

HILGAY with TEN MILE BANK PARISH COUNCIL
Minutes of the Annual meeting held on 16 May 2019

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

In attendance: One member of the public, C Wills (Maintenance Officer), J Taylor (Clerk)

Absent: R Coogan, A Holmes (see Item 3 below).

In the absence of the Chair, the Vice Chair opened the meeting.

Emergency evacuation procedures were announced.

Confirmation of signing of councillors' Declarations of Acceptance of Office: all except Cllr Coogan had signed.

1. Election of Chair and Declaration of Acceptance of Office

Cllr Greening proposed Cllr Holmes as Chair; Cllr G Carter seconded. Cllr Charlesworth proposed Cllr Hall; Cllr Houghton seconded. Votes: five for Cllr Holmes; four for Cllr Hall. Cllr Holmes was elected Chair. **Resolved: 19/05/16/1.** In his absence, the Vice Chair continued to chair the meeting.

2. Election of Vice Chair

Cllr Martin proposed Cllr Hall; Cllr G Carter seconded. Nine in favour. Cllr Hall was elected Vice Chair. **Resolved: 19/05/16/2.** She signed the Declaration of Acceptance of Post, and continued in the chair.

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

R Coogan: unwell (email received at the meeting). A Holmes (prior engagement at BCKLWN).

4. Declarations of interest

None.

5. Declarations of recording and social media use

None declared.

6. To approve the Minutes of the meeting held on 4 April 2019

Proposed: Cllr Martin; seconded: Cllr G Carter. All in favour. **Resolved: 19/05/16/06.**

7. Public participation

None.

8. To consider co-option of a councillor for Ten Mile Bank Ward

Mr Peter Dornan had submitted an application. It was proposed by Cllr G Carter; seconded by Cllr Charlesworth that Mr Dornan be co-opted. All in favour. **Resolved: 19/05/16/8.** Mr Dornan signed the Declaration of Acceptance of Office and joined the meeting.

9. Reports

a. Chair's Report

None.

b. Clerk's Report

Speedwatch - who wants to be put in touch with the contact at Southery? Cllr P Carter indicated he would like this.

Willow Lodge – no news.

Volunteers for internal quarterly control check on accounts needed.

Dog bin for TMB finally arrived and with MO. Future discount of 15% negotiated with Glasdon in recognition of sub-optimal service.

Allotments are all now let and there is a waiting list.

Head of schools has confirmed Hilgay will not hold a summer fete. TMB will be, but no request for funding so far. Subsequently, Friends of Hilgay School confirmed fete 19th July; councillor suggested that TMB fete would be 1st July. Have requested any funding requests to be submitted at June meeting.

War Memorial – another stone mason contacted and photos sent with description of works. Cllrs Hall and Bates had met with stonemason – awaiting quote.

Diocese of Ely – further works in hand on TMB playing field and Hilgay Church.

Diocese is to discuss further lease extension at Hilgay.

c. Maintenance Report

Hilgay Henge had been removed. The glass on the bus shelter at TMB had shattered. It was suggested that the glass not be replaced, but quotes obtained for either Perspex or wood.

Leaking tap in the Cemetery – Cllr G Carter reported this had been repaired, Cllr Bates to action any further works.

Logs surrounding play equipment at TMB: Maintenance Officer given permission to obtain replacements.

Maintenance Officer reported complaints being given to him direct about grass cutting in the Cemetery. It was agreed that notices should be placed in the newly-installed noticeboard giving the correct contact details for complaints from the public.

Maintenance Officer reported the pads on the TMB defibrillator about to expire. Clerk to obtain replacements.

Maintenance Officer had not received a certificate for his training on the defibrillators. Clerk to pursue.

Item 20 was brought forward to allow input from the Maintenance Officer

20. To consider action on toilet door, Riverfield toilets

The toilet was originally the disabled facility, so the door had deliberately been constructed to open outwards for wheelchair access. However, this has the disadvantage that the door can easily be swung back by wind and damaged, which has happened on a number of occasions. The recommendation was therefore to re-hang the door to open inwards. Cllr G Carter agreed to contact the carpenter for recommendations/quotes.

[7.25pm, Maintenance Officer left the meeting]

d. Reports from councillors

Cllr G Carter reported that the Hilgay litter pick had been successful, and it had identified a problem with dog mess along The Avenue. It was agreed that regular litter picks would take place in the future, advertised on Facebook. Cllr G Carter suggested that this could be a combined effort with the school.

Cllr Charlesworth queried whether progress had been made on requesting a brown gravel finish on Stoke's Hill when it is re-tarmacked. Clerk had contacted Highways, but not received a response. To be followed up again.

Cllr G Carter reported the grass at the War Memorial had again been killed by spraying. Formal letter of complaint to be sent to Highways, requesting refund of re-turfing costs.

Cllr Hall reported no feedback on fingerposts needing work, though this was reported the previous September.

Cllr Hall queried when the centre of the Riverfield would be included in the mowing schedule: Clerk had already requested this of the contractor.

Waste bin located at Hilgay allotments: reported as overflowing again. Concern was expressed at the amount of recyclable material being discarded into this bin. To be discussed at the July meeting.

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

Cllr Dornan to report at the next meeting.

10. Correspondence

Given the satisfactory resolution of the issues surrounding the new noticeboard at TMB Church, the Feoffees Charity had written to withdraw their request for refund of donation.

11. Planning

18/01890/RM – East End, Hilgay. Deadline for official response had passed.

Councillors expressed ongoing concern regarding Highways issues, potential flooding, issues with drainage and overlooking neighbours. Cllr Martin reminded the meeting that former Borough Councillor Tony White had called the application in to go before the Planning Committee, and Cllr Holmes would continue to look into this.

19/00788/F: Three Gables, Lawrence's Lane, Hilgay; extension. No objection.

12. Finance

a. Bank balance and reconciliation

Bank cash balance at 30 April 2019: £72,198.95 . Reconciled balance: £71,938.95.

Vice Chair checked against original bank statements and signed. Acceptance of bank reconciliation proposed Cllr G Carter; seconded Cllr Greening. All in favour.

Resolved: 19/05/16/12a.

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

Payee	Item	Net £	VAT £	Gross £	Chq/DD
NorfolkALC	Membership/website hosting	278.74	0	278.74	103145
Glasdon	Dog bin, TMB	210.86	42.17	253.03	103146
E.ON	March electricity	290.38	58.08	348.46	DD
Wave (Anglian Water)	Riverfield toilets	44.71	0.00	44.71	103147
K&M Lighting	Streetlight maint: 13/4-12/5/19	37.50	7.50	45.00	104148
Jo Raby	Internal audit 2018/19	60.00	0.00	60.00	103149

C Dawe	Petrol for mower	37.64	0.00	37.64	103151
C Dawe	Dog bin bags	6.94	0.00	6.94	103151
Holly Landscapes	Mowing April 19	149.17	29.83	179.00	103150
Maint. Officer	Salary/expns April 19	495.66	0.00	495.66	103152
Clerk	Salary/expns April 19	566.15	0.00	566.15	103153
E.ON	April electricity	284.29	56.86	341.15	DD
K&M Lighting	Streetlight maint: 13/5-12/6/19	37.50	7.50	45.00	103154
Hilgay Village Hall	Meeting charge 16th May	20.00	0.00	20.00	103155
Tesco/J A Taylor	Printer/cartridges	62.92	12.58	75.50	103156
Totals		2582.46	214.52	2796.98	

Payer	Item	Amount £
Holmans	Memorial	52.50
BCKLWN	Precept/CTSG	26550.38
Resident	Burial plot	315.00
Total		26917.88

It was proposed that the clerk be authorised to purchase a new printer up to a cost of £100. Cllr Greening proposed; Cllr G Carter seconded. All in favour. **Resolved: 19/05/16/12b.i.**

It was proposed that, with the inclusion of the unknown printer payment, payments be approved and receipts noted. Proposed: Cllr Houghton; seconded; Cllr Heatrick. All in favour. **Resolved: 19/05/16/12b.ii.**

c. To receive and review Internal Auditor report on 2018/19 accounts

Internal Audit reported no issues, except to be sure to include the number of quotes considered in the Minutes for items purchased. It was proposed by Cllr G Carter, seconded by Cllr P Carter, that the Internal Audit Report be received and endorsed. All in favour. **Resolved: 19/05/16/12.c.**

d. To review and approve the 2018/19 Annual Return Governance Statement

Approval proposed by Cllr G Carter; seconded by Cllr Dornan. All in favour. **Resolved: 19/05/16/12.d.**

e. To review and approve the 2018/19 Annual Return Accounting Statement

Approval proposed by Cllr Houghton; seconded by Cllr P Carter. All in favour. **Resolved: 19/05/16/12.e.**

