

**HILGAY with TEN MILE BANK PARISH COUNCIL**  
**Minutes of the meeting held at 7pm on 2 November 2017**

**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 (Chair), R Houghton, V Martin

**In attendance:** County Councillor M Storey, one member of the public, two after 7.30pm, 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**

Cllr Charlesworth declared an interest in Item 7. Correspondence.

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

None declared.

**5. To approve the minutes of the Council meeting held on 5 October 2017**

Proposed: Cllr G Carter; seconded: Cllr Harris. All in favour. **Resolved: 17/11/02/05.**

**Public participation**

None.

**6. Reports**

**a. Chair's report**

Chair reported little activity at present. High levels of mole activity were reported at Hilgay Cemetery, especially around the graves, as well as at the playing field. To be added to next Agenda.

**b. Clerk's Report**

Maintenance officer has confirmed he has business insurance for the vehicle used for PC work.

Recent Highways work: did councillors have any feedback? Councillors commented that the broken fence at Steel's Drove was only temporarily fixed. Clerk to follow up. HMRC had informed council of restrictions on ways of paying PAYE. Clerk anticipates time when only online payments will be accepted, so PC needs to consider giving Clerk internet banking authority.

Clerk reported ongoing dissatisfaction with standards of response from Barclays, to the extent that changing bank should be considered.

**c. Maintenance Report**

Riverfield toilets door: Cllr G Carter had obtained a quote for replacing the door.

Overgrowing yew tree at side of Ten Mile Bank church: Cllr Houghton will deal with this. **Action: Cllr G Carter.**

#### d. Reports from councillors

Cllr G Carter reported drains in Hilgay High Street and Stock's Hill becoming blocked. Clerk to contact Highways. **Action: Clerk.**

#### 7. Correspondence

NCC Land Agents: rent review. Formal notification from NCC that the land rents would be reviewed; Clerk had earlier in year received separate email from NCC confirming that the rents would not be increased until 2020.

Mr B Charlesworth: Engine Road. To be discussed later in the Agenda.

Norfolk ALC: notice of AGM 20<sup>th</sup> November. Noted.

#### 8. Planning

17/00480/O: Reed House, High St, Hilgay; appeal to Secretary of State. PC had no further contribution for submission.

17/01954/F: Bourne House, East End, Hilgay; rear extension. No objection.

#### 9. Finance

##### a. Bank balance and reconciliation

Bank cash balance at 31 October 2017: £74,785.43. Reconciled balance: £74,166.02.

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

Payee	Item	Net £	VAT £	Gross £	Chq/DD
CGM	Mowing rec/riverfield July 17	95.00	19.00	114.00	102979
Thurlow Nunn					
Standen	Mower belt	42.95	8.59	51.54	102980
E.ON	Electricity 1/9/17-30/9/17	202.16	40.43	242.59	DD
Hilgay Village Hall	Meetings 20/9 & 5/10	24.00	0.00	24.00	102981
Hilgay Academy	Riverside News Issue 9	60.00	0.00	60.00	102982
NCC	Land rent	1610.00	0.00	1610.00	102983
TMB Academy	TMB Playing Field mowing	500.00	0.00	500.00	102984
K&M Lighting	Maintenance 13/10-12/11	94.47	18.89	113.36	102985
NPTS	Whole Council Training Oct 17	500.00	0.00	500.00	102986
Anglian Water	Riverfield loos	50.65	0.00	50.65	102987
	Training: Cemetery				
Norfolk ALC	Management	55.00	11.00	66.00	102988
Mr C Dawe	Petrol for ride-on mower	94.46	0.00	94.46	102989
Maint. Officer	October salary & expenses	564.30	0.00	564.30	102990
Clerk	October salary & expenses	539.75	0.00	539.75	102991
	Riverfield rent/TMB village hall				
Feoffee Charity	rent	210.00	0.00	210.00	102992
	<b>Totals</b>	<b>4642.74</b>	<b>97.91</b>	<b>4740.65</b>	

<b>Payer</b>	<b>Item</b>	<b>Amount £</b>
Feoffee	Donation towards defibrillator	774.00
Holmans	Memorial	52.50
E Hall	Allotment fee	10.50
Feoffee	Donation towards Riverside sign	25.00
	<b>Total</b>	<b>862.00</b>

It was proposed that the payments be approved. Proposed: Cllr Heatrick; seconded: Cllr G Carter. All in favour. **Resolved 17/11/02/9b.**

