

Hilgay Parish Council

Minutes of the meeting of Full Council on Thursday 03 October 2019

Present:

Hilgay Ward

Cllr Peter Bates, Cllr Graham Carter, Cllr Elaine Hall, Cllr Gillian Harris, Cllr Jane Heatrick and Cllr Alan Holmes (Chair)

Ten Mile Bank Ward

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

County Cllr Martin Storey

Representative of Hilgay United Charities

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

Apologies were received from Cllr Annabel Charlesworth, Cllr Ryan Coogan and Cllr Vic Martin.

Cllr Peter Carter did not attend.

02. To receive Members' Declarations of Interest

There were no declarations of interest made.

03. To approve the finance section of the minutes of the meeting held on 06 June 2019

Proposed – Cllr Holmes

Seconded – Cllr G Carter

'That the finance section of the minutes of the meeting held on Thursday 06 June 2019 be approved as a true and accurate record.'

All in favour

04. To approve the minutes of the meeting held on Thursday 05 September 2019

Proposed – Cllr Houghton

Seconded – Cllr Hall

‘That the minutes of the meeting held on Thursday 05 September 2019 be approved as a true and accurate record.’

6 in favour 3 abstentions (2 absent from the meeting, 1 had not read the minutes)

05. Public Participation – 15 minutes allowed

A member of the public wished to express their disappointment that Council meetings are not held equally between Hilgay Village Hall and Ten Mile Bank Village Hall. The Village Hall in Ten Mile Bank is currently being refurbished and the works should be completed by November 2019 and they hope the current policy is overturned.

A member of the public wished to confirm, following the incorrect reporting in the Riverside News article in August 2019 by the Parish Council Chair, that there has been a Home Watch in Ten Mile Bank since 1984. Councillors were welcomed to join.

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

A representative from The Swan Centre was unable to attend the meeting and will be invited to attend the next meeting on 07 November 2019.

07. To receive the Chair’s Report

The Chair advised that unfortunately due to his Borough Council responsibilities and training he had been unable to attend to any Hilgay Parish Council work in the past month.

The Chair did confirm that the Banking arrangement changes were underway.

08. To receive Clerk’s Report

The Clerk advised that she had met with the Highways Engineer, West Area. He had confirmed that the Zig Zag line work outside Riverside Academy, Hilgay was due to occur during October 2019 half term, dependant on satisfactory weather conditions. The Norfolk County Council bollards in Hilgay are due to be removed by the end of October 2019.

The Clerk advised that the formal quote for the Chainsaw requalification had been received. There is an additional cost for a certificate upon completion of the training. The Clerk had approved this additional expense.

09. To receive the Maintenance Officers Report

The Maintenance Officer advised he was currently using silicone, at the Clerk’s request, to fill the splits in the timber at Ten Mile Bank Play Area.

The Maintenance Officer advised that the roof on one of the Bus Shelters in Hilgay had been found to have perished due to the type of ply used. This had been removed with the assistance of

Cllr Dornan. He had received the replacement wood and was having difficulties sourcing the specific paint required to match the existing paint work. Cllr Holmes advised he would source the paint (2.5 litres) next time he visited King's Lynn.

The Maintenance Officer advised that he had replaced the brickwork in the Bus Shelter following vandalism where the base bricks had been kicked out of position. He noted there was nothing to key into and although the work he had completed was safe, he was concerned they may be easily vandalised again.

The Maintenance Officer advised that the Dog Bin in Church Road, Hilgay remained out of position. Cllr G Carter advised he would contact the resident to enquire whether he had seen who had removed the bin and advise it would be replaced.

The Maintenance Officer advised that the Riverside Toilets, Hilgay was still closed as the pump remained non functional. Cllr G Carter advised he was awaiting for a part and this was due to arrive on 7/8 October 2019.

The Maintenance Officer was thanked and then he left the meeting.

10. To receive report from Borough Councillor

Borough Cllr Holmes advised that he had been on the Borough CEO selection panel.

Cllr Holmes had recently attended training relating to recycling, waste management, flooding and pest control.

Cllr Holmes advised he was aware that there was Japanese Knot Weed in Hilgay and the removal of it was his priority.

11. To receive report from County Councillor

County Cllr Storey apologised for not attending the last few meetings. There had been a clash with the meetings held by Norfolk County Council.

Cllr Storey advised that there is currently a consultation regarding the number of Councillors required within Norfolk, currently 84. He requested Cllrs to view the consultation information and make comment. The Clerk advised she would forward the website details to all Cllrs.

Cllr Storey advised that he had attended the recent budget meeting regarding funding for those with disabilities. He objected to the cuts in disability funding however his vote was unsuccessful. He reminded Cllrs that appeals can be made against the cuts.

