

**HILGAY PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON 20th MAY 2021**

Present: **Ten Mile Bank** - Cllr Andy Greening,

Hilgay – Cllrs Jane Heatrick, Annabel Charlesworth, Susan Annan,
Norman Highnam, Peter Carter, Peter

Bates, Graham Carter

Members of the Public

One member of the public attended the meeting. In addition
Hilgay Maintenance Officer Colin Wills, attended the meeting.

The Chair, Cllr Graham Carter, opened the Annual Meeting at
19:03

14/21 To elect the Chairperson

Cllr Graham Carter stood down as Chair and invited Councillors to
volunteer to stand for Chair. No candidates came forward. Cllr
Graham Carter volunteered that he was prepared to stand again
as Chair of Hilgay Parish Council.

**Proposal that Cllr Graham Carter is elected as Chair of Hilgay
Parish Council**

Proposer Cllr Andy Greening

Seconder Cllr Jane Heatrick

**All present agreed by a show of hands – Cllr Graham Carter was
elected as Chair.**

15/21 To elect the Vice Chairperson

Cllr Annabel Charlesworth stood down as Vice Chair. Cllr Graham
Carter invited Councillors to volunteer stand for Vice Chair. No
candidates came forward. The Chair asked Cllr Annabel
Charlesworth if she was prepared to stand again as Vice Chair of

Hilgay Parish Council. Cllr Annabel Charlesworth confirmed she was.

Proposal that Cllr Annabel Charlesworth is elected as Vice Chair of Hilgay Parish Council

Proposer Cllr Jane Heatrick

Seconder Cllr Norman Highnam

All present agreed by a show of hands – Cllr Annabel Charlesworth was elected as Vice Chair

The re-elected Chair, Cllr Graham Carter gave an opening statement, acknowledging 2020 had been difficult year for the Parish with the impact of Covid 19 and the recent death of Cllr Ray Houghton. Cllr Graham Carter confirmed the Parish Council will look to mark the contribution Cllr Ray Houghton had made over his long service to the community with a bench or plaque. Ten Mile Bank Riverside Academy are also planning a memorial.

Cllr Graham Carter also confirmed the War Memorial in Hilgay has now been removed for restoration and repair.

16/21 To receive apologies for absence

Cllr Ryan Coogan – work commitment, Cllr Elaine Hall – away, Borough Cllr Alan Holmes – BC Meeting

17/21 To receive declarations of interest in items of the agenda and any requests for dispensation

None given

18/21 To approve and sign the minutes of the virtual meeting held on 1st April 2021

Proposer Cllr Annabel Charlesworth

Seconder Cllr Jane Heatrick

With the exception of Cllr Andy Greening who abstained as he was absent from the meeting, all present agreed and the minutes were approved

**19/21
option**

Update on Parish Council vacancies and consideration for co-

An application has been received from MC a resident of TMB for co-option onto the PC. It was suggested the Clerk confirms if there is a probationary period for co-opted Councillors.

Proposer Cllr Jane Heatrick

Seconder Cllr Susan Annan

Cllr Annabel Charlesworth abstained - All present were in favour – co-option agreed

A second request for co-option was made by Colin Wills subject to confirmation from the Borough and County Council regarding the legality of being a Councillor and Maintenance Officer.

Proposer Cllr Annabel Charlesworth

Seconder Cllr Jane Heatrick – All present were in favour – co-option agreed pending confirmation as above

There is still one vacancy for Hilgay

20/21

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

A member of the public asked for justification into the Riverfield toilet refurbishments given the facility is not used, suggesting the money could be spent elsewhere. Cllr Graham Carter explained the Parish had received a £10k grant to complete this work and the options and costings were still being explored.

It was also noted there has been a huge increase in the number of public toilets being closed across the UK.

21/21

Maintenance Officers Report

Colin Wills gave his report. In addition a broken wooden bench has been dumped in the cemetery – **ACTION Colin Wills to remove it on behalf of the PC**

Colin Wills reminded the PC the TMB defibrillator pads run out in August 2021

Colin requested again a date for his review and consideration of an increase in his hourly rate – **ACTION Cllr Graham Carter to agree a date with the PC**

Cllr Norman Highnam asked if the PC insurance covers Colin for the work he does for United Charities - **ACTION Clerk to confirm**

Cllr Peter Bates commented that the Glenn Pitt is full and will write to Mr Mellish on behalf of the Parochial Church Council to establish what is happening as this could cause flooding on the road.

