

HILGAY with TEN MILE BANK PARISH COUNCIL
Minutes of the meeting held at 7pm on 11 January 2018
DRAFT UNTIL SIGNED BY THE CHAIR

Present: A Charlesworth, R Coogan, P Dornan, A Hall (from 7.45pm), E Hall (Vice Chair, acting as Chair), J Heatrick, G Harris, R Houghton

In attendance: One member of the public, J Taylor (Clerk)

Absent: P Bates, G Carter, P Carter, A Holmes, V Martin (see Item 2. Apologies, below).

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

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

P Bates (family circumstance), P Carter (attending funeral), A Holmes (illness), V Martin (illness).

Other apologies received: A Hall (delayed by late-scheduled alternative commitment).
[Clerk's note: post-meeting, an earlier message from G Carter presenting apologies due to work commitments was received.]

3. Declarations of interest

All councillors declared an interest in Items 22 and 23, Budget 2018/19 and Precept 2018/19. All had previously received Dispensations.

4. Declarations of recording and social media use

None declared.

5. To approve the minutes of the Council meeting held on 7 December 2017

Proposed: Cllr Houghton; seconded: Cllr Harris. All in favour. **Resolved:**

18/01/11/05.

Public participation

The issue of the vacant land next to TMB village hall was raised, including the condition of the fencing. Cllr E Hall undertook to contact the owner direct again; Clerk to contact William H Brown (the selling agent) again, this time in writing. **Action: Cllr E Hall; Clerk.**

6. Reports

a. Chair's report

In the absence of the Chair, there were no issues to report not otherwise covered by the Agenda.

b. Clerk's Report

Highways Rangers should be in the villages this week – cleaning of Hilgay bridge had been specifically requested.

War Memorial Trust – confirmed by phone that the application was received back in December. Official confirmation due w/c 15th, with conservation officer to review within 8-10 weeks (by end March). All borough/district councils should have a War Memorials

Officer in place to aid/support/co-ordinate local efforts re memorials. Clerk checking with Borough Cllr Tony White.

Willow Lodge – no response from Freebridge. Further contact made with Borough Cllr Lawrence requesting direct contact details.

c. Maintenance Report

Repair of noticeboard in Hilgay bus shelter outstanding but under control. Blocks of concrete still on Cemetery land. Maintenance Officer had reviewed the annual inspection reports for the play equipment: Hilgay issues were all low risk, and fixable once the weather improved. TMB – trip hazards had been identified, due to character of the Fen soil which tended to subside. The areas involved could be built up again with soil.

New equipment – strimmer and blower – Clerk confirmed on order at LawnBoy. Cllr Charlesworth wished to check that the maintenance officer had been consulted regarding the models of equipment ordered – Clerk confirmed this had happened. Tractor mower and polecutter were at Thurlow Nunn Standen for annual service. Mower was still under guarantee.

Cllr E Hall thanked the Maintenance Officer for input and continued work for the Parish Council.

d. Reports from councillors

Cllr Harris reported on the opening of the refurbished Hilgay lych gate. Representatives from Ely Diocese were present and remarked that the Parochial Church Council might be eligible for grants from Historic England towards repair of Hilgay Church. Cllr Harris undertook to remind Cllr Bates regarding deadlines.

Cllr Coogan reported a meeting to be held by Hilgay PCC on 23rd January at TMB school regarding the future of St Mark's at TMB, to discuss its future as a separate church no longer deemed part of Hilgay (parochial) parish.

Cllr Heatrick commented on the increasing number of cars parked on Ely Road and the road to the Cemetery. It had been established this was not due to builders working at the school. Cllr E Hall confirmed that this was not something the Parish Council had influence over, but suggested a piece in Riverside News highlighting the problem.

Clerk to draft; Cllr Heatrick to approve. **Action: Clerk/Cllr Heatrick.**

Cllr Dornan reported a meeting at Downham Heritage Centre which had mentioned potential changes to bus services from Southery to TMB. Clerk to write to Stagecoach, and investigate with BCKLWN regarding further information. **Action: Clerk.**

Cllr Charlesworth reported again overgrowing trees and hedges along Woodhall Road. She undertook to liaise with property owners to see if a co-ordinated approach could be agreed. Otherwise, she would revert to the parish council. **Action: Cllr Charlesworth.**

7. Correspondence

A thank you from former editor of Riverside News for Council's expression of gratitude for her work.

Email from the supplier of the Hilgay defibrillator informing Council of the need to replace pads and battery by 23rd January, with quote. Clerk to investigate alternative quotes. **Action: Clerk.**

8. Planning

None.

