

# HILGAY PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Thursday 03-12-2020 at 7.00pm via zoom

## Present (via Zoom):

### Hilgay Ward

Cllr Graham Carter (Chair), Cllr Annabel Charlesworth (Vice Chair)

Cllr Elaine Hall, Cllr Susan Annan, Cllr Jane Heatrick, Cllr Norman Highnam

### Ten Mile Bank Ward

Cllr Faye Coleridge, Cllr Andy Greening

## Other non Council Members Present including Members of the Public

Colin Wills (Maintenance Officer)

The Chair opened the meeting at 19.02

### Item 1. TO RECEIVE MEMBERS APOLOGIES FOR ABSENCE

Cllr Peter Carter – unable to participate via zoom

Cllr Peter Bates – unable to participate via zoom

Cllr Ray Houghton – unable to participate via zoom

Cllr Gillian Harris – work commitments

Cllr Ryan Coogan – work commitments

### Item 2. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None declared

### Item 3. TO APPROVE MINUTE OF 5<sup>th</sup> NOVEMBER 2020

Amendments were discussed and noted

**Cllr Annabel Charlesworth proposed to approve the Parish Council minutes of 5<sup>th</sup> November 2020**

**Seconder Cllr Andy Greening**

Cllr Susan Annan abstained as she was not present at the November Parish Council Meeting

**All others present were in favour – Motion passed**

### Item 4. PUBLIC PARTICIPATION – 15 minutes (3 minutes per person)

No members of the public attended

Mr Colin Wills highlighted the importance of Riverside News as a means of communication for parishioners to be aware of what the Parish Council are doing – especially for those without access to the internet.

Discussion took place about how the Parish Council can improve their communication with the public.

### Item 5. HILGAY AND TMB PLANNING APPLICATIONS

(a) To receive results on applications

**20/01361/F Hilgay 3 Holts Lane Hilgay Downham Market Norfolk PE38 0JG - Single storey extension to front of existing single storey dwelling Application Permitted 4 November 2020 Delegated Decision**

**20/01362/F Hilgay Post Mill Cottage 2 Holts Lane Hilgay DOWNHAM MARKET Norfolk PE38 0JG** - Single storey extension to side and rear of existing dwelling Application Permitted 4 November 2020 Delegated Decision

**20/01127/F Hilgay Smiths Farm Station Road Ten Mile Bank Norfolk** - Proposed 2 No. A1/A2 class units and demolition following approval of change of use of existing redundant barn buildings regularised following previous application. Application Refused 12 November 2020 Delegated Decision

Cllr Norman Highnam expressed disappointment on behalf of the Parish Council that the above application had not been passed at Ten Mile Bank

**20/01489/F Hilgay Post Mill Cottage 2 Holts Lane Hilgay DOWNHAM MARKET Norfolk PE38 0JG** - Construction of one dwelling Application Permitted 20 November 2020 Delegated Decision

(b) To discuss any applications received

**20/01742/F Hilgay 561780 298218 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 Cronins Cottage Steels Drove Hilgay DOWNHAM MARKET Norfolk PE38 0FA

In response to the review of the Kennels application, some of those present noted that this was an asset to the village and creates little disturbance. The Parish Council thanked the proprietor for bringing business to the village

**20/01705/F** Erection of continuous flow dryer and two hopper silos with accompanying bulk handling equipment at Martins Farm Station Road Ten Mile Bank Norfolk

**20/01627/F Hilgay 561891 298292** Extension of front of existing dwelling including dormer window, following removal of existing flat roof garage Airdree West End Hilgay Downham Market Norfolk PE38 0HZ

## **Item 6. MAINTENANCE OFFICERS REPORT**

Mr Colin Wills gave his report and highlighted the following

- (1) A detailed quote from Fenland Leisure Products has been received for repairs needed to the
- (2) village playgrounds. Some repairs have been done, but others need to be put out for quotes – however there is nothing that is dangerous or urgent

**ACTION** - Cllr Graham Carter and Mr Colin Wills will meet and to review the list of works required and feedback findings at the next Parish Council Meeting

- (3) Maintenance equipment needs to be serviced / repaired

**Cllr Elaine Hall proposed that the Parish Council allocate money to service and repair the equipment**

**Seconded Cllr Andy Greening**

**All present were in favour – motion passed**

## **Item 7. CHAIRS REPORT**

### **(1) Parish Council attendance at Police liaison meeting 23-11-20**

Cllrs Norman Highnam and Ryan Coogan attended on behalf of the Parish Council and were very active in the meeting. It is hoped that the Parish Council will be represented at all future meetings

### **(2) Update on damage caused to Sandy Lane**

Cllr Graham Carter updated the Parish Council on the destruction of Sandy Lane by the contractors used by Waldersey Farms which has left the lane impassable for the public.

The Parish Council has strongly complained on behalf of the Parishioners to Waldersey Farms, the contractors, Highways, Norfolk County Council and Borough Councillor Martin Storey.

It is noted that some remedial action has now been taken but the damage was unacceptable and has happened two years running.

