

**Hilgay Parish Council**

**Minutes of the meeting of Full Council on Thursday 04 July 2019**

Present:

**Hilgay Ward**

Cllr Peter Bates , Cllr Graham Carter , Cllr Peter Carter , Cllr Annabel Charlesworth, Cllr Elaine Hall (Vice Chair), Cllr Gillian Harris, Cllr Jane Heatrick, Cllr Alan Holmes (Chair) and Cllr Vic Martin

**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

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**

All Councillors were present at this meeting

**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 06 June 2019**

Proposed – Cllr Holmes                      Seconded – Cllr G Carter

'That the minutes of the meeting held on Thursday 06 June 2019 be approved as a true and accurate record with the exception of the finance section which the Clerk was asked to investigate and report back to Council at the next meeting.'

All in favour

**04. Public Participation – 15 minutes allowed**

There were no members of the public in attendance and the Chair ascertained no councillor wished to address the committee in such a capacity.

**05. To receive the Chair's Report**

The Chair gave an overview of the meeting between Mr Andrew Wallace (Highways), himself, the vice chair and the Clerk. It had been a positive meeting. Mr Wallace has promised to complete a drain survey outside the school in Hilgay. The outcome is awaited.

The Chair advised that he had been very busy with the requirements of his new role within the Borough Council.

The Chair gave his apologies for the next meeting on 05 September 2019 and asked that Cllr Hall Chair the next meeting. Cllr Hall agreed.

**06. To receive Clerk's Report**

The Clerk thanked the Councillors for their warm welcome over the fortnight since she had started the job. The Clerk personally thanked Colin Wills for his help and support which had allowed for a smooth introduction to the Parish. The Clerk is looking forward to her new role.

The Clerk commented that moles had been identified on the playing field in Hilgay with concerns that they were in the cemetery. She was looking to find a contractor to resolve the issue.

The Clerk asked for Council's agreement to have the tree pruned above the Hilgay sign and gave costings.

Proposed – Cllr Holmes                      Seconded – Cllr G Carter

'That the tree above the Hilgay sign be reshaped at a cost of £40.00 plus VAT with the work to be offered to Holly Landscape.'

All in favour

The Clerk also advised that the trees in the cemetery above the memorial area were due to be cut by the Maintenance Officer.

**07. To receive the Maintenance Officer's Report**

The Maintenance Officer commented that Waterman's Lane was almost impassable and stated he would be cutting and strimming in the next week, weather dependant.

The Maintenance Officer advised he had spoken to the Clerk and it had been agreed that the allotment walkways would be sprayed in the early part of the morning circa 5am to cause little disruption to the Allotment holders and residents.

The Maintenance Officer left the meeting.

**08. To receive and consider correspondence**

The Clerk advised that a resident in Ten Mile Bank had emailed to complain about the chemical spray damage along Engine Bank, TMB. The Clerk advised that she had investigated this and had confirmed that the area had not been sprayed by the local Borough Council, County Council or Environment Agency. She suggested an article be placed in the Riverside News to ask for information on the matter. The Chair agreed and asked the Clerk to prepare an article.

**09. To approve the payment of bills**

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

Proposed – Cllr Holmes                      Seconded – Cllr Martin

‘That the Full Council bills be paid as per the attached schedule with the exception of the payment to Southery & District Drainage Board.’

All in favour

The Clerk was asked to contact the Southery & District Drainage Board and advise of the sale of the land which is due shortly and ask for the invoice to be recalculated upon sale. This would prevent having to follow for reimbursement.

**10. To approve the new Clerk’s access to Bank Account including Internet Access and to discuss payment methods**

Proposed – Cllr Bates                      Seconded – Cllr Martin

‘That Ms Claire Dornan is given access to the Parish’ accounts via internet banking and the correspondence address to 34 Nightingale Walk, Denver, Downham Market, Norfolk PE38 0DS. Payments of invoices to be made via Bank Transfer wherever possible.’

