Only one resident did not respond.

ACTION - follow up letter to be sent by Clerk in conjunction with Cllr Graham Carter

Contract for Pumphouse bin needs to be located and reviewed

ACTION - Cllr Graham Carter to speak to owner and locate contract

21. To update on Hilgay and TMB Website

Cllr Ryan Coogan proposed a separate domain name for both sites and to ensure they are also linked

Proposed by Cllr Andy Greening

Seconded by Cllr Ryan Coogan

All present agreed

22. To receive and consider correspondence

a) The Clerk reported a lamp post had been knocked over in Tower Road Hilgay – This has been reported to the Police and an investigation is ongoing. The Clerk is pursuing the delivery company for insurance details to make a claim against the driver.

Proposal for the Parish Council to continue with paying for and erecting a new post and claiming back the monies from the insurance company

Proposed by Cllr Andy Greening

Seconded by Cllr Peter Carter

All present agreed

b) The Clerk confirmed receipt of a £10k Covid grant on behalf of Parish Council

c) The Clerk confirmed correspondence from Henry Walker (Farm Conservation Advisor, Norfolk Farming and Wildlife Advisory Group) regarding a tree planting programme. Given the timescale for participating in this scheme, it will not be possible to benefit this year. However this may be an option in future years

23. To agree bill payments – all were approved by the Council

Azure	Purchase of Filing cabinet	£118.80
K&M Lighting	Maintenance	£45.00
NALC	Effective councillor training	£72.00
Hilgay Village Hall	Refurbishment of cemetery bench	£54.00
Holly Landscapes (invoice dated 31-08-20 was sent in late)	Maintenance	£182.58

24. End - The meeting concluded at 9.14pm

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