

**Hilgay Parish Council**

**Minutes of the meeting of Full Council on Thursday 05 September 2019**

Present:

**Hilgay Ward**

Cllr Peter Bates, Cllr Graham Carter, Cllr Peter Carter, Cllr Elaine Hall (Chair for this meeting) and Cllr Jane Heatrick

**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**

Sgt Musgrove was present and 5 members of the public

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 Alan Holmes (Chair), Cllr Annabel Charlesworth, Cllr Gillian Harris and Cllr Vic Martin

**02. To receive Members' Declarations of Interest**

There were no declarations of interest made.

Cllr Dornan wished to remind Councillors that he was not required to declare an interest in item 37 however he wished to exclude himself from the item and vote so there were no allegations of favouritism at a future date.

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

The Clerk apologised that due to time constraints this had not been produced for Council to approve at this meeting but would be available for the next meeting on 03 October 2019.

**04. To approve the minutes of the meeting held on Thursday 04 July 2019**

Proposed – Cllr Houghton

Seconded – Cllr G Carter

‘That the minutes of the meeting held on Thursday 04 July 2019 be approved as a true and accurate record.’

**All in favour**

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

A member of the public offered to assist with the Footpath clearance – The Clerk took the individual’s details to contact in the future.

A member of the public asked for assistance in getting the road sign for Steels Drove replaced as it was currently in a hedge. The Clerk would contact the Borough Council to arrange. The Clerk would also confirm back to the individual the actions taken.

A member of the public advised that he believed that the mole traps being used at Hilgay Playing Field were illegal. Sgt Musgrove agreed to take the 4 which were in the individual’s possession and investigate the matter. The Clerk agreed to liaise with the contractor, Stg Musgrove and the individual upon clarification from the Police.

A member of the public advised that the recent article in the Riverside News suggesting a Neighbourhood Watch scheme be started in Ten Mile Bank was factually incorrect. There was an existing active Neighbourhood Watch scheme. Councillors were welcome to join should they wish.

A representative of Hilgay United Charities attended to advise that they whole heartedly disagreed with the Council’s decision not to hold Council meetings in Ten Mile Bank during the winter. It was her opinion that it was a bad reflection on the village and of the village hall which is more than suitable for such meetings.

**06. To receive the Chair’s Report**

The Chair was absence from the meeting and no Chair’s report had been presented to the Vice Chair ahead of the meeting.

The Vice Chair is continuing to liaise closely with the Clerk on the backlog of outstanding matters which were inherited.

The Vice Chair was pleased to see that the new Footpath Fingerposts were now in place. There was another to report which had been damaged recently.

**07. To receive Clerk’s Report**

The Clerk thanked Colin Wills and several Councillors for the assistance they had recently given.

**08. To receive report from Local Policing Team**

Sgt Musgrove gave an overview of local issues including Facebook hate crimes and domestic issues however confirmed that the crime trends remained low in the area. He had been made aware of mole trap thefts and suggested an amnesty once the mole trap concerns were resolved.

He is currently focusing on hare coursing. Although this seemed a minor issue it often led to crime gangs.

Sgt Musgrove confirmed the local police newsletter issues were concluded and was available for all.

Councillors raised the issue of speeding through the villages. Sgt Musgrove said he was happy to look at patrols at peak times. It was agreed at the end of the school day was a key period and in the early hours on Church Road, Ten Mile Bank. It was suggested that the Parish may wish to consider a Community Speed Watch and liaise with Lee Anderton, Community Engagement Officer.

Councillors raised parking issues around West End. Sgt Musgrove advised if cars are parked on yellow lines the Traffic Wardens can be contacted. The Police can remove vehicles if causing an immediate danger, but this was difficult to prove however if specific issues continue, he would try to assist where possible.

Councillors asked what was happening following the recent church fire. Sgt Musgrove gave an overview and advised that it had been suggested that the church put up CCTV.