All in favour

**11. To receive a request to set up an account with AT Johnson and Barkers DBS**

The Clerk gave the background to this request as the staff had to wait significant periods of time to receive reimbursement of expenses.

Cllr Coogan was not keen on the Parish Council having any credit.

Proposed – Cllr Martin                      Seconded – Cllr Heatrick

‘That Ms Claire Dornan and Mr Colin Wills are allowed to apply for a credit account to a value of £250.00 per account with AT Johnson and Barkers DBS on behalf of Hilgay Parish Council.’

12 in favour      1 against

**12. To receive and approve the Surrender of Tenancy of land at Steel's Grove**

The document prepared by NP law had been presented to the Chair and Vice Chair prior to the meeting to consider the validity of the document. An overview was given to Council by the Clerk.

Proposed – Cllr Martin                      Seconded – Cllr Hall

‘That the Chair and Vice Chair be authorised to sign the Surrender of Tenancy document as presented on behalf of Hilgay Parish Council.’

All in favour

The Chair reminded the Clerk to advise the Southery & District Drainage Board once the surrender had occurred.

**13. To receive Invitation to Bid Letter Parish Partnership 2020-2021**

The Clerk had previously circulated the letter.

Council debated a bid being made to support the War Memorial restoration, pavement works outside the school at Riverside Academy, Hilgay and works required to complete the Meadow.

The closing date for the application is 06 December 2019 and Council are to consider further in September 2019.

The Clerk was asked to investigate the access between Hilgay and Fordham as brambles had taken over and whether it was possible for Highways to undertake the necessary work. This was not considered suitable for a Parish Partnership bid.

**14. To discuss a complaint from local resident about fires being held in residential gardens during the daytime**

The complaint was discussed. Although it was noted that the Parish Council is not responsible for monitoring bonfires as this was a Borough Council function, the Clerk was asked to produce an article for the Riverside News asking residents to be considerate.

The Clerk was asked to reply to the resident advising of this action.

**15. To discuss the contract between the Parish Council and The Pumphouse**

The Council debated the action required to be taken due to a breach in the contract. The bin is not being locked and on occasion the bin lid has been seen flapping and rubbish overflowing from the bin.

Proposed – Cllr Coogan                      Seconded – Cllr G Carter

‘That the Clerk write to the owner and ask them to comply with the contract within the next 28 days noting that failure to do so would result in a notice to terminate the agreement being debated on 05 September 2019.’

All in favour

The Clerk noted that a signed contract had not been located upon taking on the role. The Chair could not confirm whether the contract had been signed. Cllr Dornan raised a concern along with a number of other Councillors that Council had not voted on a 10 year contract. The Clerk was asked to investigate further.

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

Council debated the application relating to Riverside Academy, Ten Mile Bank.

Proposed – Cllr Coogan                      Seconded – Cllr Greening

‘That the Council fully support the planning application and the Clerk reply to the planning officer advising the same.’

All in favour

**17. To note planning application decisions made by the Borough Council / Norfolk County Council**

The East End, Hilgay application was discussed.

**18. To discuss Bus Shelter at Ten Mile Bank (TMB)**

The Clerk had forwarded a quote from Wescotec prior to the meeting to replace the panel which was missing at the bus shelter.

Proposed – Cllr Dornan                      Seconded – Cllr Greening

‘That the quote from Wescotec to replace the panel with clear polycarbonate panel be accepted at a cost of £375 plus VAT.’

All in favour

**19. To discuss the Meadow and approve soil sample quotation**

The Clerk had forwarded a quote prior to the meeting to contact a soil sample by the RHS at a cost of £35.00.

The Chair advised that he had researched the cost of mowing the meadow and an estimate of £50 plus VAT per cut was provided. Cuts were considered appropriate in June / July and October. The Clerk was asked to investigate where the contractor currently manages a meadow.

Cllr Dornan asked whether the proposed meadow area was required for an extension to the cemetery. Cllr Houghton confirmed that this was the case however it was not considered the land would be required for at least 50 years at current burial rates. It was confirmed that there remained 4 unconsecrated graves.

