

HILGAY with TEN MILE BANK PARISH COUNCIL
Minutes of the meeting held at 7pm on 3rd August 2017
DRAFT UNTIL SIGNED BY THE CHAIR

Present: 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

In attendance: J Taylor (Clerk), one member of the public (arrived 7.10pm)

Absent: P Bates, V Martin (Item 2 refers)

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

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

P Bates, work commitment; V Martin, family commitment.

[Other apologies: Clerk's note - County Councillor M Storey had sent apologies prior to the meeting, but they were not received until afterwards.]

3. Declarations of Interest

None.

4. Declarations of recording and social media use

None declared.

5. To approve the Minutes of the Council meeting held on 6 July 2017

Proposed: Cllr Houghton; seconded: Cllr G Carter. All in favour. **Resolved: 17/08/03/05.**

Public participation

None, as no members of the public were present at this point.

6. Reports

a. Chair's report

Chair and Vice Chair had attended a Chairman's training course run by NorfolkALC. The course was attended by representatives of an interesting variety of parish and town councils. There was a lot of information which could be transferred to Hilgay, especially regarding processes.

Chair had spent some time going round the parish; the impression is that generally progress is being made, especially with the Rangers having been round. The lych-gate is looking exceptionally good.

The Chair, Cllr Martin and the Clerk had met with the Hilgay web-master/resident to discuss the website. The aim is to go live in September.

Chair had cleared the dog bin at Hubbard's Drove. If Highways refused a licence to site the bin there, then a resident had offered to host it on their land.

b. Clerk's report

Whole-council training – Clerk would be asking councillors to advise re convenient evening dates in September. The 2016/17 Annual Return had been received back from external auditors, with some comments and points to be taken on board for next year.

The statutory notice will go on noticeboards and the Return will go on Council website(s). Authorisation of stationery/incidentals purchases would be streamlined for 2017/18, being authorised via the Budget. A wholesale plants/bulbs catalogue had been received. A key for the Riverfield gate had been given to CGM. From September, HMRC will require a two-step verification requiring additional, personal, information. Clerk requested councillors consider the purchase of a PC mobile phone, so that Clerk's personal mobile number would not have to be used.

c. Maintenance report

Maintenance supervisor queried the very poor state of the rear fence at Ten Mile Bank playing field. Cllr Houghton was able to give some history on this: the field was gifted to Norfolk County Council around 50 years ago, but the access is privately owned and is a permissive footpath only. He will do more research and report back. **Action: Cllr Houghton.** Clerk queried whether the fence could be a health and safety issue; councillors felt it could be. Cllr A Hall suggested that the item be on the next meeting agenda. **Action: Clerk.** Hilgay playing field – the junior bank had subsided slightly, but was now stable. The youth shelter had been subject to fire starting attempts, but there was no damage as yet. Hilgay Riverfield; some graffiti on picnic table, damage to roof tiles on toilets, possible attempted fire on quay garden. Cllr P Carter reported the hedge at Hilgay playing field had a wide gap near the shelter at the top of the field.

d. Reports from councillors

Cllr Heatrick reported the New Road road sign had been moved. Chair would retrieve and replace. **Action: Chair.** Cllr Heatrick also reported the bridleway sign had gone. Cllr Coogan reported back from the recent SNAP meeting. There are three police officers based at Downham Market, who cover out to Wisbech and to Weeting. A speed monitor had recently been acquired and requests could be made for an officer to monitor specific points. The use of CCTV is not precisely prescribed: while use is not endorsed by the police, nonetheless they can use evidence from it where useful. Cllr Coogan will follow up to try to determine precise guidelines. **Action: Cllr Coogan.** Cllr Coogan reported a complaint from a TMB resident regarding weeds overgrowing a path. He would send the Clerk details. **Action: Cllr Coogan.**

Cllr E Hall reported on footpaths. Hubbard's Drove stile was overgrown, Waterman's Lane was overgrown. Cllr G Carter had spoken to the owners at the latter and they will be cutting the growth back. Cllrs Hall had updated the list of fingerboards and their state, and had emailed this to the Clerk for forwarding to Highways.

Cllr A Hall had downloaded the latest data set from the SAM2 unit, and would send the data to Cllr Holmes.

Cllr E Hall briefed the meeting on the proposed polytunnel at the allotments. Only the framework had been installed, and the allotment owner understood that written permission was needed before completion of the structure. Some concern was expressed about the potential visual impact on the site.