### **(3) Update on proposals to re-open the pathway below the bridge over the A10**

Discussion took place regarding the options available in light of previous advice from Norfolk County Council that this was dangerous and should not be accessed.

Cllr Elaine Hall highlighted that previously Norfolk CC Highways had rejected this option as unsafe and raised the issue of public liability insurance as it is not even in Hilgay Parish.

Some of those present at the meeting accepted the option of opening the underpass was likely to be safer than crossing the A10

**ACTION** - Cllrs Norman Highnam and Susan Annan to explore options and risk assessments and bring back to a future meeting

### **(4) Update on encroachment of Watermans Lane by landowner**

Cllr Graham Carter has spoken to the landowner

**ACTION** - Mr David Barrington is drawing up a detailed plan using old OS maps – to be brought back to a future meeting

### **(5) Feedback from the question raised on 05-11-20 by a member of the public that the Parish Council show due diligence in ensuring the annual £500 paid by the PC to DMAT for maintenance, is being used correctly**

Cllr Ray Houghton has confirmed the agreement made in 2013 between the School and Norfolk County Council prior to DMAT taking over was for £500 then, and has remained unchanged. The Headteacher assures the Parish Council that it goes straight into the school funds towards the cutting and is not paid to DMAT

### **(6) Update on the trimming of hedge that backs on to the allotments**

Cllr Graham Carter has confirmed he has spoken to the remaining resident who is yet to do this. He has confirmed he is planning to undertake this work but has not yet given a date. T

**ACTION** - to be followed up by Cllr Graham Carter

### **(7) Update on the Pumphouse bin agreement**

Cllr Graham Carter has confirmed the Clerk has located the agreement written in March 2020. However, it does not appear to have been shared with or signed by the property owner.

**ACTION** - Cllr Graham Carter will ensure this is signed next week and will request the rent owing is paid

### **(8) Update of COVID -19**

A hand sanitiser has been installed and Covid-19 signage laminated ready to be posted around the village including at the play park.

### **(9) Update on online banking**

Cllr Annabel Charlesworth confirmed this has been a long process which is ongoing.

**ACTION** - Cllr Annabel Charlesworth will resend the email confirming information needed for the process of activating this to relevant Councillors

### **(10) Update on purchase of new Parish Council laptop**

The purchase of a suitable laptop remains ongoing.

**ACTION** - Cllr Annabel Charlesworth was given permission to order this asap

### **(11) Suggestions for future speakers at Parish Council Meetings in 2021**

**Item 8. TO RECEIVE AND CONSIDER CORRESPONDANCE (CLERKS REPORT)**

The Clerk confirmed she has:

- (1) completed a Budget training session
- (2) received confirmation that ENQ900156804 reported on 24-01-2020 regarding the pothole at West End has now been completed
- (3) has liaised with E-ON regarding the reimbursement of any monies owed to the Parish Council from the installation of LED lamps. The Parish Council confirmed there has been no change in the street lighting since 01/08/2018 as the LED's were installed early 2018 - therefore the refund already received will be accurate – matter is now concluded
- (4) Ten Mile Bank Village Hall now has free broadband installed
- (5) NALC have confirmed arrangements are being put in place for the census in March 2021
- (6) has requested on behalf of the Parish Council that a 20mph sign is installed near Hilgay school and an interactive flooding sign for Welney is installed at Ten Mile Bank. Highways have asked for confirmation of where the PC would like the proposed signs to be located.

It was suggested the sign at TMB should be at the end of Station Road, and that the Hilgay sign needs to be near to the SAM sign with a second prior to the Chapel

- (7) has requested a place on the Preparing the AGAR course, for clerks of small councils, covering the year end and completion of the Annual Return to be delivered by NALC on 19 January 2021 at a cost of £25.00

**Item 9. TO DISCUSS BUDGET FOR 2021/2022**

Discussion took place regarding setting the budget for 2021/22

Suggestions had been put forward at the October Parish Council meeting regarding aspirations for next years budget. Cllr Gillian Harris has requested some additional money be set aside for improvements to the public footpaths.

**ACTION** – Cllr Graham Cater advised that the finance working party (Cllrs Graham Carter, Ryan Coogan and Faye Coleridge) will meet to discuss this prior to the January 2021 Parish Council meeting.

**Item 10. TO AGREE ARRANGEMENTS FOR COMMUNITY SPEED WATCH 2021**

The Clerk confirmed there is a waiting list for the Community Speed watch programme

**ACTION** – Cllr Jane Heatrick to complete application form for the PC to be added to the waiting list for 2021

**Item 11. TO AGREE TERMS OF REFERENCE (TOR) FOR WORKING PARTIES**

Proposal were made on 03-09-20 to approve the formation of the following working parties

**Finance and Resources** (Cllrs Ryan Coogan, Faye Coleridge, Graham Carter)

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

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

**Technology** (Cllrs Ryan Coogan, Faye Coleridge)

**Communications** (Cllr Norman Highnam)

Councillors were asked to draw up their TOR and bring back to the meeting 03-12-20. Unfortunately, due to other commitments, this has not happened and will be carried over to the next meeting