Cllr Charlesworth advised that she had a contact, Keith Mount, who could conduct a comprehensive soil sample.

The Chair advised Cllr Charlesworth to proceed with the soil sample assuming it was a similar cost to the Clerk's quote and to provide the contact details of the individual to the Clerk to allow ongoing smooth communication.

**20. To discuss Legionella and Risk Assessment quotation at Riverside toilets and recent anti social behaviour**

The Clerk gave an overview of current legislation and had provided a quotation prior to the meeting.

The Clerk was asked to contact Hilgay United Charities (Feoffees), The Environment Agency and the Borough Council to see if they would contribute towards the cost of the Legionella sample and risk assessment or arrange the sample and risk assessment.

Proposed – Cllr Coogan                      Seconded – Cllr G Carter

‘That the Clerk accept the quotation from Direct 365 Online Limited at a cost of £316.00 plus VAT after 14 days should Hilgay United Charities (Feoffees), The Environment Agency and the Borough Council decline to arrange their own Legionella sample and Risk Assessment .’

All in favour

The Clerk advised that the Riverside toilets required a form of soap for users as there was no hot water supply.

Proposed – Cllr Holmes                      Seconded – Cllr Martin

‘That the Clerk purchase a supply of liquid sanitation with a robust wall mounted dispenser.’

All in favour

**21. To receive an update on the meeting between Ely Diocese, Hilgay United Charity (Feoffees) and the Chair in regards to the church hedges in Hilgay**

The Chair confirmed that there had been no contact since the meeting and an update was awaited. The Chair agreed to follow this again.

**22. To receive an update from meeting with Highways Engineer on 02 July 2019**

The Clerk gave an overview of the meeting.

The Clerk has discussed the request of residents to remove the bollards on Lawrences Lane and Church Road with the engineer and it had been agreed that one bollard could be removed at Norfolk County Council's cost.

A debate ensued balancing the risk of motorbikes using the public footpaths if a bollard is removed with the access of residents with mobility scooters, wheelchairs and buggies.

Proposed – Cllr Martin                      Seconded – Cllr Heatrick

‘That one bollard is removed at the entrance / exit to the public footpaths on Lawrences Lane and Church Road to enable access to all residents.

8 in favour      4 against      1 abstention                      **Motion passed**

**23. To receive an update on grass verge chemical usage at Engine Road, TMB**

This had been discussed under item 8

**24. To receive an update on maintenance requirements of street light at Engine Road, TMB**

The Clerk advised that this ongoing issue had now been resolved at no cost to the Parish. The LED bulb had failed and been replaced by Wescotec under guarantee.

**25. To receive quotation for new street light on Avenue Close, Hilgay**

The Clerk had forwarded the quote ahead of the meeting.

The matter was debated and it was decided that a survey should be added in the Riverside News to identify the value of additional street lighting verses the environmental impact. It was also queried whether all residents want this street light.

It was noted it may be appropriate to consider match funding should a new light be required.

The Chair stated he would write the survey.

Proposed – Cllr G Carter                      Seconded – Cllr Houghton

‘That the matter of the street light on Avenue Road, Hilgay be debated again at the next Council meeting so all Councillors have time to visit the street at night and are fully versed with the reasons for the residents request to enable a fully formed debate.’

All in favour

**26. To receive an update on the quotation for the War Memorial, Hilgay works and War Memorial grass**

The Clerk advised that the grass had re-grown at the War Memorial. Cllr G Carter asked that the Clerk contact the contractor to ensure chemicals were no longer used on the grass to prevent damage.

The Clerk confirmed that A F Holman had agreed to provide a quote on the War Memorial in Hilgay however if the Parish did not wish to pay for the quotation then the quote would have to wait until the gentleman was in the area. Council agreed to this course of action.

**27. To receive a request and quotation for a new Parish Laptop**

The Clerk has forwarded a quote prior to the meeting.

The laptop was taking 10 minutes on some occasions to load and was slowing down parish business.

The Council debated a new laptop verses upgrading the current laptop.