9. Finance

a. Bank balance and reconciliation

Bank cash balance at 31 December 2017: £71,318.53. Reconciled balance: £71,477.12.

b. To consider authorisation of payments and to sign cheques

Date	Payee	Item	Net £	VAT £	Gross £
01/12/2017	E.ON	Electricity 1/11 - 30/11/17	202.16	40.43	242.59
01/12/2017	J&M Pest Control	2017 mole control	210.00	0.00	210.00
13/12/2017	K&M Lighting Hodson Office	Streetlight maintenance 13/12/17- 12/1/18	94.47	18.89	113.36
18/12/2017	Supplies	Printer cartridges	23.93	4.79	28.72
31/12/2017	Maintenance Officer	December salary & expns	151.40	0.00	151.40
31/12/2017	Maintenance Officer	Mileage Oct - Dec 2017	36.90	0.00	36.90
31/12/2017	Clerk	December salary & expns	582.49	0.00	582.49
02/01/2018	E.ON	Electricity 1/12 - 31/12/17	208.90	41.78	250.68
08/01/2018	Gooderstone PC	GDPR training for clerk - 50%	14.00	0.00	14.00
11/01/2018	K&M Lighting	Streetlight maintenance 13/1 - 12/2/18	94.47	18.89	113.36
Totals			1618.72	124.78	1743.50

Receipts

Date	Payer	Item	Amount £
04/12/2017	Wereham PC	Council training cost refund	31.25
04/12/2017	Barclays	Interest 4/9 - 3/12/17	11.00
12/12/2017	Allotment holder	17/18 rent	10.50
12/12/2017	Nordelph PC	Council training cost refund	31.25
Total			84.00

It was proposed that the reconciliation be accepted and the payments be approved.
Proposed: Cllr Houghton; seconded: Cllr Harris. All in favour. **Resolved 18/01/11/9b.**

c. To consider changing bank accounts

Clerk recommended TSB, which had proved very efficient in changing details at another parish council she works for. It was proposed that two TSB bank accounts be set up: one for the Council's reserve, for which member signatories would have authorisation but not the Clerk; a second "current" account set up to which Clerk also would have internet access in order to make routine, approved payments. Proposed: Cllr Dornan; seconded: Cllr Harris. All in favour. **Resolved: 18/01/11/9c.**

10. To consider quotes for maintenance of roundabout, TMB playing field

As only one quote was under consideration, exclusion of press and public was not required. Roundabout has become difficult to turn: a combination of diminishing grease over the months, plus leaves and other detritus entering the spindle mechanism.

The roundabout requires lifting from its base, the mechanism inspected and potentially repaired/replaced, grease applied and the roundabout reinstalled. It was agreed that the health and safety of Council employees was the paramount consideration and therefore that a dedicated contractor should be engaged to do this work. It was established that the work would be guaranteed for one year. It was proposed by Cllr Dornan and seconded by Cllr Coogan that the quote from Fenland Leisure Products Ltd for £182 plus VAT be accepted. All in favour. **Resolved: 18/01/11/10.**

11. To consider purchase and location of second noticeboard for Ten Mile Bank

Cllr Dornan suggested that a second noticeboard at the Church end of the village would be useful, and it was agreed that for those residents who lived at this end, very often there is no reason specifically to visit the existing noticeboard. Cllr Harris suggested a seat and a 'history board' by the river; Cllr Coogan agreed that an information board by the moorings would be an enhancement for the village. It was agreed that the churchyard could be a suitable location for a new noticeboard. To be an item on the next agenda.

12. Update on refurbishment of Riverfield toilet block

In the absence of Cllr G Carter, it was assumed that the door and ridge tiles still needed repair. In light of the long period of time which had elapsed since the issue was first flagged as a problem, it was suggested that a deadline be kept in mind, and once that had passed, an invitation to tender be issued to other potential contractors. Proposed: Cllr Dornan; seconded: Cllr Harris. All in favour. **Resolved: 18/01/11/12.**

[Cllr A Hall arrived in time for the next item, at 7.45pm.]

13. Streetlights: bulb replacement with LED; update on new electricity supplier

Clerk outlined the history of the provision of a quote from a potential new electricity supplier via an external agency: evidently the quotes provided were strictly time-limited, and would in most cases expire before a Council meeting was scheduled to consider the matter. It was suggested that quotes be requested just prior to a meeting in order that they remain open.

Regarding replacement of streetlights, it was suggested that the lantern as well as bulb be replaced – a recent new quote from a different supplier at £198 plus VAT was felt acceptable. It was suggested that as lights fail, they should be replaced singly; and that all TMB lights should be replaced immediately. Proposed: Cllr Dornan; seconded: Cllr A Hall. All in favour. **Resolved: 18/01/11/13.**

14. To review placement of non-Council bin on Hilgay allotments

Concern had been expressed about overflowing waste from the bin. It was established that the owner had been unable to place the bin elsewhere in order to have BCKLWN empty it. The view was expressed that if too much waste were produced for the bin, the overflow should be kept back for next time. It was queried whether the originally-suggested contract had in fact been signed. The item was on the agenda for the next meeting.

