

HILGAY with TEN MILE BANK PARISH COUNCIL
Minutes of the Ordinary meeting held on 10 January 2019
DRAFT UNTIL SIGNED BY THE CHAIR

Present: P Bates, G Carter, P Carter, P Dornan, A Greening, E Hall, G Harris, J Heatrick, A Holmes, R Houghton, V Martin.

In attendance: J Taylor (Clerk)

Absent: A Charlesworth, R Coogan (see Item 2 below).

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

2. Accepted apologies for absence (LGA 1972, s85(1)(2))

A Charlesworth, family commitment.

3. Declarations of interest

All declared on the Budget and Precept; dispensations already issued.

4. Declarations of recording and social media use

None declared.

5. To approve the Minutes of the meeting held on 6 December 2018

Proposed: Cllr Holmes; seconded: Cllr G Carter. All in favour. **Resolved: 19/01/10/05.**

6. Public participation

None.

7. Reports

a. Chair's Report

Finance and Resource Committee held a meeting on Friday 14 December; a cheque for the deposit on a noticeboard for Ten Mile Bank was arranged. Cllrs Holmes and G Carter transferred necessary funds from the deposit account (leaving £45,000) to the current account.

b. Clerk's Report

Internal auditor from last year has informally agreed to audit this year. To be confirmed formally at the next meeting.

Willow Lodge – email sent to Finance contact at Freebridge enquiring re progress on plans for redevelopment.

Riverside News deadline 19th January.

Cemetery – recent burial – gravedigger reports no standing water at the bottom of the grave, therefore no issue with recent Environment Agency updated guidance regarding contamination of watercourses.

Speedwatch scheme – contact made with Southery; those involved are very happy to help. Councillors to be put in touch.

c. Maintenance Report

Riverside loos door has been planed back so it shuts properly. Ten Mile Bank cableway refurbishment has been completed. There is a request for further dog bin at river, Ten Mile Bank, to enable emptying by Borough Council. Clerk to action certificate of permission to place. The benches at Hilgay playing field have been refurbished and the youth shelter cleaned. Change of streetlights to LED; the required information has

been submitted to UMSO and K&M Lighting. Adjustments in electricity and maintenance bills awaited. Riverside loos – Environment Agency has confirmed there is no funding for Hilgay loos/washout because all their funding is going towards refurbishing the facilities at Denver. Have requested information on how far in miles/boating time Denver is from Hilgay so a sign could be posted if necessary. Cllrs Holmes and G Carter will get in touch with the boat club to discuss. Cemetery gates: contractor had inspected the gates, which currently do not close easily. Only suggested solution is to break out the gates, move them apart slightly and re-concrete in. Clerk to obtain quote.

d. Reports from councillors

Cllr Harris has reported footpath problems on the NCC webportal and is awaiting reaction. Cllr Hall reviewed the fingerposts previously reported which should have been replaced within six weeks – no action has been taken so she will follow up.

Cllr Hall queried whether the parish council should be paying for the general waste bin on the Riverfield, used by boaters, as the Environment Agency pays for bins at Denver. It is emptied every fortnight during the summer and every month during the winter. Clerk to follow up with Borough Council.

Cllr Hall had discussed the condition of the Silver Band Practice Hut on Hilgay allotments with the band administrator. She will meet with him to review the interior of the hut and report back.

Cllr Holmes confirmed he had obtained dog signs which he could provide to the Maintenance Officer for posting in Ten Mile Bank.

Cllr Dornan confirmed a deposit for the replacement noticeboard at TMB had been given to the supplier; the faulty aluminium noticeboard had been returned to the supplier and a new one obtained.

e. Actions from previous meetings not otherwise covered in the Agenda.

None.

8. Correspondence

Borough Council Electoral Services had provided the latest Electoral Register for parish to check. Cllrs Houghton and Holmes undertook to check where possible and respond via the Clerk.

Clerk had been in touch with a Hilgay resident who had requested email from parish to Borough regarding an environmental issue. Clerk had provided the requested email.

9. Planning

18/02134/F – single new dwelling in former garden at Church View, Church Road, Hilgay. Another slight amendment to an earlier and ongoing application. Councillors had no further comment to add.

10. Policies

Risk Assessments: Manual Workers and Volunteers

Clerk will undertake assessments for the maintenance officer and two volunteers.

Lone Workers Policy

A suggested standard policy was put forward. Not all of it is relevant but it covers all areas required by the council. It was proposed by Cllr Houghton; seconded by Cllr Martin, that the Policy as presented be approved. All in favour. **Resolved:**

19/01/10/10.

11. Finance

a. Bank balance and reconciliation

Bank cash balance at 31 December 2018 : £56,887.32. Reconciled balance: £56,939.64. Chair checked against original bank statements and signed. Acceptance of reconciliation proposed: Cllr Houghton: seconded; Cllr Martin. All in favour.

