

**AN ORDINARY MEETING OF THE PARISH  
COUNCIL will be held on Thursday 1<sup>st</sup> July 2021 at  
7.00pm in Hilgay Village Hall.**

**Present**

**Cllr Graham Carter (Chair), Cllr Annabel Charlesworth (Vice Chair), Cllr Jane Heatrick, Cllr Susan Annan, Cllr Elaine Hall, Cllr Norman Highnam, Cllr Peter Cater, Cllr Zara Hipsey, Cllr Mandi Warren.**

**The Chair opened the meeting at 19:01**

**50/21 To receive apologies for absence**

Cllr Ryan Coogan (work Commitments), Cllr Peter Bates (unknown reason),  
Cllr Andy Greening (work commitments)

**51/21 To receive declarations of interest in items of the agenda and any requests for dispensation**

None received

**52/21 To approve and sign the minutes of the meeting held on 3<sup>rd</sup> June 2021**

**PROPOSER Cllr Norman Highnam**

**SECONDER Cllr Jane Heatrick**

**All those present and able to vote were in favour – motion passed**

**53/21 An open forum for Public Participation (15 mins – 3 mins per person max): an opportunity to hear from Members of the Public, Borough Councillors and County Councillors**

Borough Councillor Alan Holmes gave a verbal update to the Council including informing of a demonstration at QEH this Saturday to support urgent action to upgrade the site

A member of the public commented that the Hilgay Cemetery Grave Diggers Shed building is looking much better since the Holly tree has been taken down and urged Councillors to go and have a look before deciding on its future

**54/21 Maintenance Officers Report**

In addition to the written report provided to the Parish Council, Colin Wills reminded Councillors of a list of things still pending approval including replacement materials for the playpark equipment, confirmed Aardvark had not yet started work on the Youth Shelter at TMB and reminded the Clerk to forward outstanding invoices to Feoffees United Charities for payment

### **55/21 Chairs report on progress of items not on the agenda carried forward from the last meeting and update on progress of War Memorial restoration**

The Clerk has submitted her resignation from 16-07-2021. The Chair thanks the Clerk for her contribution since August 2020 and confirmed adverts will go out for the role – and asked if anyone knows anyone who would be interested to pass details on to him. A volunteer is needed for interviewing any prospective applicants along with Cllr Annabel Charlesworth.

The toilet block re-opening is still being addressed – will require a new sanitiser and handwash plus a coat of paint – everything appears serviceable – very little litter has been left despite lots of people using the area which is good to see.

Resolution of Watermans Lane footpath encroachment is still in progress

### **56/21 Clerks report and correspondence**

A second abandoned car has been reported on the grass area by the Chapel

Unofficial parking post has been reported at end of Lawrence's Lane

Delay with Aardvark starting repairs on TMB playing field but this should commence in the near future

Dog Bin replacements required at TMB can be sourced from Glasdon

An email has been received (18-06-21) from a member of the public raising concerns about the state of the footpaths which have become inaccessible due to overgrowth

Cllr Elaine Hall confirmed the Parish Council had used a local contractor to cut the pathways in between Highways cuts, and suggested the Parish Council gets a price for this to be done

Cllr Susan Annan agreed to take photos and Cllr Annabelle Charlesworth urged all Councillors to familiarise themselves with the footpaths.

Cllr Norman Highnam has been made aware some local people are considering opening up a cycle path from Southery to Hilgay.

## **57/21 Proposal to install additional bin on moorings at Ten Mile Bank (Cllrs Ryan Coogan and Andy Greening)**

This discussion was postponed to the next Parish Council Meeting on 05-08-2021

## **58/21 Updates from Working Parties**

**Finance and Resources** (Cllrs Ryan Coogan, Susan Annan, Graham Carter)

No update given

Cllr Susan Annan has joined the Working Party

**Planning** (Cllrs Jane Heatrick, Andy Greening)

No update given

**Allotments and Footpaths** (Allotments/Footpaths Cllrs Elaine Hall, Peter Bates. Footpaths Cllr Susan Annan)

No update given

Cllr Graham Carter confirmed he had spoken to a resident about an overgrown hedge which the resident has agreed to trim

**Technology Communications** (Cllr Norman Highnam, Ryan Coogan and Zara Hipsey)

No update given

## **59/21 Planning Applications**

(a) To receive results on decisions

None received

(b) To discuss any applications received

21/01158/F Hilgay 560377 296899 Two storey rear extension and single storey side extension to dwelling Jasmine Cottage Engine Road Ten Mile Bank Downham Market Norfolk PE38 0EN

**Cllr Elaine Hall confirmed this was within keeping of the area – no issues noted**

**Cllr Mandi Warren highlighted the large extension at the back and wondered if local residents were actually aware of the planning application?**

