

Hilgay Parish Council

Minutes of the meeting of Full Council on Thursday 07 November 2019

Present:

Hilgay Ward

Cllr Peter Bates, Cllr Graham Carter, Cllr Peter Carter, Cllr Annabel Charlesworth, Cllr Elaine Hall, Cllr Gillian Harris, Cllr Jane Heatrick and Cllr Holmes

Ten Mile Bank Ward

Cllr Ryan Coogan, Cllr Peter Dornan, Cllr Andy Greening and Cllr Ray Houghton

Parish Clerk

Ms Claire Dornan

Maintenance Officer

Mr Colin Wills

Other non-Council members present

Jackie Westrop representing The Swan Project

There were 2 members of the public present. (Arrived at 7:08pm)

Those in attendance at the meeting were notified of the emergency evacuation procedure and social media procedures. Members were asked to ensure that their mobile telephones were either switched to silent mode or turned off.

01. To receive Members' Apologies for Absence

An apology was received from Cllr Alan Holmes on behalf of Cllr Vic Martin who had been taken into hospital. An apology was also received from County Councillor Martin Storey.

02. To receive Members' Declarations of Interest

There were no declarations of interest made.

03. To approve the minutes of the meeting held on Thursday 03 October 2019

Proposed – Cllr Dornan Seconded – Cllr Greening

'That the minutes of the meeting held on Thursday 03 October 2019 be approved as a true and accurate record.'

All in favour

04. Public Participation – 15 minutes allowed

A member of the public asked for consideration to be given to parking spaces being made available outside Ten Mile Bank School – The Clerk advised that this needed a Highways assessment and took the individual's details to contact in the future once a meeting with Highways had been arranged.

05. To receive a presentation from The Swan Centre project – Youth Incentive Fund Initiative

Ms Jackie Westrop, Chair of Trustees of The Swan Centre gave a presentation to Council. The aim of the project is to provide social and emotional support to 8-18 years across the South West Norfolk area and assist in combating anti-social behaviour. The project receives no government funding and is required to raise between £65K - £70K annually.

Ms Westrop explained that they could offer 4 hours per month, term time to Hilgay at a cost of £6k - £6.5K which would fund 2 project workers. It was advised that National Lottery Grants are available to raise such funds alongside a grant being made available by King's Lynn Borough Council. It was suggested that in addition to the cost of the project workers a further £1.5K would need to be raised for further resources. These costs are approximately half that of the YMCA providing similar support to the community.

If the Council were minded to proceed the project could be active in Hilgay from April 2020.

Council thanked Ms Westrop for her detailed and interesting presentation and agreed to consider the project and timetable a further discussion at their next meeting in December 2019.

Ms Westrop left the meeting.

06. To receive the Chair's Report

The Chair noted that he was pleased with the progress on plans for a Christmas tree in Hilgay and Ten Mile Bank.

The Chair reminded the Council of the Riverside News article deadline and asked for any articles to be forwarded to the Clerk as a matter of priority.

07. To receive report from Borough Councillor

The Chair gave an overview of his recent Borough Council work including work with the Internal Drainage Board, Borough Licensing Committee and gave an update on recent Borough Council meetings.

08. To receive a report from County Councillor

The County Councillors were not present at the meeting.

09. To receive the Maintenance Officer's Report

Mr Wills gave an overview of the Play Inspection Report. He requested that a working party be agreed to work with himself and the Clerk to meet the requirements of Report. It was agreed Cllr

Holmes, Cllr Hall and Cllr Dornan would meet with the Clerk and the Maintenance Officer along with any other Councillor who wished to attend the meeting. Cllr Holmes agreed to arrange the meeting.

Mr Wills advised he had removed the graffiti on Hilgay Play Equipment and had completed some bench repairs.

Mr Wills advised he had placed a plate in the Youth Shelter in Ten Mile Bank. This would need to be monitored closely in case of further decay.

Mr Wills noted that the lower Bus Stop in Hilgay was delaminating. The Clerk is reviewing.

Cllr Dornan asked that his thanks be recorded for the assistance Mr Wills offered during the planned power cuts in Ten Mile Bank.

Mr Wills left the meeting.

