

Hilgay Parish Council

Minutes of the meeting of Full Council on Thursday 06 February 2020

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 Peter Dornan and Cllr Ray Houghton

Parish Clerk

Ms Claire Dornan

Maintenance Officer

Mr Colin Wills

Other non-Council members present

There was 1 member of the public present.

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 Andy Greening who was working.

Cllr Coogan did not attend.

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 07 November 2019

Proposed – Cllr Holmes Seconded – Cllr Dornan

'That the minutes of the meeting held on Thursday 07 November 2019 be approved as a true and accurate record.'

All in favour

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

Proposed – Cllr Holmes Seconded – Cllr Harris

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

9 in favour 1 Abstention as not present at the meeting

05. To approve the minutes of the meeting held on Thursday 09 January 2020

Proposed – Cllr Houghton Seconded – Cllr Harris

‘That the minutes of the meeting held on Thursday 09 January 2020 be approved as a true and accurate record.’

9 in favour 1 Abstention as not present at the meeting

06. To approve the minutes of the meeting held on Thursday 16 January 2020

Proposed – Cllr Heatrick Seconded – Cllr Houghton

‘That the minutes of the meeting held on Thursday 16 January 2020 be approved as a true and accurate record.’

7 in favour 3 Abstentions as not present at the meeting

07. To approve the minutes of the meeting held on Thursday 23 January 2020

Proposed – Cllr Heatrick Seconded – Cllr Hall

‘That the minutes of the meeting held on Thursday 23 January 2020 be approved as a true and accurate record.’

6 in favour 4 Abstentions as not present at the meeting

08. Public Participation – 15 minutes allowed

A member of the public asked for assistance with clearing the passing place in Steel’s Drove. It is signed posted as a passing place but due to the overgrowth it is unusable and lorries are unable to pass on the road. The Clerk is to report to Highways.

The member of public asked for details on the co-option process. The Clerk advised that this is to be discussed later in the agenda and upon the Council’s decision that she would email details direct to the individual.

09. To receive report from Borough Councillor

The Chair gave an overview of his recent Borough Council work. He advised that the King’s Lynn Innovation Centre report was now available. He also advised that the Knight’s Hill development for 600 homes was likely to be reviewed by the Secretary of State. In addition to his normal course of

work he had attended a further 3 Internal Drainage Board meetings. They had confirmed that rainfall was at the highest level ever recorded.

10. To receive a report from County Councillor

The County Councillors were not present at the meeting.

11. To receive the Chair's Report

The Chair advised that he had received the documentation to access internet banking.

The Chair is to liaise with Cllr Harris regarding the Thistle Right of Way.

12. To receive the Maintenance Officer's Report

Mr Wills asked for an update on the debris to the side of the road near Stephen's Crescent. The Clerk advised that correspondence had been received from Highways to confirm the debris would be cleared shortly.

Mr Wills advised that the first cut through Ten Mile Bank would need to be completed using the strimmer as the grass is currently too long for the mower.

Mr Wills reminded the Councillors that the Hilgay Bus Shelter works remains outstanding.

Mr Wills stated that it was likely that additional gravel would need to be purchased for the allotment access. The Clerk is to liaise with the Landlord to ask if they will contribute to the cost.

Mr Wills advised that the bench outside of the Riverside field needed resetting upon bricks. Council agreed to this course of action being taken.

Mr Wills confirmed that the Hilgay Playing Field sign was now in situ and that the new bins recently purchased would require some work to set them into the ground.

The dog bin at the Flower Meadow is currently not being collected and the Clerk confirmed that the licence had been requested from John Hussey at Borough Council. Cllr Holmes agreed to assist Mr Wills in emptying this bin. The Clerk advised it was essential that no one directly touched the faeces.

Mr Wills asked for permission to cut the strip between the school and Ten Mile Bank Playing Field which is the responsibility of the Riverside Academy.

Proposed – Cllr Dornan Seconded – No seconder

'That the Parish Council make one cut as a gesture of goodwill and then write to the school asking for their cutting schedule details.

Motion failed.

The Clerk advised she would write to the school asking them to cut the grass as a matter of urgency.

