

AM 9/2/18

**HILGAY with TEN MILE BANK PARISH COUNCIL**  
**Minutes of the meeting held at 7pm on 1 February 2018**

**Present:** P Bates, G Carter, P Carter, A Charlesworth, R Coogan, P Dornan, A Hall, E Hall (Vice Chair), G Harris, J Heatrick, A Holmes, R Houghton, V Martin

**In attendance:** Two members of the public, County Councillor Martin Storey, J Taylor (Clerk)

**Absent:** None.

**1. Emergency Evacuation Procedures**

Emergency evacuation procedures were announced.

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

None required.

**3. Declarations of interest**

A Charlesworth, Item 7 Correspondence and Item 21, Letter from Hayes & Storr, solicitors.

**4. Declarations of recording and social media use**

None declared.

**5. To approve the minutes of the Council meeting held on 11 January 2018**

Proposed: Cllr Houghton; seconded: Cllr Dornan. All in favour. **Resolved:** 18/02/01/05.

**Public participation**

Mr Dave Barrington, editor, Riverside News, reported that delivery of the first edition to go to all houses in the parish seemed to go well. He felt the number printed could be reduced. Regarding the plans of streetlights in the villages to be published in RN, it would be possible to indicate which are LED or sodium.

**6. Reports**

**a. Chair's report**

With the Chair having missed the last meeting, he felt there was little to report.

**b. Clerk's Report**

Clerk reported formal request to William H Brown regarding tidying the vacant plot next to Ten Mile Bank Village Hall. Cllr A Hall added that he had contacted the owner direct, and had noticed that some tidying had taken place.

Councillors reported that Hilgay bridge had not been cleaned, as had been requested for the last Ranger visit. Clerk to follow up.

A response from Freebridge regarding Willow Lodge had been received; this acknowledged that action was needed, but gave no timescale.

An interim, verbal, acknowledgement had been received from the War Memorials Trust regarding the application for renovation of the Hilgay memorial.

**c. Maintenance Report**

Continued concern was expressed regarding the Riverside toilets. Cllr G Carter reported that he had received a quote for replacement of the door of £235. It was

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proposed by Cllr Holmes, seconded by Cllr Dornan, that a budget of up to £300 be approved for replacement of the door. All in favour. **Resolved: 18/02/01/6c.** [Clerk's Note: Decision made as if it were under item 13.]

**d. Reports from councillors**

Cllr Heatrick reported trees down on footpaths in Hilgay – at Hubbard's Drove, and at the bridleway Pepper Lane/East End/Sandy Lane. Clerk to inform NCC. The latter location was also flooded part-way along. This appeared to be the result of ditches not being cleared and possibly due to vegetation being cut back hard and thus not soaking up excess water. Clerk to investigate with landowner.

Cllr A Hall notified the meeting that the Environment Agency map for the Fen Rivers Way at Ten Mille Bank which had ended up in the river, was currently stored by him. He asked whether the Maintenance Officer could re-fix the map, and the EA be informed what had been done. **Action: Clerk.**

**7. Correspondence**

Deferred to Item 21.

**8. Planning**

None.

**9. Finance**

**a. Bank balance and reconciliation**

Bank cash balance at 31 January 2018: £69,828.12. Reconciled balance: £69,817.62.

**b. To consider authorisation of payments and to sign cheques**

| Date          | Payee                   | Item                      | Net<br>£       | VAT<br>£      | Gross<br>£     |
|---------------|-------------------------|---------------------------|----------------|---------------|----------------|
| 16/12/2017    | Mr Bee's                | Riverside News printing   | 162.00         | 0.00          | 162.00         |
| 15/01/2018    | Westcotec               | SAM2 unit                 | 3150.00        | 630.00        | 3780.00        |
| 16/01/2018    | Wave (ex Anglian Water) | Riverside loos            | 31.24          | 0.00          | 31.24          |
| 31/01/2018    | Thurlow Nunn Standen    | Polecutter maintenance    | 77.33          | 15.46         | 92.79          |
| 31/01/2018    | Lawn Boy                | Strimmer/blower           | 720.00         | 144.00        | 864.00         |
| 31/01/2018    | Maintenance Officer     | Jan sal & expns           | 135.20         | 0.00          | 135.20         |
| 31/01/2018    | Clerk                   | Jan sal & expns           | 514.45         | 0.00          | 514.45         |
| 14/01/2018    | Andrew Deptford         | Defibrillator maintenance | 90.00          | 18.00         | 108.00         |
| <b>Totals</b> |                         |                           | <b>4880.22</b> | <b>807.46</b> | <b>5687.68</b> |

**Receipts**

| Date         | Payer            | Item       | Amount<br>£  |
|--------------|------------------|------------|--------------|
| 30/01/2018   | Allotment holder | 17/18 rent | 10.50        |
| <b>Total</b> |                  |            | <b>10.50</b> |



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It was proposed that the reconciliation be accepted and the payments be approved.  
Proposed: Cllr Martin; seconded: Cllr A Hall. All in favour. **Resolved 18/02/19b.**

