

**HILGAY with TEN MILE BANK PARISH COUNCIL**  
**Minutes of the Ordinary meeting held on 1 November 2018**  
**DRAFT UNTIL SIGNED BY THE CHAIR**

**Present:** P Bates, G Carter (from 7.40pm), A Charlesworth, R Coogan, P Dornan, A Greening, J Heatrick, R Houghton

**In attendance:** County Cllr Martin Storey, J Taylor (Clerk)

**Absent:** P Carter, E Hall, G Harris, A Holmes, V Martin (see Item 2 below).

In the absence of both the Chair and Vice Chair, Clerk opened the meeting and called for a vote to decide Chair. Cllr Coogan volunteered to take the Chair, Cllr Greening supported; all in favour. Cllr Coogan took the Chair.

**1. Emergency Evacuation Procedures**

Emergency evacuation procedures were announced.

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

P Carter (family commitment), E Hall (travelling out of parish), G Harris (last minute diary clash), A Holmes (unwell), V Martin (unwell).

**3. Declarations of interest**

All declared on the Budget; dispensations already issued.

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

None declared.

**5. To approve the Minutes of the meeting held on 4 October 2018**

Proposed: Cllr Houghton; seconded: Cllr Greening. All in favour. **Resolved:** **18/11/01/05** (with reservation regarding clarification re noticeboards in Hilgay bus shelters).

7.05pm

**Public participation**

Cllr Storey had queried the short-notice closure of Modney Bridge Road. He had followed up concerns regarding the A10 junction at Modney Bridge Road with NCC Highways. Regarding the reported closure of children's centres, he reminded councillors that the consultation remained open until 9<sup>th</sup> November. Regarding the proposed joining together of police and fire services, the Police and Crime Commissioner was reviewing consultation responses with the aim of coming to some conclusion possibly beginning of December. He then asked if there were any questions. Cllr Coogan, re the potential closure of children's services, queried if there had been any approaches to local venues such as village halls to see if they could be used as alternative facilities. Cllr Storey emphasised again that the service would continue, even if not at the same premises, but he was not at this stage aware which parishes have been approached as the decision on the final approach had not yet been made. Finally, he mentioned an amount of money announced in the recent Budget to be made available to NCC, but expected that it would take some time to become available.

7.15pm

**6. Reports**

**a. Chair's Report**

Not available in absence of Cllr Homes.

**b. Clerk's Report**

Clerk reported correspondence with Highways regarding the bollard at Hilgay bridge. Cllr G Carter had previously confirmed that the shoe for the bollard was warped and it was not possible to replace it.

Cllr P Carter had obtained the poppy wreaths and invited the appropriate contact to collect them from him. Cllr Houghton confirmed that, as soon as he was informed of the times of the commemorations, he would inform Clerk.

Clerk had prepared a draft letter to some residents in Ten Mile Bank regarding concerns expressed previously. It was established that the complainant had been informed of possible options, and noted that a number of other sites within TMB were in a similar condition. Concern was expressed as to whether sending such a letter where the parish council had no obvious jurisdiction could set a precedent for the expectation of future interventions. An informal vote was taken regarding whether Clerk should send the letter. Seven councillors expressed opinion that Clerk should not.

Clerk reported a request from a TMB resident regarding installation of a directional sign for the Church to be placed near the Modney Road bridge. Investigation of the tourism brown signs showed that these were not appropriate; however, NCC Countryside Access Officer had confirmed that a fingerpost, supplied by the parish council, should receive Highways' permission for installation (once precise location is established and certified as safe by Highways Engineer). To be placed on next agenda for approval of purchase.

Clerk updated on receipt of allotment fees. Almost all lease holders had paid fees.

Clerk reported awaiting receipt of licence to install dog bin at TMB, and asked if there were any current issues with dog bin emptying. None reported.

Clerk provided further information following Cllr Storey's comment re Anglian Water. AW had responded to the complaint regarding closure of Modney Bridge Road with no notice; a three inch cast iron water main had sprung a leak, and was in danger of breaching with loss of supply to TMB. The incident had to be treated as an emergency, otherwise to leave it until it breached would risk loss of supply for at least one week to TMB.

**c. Maintenance Report**

TMB youth shelter repaired and treated. Hilgay circular swing repaired. Hilgay: matting under two person roundabout in process of being replaced. Annual inspection of play equipment booked for second half of November. Gravelling of footpaths in Hilgay is proceeding well. It was wished that an expression of thanks be particularly noted in the Minutes to all Hilgay residents who assisted the Maintenance Officer in this task by providing refreshments. Cllr Dornan on behalf of Cllr Hall initiated a discussion on how to progress gravelling the paths in the allotments. Cllr Bates suggested that a mini-digger could be used to bank up the paths on the allotment side, which would level the paths up enough to retain gravel when spread. Cllr Charlesworth had a contact who could supply the mini-digger; Cllr Bates confirmed that the Maintenance Officer was happy with the suggested strategy. It was informally agreed that a cost of up to £500 would be appropriate.

Cemetery hedge: Clerk and Cllr Bates had surveyed the hedge and, bearing in mind the benefit of maintaining a quiet and private atmosphere for the area, suggested that the hedge be taken down only at the Church end, level with the top of the gates.

Clerk had ordered a replacement road sign for High Street Hilgay from Highways.

Query regarding goalposts on Hilgay playing field – contact with Hilgay resident formerly responsible for the football club advised.

[7.40pm, Cllr G Carter joined the meeting]

**d. Reports from councillors**

Cllr Carter reported that the grass around the War Memorial had died off in the severe summer. He had obtained a quote to have the surface soil removed and the area returfed at £390, which could be done before the Remembrance Service. This could be considered formally at Item 17.

Cllr Dornan enquired whether any action had been taken regarding the waste bin on Hilgay allotments. This was not known. He requested that the issue be put on the next Agenda.

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

None.

**7. Correspondence**

An email from Feoffee's charity, to be covered specifically under Item 23.

Norfolk County Farms information leaflet "Tracks".

Email from Norfolk and Waveney Mental Health review regarding presentation at King's Lynn.

Email from NHS Norwich Clinical Commissioning Group regarding local NHS winter communications.

**8. Planning**

**18/01890/RM – land south of East End, Hilgay.** Councillors wished to request a condition be imposed by the Planning Committee that the exterior appearance fit with the vernacular. With this condition, it was proposed by Cllr Houghton, seconded by Cllr Carter, that the application be supported.

**9. Policies: Risk Assessments: Manual Workers and Volunteers**

Clerk presented a manual from insurers relating to risk assessments. She would be surveying the allotments with a councillor to check the risk assessments, and producing updated assessments for maintenance officer tasks.

**10. Finance**

**a. Bank balance and reconciliation**

Bank cash balance at 31 October 2018 : £72,082.61. Reconciled balance: £66,868.91. Chair checked against original bank statements and signed. Acceptance of reconciliation proposed; Cllr Carter: seconded; Cllr Houghton. All in favour.

**Resolved: 18/11/01/10a.**

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

Payee	Item	Net £	VAT £	Gross £	Chq/DD
E.ON	Electricity 1/9-30/9/18	221.76	45.80	274.78	DD
Glass & Glazing	TMB bus shelter glass	180.78	36.16	216.94	103085
NCC	Land rent	1610.00	0.00	1610.00	103086
K&M Lighting	Maintenance 13/10-12/11	94.47	18.89	113.36	103087
Anglian Water	Riverfield loos 10/7-9/10/18	45.67	0.00	45.67	103088

Westcotec	LED street light replacements; 33	6435.00	1287.00	7722.00	103089
Mr C Dawe	Petrol for ride-on mower	66.55	0.00	66.55	103090
	Riverside News Issue 17				
Hilgay VH	Nov/Dec/Jan	270.00	0.00	270.00	103092
Hodson Office					
Supplies	Printer cartridges	19.96	4.00	23.96	103091
Maint. Officer	October salary & expenses	715.23	0.00	715.23	103093
Clerk	October salary & expenses	546.46	0.00	546.46	103094
<b>Totals</b>		<b>10205.88</b>	<b>1391.85</b>	<b>11604.95</b>	

<b>Payer</b>	<b>Item</b>	<b>Amount £</b>
HMRC	VAT Reclaim	2753.32
Allotment holders	Allotment rent 1/10/18-30/9/19	2550.66
Holmans	Memorial fee	50.00
Allotment holders	Rents	42.00
Allotment holders	Rents	52.50
<b>Total</b>		<b>5448.48</b>

It was proposed that the payments be approved. Proposed: Cllr Carter; seconded: Cllr Houghton. All in favour. **Resolved 18/11/01/10b.**

#### **11. To receive Minutes of the Finance and Resource Committee**

Minutes of meetings held on 15 December 2017, 16 November 2017 and 27 January 2018 were formally received.

#### **12. To note Parish Council volunteers for insurance purposes**

The Parish Council is supported by two volunteers who house maintenance equipment. Council formally noted their support, and that they are covered by Council's insurance.

#### **13. To consider alternative date for Annual Parish Meeting 2019**

As there are parish council elections in May 2019, and the Annual Parish Council Meeting would thus be particularly busy, it was suggested councillors may prefer to coincide the Annual Parish Meeting with another meeting. It was proposed by Cllr Greening, seconded by Cllr Carter, that the APM be held before the Parish Council meeting on 4<sup>th</sup> April. All in favour. **Resolved: 18/11/01/13.**

#### **14. To consider risk analysis**

Cllr Coogan suggested that the parish council formally review external risks to the parish and its residents, in order to produce response protocols. Examples would be loss of electricity or other services; storm damage; banks bursting. A general discussion followed, with the following conclusions:

Councillors to provide clerk with examples of possible emergencies, and suggestions for Council response, with the aim of producing a guide for residents with the necessary contacts and how to respond;

A sum should be set aside in the budget for an emergency response, for instance, for opening up a village hall and providing facilities;

An article should be prepared for Riverside News to alert residents regarding available information and resources, and to invite those vulnerable residents in particular to contact an appropriate organisation so that they can be prioritised where necessary;

Clerk to gather standard emergency protocols from the relevant utilities suppliers.

**15. To consider action regarding A10/Modney Bridge Road junction**

Cllr Coogan summarised the correspondence he had had with Karl Rands, area manager for NCC Highways. Various options are being considered for improving visibility of the junction, including re-lining of the road. It was generally agreed that part of the problem is hedgerows growing increasingly towards the road edge. Councillors agreed to investigate who the relevant landowners were, so that the Council could send formal letters requesting cutback. It was suggested that NCC also be contacted in the first instance.

**16. To consider updated job description for Maintenance Officer**

In the absence of Cllr Holmes, deferred to the next agenda.

**17. To consider the 1918 Centenary Remembrance**

Cllr Carter reminded councillors of the display at Hilgay Village Hall, including period photographs of the village and villagers, and relevant films being shown. It was proposed by Cllr Greening, seconded by Cllr Heatrick, that the quote of £390 for re-grassing around the War Memorial be accepted. All in favour. **Resolved: 18/11/01/17.**

**18. To consider further request for action, Willow Lodge, Hilgay**

Following press reports of national government funding being made available for refurbishment of social/affordable housing, it was agreed that a letter be sent to the chief executive of Freebridge requesting refurbishment of Willow Lodge, copied to BCKLWN and the MP for South West Norfolk.

