

**HILGAY PARISH COUNCIL
ANNUAL MEETING**
Held at 7.15pm on Tuesday 2nd May 2017
at Ten Mile Bank Village Hall

DRAFT UNTIL SIGNED BY THE CHAIR

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

In attendance: County Cllr M Storey, Mrs J A Taylor (Clerk), two members of the public.

Absent: A Charlesworth, J Evans. (Clerk's note: Cllr Charlesworth phoned subsequently to apologise for having mistaken the date of the meeting.)

1. Emergency Evacuation Procedures

Taken as read on this occasion.

2. Election of Chair and Declaration of Acceptance of Office

Cllr Bates proposed Cllr T Hall; Cllr Hall thanked Cllr Bates, but declined nomination. Cllr Houghton proposed Cllr Holmes; Cllr T Hall seconded. Six in favour, none against. **Resolved: 17/05/02/2.** Cllr Holmes signed the declaration of acceptance of office.

Cllr Holmes expressed the Council's thanks to Cllrs G Carter and Houghton for their years of service as Chair and Vice Chair to the Council, and expressed the wish that their wisdom and knowledge would continue to benefit the Council into the future.

3. Election of Vice-Chair and Declaration of Acceptance of Post

Cllr Martin proposed Cllr E Hall; Cllr Harris seconded. Six in favour, none against, Cllr T Hall abstained. **Resolved: 17/05/02/3.** Cllr Hall signed the declaration of acceptance of post.

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

J Evans (work commitment).

5. Declarations of Interest

None.

6. 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.

7. To approve the Minutes of the last meeting held on 6th April 2017

Cllr G Carter proposed approval; Cllr T Hall seconded. All in favour.

7.34pm

Public Participation

There were no comments from members of the public.

7.35pm

8. Reports

a. Chair's Report: Cllr Holmes once again expressed thanks to the outgoing Chair and Vice-Chair. He reported the resignations of two councillors, which causes one vacancy in each Ward, and that there had been some expressions of interest. Chair requested that councillors encourage further interest particularly from younger members of the communities. He wished to record the Council's thanks to former councillors Chris Dawe and Richard Martin for all the time they had given to the Hilgay and Ten Mile Bank communities.

b. Clerk's Report: councillors could, subject to certain conditions, invite local candidates in the General Election to a meeting with residents, as a service to the community. Councillors put forward views for and against the idea. Cllr Martin proposed: Cllr G Carter seconded. For: 5; against: 3. **Carried.** Cllr Martin was deputised to put together the contact details of the candidates. **Action: Cllr Martin.**

Staff pay: Clerk reported automatic increase in Clerk's pay as of 1st April per national agreement and contract. The Maintenance Supervisor's pay had not been reviewed for some time. It was agreed to do so.

Internal audit: scheduled for week commencing 22 May. New guidelines on depreciation of asset values would be implemented.

Printer: may need to be replaced in the near future.

c. Maintenance Report: War Memorial – a member of the public had offered to repair the chain around the Memorial. Cllr G Carter commented that a while back, funds had been approved for refurbishment of the Memorial, and quotes obtained, but at the time the cost was considered too high. He would find the relevant Minutes for discussion at the next meeting. **Action: G Carter.**

Toilets door remained broken: Cllr G Carter had already obtained a replacement door; a new latch would be needed but otherwise there would be no cost. **Action: G Carter.**

Concrete remaining on site of football hut: Cllr G Carter reported that a resident had agreed to grind up the blocks into a removable state.

d. Reports from councillors on items not otherwise covered in the

Agenda: Cllr G Carter reported that the hump in the ground up to the Cemetery had been scraped down, and Cllr Bates had removed a tree stump.

Cllr T Hall outlined the options for upgrading streetlights owned by the Parish Council. To upgrade to LED lights was the obvious choice; this could be either bulb replacement only, or replacement of the entire lamp fitment. LEDs give out more light for much less electricity; NCC streetlights are LED. On current figures, to replace the entire estate (58 lights) with new lamp fitments would cost £15,000, which would be repaid via electricity and maintenance savings in 6.5 years. To replace just the bulbs would be £4,200, repaid in two years. The light produced is more even, better for the sight-inhibited, and the lights can be dimmed between chosen times, eg, midnight and 5.30am. The feeling was that it had been agreed at an earlier meeting that the lights should be replaced as and when they fail. This would be an item for consideration at the next meeting. Clerk was requested to ask the maintenance company if they have records of which lamps were closer to failing. **Action: Clerk.**

County Councillor Storey informed the meeting that he must leave to attend another PC meeting. He wished the Council all the best, should he not be returned to office, and commented that this was a particularly hard-working parish. Chair asked would he look into the delegated decision on Planning Application 16/02155/F, as it was made by an officer overriding the objections of residents and the Parish Council. Cllr Storey agreed, and left the meeting at 7.55pm.

