

HILGAY PARISH COUNCIL

Minutes of the Full Council Meeting

held Monday, 2nd of December 2021 at 7.00pm in Ten Mile Bank Village Hall.

Present:

Councillors            Cllr G Carter  
                             Cllr A Charlesworth  
                             Cllr S Annan  
                             Cllr P Carter  
                             Cllr A Greening  
                             Cllr E Hall  
                             Cllr N Highnam  
                             Cllr Z Hipsey  
                             Cllr J Heatrick  
Parish Clerk Mr D R Williams

Member(s) of public 0  
Mr T Hall Clerk to FEOFFEES

**133/21 Apologies for absence**

- There was an apology from Cllr P Bates due to illness.

**134/21 Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation**

- There were no declarations of interest.
- There were no requests for dispensation.

**135/21 Approval of the minutes of the Council meeting**

- The minutes of the Council Meeting held Thursday, 4th of November 2021 (items 113/21 to 132/21) are approved and signed as a true and accurate record. With the following amendments to Item 117/21 Cllr Hipsey indicated that the glass was around the “smaller slide” should replace bus shelter. Item Cllr Charles did indicate it should have been the minutes of the previous meeting which was November not September as stated. Cllr Greening was asking for growth on street lamp in Highways matters not Cllr Holmes. Cllr Stacey should read Cllr Storey.

**Proposed Cllr Z Hipsey**

**Seconded Cllr J Heatrick**

**All those present agreed Cllr S Annan abstained (not present).**

- The **Chairman, Cllr G Carter**, duly signed and dated the minutes of the meeting.

### 136/21 **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.**

- The Chairman invited Mr Tony Hall the Clerk to Hilgay United Charities known as the (FEOFFEES). To give his presentation of the function of the registered charity. This was for the benefit of the Parish including Hilgay and Ten Mile Bank. Informing the Parish Councillors present of the work undertaken by the Charity, and the amount of financial support given to the Parish. The Q&A at the end of the presentation the Hilgay Parish clerk enquired as to the Charities investments, and were the Parish Council if it wanted, able to invest in the same institution. Mr Hall said unfortunately not as it was only registered Charities could invest. The Chairman thanked Mr Hall for his informative presentation and he left the meeting.

### 137/21 **Maintenance Officers report**

- The Councillors had received all the reports from the previous month prior to the meeting and there were no questions from Councillors.
- The Maintenance Officer stated he had removed the foliage from the Street Lamp down engine road as reported by Cllr Greening at the last meeting.
- The Clerk was waiting on Online Playgrounds to send estimate for roof panel for the small playhouse. Also inspection was needed in January 2022 which will be arranged.
- A review of the maintenance officers working practices and H&SE had been carried out and a report will be sent to Councillors prior to the next meeting by the clerk.

Nothing further to report the Maintenance Officer left the meeting.

### 138/21 **Chairman's announcements and matters for consideration**

- Councillor Vacancies: Mr Dornan was still ill and there would be a further update at the next meeting.
- Mr Peter Mesher had applied to be a Councillor for a vacancy in the Ten Mile Bank ward. The Clerk had forwarded on his email to Councillors containing his short CV prior to the meeting. The Chairman then requested a vote to accept the co-option of Mr Mesher as a Parish Councillor for Hilgay Parish Council. The vote was unanimous of those present 9-0 and with one absentee, to co-opt Mr Mesher on to the Council.

**Proposed Cllr G Carter**

**Seconded Cllr A Charlesworth**

**All in favour**

Cllr Mesher was duly co-opted on to the Council. As the form was not present for him to sign he could discuss matters but could not vote until he had signed his declaration of office.