15. Update on Hilgay website

The question of who would be responsible for keeping the village element of the website up to date was raised, and whether separate access rights could be assigned

to different administrators. Cllr Coogan requested that councillors send him any queries they had on the operation of the website so he could co-ordinate with the webmaster. Item to be on the next agenda.

16. To review proposed Borough Council ward boundary changes within the parish, and consider response

Councillors had reviewed the proposed changes, and felt that no comment was necessary.

17. To consider action on communication between councillors

Cllr Dornan noted that, since the additional noticeboard at TMB was on the agenda, a new list of councillor contacts had been provided, and a further list would be published in Riverside News, that the item could be removed for now from the agenda.

18. To consider future of land formerly occupied by Hilgay football club hut

Cllr E Hall wished to start a review of this land, owned by the parish council and extending from the Cemetery in Hilgay. Suggestions were for a sensory garden, an interpretation board, a seat, and a flower garden with which schoolchildren could be involved (previous suggestion of involvement in allotments was found to be impractical as harvesting was during school holidays). It was noted that a while back, a resident had agreed to extend the fence around the land, and to remove the concrete blocks. The exact extent of the land was unclear; it was felt that a meeting at the location, to include Cllrs Bates and G Carter, would establish this. Cllr Houghton and the Maintenance Officer agreed to stake out the land in advance as they understood it to be. A pre-parish council meeting gathering to review the land was suggested for 6.30pm on Thursday 5th April. Proposed: Cllr A Hall; seconded: Cllr Houghton. All in favour. **Resolved 18/01/11/18. Action: Cllr Houghton; Maintenance Officer.**

19. Hilgay Village Fete and Open Gardens day

In the absence of Cllr Martin, and given the short period of time before suggested date of June, it was agreed to plan this for June 2019. In the meantime, Cllr Charlesworth undertook to contact Boughton parish, which holds an open gardens day each year, to get more information. **Action: Cllr Charlesworth.**

20. 2018 Grounds Maintenance Strategy

A view had been expressed that if hedges around the Hilgay playing field and Cemetery are not cut during the summer, the village looks unkempt. Cllr A Hall had reviewed the Wildlife and Countryside Act 1998, and current advice from Natural England. It was confirmed that disturbing birds or birds' nests was a criminal offence under the Act; that it was possible that working on the hedges from end of March to end of September (breeding season) could result in disturbance; and that the Council had a duty of care to its employees not to expose them to possible prosecution. It was proposed that the hedges should be well cut before the breeding season started; that trimming of overgrown elder and entrances to the field with handtools only (having established that there are no nests present in that area) could be carried out during the summer, and that further significant trimming be left until after the breeding season. Proposed: Cllr Houghton; seconded: Cllr Coogan. All in favour. **Resolved 18/01/11/20.** Cllr A Hall clarified that this should be written in to the employment contract for the maintenance officer. It was further suggested that the Council's strategy for hedgecutting and the

reason for it should be explained in an article for Riverside News, and on a laminated notice at the playing field. **Action: Clerk.**

21. Asset Register Review – inspection of assets

Cllrs Heatrick, A Hall, E Hall and Dornan offered to photograph or otherwise verify location of Council assets, and send information to the Clerk. **Action: Cllrs Dornan, A Hall, E Hall, Heatrick.**

22. Confirmation of Budget 2018/19

Latest version as suggested by the Finance and Resource Committee of the 2018/19 budget was provided. It was proposed by Cllr Houghton; seconded by Cllr A Hall, that the budget as provided be adopted. All in favour. **Resolved 18/01/11/22.**

23. To agree Precept request 2018/19

It was proposed by Cllr Houghton; seconded by Cllr A Hall, that the Precept request remain the same as last year, that is, £26,237.38. Six in favour, one against, one abstention. **Resolved 18/01/11/23.**

[Clerk's note: this equates to £64.66pa for a Band D household; £43.10pa for Band A; £129.31pa for Band H.]

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

Cllr A Hall confirmed that the Feoffees charity had agreed to fund the installation of the TMB defibrillator.

Cllr Charlesworth noted that the refurbishment of the bus shelters in Hilgay had not been started. She agreed to obtain quotes. **Action: Cllr Charlesworth.**

Cllr E Hall requested that the Clerk obtain quotes for gravelling of the footpaths in Hilgay. **Action: Clerk.**

Date of next meeting: 7.00pm, Thursday 1st February 2018, Hilgay Village Hall

The meeting closed at 9.25pm.

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Chair

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Date