

HILGAY PARISH COUNCIL
Minutes of the Meeting held at 7.00pm on 2nd February 2017

Present: G Carter (Chair), P Bates, P Carter, A Charlesworth, C Dawe, E Hall, T Hall, G Harris, A Holmes, R Houghton (Vice Chair), R Martin, V Martin.

In attendance: J A Taylor (Clerk), one member of the public.

Absent: J Evans (Item 2 refers).

The Chair opened the meeting and welcomed those present.

1. Emergency Evacuation Procedures

The Chair reminded the meeting of the emergency evacuation procedures.

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

J Evans (family commitment).

Other apologies: received from County Councillor M Storey.

3. Declarations of Interest

Cllr Houghton declared retrospectively re Item 9.ii, Payments, for the meeting on 12 January. As the resolution was passed by more than one vote, the vote remains valid and the resolution stands.

4. Declarations of recording and social media use

Those present were asked if anyone would be recording or using social media to report the meeting. None declared.

5. To approve the Minutes of the last meeting

It was proposed that the Minutes of the last meeting held on 12th January 2017 be approved. Proposed: Cllr T Hall; seconded: Cllr Harris. All in favour. **Resolved 17/02/02/5.**

Public Participation

There were no comments from the public.

6. Reports (items not otherwise covered in the Agenda)

Chair's Report

Nothing to report.

Clerk's Report

Clerk had contacted Borough Cllr Brian Long regarding recycling rates; no response as yet. Clerk had contacted Highways; no response as yet. Highways had reported rangers had filled potholes at Stocks Hill, but councillors were not sure this had actually been done. Councillors to check. Cllr Charlesworth reported the drains outside Hilgay School overflowing – Clerk to add to Highways' list. **Action:**

Clerk/councillors.

Maintenance Report

Mr Wills reported one of the new dog bins had been installed, and that the basketball net needed replacing. It was proposed that the net be replaced; Mr Wills to get quotes. **Action: Maintenance Contractor.**

Councillors' Reports

Re the overflowing drains, Cllr Charlesworth suggested that a long-term solution should be sought.

7. Correspondence

Pensions Regulator re compliance deadline. **Action: Clerk**

Update from solicitor dealing with insurance claim. No action required.

Email from NCC land agent re drains required at Corner Farm. Cllr Bates to contact tenant for OS coordinates so problem area can be precisely located.

Action: Cllr Bates

8. Planning

16/02213/F – replacement of existing outbuilding to form annexe to dwelling at Rose Hill Farm, Hubbards Drove, Hilgay. No objection.

17/00031/AG – not available on Borough Council website. (Clerk's note: subsequently established to have been sent to the Parish in error.)

9. Finance

i. Bank Balance and Reconciliation

Balance was provided by Clerk, but could not be reconciled as access to the bank statements was not possible: Calculated bank balances at 2nd February 2017: £66,827.44.

ii. Payments

Date	Payee	Item	Net £	VAT £	Gross £
30/09/2016	CGM	Recreation Field September mowings	35.00	7.00	42.00
31/12/2016	Mrs J A Taylor	Salary, December 2016 (21 hours)	209.98	0.00	209.98
02/01/2017	Anglian Water	Public loos 5/10/16 - 2/1/17	49.64	0.00	49.64
16/01/2017	Wesigns	Riverside signs	284.00	56.80	340.80
31/01/2017	Mr C Wills	Salary and expenses, January 2017	144.00	0.00	144.00
31/01/2017	Mrs J A Taylor	Expenses 13/1/17 – 2/2/17	96.17	7.32	103.49
31/01/2017	Mrs J A Taylor	Salary, January 2017 (28 hours)	279.97	0.00	279.97
Totals			1098.76	71.12	1169.88

Proposed: that the payments be noted and approved. Proposed: Cllr Houghton; seconded: Cllr Dawe; all in favour. **Resolved 17/02/02/9.ii.a.**

A late bill had been received from Thurlow Nunn Standen Ltd, for £256.06 - servicing of the lawnmower. It was proposed that this should be approved. Proposed: Cllr Holmes; seconded Cllr T Hall. All in favour. **Resolved 17/02/02/9.ii.b.**

iii. Report from Finance Committee/Clerk's Contract

Cllr Holmes reported the Committee had discussed formats for monthly financial reports, and the instigation of quarterly internal audits by councillors. The Council's Financial Regulations would be reviewed, with consideration of adopting some or all of NALC's Model Financial Regulations.