Cllr A Hall had been in touch with the Heritage Centre at the Old Fire Station in Downham Market regarding historic parish documents. While they have limited storage, nonetheless they would be happy to receive such documents and make them available to interested parties (<http://www.discoverdownham.org.uk>).

7. Correspondence

Zurich (insurers) had confirmed the closure of the file on the Hilgay playing field insurance claim.

Briefing email re the Norfolk Strategic Framework consultation. Cllr Holmes undertook to review this; to be on the next agenda. **Action: Cllr Holmes/Clerk.**

Cllr Charlesworth mentioned a letter from Mr Charlesworth re land ownership/Sandy Lane, and declared a personal interest. Clerk explained that no progress had been made. Cllr Holmes confirmed that he and Cllr Martin would be looking at this once more information was received.

8. Planning: 17/01383/RM and 17/01440/RM – construction of two plus two dwellings at plot north of 20 Church Road, Ten Mile Bank

It was determined that Borough Planning had advised the owner to put two applications forward rather than one. Councillors agreed to support.

9. a. Bank balance and reconciliation.

Bank cash balance at 31 July 2017: £81,462.40. Reconciled balance: £80,425.62

b. To consider authorisation of payments and to sign cheques

Date	Payee	Item	Net £	VAT £	Gross £	Chq/DD
10/06/2017	Thurlow Nunn Standen	Mower service	51.75	10.35	62.10	102952
30/06/2017	CGM	Rec & Riverfield 12 & 26/6/17	120.00	24.00	144.00	102953
01/07/2017	E.ON	Lighting electricity June 17	202.16	40.43	242.59	DD
04/07/2017	BCKLWN	TMB dog bin emptying 27/2/16-26/2/17	67.60	13.52	81.12	102954
13/07/2017	K&M Lighting Services	Lighting maintenance 13/7-12/8/17	94.47	18.89	113.36	102955
21/07/2017	Hodson Office Supplies	Paper & ink cartridges	28.92	5.78	34.70	102956
22/07/2017	Riverfield	Riverfield loos water 22/4-21/7/17	50.19	0.00	50.19	102957
31/07/2017	Anglian Water Mazars (external auditor)	Audit fee y/e 31 March 2017	225.00	45.00	270.00	102958
31/07/2017	Maint. Supervisor	July Salary & expns	499.30	0.00	499.30	102959
31/07/2017	Clerk	July Salary & expns	362.73	0.00	362.73	102960
Totals			1702.12	157.97	1860.09	

It was proposed that the payments be approved. Proposed: Cllr A Hall; seconded: Cllr G Carter. All in favour. **Resolved 17/08/03/9b.**

10. Allotments

To consider offering vacant allotments to Hilgay School.

To be deferred to next agenda.

Parking by St John Ambulance in plots 1 and 2

No longer taking place; Cllr G Carter commented that as part of their occupation, SJA routinely used to maintain that area. It was agreed to assign Allotments 1 and 2 permanently to parking.

Clothing bin ex Hilgay School

The School had requested whether, during the building works, the charity recycling bin for clothes could be located at the former recycling station on the allotment site.

Councillors were mindful of past problems which had caused the recycling station to be closed. It was proposed that, subject to a formal lease being drawn up, with clauses regarding tidiness and notice period, the School be temporarily allowed to place the bin on the allotment site. Proposed: Cllr G Carter; seconded: Cllr Houghton. All in favour.

Resolved: 17/08/03/10.1.

Review of Practice Room Lease

Clerk had requested a copy of the lease from NCC, not yet received. NCC sends quarterly invoices to the PC, which are then passed on to Hilgay Silver Band, which pays them. It was established that HSB had in fact constructed the Practice Room on the site, and the rent is for the land only, at an amount determined by NCC in addition to the amount the PC pays for leasing the rest of the allotment site.

Request from resident to locate a Borough Council rubbish bin on the allotments' former recycling station

The resident was present to answer queries from councillors. The bin was not being emptied by Borough Council because of its current inaccessible location, hence the request to locate on Council-leased land. It was acknowledged that this was an unusual request, and councillors were again mindful of potential problems such as encouraging fly-tipping, but it was felt that, with appropriate safeguards, and with a review period, the arrangement could be considered. Proposed: Cllr Holmes; seconded: Cllr E Hall. All in favour. **Resolved: 17/08/03/10.2.** Cllr Holmes would confirm the arrangement to Borough Council and draft an agreement. **Action: Cllr Holmes.** The resident confirmed that the bin would be locked, and labelled.

Member of the public left at 7.45pm.

11. Riverfield

To consider re-positioning of bollards – access/turning issues

Cllr G Carter summarised the situation. The bollards are constantly having to be repaired. As the gate to the field is locked, vehicles cannot turn safely but must back out, which causes problems. Possible solutions include installing safety posts (cost around £400) or moving the gate back, and it was queried whether the first barrier needed to be kept. Chair asked Cllr G Carter to liaise with Feoffees regarding possible share of costs, and undertook to write to NCC Highways regarding the barrier. **Action: Cllrs G Carter/Holmes.**

Dog-signs

Former councillor C Dawe had researched various designs, samples of which were circulated amongst councillors. Cllr Harris agreed to review requirements for Hilgay; Cllrs Hall agreed to review TMB. Item to be on next agenda. **Action: Cllrs Harris/Hall/Clerk.** Cllr P Carter queried whether dog-mess bags could be provided. Clerk undertook to research with other parishes which provided dispensers. **Action: Clerk.**

Recent anti-social behaviour

Covered in Maintenance Report.

12. Hilgay School: use of playing field by construction firm

This was established not to be an issue as previously thought, since the construction vehicles are parking on the part of the field leased by the School, not the Parish

Council. Approximately 3/5 of the field at the top end, on which the play equipment is placed, is PC-leased. The School allows free use of its leased area by the parish, in return for maintenance of it.

13. To consider maintenance/replacement of bus shelters

Cllr Holmes reported that it would be possible to have the oak parts of the shelters replaced with softwood, with the uprights left above floor level to prevent rotting, and stained for £450. Cllr Charlesworth commented that the original colour was a dark green, which could be obtained in the appropriate preservative stain. Repair and staining was proposed by Cllr G Carter; seconded: Cllr A Hall. All in favour.

Resolved: 17/08/03/13. Action: Cllr Holmes.

14. Highways issues: to include consideration of speed safety measures, Hilgay Tower Road

Cllr P Carter reported excessive speeds by vehicles, especially delivery vans and especially in the mornings, on Tower Road. Cllr G Carter suggested that now the Downham police have a speed monitor available, a request should go in for them to monitor speeds at those times. Cllr Holmes suggested a reminder sign, such as "20 is plenty". Clerk to investigate costs. **Action: Clerk.** Cllr P Carter was requested to decide which lamppost(s) would be suitable for attaching a SAM2 sign, probably at the top of Forester's Avenue. Clerk to determine which lampposts were NCC and which PC. **Action: Cllr P Carter/Clerk.**

15. To consider initiation of a parish garden competition

This was suggested by Cllr P Carter, who pointed out they had previously been held in the villages. It was agreed that a Working Group of Cllrs Charlesworth and P Carter would start this going.

16. To consider review of Clerk hours

Clerk explained that the previous clerk had been working 30/35 actual hours per month. She was contracted at 28 hours per month but felt that with the current workload, 10 hours per week (just over 43 per month, to include holiday hours due) would be necessary until all the required new processes were in place. This should not be the long-term requirement. Cllr G Carter offered councillors' support to reduce the workload. It was proposed that clerk hours be temporarily increased to 10 per week, to be reviewed at the end of the financial year. Proposed: Cllr Holmes; seconded: Cllr Houghton. All in favour. **Resolved: 17/08/03/16.**

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

Streetlights: replacement with LED bulbs. Cllr Holmes to produce a short briefing note for the next meeting. Cllr G Carter pointed out that LED technology was improving constantly. **Action: Cllr Holmes.**

Defibrillator for TMB.

Village Fun Day Hilgay.

Future of former football hut area.

Cllr A Hall reported that Ely Diocese had refused to provide complete funding for the repairs carried out so far to Hilgay lych-gate. There remained repairs needed to the

roof, as loose tiles were becoming a health and safety issue. It was suggested that reasons in writing for the refusal be requested.

Cllr P Carter reported a resident had been cutting the grass around Forester's Road. Cllr Holmes confirmed that he had written formally to County Councillor Martin Storey regarding quality of grasscutting, among many other Highways issues.

Date of next meeting 7.00pm Thursday 7 September at Ten Mile Bank Village Hall.

Standing Order 3f: Exclusion of Press and Public

18. To confirm Maintenance Supervisor contract

Clerk provided suggested draft employment contract for councillor review. Cllr E Hall had produced a job description. It was proposed that the broad terms of the contract, with additions if necessary, be accepted. Proposed: Cllr Holmes; seconded: Cllr A Hall. **Resolved: 17/08/03/18.**

The meeting closed at 8.40pm.

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Chair

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Date