Cllr Storey advised that the County Hall building refurbishment details can be found on the Norfolk County Council website.

12. To receive and consider correspondence

The Clerk advised that a grant request had been received from Norfolk Citizens Advice Bureau. The Clerk was asked to reply advising that the Parish Council had a policy not to support any grant application.

The Clerk read an email received from a number of residents in Ten Mile Bank. The family requested a Street Light to be placed on the entrance to Ten Mile Bank from the A10. The Clerk was asked to reply with the outcome to the debate at item 21. The family also asked for the Council to re-think their decision not to use the village hall in Ten Mile Bank. The Clerk will advise that this will be re-discussed at the next Full Council meeting in November 2019.

The Clerk asked for clarification following an email from an allotment holder who asked if allotment rents should be pro-rata as they had taken over the plot in June 2019, paying full rent for the plot (£10) and was being asked for the new annual rent (£12.50) in October 2019. Council confirmed that as the allotment rent was minimal, compared to the rent costs paid by the Parish Council for the, that the Council would not consider pro-rata payments should a plot be offered during the allotment year.

13. To approve the payment of bills

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

Proposed – Cllr Holmes

Seconded – Cllr Greening

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

8 in favour

1 abstention

14. To note new planning applications received from Borough Council / Norfolk County Council

Cllr Holmes confirmed that there were no new applications to discuss.

Cllr Holmes advised that as a Borough Cllr he had called in the application for New Row.

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

Cllr Holmes advised that the application relating to Riverside Academy, Ten Mile Bank had been approved.

Cllr Dornan reminded Council that Glebe House, Ten Mile Bank had also been approved.

16. To receive an update on:

a) Council's Bank Mandate

Cllr Holmes and Cllr Hall had separately spoken to Barclays on a number of occasions and it is hoped that the change of mandate will be accepted.

The change of address request had been rejected as only 3 out of the 4 Cllrs had signed the request. It was believed the mandate was 2 Cllrs' to sign. This will be resubmitted in due course.

The Clerk also advised that NALC are currently looking at the banking issues experienced by Councils.

b) Hilgay War Memorial Quote

The Clerk advised that she had requested an update from A F Holman and Son regarding them reviewing the memorial however no response had been received. The Clerk is to discuss the matter with Landles and see whether they can assess the War Memorial and obtain a quotation for their services.

c) Riverside Toilet Maintenance – Cllr G Carter

As per item 9, the replacement part is expected 7/8 October 2019.

d) The Avenue & correspondence with Ely Diocese – Cllr Holmes

Cllr Holmes advised that there had been no new correspondence. Cllr Holmes to provide the contact details to the Clerk for her to take forward.

Cllr G Carter reminded Council that precedence had been set approximately 5 years ago when the Diocese completed works on the Avenue at a cost of over £10,000.

17. To discuss and agree Facebook Strategy

Proposed – Cllr Dornan

Seconded – Cllr G Carter

‘That the Hilgay Parish Council Facebook page remain live and be managed by Cllr Coogan subject to the posts being information only, without opinion, and that a Social Media Policy be written by the Clerk and presented for approval at the next meeting of Full Council .’

All in favour

18. To discuss and agree action to be taken in respect of Norfolk County Council Footpath contract

The Clerk advised that the quotes received were significantly greater than the existing Norfolk County Council contract.

Proposed – Cllr Holmes

Seconded – Cllr G Carter

‘That the Council continue with the existing Norfolk County Council contract.’

All in favour

The Clerk was asked to liaise with Norfolk County Council in an attempt to vary the cutting schedule.

Cllr Holmes agreed to contact Robbie Martin to discuss whether he could complete additional cuts.

19. To discuss and agree action to be taken in respect of furniture at Riverside Field

Following the Cllrs assessing the existing furniture, Cllr G Carter had been tasked with speaking with Mr David Nicholls regarding costs of upgrading the existing furniture.

Cllr Carter advised that Mr Nicholls had been on holiday and he was due to meet with him week commencing 07 October 2019 to discuss the matter further.

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

The Clerk advised that Highways had responded to the previous Clerks request for costs associated with placing a trod path connection between Ely Road and Riverside Academy, Hilgay. An estimate of £2,400 had been confirmed.

Cllr Holmes agreed to arrange a meeting for all Cllrs to view the area where the proposed trod path would be placed, prior to the next Full Council meeting in November 2019.

The Clerk reminded the Council that a decision needed to be made on this matter at the meeting on 07 November 2019 to give time for the application to be prepared and submitted.

21. To discuss and approve street light at A10 junction of Ten Mile Bank

The Highways engineer advised that there was insufficient data to support the suggestion that the junction was unsafe at night. There had been one death and another serious incident in 5 years and both had occurred within daylight hours.