The issues with the yellow box at Downham Market Police Station going unanswered and the 101 service not being answered on some occasions for over 20 minutes was advised. Sgt Musgrove said he has no direct impact on this, and it is down to staffing issues and budget cuts.

Sgt Musgrove was thanked for his attendance by the Vice Chair and it is hoped that a representative could attend on a quarterly basis.

**09. To receive report from Borough Councillor**

There was no Borough Councillor in attendance

**10. To receive report from County Councillor**

There was no County Councillor in attendance

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

The Maintenance Officer confirmed that everything was well. He was continuing to seal the cracks in the play equipment in Ten Mile Bank but is concerned that more cracks are appearing however is aware there is an equipment inspection due in October 2019 so looks forward to feedback.

The Maintenance Officer had recemented the brick into place at the Bus Shelter in Hilgay but is unsure how long it will last as there is nothing to tie the brickwork into.

The Maintenance Officer advised that the fascia on the bus stop in Hilgay is delaminating. The Clerk is sourcing appropriate wood to complete the works.

The Maintenance Officer asked for permission to spray and cut the brambles at Hilgay School. The Clerk advised she would contact the school as the Parish is not responsible and would not want to be liable if they were not happy with the works. Councillors agreed.

The Maintenance Officer advised that the bench at the Riverside had been vandalised. This was to be discussed further under item 22.

Cllr G Carter asked the Maintenance Officer to replace the Dog Bin on Church Road, Hilgay which had been removed. The Maintenance Officer agreed to review and liaise with the Clerk.

Cllr P Carter asked that the homeowner to be contacted to see if they knew who had removed the Dog Bin.

### **12. To discuss and agree the Maintenance Officers' Chainsaw requalification**

The Clerk had received a verbal quote and was awaiting a formal quotation however asked for Council's approval to proceed assuming the verbal quote was formalised.

Proposed – Cllr G Carter                      Seconded – Cllr R Coogan

'That the quote of £250 be accepted for the requalification of Colin Wills for use of his chainsaw.'

**All in favour**

### **13. To receive and consider correspondence**

The Clerk advised that a resident in Ten Mile Bank had emailed to complain about the increase in dog fouling in Ten Mile Bank. It was agreed that the Clerk would write an article for Riverside News on the issue.

The Clerk advised that a resident in Ten Mile Bank had text to complain about fly tipping. It was agreed that the Clerk would report the items to the Borough Council and that the Clerk would advise the resident how to make such reports in the future.

### **14. To approve the payment of bills**

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

Proposed – Cllr Houghton                      Seconded – Cllr G Carter

'That the Full Council bills be paid as per the attached schedule'

**All in favour**

The Clerk advised that the Allotment rent was due from 01 October 2019 and invoices were being prepared.

### **15. To discuss and agree action to be taken regarding outstanding invoices due for payment to Parish Council**

The Clerk advised that the advertisers in the June 2019 Riverside News had not been invoiced prior to publication by the previous Clerk. The Clerk had invoiced for articles due to run August 2019,

October 2019, December 2019, February 2020, April 2020 & June 2020. This was noted and approved.

The Maintenance Officer left the meeting.

**16. To note planning applications received from Borough Council / Norfolk County Council**

The objections regarding 'Cronins' were noted but were received too late to enable to Parish Council to debate. The Borough Councillors had called the planning application in at Borough Council.

Proposed – Cllr Dornan                      Seconded – Cllr Coogan

That there be no objections made to the 'East End' application amendment.'

**All in favour**

**17. To discuss and agree a request from resident for 'No Parking' signs in Engine Road, Ten Mile Bank**

The request from the resident was discussed however as the passing places are not on Parish land the Council could take no immediate action. The Clerk was asked to contact Norfolk County Council to establish if the 'cut ins' were official passing places and whether Norfolk County Council (NCC) would take such action as requested by the resident. It was questioned whether if it was done for one passing place would it be required for them all.