10. To receive the Clerk's Report

- a) **Update on land encroachment correspondence**
The Clerk is awaiting guidance from the Chair and Cllr G Carter on whom to contact
- b) **Update on correspondence with Ely Diocese**
The Chair advised that he had liaised with the Borough Council and quotes were being obtained for works.
- c) **Update on Flower Meadow**
Cllr Charlesworth advised that due to the inclement weather works had stalled.
- d) **Update for Highways works**
Works on line painting and bollard removal had been delayed due the inclement weather. Highways had advised works should be completed by the end of the year.
- e) **Update on Banking arrangements**
The Chair and Clerk had made a complaint to Barclays who had asked for all signatories now to sign the required paperwork and not the 2 originally informed were needed.
- f) **Update on Pumhouse contract**
The Clerk confirmed a letter of termination had been sent on 11 October 2019. Mr Long had asked for a meeting with the Council and this is to be arranged. At present the Pumhouse bin must be removed by 10 January 2020 unless the material breaches can be resolved and Council requests met.
- g) **Update on Allotment rent payments**
Only 2 rent payments outstanding.
- h) **Update on Advertising invoices**
Outstanding invoices have been chased.
- i) **Update on Street light LED conversion**
EON has refunded the Council circa £3K from 01 August 2018 based on the LED conversion.

11. To receive and consider correspondence

- a) **Receive a request to place a memorial bench next to Flower Meadow**

Council are interested in the idea of a memorial bench and this is to be considered at the next meeting of the Council

12. To approve the payment of bills

A list of bills had been circulated (Appendix 1).

Proposed – Cllr Dornan Seconded – Cllr Greening

‘That the Full Council bills be paid as per the attached schedule.’

All in favour

The Clerk was asked to obtain a quote from another provider for mole control and for it to be considered at the next meeting of Council.

13. To approve the Code of Conduct Policy

Proposed – Cllr Dornan Seconded – Cllr Coogan

‘That the Code of Conduct Policy be adopted by Hilgay Parish Council, subject to some minor spelling and grammar amendments.’

All in favour

14. To approve the Equality & Diversity Policy

Proposed – Cllr Dornan Seconded – Cllr Coogan

‘That the Equality and Diversity Policy be adopted by Hilgay Parish Council, subject to some minor spelling and grammar amendments.’

All in favour

15. To approve the Social Media Policy

Proposed – Cllr Dornan Seconded – Cllr Coogan

‘That the Social Media Policy be adopted by Hilgay Parish Council, subject to some minor spelling and grammar amendments.’

All in favour

16. To approve the Environmental Policy

Proposed – Cllr Dornan Seconded – Cllr Coogan

‘That the Environmental Policy be adopted by Hilgay Parish Council, subject to some minor spelling and grammar amendments.’

All in favour

17. To approve the Lone Worker Policy

Proposed – Cllr Dornan Seconded – Cllr Coogan

‘That the Lone Worker Policy be adopted by Hilgay Parish Council, subject to some minor spelling and grammar amendments.’

All in favour

Cllr Greening noted that the Council needed a Mobile Telephone Policy. This was agreed by Council and the Clerk is to prepare.

18. To approve the compliments, comments and complaints Policy

Proposed – Cllr Dornan Seconded – Cllr Coogan

‘That the compliments, comments and complaints Policy be adopted by Hilgay Parish Council, subject to some minor spelling and grammar amendments.’

All in favour

19. To approve Hilgay Parish Council’s Privacy Notice

Proposed – Cllr Dornan Seconded – Cllr Coogan

‘That the Privacy Notice be adopted by Hilgay Parish Council, subject to some minor spelling and grammar amendments.’

All in favour

20. To discuss and agree pricing structure for Cemetery, the Memorial licence policy and the Christmas Memorialisation Policy

Proposed – Cllr Holmes Seconded – Cllr G Carter

‘That the fee for Exclusive Rights of Burial in an earthen grave for a single interment be increased to £400.00.’

‘That the fee for a second or further interment in an earthen grave with Exclusive Rights of Burial be increased to £150.00 per burial.’

‘That the fee for Interment of cremated remains in Earthen grave above an existing burial be increased to £75.00.’

‘That the fee for Exclusive Rights of interment of first cremated remains be increased to £160.00.’

‘That the fee for Exclusive Rights of interment of further cremated remains with Exclusive Rights of interment be increased to £80.00.’

‘That the fee for Headstones and Monumental Inscriptions remain unchanged.’

All in favour

Proposed – Cllr Dornan Seconded – Cllr Coogan

‘That the Christmas Memorialisation Policy be in situ between 01 December 2019 – 08 January 2020.’

All in favour

The Clerk was asked to create a policy leaflet of Cemetery Regulations to be provided to all undertakers and those purchasing new plots in the Cemetery and those preparing for burial. It was decided not to enforce these retrospectively on memorials and planting already in place unless damage is being caused to other plots.

Licensing of headstones was discussed and the Clerk was asked to produce a policy for consideration in January 2020.

21. To discuss and approve renewal of Groundwork Contract

Proposed – Cllr Dornan Seconded – Cllr Hall

‘That the Groundwork contract be offered to the existing contractor, for a period of 3 years based on a 2% financial uplift on the financial year 2019/2020 and for each further year, during the term of the contract.’

