

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

Two members of the public attended the meeting. In addition Borough Councillor Alan Holmes and Colin Wills Parish Council (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, Cllr Ray Houghton – unwell, Cllr Peter Bates - unable to access virtually, Cllr Peter Carter – unable to access virtually, County Cllr Martin Storey – work commitments
- 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 4th February 2021**
Proposer Cllr Norman Highnam
Seconded Cllr Annabel Charlesworth
All present at the meeting were in favour – motion passed
- 04/21 Public Participation (15 mins – 3 mins per person max)**
Borough Cllr Alan Holmes gave a verbal update including
- the Borough Council are beginning to resume normal meetings
 - Briefing from QEH staff is generally encouraging – almost all staff have been vaccinated - Over 19,000 vaccinations given out – signs are encouraging
 - Borough Council has won 2 grants to ‘green up’ Borough Council buildings - looking at achieving 30-40% reduction in emissions
 - Hilgay Parish Council are not alone in the Dog waste issue –also noted in other parishes – the Borough Council is looking to take a firm hand and prosecute
- 05/21 Maintenance Officers Report - a written report was received key points were**
TMB – verges have been cut – parts of Station Road has pot holes and damage this has been reported to Highways - Cllr Coogan has looked at play equipment
Hilgay – has cleared away a number of gas canisters around the Flower Meadow area - Debris from tree felling still needs clearing away
Generally all is ok in both villages
- 06/21 Chairs report on progress of items not on the agenda carried forward from the last meeting**
a. Footpaths update / encroachment of Waterman’s Lane by landowner

This was finished yesterday – Cllr Graham Carter will send diagram and proposed letter out to Councillors prior to next meeting

b. War Memorial repair update – Cllr Norman Highnam

Conservational Structural Engineer report received – classified as being unsafe – road flooding is an issue – Structural Engineer agrees with Stone Masons report – structural engineer and Stone Masons will work together – will need to look at rededication ceremony

c. Riverside Toilet block update – Cllr Norman Highnam

Socially distanced meeting was held – accessed most of toilets and engine room – photos taken – found to be clean and tidy as haven't been used for some time – appears structurally sound – will need to look at other toilet that is still locked with Cllr Graham Carter. Cllr Norman Highnam suggested the Parish Council consults with the Environment Agency to seek contribution towards cost of repairs. **ACTION** Clerk to contact Environment Agency

Cllr Ryan Coogan raised potential issue of security. Cllr Graham Carter advised we need to get the septic tank emptied – and has had a quote for approx £65

Proposal that the PC has the septic tank emptied for cost in region of £65.00

Proposer Cllr Susan Annan

Seconder Cllr Norman Highnam

All present at the meeting were in favour – motion passed

d. Speed Watch update – Cllr Jane Heatrick / Cllr Norman Highnam

Ongoing – we have 2 volunteers but need at least 6 volunteers before we can go on the waiting list for the training. Appeals have been put out on the Website and social media for more volunteers

e. Riverside News update

The current Editor is giving up the role – Cllr Norman Highnam advised the new Editor should be a member of the public and not a councillor. He is prepared to assist in the interim and is looking to get the next publication out for March 2021 – contributions to be submitted by 22-03-2021

f. Common Land update

A meeting for Councillors to be arranged after Easter to look at all the documents relating to this piece of land and consider any proposal to get it reinstated to the Parish. The PC also needs to register any ancient foot paths / bridleways etc with land registry. Cllr Susan Annan confirmed the Footpaths Working Party is looking to get footpaths open and registered - ongoing

07/21

Clerks report and correspondence

- a. Has been made aware SCRIBE have a Cemetery package – will establish if this is something the PC would benefit from having
- b. Landowner has responded to the letter sent out by PC regarding overgrown hedges along the field near Woodhall gates – says he walked it and found no issues – Cllr Annabel Charlesworth says it is better now as more people have been walking the route
ACTION Clerk to discuss with Cllr Gillian Harris and notify Borough Council of the need to carry out urgent and overdue maintenance around Hilgay
- c. Silver van has been reported abandoned on the grass near the Chapel – 14 day notice has been served today