### 139/21 Updates from working parties

- **Allotments:** Cllr Hall informed the Council the hedge was still encroaching and had not been cut back. The Council discussed previous action which had not been carried out satisfactorily. The Chairman and the Clerk would look at resending the letter and also what stronger appropriate action was needed. There were 2 allotments available and these would be filled soon. In the process for Mr Lees to take a plot on. The Clerk to contact Di Farrow about the other plot.
- **Footpaths** Cllr Hall stated no observations by councillors or public had been received. Cllr Annan thought some signs were still down. The Chairman stated they were added to the Highways meeting. Cllr Heatrick asked about Watermans Lane sign and the Chairman said it was Lawrence lane sign and this was noted by the Highways engineers to be done.
- **Communications** Cllr Highnam and Cllr Hipsey reported working on the Riverside news to be finished editing by the 10<sup>th</sup> of December 2021 and the printing on the 17<sup>th</sup> of December 2021 then distributed same day. Cllr Highnam and Cllr Hipsey proposed that they stay as admin for the Council Facebook page along with the Clerk who had now been added to the Council page. It was suggested that the Councillors could not be admin for the Facebook page at previous meetings. The Clerk informed the meeting this was for information to residents and not used as a marketing tool for the Councillors themselves. If inappropriate content was published then it would be investigated by the Council and action taken. The Council decided to also agree one day tutorial for the Parish Council website, with ongoing support for the Clerk. This would be delivered by Steven Jackman WIX website development and support at a cost of £90 invoiced. All agreed.

**Proposer Cllr A Greening    Seconded Cllr S Annan    All agreed**

- **Asset Register.** Councillor Greening informed the meeting the street light lap stands and this was complete. The replacement of the Salt Bins was discussed and these would be put in the budget for the coming year. The equipment needed to be accessed as to cost of replacement. This was discussed and agreed to keep on-going on the agenda.

### 140/21 Planning Items

**Planning Application Consultation 21/01701/O** Nothing received

No Planning applications received for discussion.

### 141/21 Finance

- The Chairman informed the meeting he had two invoices from the mole catcher to be paid he caught 11 moles in the graveyard. Also there was a wreath payment to be made under section 134.
- The Clerk payments and receipts made since the last meeting and presented the late bills to Councillors at the meeting:
- Also the schedule of payments per month from August 2021 to December 2021.

## List of Schedule payments for August 2021 to December 2021

### Payments for August 2021

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
10.08.2021	Chris Dawe	Fuel for mower	Cheque	32.5	8.13	40.63	0
11.08.2021	Hodson Office Supplies	Printer Ink	BACS	12.99	2.6	15.59	0
11.08.2021	K&M lighting	Light Maintenance	BACS	37.5	7.5	45	0
11.08.2021	Norfolk ALC	Councillor Training	BACS	60	12	72	0
11.08.2021	Claire Dornan	2 x Funeral Payment	BACS	160	0	160	0
11.08.2021	Thurlow Nunn Standen Ltd	Mower repairs	BACS	134.26	26.85	161.11	0
11.08.2021	Diane Farrow	July Wages	BACS	167.26	0	167.26	0
11.08.2021	Maintenance Officer	July Salary and Expenses	BACS	608.68	0	608.68	0
16.08.2021	A Gidney	Ref Ada Rose Gidney	Giro	0	0	0	800
17.08.2021	Credit	Ref 100219	Post Deposit	0	0	0	5107.32
23.08.2021	S Dennis	Scce Dennis	Post office	0	0	0	160
25.08.2021	HMRC	PAYEE / IN Contributions	cheque	118.85	0	118.85	0
26.08.2021	Deposit	credit	Post Office	0	0	0	20
<b>The Totals for this month</b>				<b>1332.04</b>	<b>57.08</b>	<b>1389.12</b>	<b>6087.32</b>

### Payments for August/ September 2021

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
31.08.2021	E.ON	Street Lighting	DD	129.28	6.46	135.74	0
31.08.2021	FSCS	Lamppost 09202	Giro				3000.03
07.09.2021	Chris Dawe	Fuel	Cheque	32.98	8.25	41.23	0
27.09.2021	Maintenance Officer	August Salary and Expenses	Cheque	506.68	0	506.68	0
27.09.2021	E.ON	Street Lighting	DD	129.28	6.46	135.74	0
<b>Totals for this month</b>				<b>798.22</b>	<b>21.17</b>	<b>819.39</b>	<b>3000.03</b>

