

**HILGAY PARISH COUNCIL  
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL  
HELD ON 04 FEBRUARY 2021**

**PRESENT/ATTENDING BY TEAMS OR TELEPHONE**

**Hilgay**

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

**Ten Mile Bank**

Cllr Ryan Coogan, Cllr Faye Coleridge

**Members of the Public**

Three members of the public attended the meeting. An email was submitted by another member of the public.

In addition County Councillor Martin Storey, Borough Councillor Alan Holmes and Colin Wills (PC Maintenance Officer) attended the meeting.

The Chair opened the meeting at 19:02

**01/21 To receive apologies for absence**

Cllr Andy Greening – work commitments, Cllrs Ray Houghton, Peter Carter and Peter Bates – unable to access TEAMS

**02/21 To receive declarations of interest in items of the agenda and any requests for dispensation**

None received

**03/21 To approve and sign the minutes of the virtual meeting held on 7<sup>th</sup> January 2021**

**Proposer** Cllr Norman Highnam **Seconder** Cllr Jane Heatrick

All those present were in favour however Cllr Susan Anan abstained as she was not in attendance at the January meeting

**04/21 Public Participation (15 mins – 3 mins per person max)**

**Borough Cllr Alan Holmes** gave a verbal update on the Internal Drainage Boards, advised the Borough Council services continue to run on an emergency basis to reduce amount of officer time, 2021 Census cut off date is 21-03-21 but will mostly be done on line. An info pack will be sent out to everyone in due course

**County Cllr Martin Storey** gave a verbal update on Covid figures in West Norfolk, Budget meeting will be held on 22-02-21 at County Hall advising this will be an extremely tight year, different grants are available for those who are struggling, County Hall is shutting down some meetings to free up officers.

**Cllr Storey and the Parish Council** acknowledged the contribution Cpt Sir Tomas Moore had made to the pandemic and expressed their condolences on his sad death.

**Member of the public from Ten Mile Bank** spoke about his concerns about the amount of Dog waste in the village specifically along the river bank. This has been reported to the Borough Council. The officer who attended said it was the worst he had ever seen. Cllr Elaine Hall confirmed she had approached one man who is known to allow his dog to foul the area and asked if the Parish Council could send a letter.

Chair Cllr Graham Carter confirmed the Parish Council has spent money on Dog Waste Bins and notices in the past. Cllr Susan Annan reminded the Parish Council fines can be imposed by the authority but evidence will be needed to catch the culprits.

The member of the public also requested the Parish Council look to replace the Dog Poo Bin in Ten Mile Bank that was damaged last year

He also noted there was some general waste in Ten Mile Bank that he had reported and has since been cleared. The Parish Council thanked him for this.

The member of the public informed the Parish Council of a new app available to report fly tipping called Clearwaste – it worked well

**A member of the public submitted a question via email** which the Clerk read out in full which also concerned the dog poo in Ten Mile Bank. Her question to the Parish Council was: Would it be possible for signs or posters to be posted through every door in the village mentioning the fines for leaving dog foul, the negative affect it has on the people who live here, and the negative view it has on public passing through the village. Outcome: People to clean up after their dogs, and a nicer place to walk/live **ACTION** - Chair, Cllr Graham Carter agreed for this item to be put on the March agenda in order that Councillors can decide what options they have and what course of action the Parish Council should take. Cllr Norman Highnam agreed to prepare a flyer for consideration

#### **05/21 Maintenance Officers Report**

The Villages have been very wet so little work has been possible

**TMB** - a Councillor needs to look at the play equipment when it is less wet - Cllr Ryan Coogan has agreed to do this

Cllr Elaine Hall suggested the surface inside the Youth Shelter is examined as it is very slippery

**Hilgay** – all trees reduced in size around the Youth Shelter. Bus shelter at West End is leaking and will need repair.

Cllr Ryan Coogan noted the Hilgay Village sign is looking grubby

Chair, Cllr Graham Carter, acknowledged it needs a clean and a paint but is currently too wet. Cllr Graham Carter will approach a local tradesman who has offered to do this and feed back to the Parish Council.