9. Correspondence

Clerk reported the resignation letters received from C Dawe and R Martin: Borough Council Electoral Services had been informed. The vacancies would be advertised and the electorate offered the opportunity to call an election. Should this not be requested, the PC should receive permission to co-opt before the next Full Council meeting.

E.ON notification of increase in electricity price. Cllr T Hall to investigate cheaper options. Cllr G Carter recommended contacting Sara Griller [*check spelling and permission to include name*], a local consultant, for assistance. **Action: T Hall.**

Request from Friends of Ten Mile Bank School to hold a dog show as part of the TMB School Friends Village Fete on 21st May - public liability insurance provided by Friends of TMB School. Council agreed.

Letter from resident requesting more dog bins: Clerk to respond to confirm new bins have just been installed, and that PC is doing all it can on this issue, including installing more signs (see Item 18.). **Action: Clerk.**

10. Planning

To consider the establishment of a Planning Policy Committee

Chair explained that this would not consider routine planning applications, but would be tasked with gaining the planning expertise needed to respond quickly to controversial applications, and to develop either a village development plan or possibly neighbourhood plan to help steer the development of the villages. Cllr Martin suggested that the formation of the committee be postponed until the Council was again at full strength.

Planning application 17/00801/F: single storey rear extension at 45 Foresters Ave, Hilgay. No objection.

11. Finance

To receive bank balance and reconciliation, and year end accounts

Bank balance (unreconciled) at 6 April 2017: £61,088.02 (figure is ex-2017/18 Precept).

2016/17 receipts and payments schedule was distributed to councillors for information and checking.

To consider authorisation of payments and to sign cheques

Clerk was asked to clarify the bill from BCKLWN for general bin emptying. **Action: Clerk.**

Date	Payee	Item	Net £	VAT £	Gross £	Chq/DD
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31/03/2017	CGM	Rec & River Field mowing Mar17	95.00	19.00	114.00	102923
01/04/2017	BCKLWN	General bin emptying	335.75	0	335.75	102924
10/04/2017	Hilgay Village Hall	Noticeboard	250.00	0.00	250.00	102925
24/04/2017	Westcotec	SAM2 Bluetooth enabling	160.00	32.00	192.00	102926
28/04/2017	NPFA	Membership to 31/3/18	25.00	0.00	25.00	102927
30/04/2017	Clerk	Salary & expns April 17	334.35	0.67	335.02	102928
30/04/2017	Maintenance Supervisor	Salary & expns April 17	522.14	0.00	522.14	102929
Totals			1627.24	32.67	1659.91	

Proposed: Cllr Houghton; seconded: Cllr G Carter; that the payments be approved.
All in favour. **Resolved: 17/05/02/11**

12. Policies

To review Financial Regulations

Chair explained that the proposed regulations had already been reviewed by the Finance Committee. Although some regulations may not be applicable to a parish council the size of Hilgay, nonetheless, they are up to date, authorised by NALC, and financial reporting and regulations will likely only become more complicated as time goes on. Cllr Martin commented that it seemed sensible to adopt the regulations as they stand; it would take a lot of time and effort to come up with bespoke regulations, and the better strategy might be to review them after a year and edit those deemed unnecessary. Proposed: Cllr Martin; seconded; Cllr G Carter; that the standard NALC-recommended Financial Regulations be adopted. All in favour. **Resolved: 17/05/2/12.**

13. To review Council land tenancies

Chair suggested that, as the relevant meeting with NCC land agents had not yet been held, this be deferred to the next meeting. He asked that anyone with information on why the Ten Mile Bank rental (approx. 30 acres) existed to let Council know. Cllrs G Carter and Bates informed the meeting that this was likely a result of a policy to award land to soldiers returning after WWI.