Resolved: 19/01/10/11a.

b. To consider authorisation of payments, to note receipts, and to sign cheques

Payee	Item	Net £	VAT £	Gross £
Sorrell Roofing & Construction	Works to Riverfield loos, Hilgay	345.00	0.00	345.00
E.ON	Electricity 1-30/11/18	228.98	45.80	274.78
Paul Hoskins Joinery	Deposit on noticeboard	175.00	35.00	210.00
K&M Lighting Services	Streetlighting maintenance 13/12/18-12/1/19	94.47	18.89	113.36
Lawn Boy	Strap for polecutter	8.33	1.67	10.00
Thurlow Nunn Standen	Service, tractor mower	285.53	57.11	342.64
Sorrell Roofing & Construction	Supply of digger for allotments work	360.00	0.00	360.00
M J Roberts & Son	Gravel, allotments	329.17	65.83	395.00
Maintenance Officer	Salary & Expns Dec 18	211.73	0.00	211.73
Clerk	Salary & Expns Dec 18	529.41	0.00	529.41
E.ON	Electricity 1-31/12/18	236.61	47.32	283.93
Glasdon	Dog bin, TMB	102.44	20.49	122.93
HMRC	PAYE Oct-Dec 2018	173.00	0.00	173.00
	Totals	3079.67	292.11	3371.78

Payer	Item	Amount £
Barclays	Interest 3/9 - 2/12/18	28.34
Zurich Insurance	Reclaim on bus shelter damage	80.76
	Total	109.10

It was proposed that the payments be approved. Proposed: Cllr Houghton: seconded; Cllr Martin. All in favour. **Resolved: 19/01/10/11b.**

The amount received from the insurer for the bus shelter was queried. Clerk explained that insurer had an excess of £100, plus the VAT element was not paid as the Council would be reclaiming that from HMRC. Councillors requested that clerk contact those responsible for the damage and request a refund of the £100 excess.

12. To receive Minutes of the Finance and Resource Committee

Draft Minutes of meeting held on 14 December 2018 were formally received.

(A number of following items were taken out of sequence to ensure coverage of priority items.)

21. To approve Budget 2019/20

Latest version of draft Budget was presented. It was proposed by Cllr Martin; seconded by Cllr Harris, that the Budget be approved. All in favour. **Resolved: 19/01/10/21.**

22. To consider and confirm Precept request 2019/20

It was proposed by Cllr Martin; seconded by Cllr Bates, that the Precept remain the same as current financial year (£26,237.38). Ten in favour; one against. **Resolved: 19/01/10/22.**

18. To consider quotes for reduction of hedge by Hilgay school and at Cemetery

Councillors reviewed quotes for hedge by Hilgay school. It was proposed by Cllr Holmes; seconded by Cllr Martin, that the quote at £200, from CP Tree Services be accepted. All in favour. **Resolved: 19/01/10/18.**

It was confirmed by Cllr Bates that Ely Diocese owns the Avenue and thus the hedge which borders the Cemetery. Therefore, the council is unable to fund maintenance, except for that necessary to keep the Cemetery side tidy. Clerk to write to the Diocese and ask for them to undertake the required reduction in height.

13. To consider format and operation of Action List

Cllr Dornan had previously circulated the suggested Action List format, with the aim of keeping track of progress and completion of tasks. Cllr Holmes suggested that councillors agree to proceed on the suggested basis. The Finance Committee would make an initial check through to update outcomes.

14. To consider options for noticeboard at Cemetery

It was proposed by Cllr Holmes, seconded by Cllr Heatrick, that a wooden noticeboard from Paul Hoskins Joinery be purchased. All in favour. **Resolved: 19/01/10/14.** Deposit cheque for £210 required, and to be added to Payments list.

15. To consider options for council membership of professional representative body

The parish council had for many years been a member of Norfolk Association of Local Councils. There is another option for councillors to consider. It was agreed that membership of NorfolkALC should continue.

16. To consider options for Council website

The Finance Committee had considered the options and recommended NorfolkALC as website provider. It was proposed by Cllr Houghton; seconded by Cllr G Carter, that the council adopt a website provided and supported by NorfolkALC. All in favour. **Resolved: 19/01/10/16.**

17. To consider training for employees and councillors 2019

Maintenance Officer's chainsaw certificate had just lapsed. Cost for qualifying course would be around £1,200. MO had reported using chainsaw on parish council tasks half a dozen times over past three years, and felt it was not worth renewing. Councillors agreed.

19. To consider alternative quotes for grounds maintenance

Further quotes would be required. To be obtained for presentation to next Finance and Resource Committee meeting.

20. To confirm Action Plan 2019/20

Councillors were happy with the suggestions made by the Finance Committee. Clerk to complete Plan and circulate.

23. To receive information or suggested items for consideration at the next meeting

Suggestion that council provide Christmas trees for the villages.
Cllr Bates noted that a post preventing access on a footpath had been removed. This made it easier for prams/pushchairs/disability scooters to access. The question was asked whether the post should be replaced. Cllr Holmes suggested that councillors survey all the paths with blocking posts and recommendations made.

Date of next meeting: 7.00pm, Thursday 7th February 2019, Hilgay Village Hall

Meeting closed at 8.10pm.

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Chair

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Date