**c. Budget 2017/18**

It was proposed that the Finance and Resource Committee produce initial recommended figures for consideration at the next meeting. Proposed: Cllr G Carter; seconded; Cllr Dornan. All in favour. **Resolved: 17/11/02/9c.** Cllr Holmes noted that figures could be adjusted during the financial year, as further information came to light. Cllr T Hall noted that the Environment Agency makes no financial contribution to the Riverfield toilets, although the main users are boat owners who pay fees to the EA. **Action: Finance and Resource Committee**

**d.i Asset Register: to consider removal of selected assets**

Assets to be removed: Common Land, The Pingle, identified as sold to Feoffee Charity. Lawn mower, no longer working. Brush cutter, no longer working. Ride on mower for Ten Mile Bank, no longer working. Latter three items to be disposed of. Addition of TMB War Memorial, previously missed off Register. It was proposed by Cllr Martin, seconded by Cllr T Hall, that said assets be removed/added as stated. All in favour. **Resolved: 17/11/02/9d.i.**

**d.ii Asset Register: to consider establishment of Working Group focusing on land holdings.**

Chair suggested deferring this to later in the Agenda.

**10. Refurbishment of Hilgay village signs**

A resident had enquired whether the signs could be refurbished. Cllr G Carter noted that the main village sign needed cleaning rather than repainting as it had been regularly painted thus far. He had a contact who could do this. It was proposed by Cllr G Carter, seconded by Cllr E Hall, that the sign be refurbished as required. All in favour. **Resolved: 17/11/02/10. Action: Cllr G Carter.**

Cllr Charlesworth reported the street signs in various locations within Hilgay were becoming very faded. Clerk to report to Highways. **Action: Clerk.**

**11. Update on Riverside News/vote of thanks to Nik Knott**

Chair invited Mr Dave Barrington, who had recently taken over responsibility for Riverside News, to present his report. The proposed increase to 600 copies would allow delivery of a copy to every household in Hilgay and TMB. Cllr Coogan offered to negotiate with the schools regarding cost of printing. Mr Barrington commented that organisations within TMB had expressed interest in being involved, and that additional information from TMB was to be a particular emphasis of the relaunched News. Cllr Charlesworth suggested a survey to see how many residents/others

were interested in receiving a regular copy. Cllr E Hall commented that there is no other mechanism for communication for the parish. Cllr Harris suggested that the current advertising in the News be reviewed, with a view to approaching other potential advertisers. Cllr Holmes undertook to liaise further with Mr Barrington. Cllr Martin suggested that the proposed costs be considered in detail by the Finance and Resource Committee. Proposed: Cllr Martin; seconded: Cllr G Carter. All in favour. **Resolved: 17/11/02/11. Action: Cllr Coogan; Cllr Holmes; Mr D Barrington.** Cllr Heatrick proposed a formal vote of thanks to Nicola Knott for curating Riverside News so effectively for the past few years; seconded Cllr G Carter. All in favour. **Resolved: 17/11/02/11.**

*[Clerk's note: a member of the public joined the meeting during this item at 7.30pm]*

**12. To consider new location for SAM2 unit at Tower Road, Hilgay**

Cllr P Carter suggested a concrete lamppost where Tower Place meets Tower Road. Councillors were unsure whether this would be the most effective location. Cllr Holmes to liaise with Cllr P Carter to establish best suggested location. **Action: Cllrs P Carter/Holmes.**

**13. To consider purchase of capital equipment: strimmer; leaf blower**

A debate took place on the merits of purchasing on the internet versus from local suppliers. Item to be placed on the next agenda.

**14. Update on Refurbishment of War Memorial, Hilgay**

Clerk reported that a local stonemason has agreed to review the War Memorial and make recommendations as to necessary work, as the first step in the process to apply for a grant from the War Memorials Trust.

**15. To consider invitation to MP Elizabeth Truss to meet with councillors and others**

The Clerk was requested to obtain potential dates during February and March 2018. Councillors agreed that the format of the meeting should be considered, along with questions. Cllr Harris suggested that all councillors should consult with residents regarding priorities for questions. **Action: Clerk/councillors.**

**16. Streetlights: bulb replacement with LED**

Cllr Holmes reported that he and Cllr Martin had toured both villages, with the aim of reviewing coverage of streetlighting, and both had been surprised how little coverage there is in some areas. Cllr A Hall commented that the original focus had been solely on replacement of existing lights, and it was important to keep this focus. Cllr E Hall pointed out that some residents prefer dark skies and do not necessarily want more street lighting. Cllr Holmes concluded that simple replacement of sodium bulbs with LED bulbs should be the first priority.