**19. To consider monthly councillor surgeries**

As parish council elections are due in May 2019, it was suggested that councillors may wish to hold surgeries for the public. Cllr Carter suggested that these could conveniently coincide with existing coffee mornings run by Cllr Martin. Clerk to investigate.

**20. To consider Village Fetes 2019, including Riverside Academy Friends Fete request**

The request to use Hilgay playing field for the Riverside Academy event was approved, with provisos regarding clarity of insurance provision, and in particular, careful consideration of any request re bouncy castles.

It was generally agreed that such village events should be encouraged and supported more explicitly by the parish council.

**21. To consider charging to include an insert in one edition of Riverside News**

A current advertiser had made a specific request: if they produced an insert for Riverside News, could it be included with the next circulation. It was proposed by Cllr Carter, seconded by Cllr Heatrick that a charge of £50 be made for this. All in favour. **Resolved: 18/11/01/21.**

**22. To consider servicing schedule for maintenance equipment**

Agreed to defer to next agenda.

**23. To consider purchase of noticeboard for Hilgay Cemetery, and to consider other noticeboards**

Clerk informed councillors that the printed notice for the Cemetery was out of date and had been removed. It was suggested that, instead of obtaining another printed notice which would need to be changed as Cemetery information changed, a noticeboard should be purchased. Councillors agreed this would be a sensible strategy.

Re the new noticeboards at TMB church, Clerk drew attention to an email from the Feoffee's charity. One noticeboard had been damaged, cause unclear but possibly wind damage. Feoffees felt that the noticeboards were not sufficiently robust for external use. An alternative style of noticeboard had been suggested, at £946, but this was felt to be too expensive. Cllr Bates recommended the joiner who had made the noticeboard by Hilgay lychgate; Cllr Houghton suggested a board about 3' x 3'. Cllr Dornan to investigate.

[8.45pm, Cllr Heatrick left the meeting]

**24. To consider quotes for play equipment**

Cllr Carter, having looked at the basketswing at Hilgay, had found that replacement shackles could be obtained from the original manufacturer. Clerk to action.

**25. To consider an independent parish council website**

Clerk expressed concern that, although two websites were available for parish council use, neither was properly under the control of the Council. Cllr Greening suggested that Southery parish council's website was a suitable exemplar.

[8.50pm, Cllr Charlesworth left the meeting]

It was proposed by Cllr Dornan, seconded by Cllr Greening that the council investigate an independent website. All in favour. **Resolved: 18/11/01/25.**

Cllr Coogan further proposed that the Council host a Facebook page. County Cllr Storey contributed a caution regarding people making mistakes when posting. Clerk would check with other parish councils regarding the protocols they follow for posting.

[8.55pm, Cllr Storey left the meeting]

Some councillors expressed concern that they did not appreciate the potential pitfalls of social media. It was proposed by Cllr Coogan, seconded by Cllr Houghton, that the parish council establish a Facebook page. Four in favour; two abstentions. **Resolved: 18/11/01/25.**

**26. To consider application to 2019/20 Parish Partnership Scheme**

Clerk explained that due to request for overhaul of the road outside Hilgay school (to include drains and kerbing), the previous year's request for yellow zig zags had been put on hold. She would re-apply for the next round of funding. Councillors requested particularly that a pavement be installed as far as the lychgate, and that proper kerbs such that children can walk safely should be installed. Clerk to liaise with Karl Rands.

Councillors were asked if there were any other suggestions for the PPS. No further requests were forthcoming.

**27. To produce Action Plan 2019/20**

Given the small number of councillors present, deferred to next meeting.

**28. To produce further draft of Budget 2019/20**

Given the small number of councillors present, deferred to next meeting.

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

Update on allotment footpaths. Update on bollards at Riverfield, Hilgay.

**Date of next meeting: 7.00pm, Thursday 6<sup>th</sup> December 2018, Hilgay Village Hall**

Meeting closed at 9.14pm.

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**Chair**

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**Date**