## Payments for October 2021

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
07.10.2021	Downham Market Building Supplies	Goods invoice 216130	BACS	9.99	0	9.99	0
07.10.2021	Hilgay Village Hall	Office Rent and Hall Hire	BACS	180	0	180	0
11.10.2021	Maintenance Officer	September Salary and Expenses	BACS	376.72	0	376.72	0
11.10.2021	Clerks	September Salary and Expenses	BACS	487.25	0	487.25	0
26.10.2021	Anglian Water Business	Ref 1013358	DD	28.11	7.03	35.14	0
28.10.2021	E.ON	Ref 011460823580A	DD	125.11	6.26	131.37	0
<b>Totals this month</b>				<b>1207.18</b>	<b>13.29</b>	<b>1220.47</b>	

## Payments for November 2021

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
02.11.2021	Coates Business 103414	Quarterly Payroll Services	Cheque	49.50	9.90	59.40	0.00
08.11.2021	British Legion DM	Wreaths Sept	BACS	34.00	0.00	34.00	0.00
08.11.2021	K&M Lighting Services	Invoice 6617	BACS	37.50	7.50	45.00	0.00
08.11.2021	K&M Lighting Services	Invoice 6385	BACS	37.50	7.50	45.00	0.00
08.11.2021	K&M Lighting Services	Invoice 6527	BACS	37.50	7.50	45.00	0.00
08.11.2021	K&M Lighting Services	Invoice 6431	BACS	37.50	7.50	45.00	0.00
08.11.2021	Coates Business 3844	Quarterly Payroll Services	Cheque	49.50	9.90	59.40	0.00
08.11.2021	Norfolk County Council	Invoice 1568445	BACS	85.00	0.00	85.00	0.00
08.11.2021	NALC Norfolk	Clerk Training ref 6027	BACS	80.00	16.00	96.00	0.00
08.11.2021	SLCC	Clerks Society	BACS	120.00	0.00	120.00	0.00
08.11.2021	HMRC	PAYE / NIC Q2	BACS	216.80	00.00	216.80	0.00
08.11.2021	Clerk	Wages /Expenses Oct 2021	BACS	398.35	00.00	398.35	0.00
08.11.2021	Mr Bees Fotostop	Riverside News DEC	BACS	424.25	0.00	424.25	0.00
08.12.2021	Maintenance Off	Salary / Expenses Oct 2021	BACS	283.64	0.00	283.64	0.00
11.11.2021	British Legion DM	Wreaths Sept	BACS	17.00	0.00	17.00	0.00
11.11.2021	Hilgay Charities	TMB rent	BACS	70.00	30.43	182.58	0.00
11.11.2021	Hilgay Charities	Rents	BACS	70.00	30.43	182.58	0.00
11.11.2021	Norfolk County Council	Invoice 1566693	BACS	91.25	0.00	91.25	0.00
11.11.2021	Holly Landscapes	Invoice 4475	BACS	152.15	30.43	182.58	0.00
11.11.2021	Lawn boy: Farm Services	Goods /services	BACS	354.00	0.00	354.00	0.00
17.11.2021	E-on	Street Lighting	DD	125.11	6.26	131.37	0.00
<b>Totals this month</b>				<b>2770.55</b>	<b>163.35</b>	<b>3098.20</b>	<b>0</b>

• Proposed – Cllr P Carter

Seconded – Cllr E Hall

• That the payment of bills were approved in accordance with the above schedules and the receipts are noted. All bills dated after the meeting on day of payment as per statement.

• All agreed

### 142/21 Highways Issues

- The Clerk sent out a report on the discussions with the Highways Officers, prior to the meeting. The Chairman thought it was a very good meeting and there was to be a schedule of meetings with the engineers. Issues raised were the state of the roads and speed limits on the A10 along with cutting the vegetation back at junctions. The dyke overflowing again and sign was on list to be completed. Lawrences lane discussed. Engine road the badger holes were discussed as they were creating a problem with the road surface. The 30mph sign was to be moved further down on Church road Ten Mile Bank. The houses cannot be sold until the 30mph signs are in place. Cllr S Annan raised about passing places and Stones/ Sleepers on verges. The Home owner is responsible / liable for anything that is on their verge. Vehicles parking on the pavements and causing an obstruction. Mercedes looking as left abandoned. Clerk to look into this. Nothing further from the report.