13. To receive the Clerk's Report

- a) **Update on land encroachment correspondence**
The Clerk advised that the Chair had reviewed the area and would meet with Cllr G Carter on 08.02.2020 or 09.02.2020 to ascertain where the boundaries are and whom the Clerk is to write to.
- b) **Update on correspondence with Ely Diocese**
The Clerk advised that the Chair and Clerk are to issue a letter week commencing 10.02.2020.
- c) **Update on Banking arrangements**
The Clerk confirmed she now had full access and would work with the Chair week commencing 10.02.2020 to make the first of the payments due from the Parish. The Clerk confirmed the Parish Funding Requirement had been submitted to the Borough Council;
£27,024.50 Precept
£269 Council Tax Support Grant
£27,293.50 Total Funding Requirement.
- d) **Update on the Allotments and maintenance requirements**
The Clerk confirmed allotment plot 9 had been rented from 02.02.2020. The damage to the electricity cupboard was due to be looked at by UKPN on 07.02.2020.
- e) **Update on Pumphouse contract and environmental requests from owner**
The Chair advised Council of the email from Mr Long on 14 January 2020. The request for a recycling bin had already been agreed subject to the current breach issues being resolved. The Council discussed a previous request for information on the Council's plans for electric charging points in the village.
Council noted that electric charging points would be a future requirement however there is likely to be central government and Norfolk County Council led infrastructure changes due to this weeks announcement that petrol / diesel / hybrid vehicles would no longer be sold from 2035. Hilgay Parish Council would therefore make no investment at present.
The Chair asked for a telephone call to be arranged with the owner to discuss a new contract or removal of the existing bin dependant upon the outcome of the discussions.
- f) **Update on Playground Inspection**
The Clerk confirmed that the 2 rubbish bins for Hilgay Playing Field had been delivered and once the weather improved they would be installed. The Clerk is to update the asset register.
- g) **Update on A10 Modney Bridge Road Street Light**
The Clerk confirmed that the UKPN works are due to start on 23.03.2020 with the final connection due 26.03.2020.

Mr Wills left the meeting

14. To receive and consider correspondence

East Anglia Children's Hospice 03.02.2020 requested a grant – The Clerk has replied that Hilgay Parish Council has a no grants policy.

Riverside Academy 06.02.2020 requested a donation of £500 towards grass cutting for 2020. Council asked that the Clerk reply asking for further information regarding cutting schedules, copy invoices and maintenance schedules.

Temporary Road Closure 06.02.2020 to Lynn Road, Southery by Anglia Water on 23rd February 2020.

Norfolk County Farms 06.02.2020 confirmed that UKPN would attend Hilgay Allotments to make electricity supply safe.

Keep Britain Tidy 06.02.2020 has send a Resource Pack for circulation as required.

Local Government Boundary Commission 05.02.2020 Consultation extended to 24 March 2020 due to concerns of electorate forecasts.

NCC Highways 05.02.2020 confirmed pot holes in West End will be filled within 6 weeks.

NCC Highways 05.02.2020 confirmed the highways damage to New Row would be resolved within 6 weeks.

Revised register of electors received 04.02.2020.

Saddlebow 03.02.2020 Overgrown tree/hedge reported by the Clerk on 15.10.2019 would be cut within the next 2 weeks.

Saddlebow 28.01.2020 Hedge on Station Road reported by the Clerk on 07.11.2019 would be removed within the next 6 weeks.

Saddlebow 28.01.2020 Pot holes on Station Road reported by the Clerk on 29.11.2019 - The patching has been programmed but has yet to be issued to the contractor as the resource is working on higher priority works at present.

The Pensions Regulator 23.01.2020 Deadline for Pension Re-enrolment is 01.06.2020. The Clerk is dealing.

Elizabeth Truss MP 20.01.2020 This Girl Can campaign. The Clerk was asked to forward this information to the Village Halls.

15. To approve the payment of bills

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

Proposed – Cllr Hall

Seconded – Cllr Harris

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

All in favour

16. To discuss and agree action to be taken regarding The Swan Centre project

The Clerk confirmed there had been no response to the Riverside News article in December 2019. It was noted by a couple of Councillors that it was a large financial commitment when residents did not appear to want such a facility.

Proposed – Cllr Holmes

Seconded – Cllr P Bates

‘That the Hilgay Parish Council do not proceed with The Swan Centre project proposal.’

All in favour

The Clerk was asked to write to Ms Jackie Westrop to thank her for her presentation and advise her of the Council’s decision.

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

Council discussed the planning application for 9 Manor Road, Hilgay which is a proposed conversion of existing building with an extension to form a new kitchen and dining area. A response from Council was required by 12.02.2020 should they wish to comment.

Council felt no comment was required.

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

There were no applications decisions to note.

19. To discuss and agree future of Riverside Toilet

Cllr Hall gave an overview of the costs of the Riverside Toilet.

