

HILGAY & TEN MILE BANK PARISH COUNCIL

Minutes of the Full Council Meeting

held Monday, 7th of October 2021 at 7.00pm in Ten Mile Bank 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

94/21 **Apologies for absence**

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

95/21 **Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation**

- There were no declarations
- There were no requests for dispensation.

96/21 **Approval of the minutes of the Council meeting**

- The minutes of the Council Meeting held Thursday, 7th of October 2021 (items 82/21 to 93/21) are approved and signed as a true and accurate record. After amendment to item 92/21 should read "riverside entrance"

Proposed Cllr E Hall

Seconded Cllr A Greening

All present agreed

- The **Chairman, Cllr G Carter**, duly signed and dated the minutes of the meeting in place of Cllr A Charlesworth who was not present.

97/21 **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.**

- Borough Councillor A Holmes Denver ward informed the Parish Council that the new conservative leader Councillor Stuart Dark has now agreed to adopt the emergency climate policy for KL&WN Borough Council. Councillor Holmes congratulated everyone on the rededication of the war memorial.

- KL&WN Borough Council to launch new project on the 1st November 2021 giving £1000 to each Councillor for their smaller groups within their wards. Councillor M Storey should be getting the same for Hilgay and if there was a project that branched both wards then it might be looked to combine amounts from both Councillors. The Clerk asked the question does the County Councillor have a similar discretion with a larger amount? Councillor Holmes was not aware but suspected he did under his highways discretionary fund. Councillor Highnam asked was this to be advertised and Councillor Holmes said there would be a press release soon. Councillor Highnam thought if good to go in the December issue of the riverside news.
- Mr Wills of Ten Mile Bank reported that there were very large pot holes in Sandy lane and could the clerk arrange for the rangers to come out. Someone had been filling them but that they needed tarmacking.

98/21 **Maintenance Officers report**

- The matting has been ordered by the Clerk.
- Replacement No 4 lock.- Still pending
- Defib pads for TMB delegated to the clerk to order pads and given delegation once mandate completed.
- Bench for the Coles family decision to go ahead with cleaning.
- Replacement handle and chain removed from Hilgay play equipment - Shackles for round swing on Hilgay playing field – Still pending.
- River field Quay bench taken away to be repaired.
- Green bench to be painted etc. + possibly village sign – PC to advise.
- Outside Walnut tree cottage the grass has been sprayed off and rotovated off and this was being reported to the Parish Council.
- Report for the school field at Ten Mile Bank that 2 poles were removed from the monkey bars needed replacing. Council to be aware of a ceiling for costs and the Clerk to research.
- Shelter roof repaired and then to be replaced.
- Hedges to be cut back in the avenue have been completed by others in the past research needed. Chairman to take this forward.
- Maintenance Officer to spray by the Lych gates at the beginning of the avenue to Hilgay Church.
- Maintenance Officer to go Lawn-boy to service Parish Council equipment. If non viable to repair then replaced with battery items.

99/21 **Chairman's announcements and matters for consideration**

- Cemetery Policy adoption and review Councillor Greening thought Section 3.1 should be amended to read clause with right to close the cemetery under H&SE special reasons. Paragraph 5 "someone else" to be replaced with the words " Parish Council is entitled to sell the exclusive right". Amended to say No dogs are allowed in the cemetery. The policy was adopted with the caveat raised by Councillor Highnam "the finance committee to investigate costs within new budget".

Proposed by Cllr E Hall

Seconded by Cllr A Greening

All agreed

- Councillor Vacancies: Mr Dornan had applied to re-join the Parish Council. There was a vote taken. The Council voted to accept Mr Dornan as a co-opted Councillor by a vote of 6 for and one assentation. Mr Dornan would sign as accepting office at the November meeting.
- AGAR discussed and there had been an extension applied for and granted to 21/10/2021. An AGAR notice will be published after the internal audit from Little Johns Plc accountants. Jo Raby would conduct the internal Audit for the Council and her fees were the same price as previous years.
- Finances due to mandate changes these would be presented with the internal audit recommendations at the next meeting.

100/21 Updates from working parties

- **Allotments:** Allotment holders will be invoiced in the coming weeks and Cllr Hall and the Clerk to meet and number 11 Mr Watson is giving this allotment up & 7 are available. Contracts to be confirmed and issued allotment holders and invoiced.
- **Footpaths** Cllr Hall informed the meeting that there was no reported footpath issues. Cllr Highnam reported the footpath sign laying against the wall which had been down a long while was going to be put back up.
- **Communications** Cllr Z Hipsey reported the Riverside news was nearing completion and the editor would forward copy to the clerk. Also, the invoice for printing would be sent to the clerk when received by Cllr Highnam.
- **Asset Register.** Councillor Greening informed the meeting that he had carried out the asset review of Ten mile Bank and would be walking around Hilgay shortly. Also, there was certain assets that were levelled down to a £1 which to replace would cost a lot more so the finance working party to look into this along with the budget.

101/21 Planning Items

- 21/01665/O Outline planning application with all matters reserved for the demolition of the existing commercial building to the front of the site and the erection of a single detached new home at Land Adjacent Westwood Station Road Ten Mile Bank Norfolk **Discussed No objections**
- 21/01543/F Erection of a dwelling with access (on a site with an extant consent to construct a dwelling under application ref: 15/00852/F) at Apple Tree House Station Road Ten Mile Bank DOWNHAM MARKET Norfolk PE38 0EP **The Council discussed the NCC designation of traffic and the development redesigned and the Parish Council did not want the definition of the road changed.**
- 21/01731/F Single storey rear extension to existing two storey dwelling at 9 Hills Court Hilgay Downham Market Norfolk PE38 0QE **Discussed No objections**

102/21 Finance

- The Clerk informed the meeting there was no finance to approve as the mandate had been completed but the Clerk had not received confirmation or the means to place payments online. Councillors would receive update and the report from the internal auditor prior to the next meeting.

