

HILGAY PARISH COUNCIL

Minutes of the Full Council Meeting

held Monday, 4th of November 2021 at 7.00pm in Hilgay Village Hall.

Present:

Councillors

Cllr G Carter
Cllr A Charlesworth
Cllr P Bates
Cllr P Carter
Cllr A Greening
Cllr E Hall
Cllr N Highnam
Cllr Z Hipsey
Cllr J Heatrick

Parish Clerk Mr D R Williams

Cllr A Holmes KL&WN Borough Council

Member(s) of public five

113/21 Apologies for absence

- There was an apology from Cllr S Annan personal matter.

114/21 Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation

- The Chairman Cllr G Carter declared an interest in planning application number 21/01701/0
- There were no requests for dispensation.

115/21 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. After amendment to item attending was Cllr Holmes not Cllr Storey as stated.

Proposed Cllr J Heatrick

Seconded Cllr Z Hipsey

All present agreed

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

116/21 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 the Public who had attended the meeting to open the public forum. There was a presentation on the planning application number

21/01701/0 to be discussed by the Councillors later in the meeting. There were objections to the application and a written note was handed to the Chairman. The objections were brought under Policy DM3 and DM15 this development would be small cramped and out of character and appearance. It was noted that the site was under a submission for village green status number 71546. Logged on the 13th of May 2021 and is in the process of being decided by Norfolk County Council.

- For the benefit of those present Cllr A Holmes KL&WN gave a short over view of the planning process at King's Lynn & West Norfolk Borough Council Planning meetings. Cllr Holmes also said he was willing to facilitate a meeting in the Village Hall for residents to give more time to the matter.
- The Clerk did inform the meeting that the Parish Council was a consultative public body and did not have any statutory planning powers. The Parish Council were requested to make comment by the planning Officer before the 17th of November 2021. This the Clerk will do after discussions later in the meeting.
- Cllr Holmes reported to the Council he was attending the Borough Planning meeting as a substitute and the funding posters would be sent out soon. Cllr Holmes had nothing further to report. There being no further matters the public participation was closed by the Chairman. Those who were there for the planning application left the meeting and did not stay for the item being discussed under agenda item 120/21

117/21 Maintenance Officers report

- The Councillors had received all the reports from last month prior to the meeting and there were no questions.
- The pole cutting needs repairing or replacing and is with Lawn Boy and needs a decision from the Council, the Clerk will inform the maintenance Officer of the outcome.
- The strimmer to also go for servicing at Lawn boy too.
- The grass cutter was in its last year of the warranty and would need to go to Thurlow Nunn at Littleport for servicing.
- Cllr Greening had enquired of the maintenance Officer if he could cut foliage away from one of the street lamps. Maintenance Officer was asking the Councils permission to do this. This was agreed.
- A10 footpath under the bridge one of the first horizontal steps has come away and screws are visible.
- The mound of earth under the big slide on the playing field has weathered away and there is a big gap between the top underside of the slide and earth. Should a child slip off the slide sideways this could be harmful.

Cllr Greening observed the river field paving under the picnic tables is very uneven. The Maintenance Officer stated there are a number of trip hazards in the area. The Chairman stated it best that a survey is completed and brought back to a future meeting of the Council to decide on a course of action.

Cllr Charlesworth reported fence opposite the Youth Shelter needed addressing. Clerk informed the meeting there was a meeting with the Area highways team and this would be brought up there.

The Maintenance Officer stated that he had contact both the Chairmen of the Parish Council and Hilgay FEOFFEE Charity and could no longer offer his help in restoring the grave diggers hut, which was now beyond his capabilities. The Chairman thanked the Maintenance Officer for his report.

Nothing further to report the Maintenance Officer left the meeting.

Cllr Greening raised the issues of the things outstanding. Clerk informed the meeting that these had been discussed and would be on the list for the Play Equipment inspection. Cllr Hipsey raised the matter of broken beer bottles around the small slide and how could the Parish Council address this matter. After some discussion it was felt some general signage in the area to highlight the dangers. Also Cllr Hipsey thought that signage regarding fires in bins etc could be put up. The Clerk informed the meeting that there were posters that he could laminate and placed in the area. Also the posters could go on the Council Website and Facebook pages in due course.

The Parish Council discussed to replace the petrol equipment namely the pole cutter , strimmer with electric equipment. The Chairman to investigate this further.

118/21 **Chairman's announcements and matters for consideration**

- Councillor Vacancies: Mr Dornan having been voted on to the Parish Council had been taken ill and was in hospital. It was felt by the Council that Mr Dornan could still be co-opted and the Parish Council would wait until he had sufficiently recovered. He could then sign as accepting office at the next meeting he was present at.
- The Chairman asked for a volunteer to lay a wreath in his absence as he would be away the 14th of November 2021. If no one could do this then he would as one of the BLR to lay it on behalf of the Parish Council.
- The Chairman requested the clerk inform the Council that the internal audit report will be sent out to all Councillors prior to the next meeting.

119/21 **Updates from working parties**

- **Allotments:** Cllr Hall informed that plot 11 Mr Watson is giving this allotment up & plot 7 are available. Contracts to be confirmed and issued allotment holders and invoiced. The hedge was still encroaching and had not been cut back.
- **Footpaths** Cllr Hall stated no observations by councillors or public had been received. Cllr Charlesworth had notice a wooden sign informing of a public footpath. A discussion ensued and the Chairman would investigate. Cllr Highnam asked about the Pingale down East end was this Parish Council land. This was also signposted but came under common land. Style was in place. The Chairman to check his footway map of the parish.