**ACTION** – Councillors to draw up the TOR for the working parties which will be discussed at PC meeting on 07-01-21

**Item 12. TO DISCUSS FUTURE PLANS FOR RE-PURPOSING OF THE GRAVEDIGGERS SHED AT HILGAY**

Item was carried forward from the Parish Council Meeting of 05-11-20. This needs to be brought back in January 2021 with firm proposals of what the Parish Council would like to see done with this building. Cllr Annabel Charlesworth suggested that all Councillors visit the site. Cllr's Graham Carter and Norman Highnam will consider costings as part of the quote for the toilet project

**ACTION** – firm proposals to be considered at Parish Council Meeting on 07-01-21

### **Item 13. TO DISCUSS AND AGREE FUTURE PUBLICATIONS OF RIVERSIDE NEWS**

Item was carried forward from the Parish Council Meeting of 05-11-20

Mr David Barrington has offered to compile and print a special Christmas 2020 publication if the Parish Council agrees

**Cllr Annabel Charlesworth proposed that the Parish Council publishes a Christmas 2020 print run of the Riverside News**

**Seconder Cllr Elaine Hall**

**All present at the meeting were in favour – motion passed**

**ACTION** – Councillors to send submissions through to Mr Barrington or via the Clerk within the next 5 days to include an updated Parish Council contact lists

### **Item 14. TO AGREE PLANS FOR THE RESTORATION AND MAINTENANCE OF THE WAR MEMORIALS AT HILGAY AND TEN MILE BANK**

Cllr Norman Highnam has approached the War Memorials Trust who require 2 quotes from structural engineers before the grant process begins. Although the trust will provide 75% of the cost of this, they have warned they may not have the funds to complete the work needed as they are a charity.

A second option would be to go ahead with the refurbishment using the money already set aside by the Parish Council in its reserves.

Cllr Andy Greening suggested in order to show due diligence, the Parish Council should approach the trust to fund the structural engineer for an independent view to demonstrate the work is justified and needed.

All present were of the view the Parish Council has a responsibility to keep the memorials in good repair and needs to be completed in time for the Remembrance Services to be held in November 2021

Cllr Norman Highnam confirmed the quote is valid until March / April 2021

**Cllr Elaine Hall proposed the Parish Council obtain quotes from two structural engineers and enter into the grant application process**

**Seconded Cllr Susan Annan**

**All present at the meeting were in favour – motion passed**

**ACTION** – Cllr Norman Highnam to find out costs and bring back to a future Parish Council meeting

In addition, Cllr Andy Greening suggested the Parish Council write to Diocese regarding cutting back the trees at Ten Mile Bank Churchyard so the memorial there isn't so hidden.

Cllr Elaine Hall suggested the Parish Maintenance Officer, Mr Colin Wills may be able to assist with this.

**ACTION** – Cllr Andy Greening to establish if this is work Colin could safely do, and also draft a letter for the Clerk to send to the Diocese.

**Item 15. TO AGREE COUNCILS POSITION ON FLAT LAWN OR RAISED TABLETS IN THE GARDEN OF REMEMBRANCE AT HILGAY**

The Clerk referred to an email from Ms Claire Dornan dated 11-11-20 requesting the Parish Council consider which type of memorial tablet is permissible in the Garden of Remembrance at Hilgay.

**Cllr Norman Highnam proposed the Parish Council only permit the instalment of flat lawn tablets in the Garden of Remembrance at Hilgay**

**Seconder Cllr Andy Greening**

**All present at the meeting were in favour – motion passed**

Ms Claire Dornan has asked for the Parish Councils permission to purchase 5 burial posts/markers including replacement for the one accidentally damaged in the past.

As per the minutes of 06 February 2020 - item 24 - burial markers also need to be purchased for these plots, and at some point, we will need to purchase the ones for plots sold before Ms Claire Dornan and the current Clerk, came into post.

As this had previously been approved, Clerk will inform Ms Claire Dornan that all present were in agreement to purchase markers etc as needed

**Item 16. TO AGREE BILL PAYMENTS FOR NOVEMBER 2020**

**All present agreed to the payments as per the template submitted**

**Item 17. TO REVIEW FREQUENCY OF MEETINGS AND AGREE THE NEXT DATE. TO RECEIVE ITEMS FOR THE NEXT MEETING AGENDA**

Future dates of Parish Council Meetings are Jan 7<sup>th</sup> 2021, Feb 4<sup>th</sup> 2021 and March 4<sup>th</sup> 2021

This item was not discussed and will be carried over to the Parish Council Meeting on 07-01-21

Cllr Peter Bates has raised concerns about the lorry parked on the old garage at Hilgay. Pedestrians have to walk in the road to go around it.

Cllr Jane Heatrick agreed and added her concern about the general state of the area around the old garage.

**ACTION** – Cllr Graham Carter will have a look and speak to the tenant and landowner

Cllr Jane Heatrick to draft a letter to be sent to the landowner

End of meeting

**Meeting concluded at 21:09**