It was agreed the Council should meet on site before the meeting in May 2020 once the land had thoroughly dried and the evenings were lighter to assess the building.

Cllr Harris requested that should the Riverside Toilet remain under Council control that consideration be given to a compost toilet.

The Clerk was asked to write an article for the next Riverside News including annual costs to obtain resident feedback.

20. To discuss and approve a Finance Package for Financial Year 2020/2021

Proposed – Cllr Charlesworth

Seconded – Cllr Harris

‘That Hilgay Parish Council accept the quote from Scribe for their Financial Package for Financial Year 2020/2021 at a cost of £205.60 plus VAT.’

5 in favour

4 Against

1 Abstention

21. To discuss and agree an Internal Auditor for Financial Year 2019/2020

The Clerk confirmed that she had asked Jo Raby, the Internal Auditor for 2018/2019 whether she would be interested in being the Parishes auditor for 2019/2020. No response had been received to date. Council asked for this item to be placed on the next agenda.

22. To receive an update on the progress of the Flower Meadow – Cllr Charlesworth

Cllr Charlesworth advised that the Flower Meadow had been mown on 05.02.2020.

Cllr Hall and Cllr Charlesworth are to peg out the Flower Meadow week commencing 10.02.2020.

Cllr Charlesworth advised that the area would need to be sprayed twice. Cllr Harris reminded Cllr Charlesworth that the Clerk needed to be informed of actions taken so that appropriate signage was in place.

The area needs to be rotivated by April 2020 to enable planting in April 2020.

Confidential items

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

Proposed – Cllr Holmes Seconded – Cllr Dornan

Confidential Items to be discussed under: Standing Order 3D, that in view of the confidential nature of the business about to be transacted, due to Data Protection, it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw'

All in favour

The member of public left.

23. To discuss the cemetery complaint received on 19 January 2020

Councillors discussed the complaint and the impact on other residents. The issue had arisen before the current Clerk had been employed so there was not a full understanding of how the circumstances had arisen.

Having come out of confidentiality.

24. To agree any actions to be taken in regards to the cemetery complaint received on 19 January 2020

Proposed – Cllr Holmes Seconded – Cllr Houghton

'That Hilgay Parish Council purchases small markers to be affixed to the spaces which have been reserved in Hilgay Parish Council cemetery preferably flat to the ground to ease grass cutting.'

All in favour

25. To discuss Speedwatch

The Clerk confirmed that there had been no response to the Riverside News article however noted that the article had only been available both as hard copy and online for one week. Cllr Holmes confirmed he had not delivered his allocation to date. To be placed on the March 2020 agenda.

26. To discuss and agree Councillor Co-option procedure

It was agreed that the Clerk would produce a poster which would be placed on the Parish Noticeboards for a period of 2 weeks. The Clerk would produce an application form for completion by respondents.

Applications to be reviewed and voted upon at the March 2020 Full Council meeting.

27. To receive Councillors' questions

An update was requested on the SAM2. The Clerk confirmed that she was requesting the app from Westcotec however noted that the current Parish mobile was not suitable for downloading the data. The laptop app was also being requested from Wescotec.

Cllr Bates asked for Waterman's Lane to be allocated a different postcode / name to prevent delivery vehicles turning in from Ely Road and becoming stuck due to the footpath. The Clerk confirmed correspondence with Borough Council of King's Lynn and West Norfolk. Norfolk County Council Highways team are looking at 'No Through Road' sign.

Cllr Hall confirmed that the Clerk had passed her probation on 20.11.2020 and gave a detailed list of the successes of the Clerk since she joined the Parish in June 2019 whilst also completing her CiLCA training.

Cllr Dornan advised that horses had escaped from Ten Mile Bank Playing Field on 03.02.2020. The tenant was fixing the fences and had asked the Parish for financial assistance.

Cllr Harris asked Cllr Holmes to review the underpass at the A10. The Clerk confirmed that Highways had confirmed this was not their responsibility and also deemed it unsafe to re-open. Cllr Holmes advised the underpass was in the Parish of Fordham not Hilgay. Cllr Holmes to meet Cllr Harris to walk the area and bring recommendations to Council for March 2020 Parish meeting.

28. To approve the budget for 2020/2021

Cllr Dornan asked for an adjustment to be made to election costs.

Proposed – Cllr Holmes Seconded – Cllr Dornan

'That the budget be approved at £36,280 for the Financial Year 2020/2021.'

All in favour

The Chair thanked everyone for attending and closed the meeting at 8:49pm

Chair

Dated