**17. Freebridge Housing/Willow Lodge**

Cllr Martin Storey was invited to contribute. He confirmed that the new Finance Director of Freebridge, Mr Colin Davidson, was dealing with the consideration of the future of Willow Lodge and would be in touch soon.

**18. Update on website**

Clerk confirmed that the process of loading agendas and minutes onto the new Hilgay website was technically easy. Cllr Charlesworth queried whether Riverside News could be made available via the website. It was confirmed this would be possible: Clerk/Mr Barrington/Mr Bill Howard to progress.

**19. To consider additional cut(s) on Riverside and Hilgay playing field, ex-contract**

Clerk requested permission for expenditure on up to two further cuts, given the unseasonably warm weather. It was proposed that expenditure of up to £200 be approved. Proposed: Cllr G Carter; seconded: Cllr Martin. All in favour.

**Resolved: 17/11/02/19.**

**20. To consider action regarding land adjacent Ten Mile Bank Village Hall**

Cllr Coogan summarised: the land had been an eyesore for some years. It had planning permission (granted 2014 and now expired) for a house and garage, but technical restrictions regarding drainage and sewerage provision had evidently prevented its sale and development. It was felt that if the land became available to the Parish Council, it might be possible that it would become useful. Clerk to contact sellers' agent to request tidy up. Item to be placed on next agenda. **Action: Clerk.**

**21. NCC Parish Partnership funding 2018/19**

Councillors queried whether the following would be eligible: new footpath and new drains outside Hilgay school; purchase of land adjacent TMB village hall to provide car park. Clerk to investigate. **Action: Clerk.**

**22. Parking at Hilgay School**

Cllr Coogan had been in touch with the headmistress. A factor requiring teachers to park nearby was the amount of material they need to carry from cars into the school. Councillors noted that the grass verge was again being badly damaged by parking, and ruts were appearing which were a threat to safety. It was established that there is no room within the school grounds for parking, but it was felt that it could be possible to lay matting or hardcore on the playing field to facilitate parking there. Cllr Coogan to follow up. **Action: Cllr Coogan.**

**23. TMB Playing Field**

To be deferred to the next meeting.

**24. Dates and locations of Parish Council and Parish meetings 2018**

Noted and agreed.

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

Bus shelters: Cllr Holmes reported a delay in repair, and the possible need for further quotes.

Cllr Martin suggested consideration of village information boards.

Cllr Bates wished to follow up on the suggestion that vacant allotments could be offered for the use of Hilgay school. Cllr Coogan had spoken to the headteacher, who thanked the Parish Council for the offer but declined.

2018 Armistice commemorations. Working Group to consider possibilities and report back to next meeting. Cllr Bates agreed to lead this and Cllr G Carter agreed to contribute. **Action: Commemoration Working Group/Cllr G Carter.**

Cllr E Hall: suggestion of producing leaflets for the public regarding council meeting procedures.

Cllr E Hall: costings for Riverfield toilets. **Action: Clerk.**

Cllr A Hall: received a request regarding permission for metal-detecting on Council land.

Cllr A Hall: reported defibrillator for TMB had arrived and arrangements were in hand to install it. The Feoffees Charity would fund this.

Cllr Charlesworth, having declared an interest in Item 7. Correspondence from Mr B Charlesworth, left the meeting.

**Deferred Items 7c. Correspondence from Mr B Charlesworth and 9d. To consider establishment of Working Group focusing on land holdings**

It was reiterated that the Parish Council believes it owns the common land at Engine Drove, and that an error at the Land Registry caused confusion which has persisted for decades. It was agreed by all councillors present that a Land Holdings Working Group be established to continue to review and collate relevant records. Cllrs Bates, G Carter, Holmes and Martin to serve; meeting to be held shortly.

County Councillor Storey reported that the Boundary Commission had published its draft report on boundary changes, available on the BCKLWN website. Its current proposal would split Hilgay with Ten Mile Bank parish between Feltwell and Denver Wards. Deadline for comments is 5 January 2018. Councillors requested this be on the next agenda.

He confirmed that NCC has no plans to shut libraries, but savings did need to be made for next financial year, and all the proposals are on the NCC website.

He informed the meeting that some borough councillors had been invited to Downham Market police station to discuss the recent proposals to do away with PCSOs, but recruit instead 81 full-time police officers.

Cllr Holmes reminded the meeting of a police roadshow to be held outside Dent's shop in Hilgay at 11.30am the following day.

The meeting closed at 9.10pm.

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**Chair**

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**Date**