- **Communications** Cllr Highnam reported the Riverside news completed and had been delivered. He had brought some spares to the meeting. There was a need for a piece on wanting new members on the Council and the need for this to be advertised both on Facebook and the Council Website. The Clerk to action.
- **Asset Register.** Councillor Greening informed the meeting that he was continuing his trudge around identifying street lights etc for the asset register. Expect emails to Councillors who has ownership of items.

120/21 Planning Items

Planning Application Consultation 21/01701/O

Outline Application: Single Dwelling at Land SW of 5 Whittome Mill Hilgay Norfolk comments on this application, do so no later than 17 November 2021.

Councillors discussed this only application and decided to object to the application. Cllr Highnam informed the meeting that the objectors should be careful about stating the number of homes built. Cllr Greening thought the plot is very small. Cllr Highnam asked about the village green status and would this be Parish Council owned land after designation. The Chairman stated that the green status was to cover the over development of green spaces in small villages and towns.

Proposed by Cllr Highnam Seconded by Cllr Charlesworth.

All agreed

121/21 Finance

- The Clerk informed the meeting there was a problem as he was not mandated to place payments online at first and now has to raise another letter. Community account £32,616.54 & Business Premium account £21,815.31 Cllr Charlesworth asked about savings and could we change them about. The Chairman thought this was a good idea and the Clerk to investigate with Chairman and the Finance working group. The mandate to put Cllr Heatrick on as a signature on the accounts.
- The Clerk stated the purchase of Horizon Phone Rent to replace existing contract was now not viable. The Councillors discussed alternatives and the Clerk was to bring three phone prices back to the next meeting.

122/21 Highways Issues

- The Chairman made a list and will be raising things with Area team at 1pm on the 5th of November 2021. There was some discussion and the clerk would send out a report prior to the next meeting.

123/21 Village 5 Year Plan.

Cllr Highnam raised the email piece sent out by the Clerk on electrification in the coming years. As to future areas that could be considered for EV Charging in Hilgay and Ten Mile Bank. A contract with BP and a grant to set up a charging point and the Parish Council could get a rebate back. This was discussed and suggestions raised were parking area by the band hut. There could be charging facilities for electric buses at their stops. There could also be a plan to reopen Hilgay Rail Station which did exist before the implementation of the Beeching cuts in the late fifties.

124/21 Discuss concerns about Fairfield garage area in Hilgay

- There had been no direct replies to letters and the company was still trading. Cllr Heatrick possibility that this could go on for another year. Chairman to resend letters. Cllr Charlesworth to chase up Environmental Agency.

125/21 To discuss the pump house recycle bin rates.

- The Chairman to speak with the owner again, and put “private bins” sign at the site could help with preventing fly tipping at this spot. The owner was happy to pay extra monies.

126/21 To discuss the Queens platinum jubilee

- Councillor Highnam had more conversations with the Queens pageant master, and he has requested him the name of the bugler for the event. So have asked Hilgay Silver Band for the name which will go on official documentation for the event. Separate tune the bugler has to play for the occasion. There will be an email sent to the school asking Mrs Turner if they want to take part. Beacon design Cllr Bates looking for a pole 6 meters long pole. Discussion of potential costs and this would be made later to the budget. £500 pounds could be placed in the budget.

127/21 To discuss Christmas tree and Flower boxes on Hilgay Bridge.

- Cllr Heatrick informed the meeting the Christmas tree is sorted. Lights for the tree were under investigation. There was discussion around the lights, Chairman to update the next meeting. Still have decorations from last year. Proposed a £100 for the lights.

Proposed by Cllr Charlesworth

Seconded by Cllr Heatrick

All agreed

- Flowers for the boxes quoted at £20 per box. Baytree GC would supply plants. The boxes could go either side. Costings for three boxes to be brought back to the next meeting. There was still the need to check with highways. There was a need for risk assessment and this advice from the Council Insurance.

128/21 To discuss Speed watch and data

- The Clerk informed the Council that he was unable to obtain an android phone. They were not suitable for purpose.

129/21 To receive any Councillors' issues and/or village matters.

- The Communications working party raised the item of a Facebook Calendar or Calendar from the Parish Council website linked to the Council Facebook page. The Clerk to investigate this.
- The Church Yard Building was discussed and there was an offer made by the Feoffees Charity. This will be put on the agenda for the next meeting.

131/21 Agenda items

- Grave diggers hut
- Speed watch and data phone
- Assets Register
- Insurance and Toilet Contract
- Dog Pooh reporting on East Cambridgeshire
- 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 2nd of December 2021 at Ten Mile Bank Village Hall starting at 7pm.

132/21 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.

The Clerk requested that the sums of £96 to NALC Clerks training Course. Also £120 for SLCC registration. Mr D R Williams as Clerk is willing to refund a portion that is reduced in respect to the duration of service prior to completion of 12 months service with Hilgay Parish Council. This is to cover the public funds payments as being the intellectual copywrite support to Mr D R Williams as Clerk.

The meeting closed 8:49pm