#### **06/21 Chairs report on progress of items not on the agenda carried forward from the last meeting**

- **Pumphouse Bin** Contract has been signed by Mr Long who has agreed to pay all monies owing to the Parish Council in lieu of this agreement. Clarity is still needed on if he is getting a recycling bin and will follow this up with Mr Long **ACTION - Chair**
- **Update on the hedge at the allotments that has not been trimmed** he is really struggling physically to do this himself and is happy for the Parish Council to do the work and charge him. Following discussion it was agreed the Parish Council would not be covered by their insurance to do this work **ACTION – letter to be written to the resident advising he needs to employ someone to do this on his behalf**
- **Update on War Memorial** Cllr Norman Highnam confirmed discussions have been held with the War Memorial Trust. Any funding requests are unlikely to be considered before 31-03-21. A suggestion was made by Cllr Norman

Highnam that the Parish Council engage an approved constructional engineer assessment in the region of £600 and that he liaise with Fairhaven to ensure the work they have quoted for is what is needed. **Proposal made by Cllr Susan Annan that the Parish Council to spend £600 on an approved constructional engineer assessment. Seconded** by Cllr Elaine Hall. All those at the meeting were in favour

- **Update on the inspection of the FLP quote for repairs to the play equipment** has already been discussed at 05/21. Cllr Graham Carter is still waiting cost from French manufacture to replace the shackles on the swing seat **ACTION - Chair**
- **Update on letter sent to Mr Dent re Fairfield garage** A response has been received by the Clerk which has been circulated to all Councillors. It was suggested that the Parish Council needs to establish if there is a footpath with Highways before responding to the letter. **ACTION Clerk to chase this up prior to next PCM**
- **Update on Waterman's Lane encroachment by landowner** – Cllr Graham Carter confirmed the plans have been drawn up and will be sent out to the PC prior to the next PCM **ACTION - Chair**
- **Update from technology working party regarding renewing SCRIBE license.** Cllrs Norman Highnam and Ryan Coogan confirmed they had looked at various packages and believe SCRIBE is the leading package on the market for small Parish Councils. The Parish Council will therefore remain with SCRIBE **ACTION - Clerk**
- **Update on the long-standing boundary dispute regarding the strip of Parish common land that has inadvertently become incorporated into the Woodhall Estate.** This continues to be explored. Cllr Elaine Hall acknowledged the public already have a right to roam on this land and currently does not cost the tax payer anything, and therefore questioned what benefit it would be to the PC? Cllr Graham Carter is endeavouring to collate the information including searches of ancient records for the public to give their views **ACTION – progress updates to continue through the Chairs report**
- **Update on PC plans for the toilet block** – decisions need to be made regarding its future use **ACTION - Cllr Norman Highnam and the Clerk will take some photos and circulate to the PC for consideration**
- **Plans for Hilgay PC AGM 2021 ACTION provisional date agreed for 13<sup>th</sup> May 2021 at 19.00 ACTION - Clerk**

#### **07/21 Clerks report and correspondence**

- **Speeding** - The Clerk confirmed a request had been made by Cllr Faye Coleridge for the 30 mph speed limit to be extended along Church Road in TMB. Cllr Elaine Hall recommended this speed restriction needs to go back as far as the Railway Bridge
- More volunteers are needed for the Speedwatch training programme – info will be put out on the Web and social media
- Community Rangers visits have been postponed – due to impact of Covid but requests can still be submitted

- Tower Road lamp post update – Clerk is in the process of reclaiming monies from the Insurance Company
- Street lighting issues continue to be reported by the Clerk
- Clerk has had a breakdown of the labour costs associated with the TNS invoice for servicing of the mower and strimmer. Payment will now be made

**08/21 To discuss proposal for revision of advertisement charges in Riverside News**  
(Cllr Elaine Hall)

Acknowledgement was given to how hard David Barrington works, bringing in advertisements. However, publications are also being more widely circulated now online via social media. Cllr Hall suggested the Parish Council consider increasing their rates for advertisements. No proposal was made. **ACTION – to be brought back to future meeting if required**

**09/21 Planning Applications**

**(a) To receive results on applications**

None received

**(b) To discuss any applications received**

None received

**10/21 Finance - to approve payments for January 2021**

**Proposal to approve payments** made by Cllr Jane Heatrick **Seconder** Cllr Annabel Charlesworth. All those at the meeting were in favour.

**11/21 To receive items for the next meeting agenda to be held on 04-03-2021.**

- Toilet block update – to be incorporated into Chairs report
- Dog Waste see 04/21 above

**End of meeting 21:00**

Signed: Chair

Dated: