

**HILGAY with TEN MILE BANK PARISH COUNCIL**  
**Minutes of the meeting held on 1<sup>st</sup> June 2017**

**DRAFT UNTIL SIGNED BY THE CHAIR**

**Present:** P Bates, P Carter, A Charlesworth, J Evans, E Hall, T Hall, G Harris, A Holmes, R Houghton, V Martin

In attendance: J Taylor (Clerk), County Councillor M Storey, two members of the public

**1. Emergency Evacuation Procedures**

Emergency evacuation procedures were announced.

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

G Carter (delayed at work).

**3. Declarations of Interest**

Cllr Charlesworth, Item 8. Cllrs E and T Hall, Item 27.

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

None declared.

**5. To approve the Minutes of the Annual Council meeting held on 2 May 2017**

Proposed: Cllr Martin; seconded: Cllr T Hall. All in favour. **Resolved: 17/06/01/05.**

**6. To consider co-option of two councillors, Hilgay Ward and TMB Ward**

Three candidates had put forward applications for co-option. Proposed: that the ballot be secret and not show-of-hands. Proposed: Cllr Martin; seconded: Cllr E Hall. All in favour. **Resolved: 17/06/01/06.**

One councillor did not vote. Mrs Jane Heatrick received seven votes; Mr Peter Dornan received six votes; both were duly co-opted. Acceptances of office were not signed.

**7. Reports**

**a. Chair's report**

Cllr Holmes had inspected the bus shelters with Cllr P Carter. They were generally in good repair, but did need some work. The bollards at the River Field need work; these were regularly damaged. Cllr Holmes would write to NCC to request the bollards be moved further from the slipway. **Action: Cllr Holmes.** Cllrs Holmes and Martin, and the Clerk, had met with NCC land agents regarding Parish land rentals. The two large agricultural areas seemed no longer to be providing much utility to the parish; the Council did not have copies of the leases. Land agents are investigating and will revert. The possibility of buying the allotment land had been discussed, with caveats relating to future use/sale. The Practice Hut, which is used by the Hilgay Silver Band, is in bad repair and could be viewed as a risk for the PC. The over-50s club building is not part of the leased area.

Internal audit report: there are a lot of issues which need addressing, but none is major or immediate, and they are mostly process-related. The report will be posted on the website.

Norfolk ALC Spring Conference: well worth attending. Not all the subjects covered were precisely relevant to the PC, but there was an emphasis on communications between parish councils, NALC, and local communities which was useful.

**b. Clerk's report**

The PC is now registered with the Information Commissioner for the holding and processing of personal data. The PC has passed the second staging post for the Pensions Regulator. Deadline for the Riverside news is 18<sup>th</sup> June.

**c. Maintenance report**

Riverside loo door still not fixed. Maintenance supervisor reported that the current strimmer is not powerful enough for the jobs currently undertaken. It was suggested that consideration be given to purchasing a more powerful strimmer towards the end of the season, when prices may be reduced.

**d. Reports from councillors**

Cllrs Hall had walked more of the footpaths. Waterman's Lane towards the A10 where it ceases to be paved has become very overgrown. Could the maintenance supervisor deal with this? Cllr E Hall reported two cars which are regularly parked in the bus stop by the allotments; this was among other things making walking with buggies difficult. She noted that the bus stop sign was no longer there. It was requested that the Clerk contact Highways re replacing the sign, and also painting the bus stop area on the road.

**Action: Clerk.**

Cllr Martin had discussed partial gravelling of footpaths with the maintenance supervisor, and would meet again. Cllr E Hall pointed out that access for machinery for this purpose might be difficult. Cllr G Harris mentioned other footpaths which are extremely overgrown.

The general point was made that, although NCC is officially responsible for cutting back footpaths and maintaining access, in practice they usually cut just once a year; clerk to confirm. If this is the case, then the PC needs to have a discussion on whether it takes on more maintenance. **Action: Clerk.**

**8. Correspondence**

Re the letter from Mr B Charlesworth about Sandy Lane Common, Cllr Holmes suggested that a substantive discussion on the issue not take place until as much historic information as possible is available. The issue is very long-standing, and needs closure. Cllr Charlesworth pointed out that 'Sandy Lane' is not an accurate description. Cllr Holmes requested that if any councillors have information on the history of the land that they provide it to him. **Action: councillors.** Regarding records in the possession of the PC, Cllr Holmes confirmed that he held a large quantity of records going back a century or so, but it is not at the moment clear whether these are complete. Cllr T Hall suggested that a Records committee be considered to deal with this. Clerk to put on future agenda. **Action: Clerk.**

**9. Planning**

No planning issues.

**10. a. Bank balance and reconciliation.**

Bank balance at 31 May 2017: £86,572.93.

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

Date	Payee	Item	Net £	VAT £	Gross £	Chq/DD
17/03/2017	FLP Outdoor Play Solns	Hilgay play equipment repair items	32.45	6.49	38.94	102930
28/03/2017	TMB Riverside Academy	Riverside News 9 printing	56.30	0.00	56.30	102931
01/04/2017	Norfolk ALC	annual subscription 2017-18	234.56	0.00	234.56	102932
25/04/2017	Anglian Water	Riverside loos	61.19	0.00	61.19	102933
28/04/2017	CGM	Rec & River Field mowing Apr17	60.00	12.00	72.00	102934
28/04/2017	Hodson	printer cartridges	9.98	2.00	11.98	102935
12/05/2017	E.ON	lighting electricity April 17 lighting maintenance 13/5- 12/6/17	202.16	40.43	242.59	DD
13/05/2017	K&M Lighting		94.47	18.89	113.36	102936
28/05/2017	S Wareham	Internal audit 2016/17	196.50	0.00	196.50	102937
31/05/2017	Clerk	Salary & expns May 17	357.63	0.00	357.63	102938
31/05/2017	Maintenance Supervisor	Salary & expns May 17	386.85	0.00	386.85	102939
05/05/2017	Cllr Charlesworth	Lavender plants round village sign	17.85	0.00	17.85	102940
<b>Totals</b>			<b>1709.94</b>	<b>79.81</b>	<b>1789.75</b>	

Cllr Martin proposed authorisation; Cllr E Hall seconded. All in favour. **Resolved: 17/06/01/10.b.** As only one signatory was present, cheques were not completely signed. *[Clerk's note: the final payment was added at the last minute and Cllr Charlesworth did not declare pecuniary interest. However, as proposal was carried by more than one vote, it stands.]*

**10. c. To approve Annual Governance Statement (Section 1, Annual Return)**

Proposed: Cllr Houghton; seconded: Cllr Martin. All in favour. **Resolved: 17/06/01/10c.**

**10. d. To approve 2016/17 Annual Accounting Statements (Section 2, Annual Return)**

Proposed: Cllr Martin; seconded: Cllr T Hall. All in favour. **Resolved: 17/06/01/10d.**

**10. e. To confirm existing/appoint new signatories for the Council's bank accounts**

Cllr Houghton confirmed he would continue as signatory; Cllr G Carter was not present so unable to confirm. Clerk requested that two more signatories be appointed. It was suggested that the Chair, Cllr Holmes, and the Vice Chair, Cllr E Hall, would be suitable additions. Proposed: Cllr Martin; seconded: Cllr Harris. 9 in favour; 2 abstentions.

**Resolved: 17/06/01/10e.**

**11. Policies: to review a Publication Policy**

Clerk provided a suggested template policy for councillors to review. Item for consideration on next Agenda.

**12. To consider establishment of Planning Policy Committee**

Cllr Holmes suggested that there needs to be a system in place to deal with planning issues arising between regular Full Council meetings, and councillors who can build up expertise in planning matters so that should anything contentious arise, the Full Council

can be briefed. It was agreed to defer this item to the next Agenda when the full complement of councillors should be available.

**13. To consider membership of Committees**

It was agreed to defer this item to the next Agenda.

**14. Training: “Chairman – Leadership Skills” (NALC)**

It was proposed that both the Chair and Vice Chair be booked to attend this course. Proposed: Cllr Martin; seconded: Cllr Charlesworth. 6 for, 0 against, 2 abstentions.

**Resolved: 17/06/01/14.**

**15. To consider proposed councillor induction/information pack**

Clerk suggested that a physical information pack for councillors might be useful. Cost would be modest. Proposed: Cllr T Hall; seconded: Cllr Harris. All in favour.