103/21 Highways Issues

- Councillor Highnam reported the pathway were the school children walked past the school, and the War memorial are prone to flooding. The Chairman informed the Council that the drain would be very expensive to repair after a site visit. Signage around the parish needed cleaning and foliage needed cutting back to make the safety signs visible. Boundary hedges are over grown and needed to be reported. The Clerk occasionally will place The Parish Council will write to those who do not adhere to the legislation. Notes for the area engineer and rangers visits both bridges require maintaining, Sandy lane pot holes, signs for Footpath Across A10 need to show people crossing to give clear indication to road users. Highways engineer visit to be booked by the Clerk.

104/21 Village 5 Year Plan.

This was presented by Cllr Highnam and was discussed by the Council at a previous meeting in June 2021. is a plan to show residents that the Parish Council is looking ahead and having the following themes included in the plan.

- Highlight areas for development and business construction on brown field sites, and also housing. To give an indication these areas might be supported by the Parish Council.
- Riverside bank and other areas within the parish made family friendly.
- Local nature trails / Conservation areas identified and supported by policies.
- Funding sort for assist with enabling echo village halls to prompt business use, and identify economic help for modern tech businesses in the parish. To prompt businesses working in the buildings supported by the Parish Council.
- Bus routes / Replace diesel buses with electric buses / EV charging sites within the Parish boundary.
- Campaign to change A10 speed limits.
- KPI
- Connect to outline villages and landowners via non .
- Long term plans for all public bodies to work together.
- Senior citizens need to be included in the planning for the empty flats what the housing association going forward. There are a colony of bats located and need assessment.

105/21 Discuss concerns about Fairfield garage area in Hilgay

- The owner has been given a vacation order and have the site clear by September 2022. To be kept on the agenda.

106/21 To discuss the pump house recycle bin rates.

- A new bin has been placed and this was on site. Fly tipping is present. The Council want to raise the fee the Chairman to speak with Mr D Long.

107/21 To discuss the Queens platinum jubilee

- Councillor Highnam introduced the item which will take place at 9:15pm 2nd June 2022 a Thursday evening. 1500 beacons to be lit around the country. The Queens Pageant Master had been contacted to say Hilgay would like to take part. Councillor Carter suggested the area near the church yard in Hilgay might be appropriate. Councillor Greening to take a picture of the beacon at Littleport. Hilgay Silver band would like to play and a church choir if available with idea of a prom night theme. Councillor Bates volunteered to design the beacon.

108/21 To discuss Christmas tree and Flower boxes on Hilgay Bridge.

- Cllr Heatrick informed the meeting that the Christmas tree was ordered and would be delivered by Baytree GC first week in December 2021. There was discussion around the lights, Chairman to update the next meeting. Flowers for the boxes could be provided by Baytree GC but not the box holders for the bridges. Look at the possibility of businesses in the Parish could sponsor the boxes. Costings for three boxes to be brought back to the next meeting. There was the need to check with highways.

109/21 To discuss Speed watch and data

- Councillor P Carter said that he needed a android phone to retrieve the data from the speed watch panels. The Clerk to investigate if there was one available for this particular use.

109/21 To discuss replacement of mobile phone.

- Replacement needed the Clerk to bring back options to the next meeting. This was to include mobile app called horizon and the cost of a phone.

110/21 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.

111/21 Agenda items

- Potential Jobs for Rangers
- Speed watch and data phone
- Assets Register
- Cemetery Building
- Harvest Tractor damage

- Confirmation of contact ref Parish Land in dispute
- The Queens Platinum Jubilee
- Fairfield Garage
- The Pump House recycle bins rates

The next meeting will be on Thursday the 4th of November 2021 at Hilgay Village Hall starting at 7pm.

112/21 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.

- Concerning consideration of Right of Access to land at Ten Mile Bank (Cllr Graham Carter) **This item was referring to common land and access to the playing field Ten mile Bank. A discussion was needed with NCC, Councillor Story, and the Chairman is still researching and investigating this matter. The Common land was a discussion needed with the Diocese and the Chairman was to report back the Council at the next meeting. No decisions made.**
- The Clerk's training monies of up to £1500 which was going to be supported through a business grant from Norfolk County Council (NCC) applied through NALC. This has now been reneged by NCC according to NALC Chief Executive. Therefore this now means that the Parish Council are asked to support the Clerks training from its own funds. The costs of which will be presented to the November meeting.
- Presentation of the review of the Maintenance Officers duties was given by the Clerk and there was a proposal for a rise in the Maintenance Officers hourly rate. Also, there was to be sight of all certificates achieved. There was also a suggestion regarding an email from Councillor Highnam to the former Clerk, and this will be looked at as well for a future review. The Hourly Rate raising from 10.31 per hour to 11:00 per hour would be amended in the next financial year as part of the new budget.

Proposed by Cllr E Hall

Seconded by Cllr J Heatrick

All those present agreed Councillor A Greening had left the meeting before this item was discussed and therefore was not present to vote.

Carried by majority.

The meeting closed 9:29pm