Clerk to place article in Riverside News reminding residents to be considerate when parking.

**18. To receive updates on:**

**a) Parish Council's Bank Mandate** – The Clerk, Chair and Vice Chair are arranging to visit the Branch in King's Lynn. A change of address request had already been made signed by the Chair, Vice Chair and Cllr Houghton and submitted to the Bank.

**b) Request to set up accounts with AT Johnson & Barkers DBS** – All set up and working well

**c) Surrender of Tenancy land at Steels Drove** – The land surrender had been completed at end of July 2019

**d) Bus Shelter repairs at Ten Mile Bank** – Complete

**e) Legionella Results and Risk Assessment** – Clear of Legionella and Risk Assessment complete. The Clerk was asked to forward a copy of the documentation to all Councillors. The pump is currently out of action. Cllr G Carter to contact contractor to resolve issue.

**f) Hilgay engineer's response** – Surface dressing at Stocks Hill is scheduled for 2020/2021. School drainage works in Hilgay scheduled for 2021/2022. Agreed to remove bollards on NCC land by end of September 2019. Finger posts had been passed to relevant department to deal with urgently. Public right of way at bottom of Hilgay Allotments was confirmed as NCC land.

It was agreed the Zig Zag lines outside of Riverside Academy would commence due to the drainage works not being completed for circa 2 years.

Proposed – Cllr Dornan                      Seconded – Cllr Coogan

‘That the Clerk contact Norfolk County Council to authorise Zig Zag line markings.’

**All in favour**

**g) Hilgay War Memorial** – No further progress made. Update requested from potential contractor.

**h) Parish Laptop** – Upgrade occurred and working well.

**i) Footpath signage** – Outstanding fingerpost to report on Hubbard’s Drove.

**j) Parish Council Website** – Almost ready to release. Clerk to forward to Cllrs for review and make suggestions. Article to be prepared for Riverside News.

**k) Facebook Management** – Discussed Council role in management of Facebook

Proposed – Cllr Heatrick                      Seconded – Cllr Greening

‘That the Facebook page be taken down.’

3 in favour      3 against      3 abstained      **Motion not carried**

It was agreed that it would be re-debated again when all Councillors feel fully informed.

**l) Ten Mile Bank defibrillator** – New pads in place. Out of date pads to be offered to St John Ambulance for training purposes.

**m) Parish Roadside Tree Inspections** – Reminder that Norfolk County Council are completing tree inspections in response to Ash Dieback.

**n) Playground inspections** – Arranged for October 2019 with ROSPA approved contractor.

**19. To discuss and agree charge to parishioners to view Annual Governance & Accountability Return documentation**

Proposed – Cllr G Carter                      Seconded – Cllr Dornan

‘That the Parish charge £5 to view documentation in order to cover costs of hiring the village hall for inspection purposes. A charge of 50p per photocopy to be charged.’

**All in favour**

**20. To discuss and agree location of future Parish Council meetings**

As this item was within 6 months of the last vote and the Council were not in agreement to re-discuss the matter. This will be placed on the agenda in November 2019.

**21. To discuss and agree action to be taken in respect of Norfolk County Council Footpath Contract**

The Clerk is yet to receive the promised quotation from external contractor. To be reviewed again in October 2019.

**22. To discuss and agree action to be taken with furniture at Riverside, Hilgay**

Following the recent vandalism, it was agreed that each Councillor should view the area before a debate ensued. It was agreed child-friendly furniture should also be discussed at the same time.

Proposed – Cllr G Carter                      Seconded – Cllr Houghton

‘That all Councillors, where possible, should attend a meeting at Riverside, Hilgay on Saturday 14 September 2019 at 9am.’

**All in favour**

**23. To discuss and approve Invitation to Bid Letter Parish Partnership 2020-2021**

This was discussed in conjunction with agenda item 26.