**c. To consider signatories for new Parish Council bank account**

The existing signatories (G Carter, R Houghton, E Hall, A Holmes) agreed to continue, with Cllrs Charlesworth and Martin volunteering as additional signatories. *[Clerk's note: TSB subsequently confirmed that for automatic transfer to take place, signatories must be exactly the same between former and new accounts, therefore addition of Charlesworth and Martin will be delayed until new accounts are up and working.]*

**10. Data Protection Policy**

Clerk requested that councillors read and absorb the distributed report from recent General Data Protection Regulations training. Cllr G Carter undertook to disseminate the information gleaned via his professional representative body. Cllr Holmes would be attending the NorfolkALC Spring Conference, which would include further information. County Councillor Storey agreed to source and disseminate whatever he could from NCC.

**11. Review of operation of 'sifting' committee for planning applications established by BCKLWN Planning Officers, and to consider response**

County Councillor Storey, drawing on his role as a Borough Councillor on the Planning Committee, outlined further details. He emphasised that this was a 12 month trial; that the weight of parish council input would remain the same; and that borough councillors retained the same right to 'call in' applications before the Planning Committee as before. Given these reassurances, councillors felt that no formal response was required.

**12. To consider purchase of second noticeboard, seat, and history/information board for Ten Mile Bank**

Cllr Dornan commented that placement of a seat may be incompatible with the mowing schedule. He had reviewed available noticeboards and recommended that one similar to that at Hilgay outside Dent's butchers would be suitable (in two parts, with space for eight A4 notices). Suggested location would be St Mark's Church. Cllr Coogan confirmed that the church would likely agree to this, and he would check. Cllr A Hall suggested that a donation from the Feoffee charity may be possible. Item to be placed on the next agenda.

**13. Update on refurbishment of Riverfield toilet block**

Covered under Item 6.

**14. To consider quotes for gravelling of footpaths, and review maintenance requirements**

It was established that there are no footpaths in TMB which need gravelling. Cllr G Carter recommended a potential contractor, and would forward the details to the clerk. Cllr E Hall commented that the paths on the Hilgay allotments would need levelling and siding to prevent ingress of gravel into allotments. It was agreed that councillors G Carter, A Hall and E Hall would draw up a specification for the gravelling of paths. To be on the next agenda.



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

Various points were made during a lengthy discussion. It was confirmed that the bin owner had so far not paid the agreed £50. *as he had not yet received a bill.* It was agreed that Cllr Holmes would review the proposed contract, investigate what charges would pertain for a commercial arrangement, and report back to the next meeting. **Action: Cllr Holmes.**

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**16. To consider practical operation of Hilgay website**

It was established that many parish council websites also included general village information, but a decision was needed about who would be responsible for uploading such information, while the parish council retained control over what was uploaded. It was suggested that a call for volunteers be placed in the Riverside News. In the meantime, it was suggested that it be operated as a website with Parish Council information only uploaded. **Action: Clerk.**

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

Cllr E Hall reiterated that a meeting prior to the April Hilgay-based PC meeting would be held for all councillors to view the location. It was agreed that Cllr Houghton and the Maintenance Officer would be requested to peg out the precise boundaries of the land involved prior. She asked that any councillor who had suggestions for future use, let her know. It was agreed that once the area was defined and assessed by councillors, an article be placed in Riverside News to engage residents in the process.

**18. Asset Register Review – report back**

Clerk thanked those councillors who had photographed council assets for the register. The Register would be compiled to include asset value for external audit purposes, plus value for insurance purposes.

**19. To discuss visit by South West Norfolk MP Elizabeth Truss 9<sup>th</sup> March**

It was confirmed that the public were invited and could ask questions. It was agreed that at the meeting on 1<sup>st</sup> March, a compilation of questions to be asked should be determined. It was reported that at the last similar meeting, only a very few councillors and members of the public were present. Cllr Holmes suggested that all councillors should make every effort to attend. He would send an email to councillors with a suggested list of topics for presentation. To be on the next agenda.

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

An update on the situation at Fairfield garage was presented. Action on both sides was apparently ongoing.

County Councillor Storey updated the Council on Stagecoach. He confirmed that NCC is doing all it can to ensure service contracts are continued. Stagecoach Passenger and Transport Manager details were passed to the Clerk. He also confirmed that it had been agreed that gritting and bus services were to be unaffected by any potential budget cuts.

Date of next meeting: 7.00pm, Thursday 1<sup>st</sup> March 2018, Ten Mile Bank Village Hall


**Exclusion of Press and Public, Standing Order 3f**

**21. To consider correspondence from solicitors acting for Mr Brian Charlesworth**

Cllr Charlesworth left the meeting.

A wide-ranging discussion took place on a number of aspects regarding land off Engine Drove. Cllr Holmes undertook to respond to the letter from Hayes & Storr. Cllr Bates offered to show councillors unfamiliar with the area around the land involved. It was agreed that testimony from senior residents should be gathered.

The meeting closed at 8.50pm.

  
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Chair

  
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Date