### 143/21 Village 5 Year Plan.

Cllr Highnam submitted the plan and it was sent out to Councillors in July 2021.

Ten points were discussed and a plan to be produced for all Councillors to participate for the next meeting.

Freebridge Housing RSL had been contacted re-flats.

Engage with local business and Nature trails etc and include the Church Pond. Support for tech businesses. Emissions and Carbon footprint. Local Buses electrification. Planting more trees to offset the carbon produced.

Connect with other local authorities.

The A10 is a very dangerous and its very wide since the extra lane was put in. Lessened the vehicle accidents.

### 144/21 Discuss concerns about Fairfield garage area in Hilgay

- Cllr Charlesworth to chase up Environmental Agency this is on-going. No response to the letters sent by the Chairman.

### 145/21 Discuss Gravediggers hut.

- The Chairman informed the committee that Mr & Mrs Charlesworth would donate monies to the reuse of the Gravediggers Stone Hut. A plan would be commissioned and brought back to a future meeting. The Council discussed the proposals for the site. Photos of the original building and a plague of the construction. Parish Council would like to see a new structure there. Cllr S Annan proposed that we wait until next meeting to make further proposal as to the structure.

**Proposed Cllr S Annan      Seconded Cllr E Hall      All in favour**

**146/21 Discuss the Queens platinum jubilee**

- Councillor Highnam informed the Parish Council that the school were prepared to attend and participate. A program for the event will be produced.

**147/21 Discuss Christmas tree lights and Flower boxes on Hilgay Bridge.**

- Cllr Heatrick informed the meeting the Christmas tree lights had been put in place.
- The Clerk seek risk assessment advice from the Council Insurance on flower boxes on Hilgay bridge.

**148/21 Discussion of Riverside toilets and insurance.**

Cllr Highnam and the Clerk to meet at Hilgay Village hall in the next week to sift through files and seek documents of interest.

**149/21 Discuss East Cambs dog waste reporting.**

- Cllr Highnam informed the meeting that a site did exist on the King's Lynn and West Norfolk Borough Council site so this was already set up and residents could report issues on there. Item removed from agenda.

**150/21 Discuss the Speed data from Sam2**

- Cllr Highnam informed the Council that the data dates had been reset and he showed this with a printed chart. Data to be checked again in few days to see if it has held. Maintenance Officer to record date and time of the movement of the SAM2's within the Parish.

**151/21 To receive any Councillors' issues and/or village matters.**

- The Chairman informed the meeting there was a meeting with the Environment Agency and Mr Hall clerk to the FEOFFEES they would be re-piling outside cross keys. FEOFFEES are liable for the river field bank. In the past they had materials to repair the bank but the Drainage Board had not had the time. But as they were working there they agreed to do the work. The slipway was re-concreted and there was damp which is now filled with debris. The highways agency want to do some drainage work and this will then be done all at the same time. Reed cutters put chains up to
- Cllr S Annan common land was discussed and the new owner would be invited to a meeting to discuss planting trees in this space as one option.

**152/21 Agenda items for next meeting**

- Grave diggers hut
- Flower boxes on Hilgay Bridge
- Budget and Precept 2022/2023
- Assets Register
- Insurance and Toilet Contract

- Confirmation of contact ref Parish Land in dispute
- The Queens Platinum Jubilee
- Fairfield Garage
- The Pump House recycle bins rates
- Signage for playing field

The next meeting will be on Thursday the 6th of January 2022 at Hilgay Village Hall starting at 7pm.

153/21 Exclusion of Press and Public – To consider resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

None transacted

The meeting closed 8:55pm