- d. Clerk has approached Ms J Raby as PC Internal Auditor for 2020/21 at a cost of £60.00
- e. Discussions continue with head at TMB school regarding outstanding repairs to the fence around the playing field. Cllr Ryan Coogan recommended the PC has a copy of written evidence of the field cutting
- f. Advised the PC that the Band Hut lease is up for renewal in June 2021
- g. A local film maker has approached the Clerk about potentially using Hilgay Church in a feature film on Princess Diana. He has since spoken with Cllr Peter Bates. If successful, filming is planned for the end of March 2021 and may require road closure
- h. PC Insurance is due 01-04-21 – Finance Working Party believed the PC entered into a 2 year deal – this needs clarifying – ACTION - Clerk
- i. Need to update all the standing orders / financial regulations etc – prior to the AGM – ACTION – Councillors to review prior to May PC meeting
- j. Update on request for 20mph signage by Hilgay school – unfortunately the location does not meet the criteria for a 20mph limit. However Highways will look at and consider further road markings such as speed roundels marked on the carriageway. These will be ordered if appropriate on inspection and work carried out early summer 2021.
- m. Fly tipping in neighbouring parishes has become an issue – Cllr Norman Highnam has reported rubbish dumped in the layby coming into Hilgay from the TMB end. To be kept under review
- n. A request has been received from a resident of TMB to put on a Community Funday on the field next to the school. Cllr Ryan Coogan welcomed this idea. As long as it is outside of school hours and is formally approved by the school in writing, he recommended the PC should support this. **ACTION** Clerk to respond to resident as above

08/21

To discuss proposal for addressing the issue of increased dog waste being reported in Hilgay Parish

- Cllr Alan Holmes has confirmed the Borough Council are aware as other parishes are experiencing similar issues – Cllr Carter urged Councillors to write to the Borough Council and make sure they are prepared to enforce prosecution
- Cllr Annabel Charlesworth suggested that if anyone has been prosecuted, we could include this in the Riverside News as it is public information but would need the Borough Council to confirm if this is legal
- Cllr Elaine Hall highlighted how dangerous dog faeces is as it can cause blindness
- Cllr Ryan Coogan suggested stickers on wheelie bins as posters in New Zealand posters work successfully
- Cllr Norman Highnam has designed some posters which can also go in the Riverside News

ACTION Cllrs to write to Borough Council and cc Borough Cllr Alan Holmes in to support taking a firm line in response to this problem

Proposal that the Parish Council gets a price for 500 stickers within a budget of £350 or less to be distributed with the Riverside News in March 2021

Proposer Cllr Norman Highnam

Secunder Cllr Gillian Harris

All present at the meeting were in favour – motion passed

09/21

Planning Applications

(a) To receive results on applications

Single storey rear extension to bungalow at White Gates Ely Road Hilgay Downham Market Norfolk PE38 0JN comments on this application, please do so no later than 23 March 2021.

21/00270/F Hilgay 562042 297896 Single storey rear extension to bungalow White Gates Ely Road Hilgay Downham Market Norfolk PE38 0JN

21/00270/F Hilgay 562042 297896 Single storey rear extension to bungalow White Gates Ely Road Hilgay Downham Market Norfolk PE38 0JN comments by today but no objections received

(b) To discuss any applications received

None received

10/21

Finance - to approve payments for February 2021

See below for payments made

Proposer Cllr Annabel Charlesworth

Seconder Cllr Elaine Hall

All present at the meeting were in favour – motion passed

11/21

To receive items for the next meeting agenda to be held on 01-04-2021.

- Cllr Faye Coleridge wants to focus on community projects especially in TMB and will be going out to ask residents if they would like to separate from Hilgay Parish and stand alone. She will be putting together a petition and will update future PC meetings of conclusions.
- Cllr Susan Annan asked for Working Party updates to be a fixed agenda item

Meeting ended 21.06

Signed: Chair

Dated:

Hilgay Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
102 Payroll	04/03/2021	04-03-2021	Community Barclays	103384	payroll	Coates Business Services	S	49.50	9.90	59.40
103 Maintenance	04/03/2021	04-03-2021	Community Barclays	103385	Streetlight Maintenance	K&M Lighting Services	S	37.50	7.50	45.00
104 Training	04/03/2021	04-03-2021	Community Barclays	103386	Clerk Training	Norfolk Association of Loc	S	25.00	5.00	30.00
105 refurbishment	04/03/2021	04-03-2021	Community Barclays	103387	War Memorial	Wright Consulting Ltd	S	539.10	107.82	646.92
99 Salary	04/03/2021	04-03-2021	Community Barclays	103381	Maintenance - Salary	Colin Wills	E	213.88	0.00	213.88
100 Salary	04/03/2021	04-03-2021	Community Barclays	103382	Clerk Salary	Diane Farrow	E	305.02	0.00	305.02
101 Rent	04/03/2021	04-03-2021	Community Barclays	103383	Hilgay Silver Band Lease	Norfolk County Council	E	91.25	0.00	91.25
Total								1,261.25	130.22	1,391.47