The Clerk was asked to obtain a further 2 quotes, with one being from E-Buyer and contact Diamond – Byte Solutions for a quote to refurbish the current laptop. Cllr G Carter to supply contact details.

Proposed – Cllr G Carter                      Seconded – Cllr Coogan

‘That the Chair and Vice Chair consider the quotes during the summer whilst the Council do not sit and authorise either the refurbishment of the current laptop or purchase of a new laptop, whichever is best for the Parish Council as the laptop issue needs to be resolved before 05 September 2019.’

All in favour

**28. To receive an update on request for contribution towards Hilgay Allotment regravelling**

The Clerk advised Duncan Slade had offered a contribution of £420.00 on behalf of Norfolk County Council.

Proposed – Cllr Holmes                      Seconded – Cllr Hall

‘That the Parish Council accepts the offer of £420.00 towards the regravelling costs at the allotment.’

All in favour

**29. To receive an update from Freebridge in regards to Willow Lodge, Hilgay**

The Clerk advised that she had written to Elizabeth Truss MP, Freebridge Housing and the Borough Council to obtain an update on the future of Willow Lodge.

**30. To receive an update on Defib training certificate and replacement pads**

The Clerk confirmed the training certificate had been received for the Maintenance Officer.

The Clerk was in the process of sourcing replacement Defib pads as these expire in August 2019.

**31. To receive an update in regards to LED street light billing enquiry**

The Clerk confirmed that there have been numerous exchanges of emails in resolving this issue. Unfortunately the TMB lights that had been changed in February 2018 could not be back dated past 1 year and therefore the most the Parish Council could recover was from July 2018. The Council were disappointed to hear this.



### **32. To discuss Norfolk County Council footpath contract**

The Councillors had received a copy of correspondence with Norfolk County Council and the renegotiation of a standing contract for a further 3 year period based on two cuts per year.

The Clerk was asked to obtain quotes from local contractors for cutting three times a year namely May, July and September.

### **33. To receive an update on Football Post repaint, Hilgay**

The Clerk confirmed the Maintenance Officer had completed this outstanding task.

### **34. To discuss Hilgay Parish website**

The Clerk had forwarded a quote prior to the meeting for building a new website.

Proposed – Cllr Dornan                      Seconded – Cllr Martin

‘That the Parish Council accept the quotation of £360 from Steve Jackman to build the Parish Council a new WIX website and to purchase a new address such as Hilgaypc.info at a cost of £75 plus VAT for one year.’

12 in favour      1 against

### **35. To discuss NP Law Parish Council subscription service**

The Clerk had forwarded a quote of £400 plus VAT for consideration.

The Council decided to debate this again in September 2019 after giving the matter more thought.

### **36. Councillors Questions**

What date is the Christmas Tree being put up in Hilgay?

12 December 2019

Can a Christmas Tree be arranged for Ten Mile Bank?

Cllr G Carter to attempt to source

Can the list of Councillors be updated on the Notice boards?

The Clerk will arrange

Can the Clerk be provided with the password details for the Parish Council Facebook page?

The Clerk to set up own Facebook page to enable the admin rights to be transferred.

### **37. To discuss Parish Clerk’s contract of employment**

Council decided to delay this debate until 05 September 2019. The Council did not therefore enter confidentially on this matter.

**38. To discuss staff wage payments and expenses during August 2019 when Parish Council does not sit**

Proposed – Cllr Holmes                      Seconded – Cllr Martin

‘That the Clerk be allowed to authorise all payments due up to and including £500 as per standing orders and arrange payment with Chair or Vice Chair for amounts due above £500.

All in favour

The Council did not enter into confidentiality for this matter as no staff issues were discussed.

**39. To receive recommendations**

See item 38

**40. To receive suggestions for September 2019 Council meeting at TMB Village Hall**

Cllr Harris asked for car parking at Methodist Church to be discussed

There was a request for parking at opening to West End to be discussed.

The Chair thanked everyone for attending and closed the meeting at 8:58pm

Chair

Dated