

HILGAY with TEN MILE BANK PARISH COUNCIL

Minutes of the Ordinary meeting held on 7th May 2020

Draft until signed by the Chair

Present: G Carter, A Charlesworth, P Dornan, R Coogan, G Harris, J Heatrick, E Hall, S Annan and Andy Greening

Absent: P Carter, P Bates, R Houghton

- 1. Apologies for absence:** P Carter, P Bates, R Houghton
- 2. Declaration of interest in items on the Agenda:** None
- 3. To approve the minutes of the Parish Council Meeting held on the 1st May 2020**
 - a. Initially these minutes were approved, with the exception of the statement made by Councillor Hall with regards to the Cemetery Closure and her dealings with Mr Eagle, as in the proposed minutes of the 22nd April 2020, however subsequently the Councillors at the meeting rejected these minutes of the 1st May 2020. This motion was proposed by A Charlesworth and seconded by J. Heatrick. It was passed with 4 in favour; two against and one councillor abstained, due to not being present at that meeting. This item will be discussed at a future time.
 - b. The reasons for this item not being approved, was because during this Parish Council Meeting (22nd April), the internet connections to different Councillors dropped in and out, the Clerk's sound was distorted and the meeting was not recorded. During this discussion due to the above IT issues, the information shared by Councillor E Hall was interpreted by the different Councillors and the Clerk in different ways. The result being there is not a consensus over this item.
- 4. Public Participation.** None

5 & 6. Report from the Borough and County Councillor : Represented by Martin Storey, who communicated that the Borough and Council Websites are updated daily and therefore this is a better way for all to receive the most current information.

Martin Storey explained when asked, that he is not the Borough Councillor for Ten Mile Bank, however, if asked he would be prepared to being their Councillor. He plans to double check in the event he is incorrect, as there has been a possible boundary change.

He confirmed, he is in discussion with regards to the fence around TMB playing field.

Martin explained he currently had no information as to when Downham Market food market would re-open.

At this point the Zoom meeting had 5 minutes left and Councillor P Dornan said he would organise another link for the same evening, in conjunction with C Dornan.

7. Chair's report: The Chair explained that he is communicating with the Vice Chair – Mrs A Charlesworth with matters ongoing. He confirmed that the advertising for the vacancy for Parish Councillor for Hilgay Ward was in hand, he also asked that all correspondence to be sent to either the Vice Chair or himself, whilst waiting to appoint a new Clerk. Also he asked all Councillors correspondence to be objective.

8. Maintenance Officer: Works to be undertaken:

- 2 boughs in TMB to be removed when possible
- Soil under large circular swing at Hilgay to be topped up

Chair confirmed, the Council was happy for him to continue all his maintenance duties, as long as they complied with the best guidelines advised during this period of time. Also that he was prepared with the appropriate PPE and to ensure his contact with other people was kept to the recommended limits, in addition, the equipment he uses was only in contact with himself and no others.

The Chair expressed that should Colin require any additional to comply with Covid guidelines to ask or obtain the products required, in addition he thanked him on behalf of the Council for his endeavours.

Colin communicated that he was fully aware of his responsibilities. He also asked about who to share his paperwork with, for his monthly payment. The Chair asked for it to be shared with the Vice Chair or himself.

Councillors agreed Colin could continue with his work. A risk assessment would be written to be given to Colin.

At this point the Zoom meeting timed out. P Dornan arranged a continuation. Meeting being recorded. Colin and Elaine not yet joined.

9. To receive and consider correspondence:

a. Letter with regards to shed 6 x 4 on Plot 9 - Hilgay allotment. Chair suggested -Allotment regulations to be shared with correspondent.

Part of the agreement for allotments is that when they leave, agree with new tenant or take it with them.

Allotment Committee reformed Councillor E Hall, P Bates and G. Harris.

E. Hall explained this plot had previously had a shed of 6 x 4.

Shed to be allowed: proposed by R. Coogan and seconded by G. Harris. Unanimously agreed.

Councillor E Hall to deal with the matter. P. Dornan to drop letter into Elaine.

- b. Diocesan have requested an onsite meeting to discuss the damaged fencing around the school playing field in Ten Mile Bank and to also discuss the tree survey at Hilgay Church.

Chair to contact Diocesan and to get the details from the Clerk.

- c. Departing Clerk, raised that Riverside News advert invoices usually go out in June. P Dornan raised that they will need to be put on the new accounting system by an admin person.
- d. The Chair asked if there was anyone available and willing to undertake administration duties, whilst not having a Clerk. He had asked his wife if she would help until such time as a new Clerk was employed. The Chair asked if there were any objections to this offer. There were none and the Vice Chair offered to support.

10. To approve the Payment of Bills –

P Carter suggested cost of Dog Litter Bins be highlighted in the Riverside News – cost about £880.00

J. Heatrick could not download nor could other Councillors.

The Chair said he would arrange for all to receive Payment of Bills copy and Councillors could then comment by Wednesday 13th May if there were any issues (as suggested by P Dornan). If nothing was drawn to The Chair's attention by the 13th this item would be deemed to be approved by all.

11. To update 2019/2020 Internal Audit:

P Dornan quoting from a third part. An extension for the audit has been given due to Covid. Clare offered to complete audit for the equivalent of a week's wages. The motion to accept this generous offer:

Proposer J Heatrick Seconded G Harris

Vote: For: 7 Against: 1

P Dornan explained that there is an ongoing dispute with regards to electrical supply repayment – regards LED lighting upgrade

Internet Banking – volunteers

12. To Adopt Allotment Policy & Risk Assessment

P. Dornan suggested these policies are a legal requirement. This was challenged and amended to a way of demonstrating The Council's compliance.

It was agreed that the policies would be raised at the next meeting, with the suggestion that sub committees would be formed to work on these policies.

Accidents Policy and Risk

Working at Height Policy and Risk Assessment

Needles and Sharps Object Policy & Risk Assessment

Power Tools Policy and Risk Assessment

Ride on Tractors Policy and Risk Assessment

Litter Picking Risk Assessment

Street Furniture Risk Assessment

Keep Hilgay Tidy Risk Assessment

Christmas Lights Risk Assessment

23. Recruitment Process for a new Parish Clerk

Have we received formal resignation? – No Councillor had received one

P Dornan said there was one sent on the 25.4.20

The Chair said he would discuss the matter with the Clerk.

Councillor R. Coogan pointed out we could not advertise until we as a Council have a formal resignation.

The Chair asked who would like to be involved in the recruitment process. – Councillor Coogan offered his services as did the Chair.

24. Councillor questions

Query with regards to a peppercorn rent for land between playingfield and TMB school.

This will be raised at the next meeting.

Close of meeting approximately 8.30p.m. (Zoom timed out)