22/21 Chairs report on progress of items not on the agenda carried forward from the last meeting

- Tank at Riverfield was emptied today - £55 – pump needs repairing
- Watermans Lane encroachment is still ongoing
- Parish Common Land / Woodhall Estate – Estate is now sold – Cllr Graham Carter is hoping for mutual agreement to be reached – Cllr Susan Annan would like opportunity to look at the evidence and paperwork **ACTION – to be discussed in full at PCM on 03-06-2021**

23/21 Clerks report and correspondence

- Riverside News advertisers have been billed
- Preparations still being made for the internal audit
- Email from Friends of Riverside Academy who want to boost their fundraising through a Yard Sale in Hilgay – advised to contact Borough Council for permission to use the green by Tower Road.
- Community Rangers have completed work as requested – will notify again 3 weeks prior to next visit

24/21 **To review and adopt Standing Orders, Policies and Asset Register**

Proposal to adopt the Standing Orders and Policies subject to amendments being made as suggested by Cllr Elaine Hall

Proposer Cllr Jane Heatrick

Seconder Cllr Norman Highnam

All present were in favour – motion passed

Asset list – Cllr Graham Carter agreed to look at this for Hilgay – Cllr Elaine Hall has confirmed the TMB assets are correct with the addition of the street light on the A10 junction with Modney Bridge Road.

25/21 **Updates from Working Parties**

- **COMMUNITIONS / TECHNOLOGY (Cllrs Ryan Coogan (RC) and Norman Highnam (NH))** - RC puts updated on TMB facebook page and NH on Hilgay page. Riverside News Natalie Nabi is the new editor – sending out emails for contributions to the Summer edition to be submitted by the end of June – another celebrity has contributed. New distribution list being done
- **ALLOTMENTS (Cllrs Elaine Hall (EH) and Peter Bates (PB))** - 4 on waiting list now - some paths have been ploughed up but reinstated
- **FOOTPATHS (Cllrs Susan Annan (SA), EH and NH)** Not much happening – NH met with footpath charities - SA 5 yrs to register footpaths to ensure we do not lose them - NH getting quotes to put steps in down under A10
- **PLANNING (Cllrs Jane Heatrick (JH) and Andy Greening (AG))** – nothing to report
- **FINANCE AND RESOURCES (Cllrs RC and Graham Carter (GC))** – need to meet to discuss budget
- **WILD FLOWER MEADOW (Cllr Annabel Charlesworth (AC))** - has a quote for posts (£260)but we need 3 quotes - we allocated budget of £500 looks unsightly at the moment but no hurry – needs a subtle delineation. Colin Wills suggested removing current posts and could put corner posts in for now.

Cllr Norman Highnam suggested a sign ie Hilgay Flower Meadow - **ACTION Cllr Annabel Charlesworth to enquire about signage and posts**

26/21 War Memorial update (Cllr Norman Highnam)

Cllr Norman Highnam confirmed there was a weeks delay in removing the memorial due to transport issues

A test pit is being dug – bricks and rubble were the only thing holding the central column up. New foundation will be set when the memorial is repositioned. Has spoken to Natural England – want to start the process of listing it. Cllr Peter Bates suggested consideration of a time capsule. Cllr Graham Carter suggested resin could be used rather than shingle to stop weeds.

Rededication ceremony will be held once its back in situ – looking at mid June to fall in with the ending of lockdown. A number of organisations including the USAF, Hilgay Silver Band and the Church have shown an interest and hopefully the school will also get involved

Cllr Norman Highnam also gave an update on Gravediggers shed - will cost thousand to do – looking at potential gazebo type structure that wont need planning regulations (photos circulated). Cllr Peter Bates commented that the bricks were handmade and can be salvaged for re-sale / re-purposing. **ACTION – Cllr Norman Highnam to continue to explore options and bring back to next meeting**

27/21 To discuss the faulty casing on the Hilgay defibrillator and agree action needed

Cllr Graham Carter paid for new keypad today - should be here soon

28/21 To discuss the reservation and cost of burial plots by previous residents of Hilgay who have moved away

Proposal that any ex-resident can still be buried here but will have to pay the higher fee

Proposer Cllr Jane Heatrick

Seconder Cllr Susan Annan

All present were in favour – motion passed

29/21 **Planning Applications (a) To receive results on applications** None received

(b) To discuss any applications received Planning application 21/00649/F Hilgay 560317 296975 Erection of detached house and single garage Land E of Village Hall Former Site of Methodist Chapel Station Road Ten Mile Bank Norfolk **ACTION Cllr Elaine Hall confirmed this was a re-submission of existing plans approved in 2018 that had run out. No changes have been made and no objections were raised by the PC**

30/21 **Finance - to approve payments for April 2021**

Proposer Cllr Annabel Charlesworth

Seconder Cllr Peter Carter

All present were in favour – April 2021 payments were agreed

31/21 **To discuss any Highway's issues and agree actions to resolve**

Parish Council to send email of any issues and report individually as well

Cllr Ryan Coogan wanted to raise an issue with regards unofficial road signage being erected by landowners – to be carried over to next meeting.

32/21 **To receive items for the next meeting agenda and agree date of next meeting.**

- Next date is 03-06-21 – agreed as it is so close to todays PCM, to use this meeting to fully discuss common land and policy updates
- Cllr Jane Heatrick – to discuss Fairfield Garage and plans for Speedwatch 2021
- Cllr Norman Highnam - to discuss 5 year plan for Hilgay

Meeting closed at 21.11

Signed Cllr Graham Carter
Chair on