11 in favour 1 against

22. To discuss and agree purchase of a new dog waste bin to be placed at the Flower Meadow

Proposed – Cllr Holmes Seconded – Cllr G Carter

‘That a Dog Fouling Bin be purchased at a cost of £117.47 plus VAT, subject to Borough Council approval on location, which is agreed to be on the pathway between Hilgay Playing Field and the Flower Meadow.’

11 in favour 1 against

23. To discuss and agree meeting venue for Parish Council meetings

Proposed – Cllr Holmes Seconded – Cllr Greening

‘That meetings be held alternate months throughout the year equally between Hilgay Village Hall and Ten Mile Bank Village Hall. The next meeting on 05 December 2019 to be held at Ten Mile Bank Village Hall.’

All in favour

24. To discuss and agree actions regarding Annual Playground Inspection

It had already been agreed earlier in the meeting that a working party be formed of Cllr Holmes, Cllr Hall and Cllr Dornan with the Clerk and the Maintenance Officer to review the report and recommend action to Council.

25. To discuss new planning applications received from the Borough Council/Norfolk County Council

No applications to discuss.

26. To note application decisions made by the Borough Council/Norfolk County Council

New Row, Hilgay discussed. Application approved.
East End, Hilgay discussed. Application subject to review.
Cronin's, Hilgay discussed. Application subject to review.

27. To receive an update on Riverside Toilet Maintenance – Cllr G Carter

Cllr Carter advised that it had been too wet to complete the maintenance works required.

28. To discuss and agree action to be taken in respect of furniture at Riverside Field – Cllr G Carter

The quote from David Nicholls was discussed.

Proposed – Cllr Coogan Seconded – Cllr Dornan

'That Hilgay Parish Council accept the quote from David Nicholls to supply and fit oak posts to the furniture at Riverside Field, supplying a child height bench, at a cost of £1,340.'

All in favour

29. To receive an update on Hilgay Christmas tree preparations – Cllr Heatrick

Cllr Heatrick showed Council the poster that she had created for the Riverside News. Cllr Heatrick confirmed she was liaising with the editor in order to ensure it was published in the next article.

It was confirmed that the tree size would be advised by Sue at Baytree during the second week of November 2019. Until the tree is confirmed the Risk Assessment cannot be finished however it is in hand.

Cllr Heatrick confirmed that she had spoken to the Maintenance Officer and it was agreed the tree would be in place on Monday 09 December 2019 and pegged securely. The lights were confirmed to be battery operated.

Cllr Heatrick confirmed she had organised a gazebo, lights and chairs for use by Hilgay Silver Band (4 songs) and Riverside Academy (4-6 songs).

The event is planned to start at 19:15 on 12 December 2019.

30. To receive an update on Ten Mile Bank Christmas tree preparations – Cllr G Carter

Cllr Carter confirmed that an artificial tree with mains lights would be erected on 09 December 2019 at Ten Mile Bank Village Hall. The Clerk is to provide a Risk Assessment to Hilgay United Charities.

31. To discuss and agree response to Invitation to Bid Letter Parish Partnership 2020-21

Proposed – Cllr Coogan

Seconded – Cllr Dornan

‘That a request for a slide for Ten Mile Bank Playing Field be made under the Parish Partnership 2020-21.’

All in favour

32. To discuss and approve 2 street light requests from residents in Hilgay

Proposed – Cllr G Carter

Seconded – Cllr Hall

‘That the request for a Street Light to be placed at Hills Court, East End, Hilgay be rejected based on a cost benefit analysis.’

11 in favour 1 Abstention

Proposed – Cllr G Carter

Seconded – Cllr Harris

‘That the request for a Street Light to be placed off Ely Road, Hilgay be rejected due to light pollution objections.’

11 in favour 1 Abstention

Both areas would benefit from a personal security light on the prime property, at a minimal cost to the resident. It was suggested that the resident at Hills Court approach Freebridge to ask them to support such action.

33. To discuss and agree action to be taken regarding parking and speeding through the villages

To be moved to December 2019 meeting due to time constraints of this meeting.

36. Councillors Questions

The Clerk was requested to contact BCKLWN about the outstanding Steels Drove signage.

It was requested that Rights of way across the Cemetery and Flower Meadow be discussed at the next meeting in December 2019.

The Chair reminded Council of the Wreath Laying ceremonies scheduled in November 2019.

Cllr Coogan asked the Chair to meet with him to review the SAM2.

The Chair asked Council to familiarise themselves with the Sunday Times article on unemployment in the local area.

The Chair thanked everyone for attending and closed the meeting at 9:06pm

Chair

Dated