Proposed – Cllr Greening                      Seconded – Cllr Dornan

‘That the Clerk enquire with Norfolk County Council Highways if an application can be made under the scheme to erect a streetlight on the A10 junction at Ten Mile Bank as per UMSO plans. If this is eligible then an application is to be made.’

**All in favour**

**24. To discuss and agree Parish Council’s role in Riverside News publications**

The recent issue of Riverside News was discussed.

Proposed – Cllr Dornan                      Seconded – Cllr Greening

‘That all articles made on behalf of the Parish Council are made through the Clerk.’

**All in favour**

**25. To discuss and approve use of land next to Hilgay Cemetery**

Correspondence from Cllr Charlesworth was read to the Council.

The use of the land for allotments was discussed but there were concerns over vandalism and whether it is safe to store tools in sheds as it is a hidden area.

The Clerk was asked to obtain costings from Councillor Charlesworth for the next meeting in October 2019 including pegging out the area to have a specific area agreed for the project. It was felt that the Flower Meadow could not be debated properly without a proposed budget.

**26. To discuss and approve streetlight at Ten Mile Bank junction on A10**

See item 23.

**Due to the time being close to 9pm a vote was taken to extend the meeting.**

Proposed – Cllr Hall

Seconded – Cllr Coogan

‘That the standing order regarding meeting duration be suspended to allow for item 28, 33, 36,37 and 38 to be discussed. All other items to be moved to October 2019 meeting.’

**All in favour**

**27. To discuss and agree applications for new street lighting in Hilgay and Ten Mile Bank**

To be moved to October 2019 meeting

**28. To discuss and agree electricity supplier to Parish Council**

Proposed – Cllr G Carter

Seconded – Cllr Coogan

‘That the Parish Council accept the recommendation to renew with E-On on a 36-month contract.’

**All in favour**

**29. To discuss and agree action to be taken with regards to The Pumphouse Trade Waste bin**

To be moved to October 2019 meeting.

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

To be moved to October 2019 meeting.

**31. To discuss and agree NP Law Parish Council subscription service**

To be moved to October 2019 meeting.

**32. To discuss and agree action regarding ‘The Avenue’ Hilgay**

To be moved to October 2019 meeting.

**33. To discuss and agree Parish Council litter pick**

Clerk was asked to investigate cost of insurance and review Risk Assessment requirements.

Proposed – Cllr Coogan

Seconded – Cllr Greening

‘That the Parish Council sponsor a litter pick to be arranged by Mr Ryan Coogan on a weekend of his choice in October 2019.’

**All in favour**

**34. To discuss and agree action to be taken regarding cars parked to the side of the Methodist Church**

This item required no discussion as the cars had moved.



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

To be moved to October 2019 meeting.

**36. Councillors Questions**

To be moved to October 2019 meeting.

**Confidential items**

**Public Bodies (Admission to Meetings) Act 1960 – following the exclusion of the public and press:**

Cllr Dornan and the Parish Clerk left the meeting as did the public in attendance.

**37. To discuss Parish Clerk's contract**

The Council discuss the proposed NALC contract.

**38. To discuss payslips**

The Council discussed the issuance of payslips

Having come out of confidentiality.

Cllr Dornan and the Parish Clerk returned to the meeting. No members of the public returned.

**39. To receive proposal on Parish Clerk's contract**

Proposed – Cllr Hall

Seconded – Cllr G Carter

'That the Clerk be issued a contract as per NALC standard contract on 8.5 hrs per week at £11.19 per hour with an incremental increase at 6 months and a further incremental increase upon passing the CiLCA qualification.'

**All in favour**

**40. To receive suggestions for October 2019 Council meeting at Hilgay Village Hall**

Cllr P Carter and Cllr P Bates asked for parking, road humps and speeding in the villages to be discussed.

The Chair thanked everyone for attending and closed the meeting at 9:20pm

Chair

Dated