Proposed – Cllr Greening

Seconded – Cllr Dornan

‘That the Council agree in principle to the application and funding of a street light at the A10 junction of Ten Mile Bank at a cost of £14,060.36 plus VAT for connection and then the additional costs of street furniture, subject to explicit approval from Norfolk County Council Highway Department.’

All in favour

22. To discuss and approve street light extension on Church Road, Ten Mile Bank

Cllr Greening advised that the current light only illuminates the bush under the street light and although the current contractor believes a 4 metre extension is required, they can only source a 3 metre extension.

Proposed – Cllr Holmes

Seconded – Cllr Greening

‘That the Council agree to fund the 3 metre extension to the street light in Church Road at a cost of £263.88 plus VAT.’

All in favour

The Clerk was asked to contact the resident where the street light resides to advise of the works approved.

23. To discuss and approve street light maintenance contract

Proposed – Cllr Greening

Seconded – Cllr Dornan

‘That the Council accept the recommendation to renew the existing contract with K&M Lighting Services Limited on a 36-month contract.’

All in favour

24. To discuss and agree action to be taken in regards to the contract between the Parish Council and The Pumphouse

It was noted that Council had not agreed to the present 10 year contract agreed by Cllr Holmes and The Pumphouse owners.

The Council noted that there had been material breaches under the existing contract.

Proposed – Cllr Greening Seconded – Cllr Hall

‘That the Council revoke the existing contract, giving three months notice, due to the material breaches. The Council are willing to discuss a new 2 year contract should it be satisfied that the material breaches would not occur again. The new contract would be subject to a recycling clause pursuant to National Government Recycling Targets.’

6 in favour 1 Against 2 Abstentions

25. To discuss and agree action to be taken with land next to the cemetery

Proposed – Cllr Harris Seconded – Cllr Hall

‘That the Council use the land next to the existing cemetery as a Wild Flower Meadow until the land is required for the cemetery extension.’

7 in favour 2 Against

The Clerk asked for clarification on the budget.

Proposed – Cllr Greening Seconded – Cllr Heatrick

‘That the Council authorise a budget of £200.00 to cut and spray the Wild Flower Meadow.’

7 in favour 2 Against

The Clerk will ensure a Risk Assessment is completed for the works, appropriate signage is in place when the spraying begins and that an article is placed in the Riverside News informing residents of actions being taken.

The Clerk was asked to research the cost of benches for the area.

26. To discuss and agree actions regarding Christmas tree and celebrations at Hilgay and Ten Mile Bank

Cllr Heatrick confirmed that both the children at Riverside Academy Hilgay and Riverside Academy Ten Mile Bank would be attending the Christmas tree lighting and celebrations at Hilgay.

Cllr Heatrick agreed to write an article for the Riverside News and submit it to the Clerk for approval.

The Clerk reminded the Council that a Risk Assessment was required for the event and she would liaise with Cllr Heatrick to complete this.

Cllr G Carter was asked to confirm if a tree had been arranged for Ten Mile Bank. Cllr Carter confirmed he was still intending to speak with his contacts in an attempt to obtain a Christmas Tree and advised if he was unsuccessful he had an outdoor artificial Christmas Tree that he could lend the Parish for the festive period.

27. To discuss and agree action to be taken on land encroachment onto Parish Council land

Proposed – Cllr Holmes

Seconded – Cllr G Carter

‘That the Clerk write to all residents that have encroached onto Parish Council land advising that they have encroached onto Parish Council land and to make good the boundaries and that legal action will be taken to protect the Council’s interests in the land should boundaries not be reinstated.’

All in favour

Cllr G Carter is to liaise with the Clerk to advise who to send letters to in Hilgay.

28. To discuss and agree NP Law Parish Council subscription service

Council to discuss this should any responses be received from letters regarding land encroachment or non compliance with requests.

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

Cllr P Carter had requested this item be discussed and as he was not in attendance at this meeting, it was agreed to move this item to the November 2019 meeting.

30. To receive Councillor’ questions

Cllr Dornan advised that he had been to the recent Police meeting with Inspector Vicky Hebborn at Downham Market Town Hall.

The details of the police officers responsible for the villages are:

Hilgay – Dave Funnell PC751 07962 820961

Ten Mile Bank – Tracey James PC682 JamesT@norfolk.pnn.police.uk

Cllr Hall advised that the guttering on the property in Ten Mile Bank on the junction with Station Road and Church Road had further deteriorated. The Clerk advised she would contact Building control. Cllr Holmes advised that in his capacity as Borough Cllr he would see what action could be taken by the Borough Council of King’s Lynn and West Norfolk.

Councillors asked that the lighting requests of the residents in Hilgay be discussed at the meeting in November 2019.

The Chair thanked everyone for attending and closed the meeting at 9:00pm

Chair

Dated