13. To review and confirm pay for employees

Maintenance Officer confirmed he was not seeking an annual payrise. Clerk payrise per employment contract: increase of one spinal column point, plus annual nationally-negotiated rise for 1st April, to £11.64per hour. Proposed: Cllr Houghton; seconded: Cllr Heatrick. All in favour. **Resolved: 19/05/16/13.**

14. Policies – to review and re-adopt

a. Standing Orders

b. Financial Regulations

c. Financial Risk Assessment Policy

Clerk confirmed no changes in legislation, and therefore no changes in the policies since last adopted. Re-adoption proposed by Cllr Houghton; seconded Cllr G Carter. All in favour. **Resolved: 19/05/16/14.**

15. Committees – to review and confirm

Committees and Working Groups were confirmed as follows:

Committees

Data Protection: G Carter; R Coogan; A Holmes

Finance & Resource: R Coogan; A Holmes (Chair), V Martin

Planning Policy: G Carter; P Dornan; E Hall (Chair); J Heatrick

Working Groups

Allotments: P Bates; E Hall

Footpaths: A Charlesworth; E Hall; G Harris

Land Holdings: G Carter; A Holmes; V Martin

Records: A Holmes; V Martin

Meadow Garden, Hilgay: A Charlesworth; G Harris; V Martin; Mr D Barrington (Village Hall)

War Memorial: P Bates; G Carter; R Houghton

16. To confirm dates and venues for meetings to April 2020

It was agreed that meetings should continue to be held on the first Thursday of the month, at 7pm. It was proposed by Cllr G Carter, seconded by Cllr A Greening that no meeting should be held in August. All in favour. **Resolved: 19/05/16/16a.** It was proposed by Cllr Martin, seconded by Cllr Greening, that winter meetings should be held in Hilgay (October to March inclusive), and that summer meetings (Apr to Sept inclusive) should be held alternately between Hilgay and TMB. Five in favour; four against. **Resolved: 19/05/16/16b.**

17. To consider any requests for grants for summer fairs/events

None submitted at present, to be on the June agenda.

18. To consider request to plant commemorative tree in Cemetery and other Cemetery matters

It was suggested that the Cemetery area was not large enough to accommodate commemorative trees and that the roots would potentially interfere with burials. It was proposed by Cllr Martin; seconded by Cllr Greening, that the request be refused. All in favour. **Resolved: 19/05/16/18.i.**

A request had been received for an interment of ashes between plots in the Garden of Remembrance. The adjacent plots were owned by the same family. It had been established that so long as existing remains were not disturbed, such interment would be lawful. It was proposed that instead of a plot fee, an administration fee of £30 would be charged. Proposed Cllr Houghton; seconded Cllr G Carter. One abstention; all others in favour. **Resolved: 19/05/16/18.ii.**

It had been suggested for the Garden of Remembrance that discs marked 'R' for 'reserved' be obtained to be installed adjacent the relevant plots so that allocation of plots would be transparent. Clerk to obtain quotes from Bonnett's.

19. To consider details of provision of Christmas trees in villages 2019

Cllr Heatrick had obtained relevant information and suggestions from potential suppliers, including tree supplier, lights supplier, Hilgay Silver Band contribution, potential inclusion of school children, potential location. It was commented that location needed to be checked with Highways regarding regulations on fixing a tree (health and safety considerations). It was questioned whether a tree at TMB would be practical. Cllr Dornan suggested that Ely Diocese be contacted to see if it would contribute to and/or allow location of a tree on the playing field. To be on next agenda.

21. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant.

It was proposed by Cllr Houghton, seconded by Cllr G Carter, that an extension be granted until the next meeting. All in favour. **Resolved: 19/05/16/21.**

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

Clerk had tendered resignation. Vice Chair would discuss with Chair with a view to placing an advert with Norfolk Association of Local Councils and Norfolk Parish Training and Support.

Cllr Charlesworth would provide a further update on the Meadow Garden.

Cllr Houghton confirmed that the venue for the next meeting would be TMB Village Hall.

Date of next meeting: 7.00pm, Thursday 6th June 2019, Ten Mile Bank Village Hall

Meeting closed at 8.45pm.

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Chair

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Date