Clerk's salary had been agreed at interview to be Spinal Column Point 20 of the National Joint Council pay scales, currently £9.999 per hour. It was proposed that this pay rate be confirmed. Proposed: Cllr Holmes; seconded: Cllr V Martin. All in favour. **Resolved 17/02/02/9.iii.**

10. Policies - To review Standing Orders

Councillors were requested to consider in particular the proposed lengths of time for public participation and the overall time limit on meetings. Councillors were happy with the suggestions. It was proposed that the Council adopt NALC's Model Standing Orders as presented. Proposed: Cllr V Martin; seconded: Cllr Holmes. All in favour. **Resolved 17/02/02/10.**

11. To consider the future of the football hut

Cllr V Martin confirmed that it had been established by Dents it would cost more to repair the hut than remove it. Informal estimates had been obtained for removal of the hut, with different amounts quoted depending on method of disposal. Cllr Dawe was asked to confirm formal quotes. Cllr T Hall requested that some time limit be put on this project. Chair thanked Cllr Dawe for his efforts on this item.

Action: Cllr Dawe.

12. To consider quote for stainless steel dog signs

Cllr Dawe to follow up.

Action: Cllr Dawe

13. To consider donation for repair of the Church lych gate

An email had been received from Geoffrey Hunter at Ely Diocese following a request from Cllr Bates to clarify the ownership of the lych gate. The email was somewhat contradictory regarding ownership of the lych gate and the avenue. Councillors' own investigations had shown that the avenue to the Church is not registered at the Land Registry, nor is the walled land around the Church. It was noted that another church in the area had recently received a large grant from the Diocese for maintenance and improvement. It was also noted that historically, liability for maintenance of the Church often remained with the parishioners, but not the parish council; it was believed that the PCC was responsible for insuring the gate. Clerk was asked to draft a letter in reply to Mr Hunter in a further effort to clarify ownership before any decision is made and to ascertain what other sources of funding might be available to the Church.

Action: Clerk

A side discussion took place regarding the availability of land to replace the current playing field which is leased from the Church. The potential to purchase a particular piece of land had recently arisen. It was agreed that an initial approach be made by the Council. **Action: Clerk**

14. Report on Hilgay School parking arrangements

The problems of parking on the verges around the school were raised: the verges were being badly damaged, there was no pavement and because of the damage, it was not possible for children to walk on the grass verge causing potential safety issues. It was suggested that Highways be contacted to discuss the possibility of installing a kerb to define the verge, and that the PC write to the school suggesting a meeting to discuss the issues.

Action: Clerk

15. Report on Ten Mile Bank School

Cllr Dawe updated the meeting. County Cllr Storey had met with the Diocese representatives to clarify the financial situation. It had transpired that mistakes had been made in the analysis of the finances of the school, which had been corrected, and a two year forward budget had been established providing some stability. Cllr Dawe mentioned the efforts put in by MP Elizabeth Truss and Cllr Storey, which had been much appreciated. He felt that more residents should apply to join the school governing body so that they could support the school into the future. It was suggested, and agreed by Cllr Dawe, that the more positive advertising there could be for the school the better. It was noted that there appeared to be no other governing option than Ely Diocese, and it was suggested that Norfolk County Council should be approached to debate that issue.

The Chair thanked Cllr Dawe for all his efforts in this regard.

16. Update on website

Cllr V Martin confirmed that the website should be up and running by the end of the month. He had received suggestions from the clerk which would be taken on board. It was agreed that a list of councillors should be provided on the website with the clerk's details as a contact reference. Cllr T Hall queried what information the Council was legally obliged to list on the website. Clerk confirmed that the Transparency Regulations 2015 did not apply to a council of Hilgay's size. However, the recommendation, in order to support the principles of openness and transparency, was to post the same information that other councils were required to provide. It was agreed to follow this approach.

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

Review of Cemetery fees/income versus expenditure (Finance Committee).

Review of Financial Regulations (Finance Committee).

Review of potential risks from waste disposal site in Hilgay.

It was suggested that the Clerk's contact details be put in the Riverside magazine.

Action: Clerk

Date of next meeting: Thursday 2nd March at 7.00pm in Ten Mile Bank Village Hall.

Exclusion of Press and Public (Standing Order 1f)

18. Briefing on complaint against councillor

Public left the meeting for this item.

Chair reported that there was further pertinent information which had not so far been provided to the reviewing Committee. It was agreed that the Committee should re-convene once the additional information was made available. Clerk to write to the complainant to update them.

Action: Clerk

The meeting closed at 8.10pm.

.....
Chair

.....
Date