**Resolved: 17/06/01/15.**

**16. To consider purchase of defibrillator for TMB**

Cllr E Hall suggested that as TMB is relatively isolated in an emergency, the purchase of a defibrillator for the village should be considered. It was also pointed out that boats bring frequent visitors to the village. It was agreed that there was general support for this suggestion, and it would be put on the next Agenda, to be considered with costings. It was suggested that the Feoffees charity might consider contributing. **Action: Cllrs E Hall/T Hall.**

**17. To consider continued hire of 240l waste bin for Riverside**

It was suggested that as the Environment Agency provided the bin for the Denver moorings, it should also be responsible for one at the Hilgay moorings. Clerk to investigate. **Action: Clerk.**

**18. To consider replacement of streetlighting: LEDs to replace sodium**

Clerk had checked with maintenance company regarding state of lights – they had confirmed they are equally near end of life. A local resident, Sara Giller, was able to arrange comparisons for electricity costs, and for replacement bulbs/light housings. This service would have no cost for the Council. It was agreed to ask her to provide costings for both. **Action: Clerk.**

**19. To review Council land tenancies**

Reviewed in Chair’s report. Cllr Martin expressed concern about the potential cost to the parish if drainage were needed on the agricultural tenancies. It was agreed to put this on the next Agenda after relevant information was received.

**20. Update on action re the football hut area**

Cllr G Carter being absent, this was deferred to the next Agenda.

**21. Update on Hilgay School parking arrangements**

It had been established that the school had not received the original letter; Cllr Holmes to write again. **Action: Cllr Holmes.**

**22. Confirmation of ownership of land where new Hilgay dog bins are placed**

Cllr Holmes to contact Dick Martin. **Action: Cllr Holmes.**

**23. To consider Highways issues: road signs, bridge metalwork**

Road signs need repair and refurbishment, and are overgrown. Clerk mentioned difficulty in obtaining action from Highways. Cllr Holmes to write. **Action: Cllr Holmes.** It was noted that improvements had been made by Highways to the road markings at the A10 junction, and a 30mph sign had been replaced.

**24. To consider maintenance of bus shelters**

Addressed in Chair's Report.

**25. To consider refurbishment of Hilgay War Memorial**

In Cllr G Carter's absence, to be deferred to next Agenda.

**26. To consider new railings for Garden of Remembrance**

Cllr Houghton had prepared a sketch of the suggested layout; Bonnetts had provided a quote of £220 inc VAT per metre of railing, to include fixing and painting. Cllrs Houghton and Bates confirmed that if railings were purchased as suggested, this would enclose enough space for approximately 10 years of interments. It was proposed that purchase of railings be approved, to a maximum of £3,500. Proposed: Cllr T Hall; seconded: Cllr Martin. All in favour. **Resolved: 17/06/01/15.**

**27. To consider letting of Hilgay allotments**

A local resident had been found to take over the vacant allotment. Cllr Bates reported that another, possibly two, allotment/s may become available in the autumn. Clerk to place a general advertisement in Riverside News. **Action: Clerk.**

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

Cllr Martin reported that the Village Hall Committee was considering organising a village fun day for Hilgay, to include a treasure hunt. It was suggested this could coincide with the raft race. To be placed on the next Agenda.

Cllr T Hall reported he had downloaded the first set of data from the SAM2 unit via Bluetooth. This had identified a car speeding at 55mph regularly on weekdays, between 4am and 5am. It was confirmed that this information could be provided to the police who would be able to follow up. Cllr Holmes requested that he be forwarded the data; Cllr Hall requested that he be provided with a schedule for when the maintenance supervisor would be moving the unit, so downloading could be coincided. **Action: Clerk.**

**Standing order 3f: Exclusion of Press and Public**

**29. To review Maintenance Supervisor contract and payrate**

It was identified that the current task list was out of date, and needed revision. Cllrs Hall agreed to review and summarise the past six months of monthly work sheets provided by the maintenance supervisor. **Action: Cllrs Hall.** It was confirmed that the payrate had not recently been reviewed. It was universally agreed that the rate should be at least equivalent to the Living Wage. It was proposed that the rate be £10ph. Proposed: Cllr Martin; seconded: Cllr Harris. All in favour. **Resolved: 17/06/01/29.** Cllr Evans suggested that an automatic annual review of payrate be included in the revised contract. Item to remain on next Agenda.

Meeting closed at 8.55pm.