14. To review situation re the Common, Sandy Lane

It was confirmed that this should remain on the Council asset register. Cllr G Carter reported that at some point, a representative from NCC was invited to a meeting to discuss this, but in the event did not attend. Councillors expressed full confidence that the relevant land is owned by the parish council. To be added to the next meeting agenda.

15. SAM2 – Parish Partnership Scheme funding/report on Bluetooth enabling

Cllr T Hall confirmed that the existing SAM2 unit had been Bluetooth-enabled by Westcotec, and the readings would be downloaded soon. Parish Partnership funding had been awarded to the council. A discussion took place regarding requirement for units and placement. Proposed: Cllr Martin; seconded: Cllr Harris; that one SAM2 unit, and one set of wigwags for TMB School,

be purchased. All in favour. **Resolved: 17/05/02/15.** The representative of Friends of TMB School present at the meeting was asked to report this back.

16. Training – to consider whole Council training

Proposed: Cllr Martin; seconded: Cllr G Carter; that once Council is again at full strength, whole Council training be arranged. All in favour. **Resolved: 17/05/02/16.**

17. Update on action re the football hut

Covered at Item 8.d.

18. Update on installation of dog bins at Hilgay and Ten Mile Bank

Clerk reported that PC is required to prove that the two new bins in Hilgay are not on private land. Chair confirmed that as one bin is outside his home, he can certify that it is not on privately-owned land. The other bin (Hubbard's Drove) is on former Cllr Martin's land, so he will approach Mr Martin to certify that fact. **Action: Cllr Holmes.** Re TMB, it was agreed to move the new bin to the location suggested by Borough Council. Former Cllr Dawe would be contacted for information he obtained on related signs. **Action: Clerk.**

19. Update on Hilgay School parking arrangements

Cllr G Carter confirmed he had received no response from the school regarding a meeting to discuss this issue. Cllr Holmes agreed to write to the Diocese of Ely to pursue the matter. **Action: Cllr Holmes.**

20. Update on footpaths

Cllrs Hall confirmed that they had walked all the 'country' footpaths. The Maintenance Supervisor had sprayed for weeds on the village footpaths. It was commented that some paths needed re-gravelling; request to go to the Maintenance Supervisor to get quotes. **Action: Clerk.** Cllr T Hall noted that at least four footpath signposts, all wooden, were showing signs of wear. Clerk to investigate with Highways whether they will supply new wooden signposts, and whether the PC can install them. **Action: Clerk.** Cllrs Hall confirmed that they will aim to walk the rest of the footpaths by the time of the next meeting. **Action: Cllrs E and T Hall.**

21. Consideration of Highways issues: road signs, bridge metalwork

The bridge in Hilgay requires repainting: Clerk to write to Highways to ask when that might happen. **Action: Clerk.** Cllr G Carter noted that one of the bollards installed by Highways at the Riverfield had yet again been knocked over. The bollards made grasscutting difficult, and were expensive to repair, therefore could the PC ask Highways to remove them? Chair said he would inspect them and report back. **Action: Cllr Holmes.**

22. Consideration of maintenance of bus shelters

Councillors were unsure of the current state of the shelters, therefore it was agreed that Cllrs Holmes and G Carter, plus any other interested councillors, will inspect the shelters and report back. Item to be on next agenda. **Action: Cllrs Holmes, G Carter, others.**

23. Consideration of issue regarding Garden of Remembrance

Cllr Houghton reported that additional railings were needed for the new extension of the Garden of Remembrance. It was agreed that the Clerk should organise Bonnetts to meet with Cllrs Holmes and Bates to review the requirements, and to quote.

Action: Clerk, Cllrs Holmes, Bates.

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

Cllr Bates reported an issue at TMB, with a premises outside which pallets and other items had been stored on the pavement. The relevant member of the public was present, noted the concern, and agreed to take action as necessary.

Cllr G Carter reported regarding land at Hilgay Church and adjoining the Cemetery; when the PC had purchased the extension to the Cemetery, the Church had retained a 30foot strip. As the land had been cleared over the years, it appeared that the delineation between the two pieces of land was changing. Cllrs Holmes and G Carter agreed to review this, together with any other interested councillors. **Action: Cllrs Holmes, G Carter, others.**

Cllr Houghton queried progress on extending the fence line at the Cemetery. Cllr G Carter confirmed this was in hand.

The next meeting of the Council will be held on Thursday 1st June at 7.00pm at Hilgay Village Hall

The meeting closed at 9.05pm.