21/01060/F Hilgay 561841 297962 Demolition of existing dwelling and replacement for four new detached dwellings. 25 Foresters Avenue Hilgay Downham Market Norfolk PE38 0JU

**Was discussed at the last Parish Council Meeting**

Replacement barn following collapse of unstable walls during work to convert to a dwelling (retrospective) at Barn Conversion At Rivendale Venney Farm Hundred Foot Bank Welney Norfolk

**No objections noted however, Cllr Graham Carter will take a look before 16-07-21**

#### **60/21 Finance – AGAR 2021**

- (a) To approve the 2020-21 Annual Governance Statement and sign the Certificate of Exemption.**

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the 2020-21 Annual Governance Statement and to sign the Certificate of Exemption.

- (b) To approve the payment of accounts for June 2021**

**PROPOSER Cllr Susan Annan**

**SECONDER Cllr Annabelle Charlesworth**

**All those present and able to vote were in favour – motion passed**

#### **61/21 To discuss any Highway's issues and agree actions to resolve**

David Mills from Highways has declined the offer of a 'walk round' with Councillors to identify work to be done in the Parish

The white lines on A10 are being renewed at the Hilgay turning nearest the Bridge

Cllr Mandi Warren has personally raised two reports regarding the speed limits in TMB and will keep pushing to lower the speed. Anyone can report on line and add pictures as required

#### **62/21 Hilgay Parish building improvement projects (Cllr Norman Highnam)**

Toilets, Grave Diggers Shed, A10 footpath – are projects being considered. Cllr Highnam has spoken to 3 builders – has now received 2 quotes – awaiting the third

The Parish Council can do a lot of the work on the toilets with the help of local volunteers / tradespeople – priority is to get the disabled one open.

We need the cess pit up and running which might need some electrical work doing to ensure safety

Need enthusiasm from local tradespeople to help do repairs

Cllr Norman Highnam to speak to Colin Wills to see if he will paint and tidy it up etc

Cllr Graham Carter confirmed Colin Wills has offered to cut around the picnic tables and benches for £50

**A proposal was made to proceed with this work**

**PROPOSER Cllr Susan Annan**

**SECONDER Cllr Norman Highnam**

**All those present and able to vote were in favour – motion passed**

War Memorial will be re-instated on 16-07-21 – The Parish Council needs to think about a rededication ceremony – suggested date of 11-09-21 at 11.00am was made – likely we will need to close the road. Cllrs Norman Highnam and Zara Hipsey will continue on this project.

**63/21 To discuss formulating a 5 year plan for Hilgay Parish (Cllr Norman Highnam)**

Purpose is to provide a structure for aspirations for the Parish over the next 5 years

Cllr Graham Carter encouraged Councillors and members of the public write to their MP's if they feel strongly about new planning changes being proposed by the Government

**ACTION to be added to the agenda and reviewed every 3 months (first review October 2021)**

**64/21 To update on Speed Watch 2021 (Cllr Jane Hetrick)**

With the addition of a member of the public who attended tonight's meeting, we now have the six required volunteers to formulate a Speed Watch group

**Action - Clerk to send off the applications and request training**

**65/21 To discuss concerns about the Fairfield Garage area in Hilgay (Cllr Jane Heatrick)**

A number of residents have complained to Cllr Jane Heatrick about the increase in vehicles associated with the Garage, building up on the road way surrounding Fairfield Garage.

Cllr Graham Carter has spoken to the tenant today who confirmed he is in the process of putting in a planning application. The tenant has politely been asked to tidy the area up.

Cllr Annabel Charlesworth confirmed a report has been sent to the environment officer.

**ACTION Cllr Jane Heatrick to draft a letter to the Borough Council, Police and environment agency recommending a public meeting is held and copy the letter to the Landlord**

**66/21 To discuss the handover from NCC, of TMB playing field, to ensure the statutory rights of the Parish are maintained (Cllr Carter)**

Ten Mile Bank school and the parish use this piece of land which was given to Norfolk County Council (NCC) with the understanding, the school and public would continue to use it. However when NCC turned it over to DMAT (with a 100 year lease), no provision was made to protect the Parishioners use of it.

**ACTION Cllr Graham Carter to speak to County Councillor Martin Storey, NCC and DMAT for a way forward in ensuring the parishioners rights are protected and feedback at a future meeting.**

**67/21 To receive items for the next meeting agenda and agree date of next meeting.**

Next meeting August 5<sup>th</sup> 2021

Cllr Peter Carter – suggested discussion about SAM data to be printed in RN

Meeting closed at 21:16

Signed:

Dated:

