

**HILGAY PARISH COUNCIL  
ANNUAL MEETING  
Held at 7.20pm on Thursday 3rd May 2018  
at Hilgay Village Hall**

**DRAFT UNTIL SIGNED BY THE CHAIR**

Present: P Bates, G Carter, P Carter, A Charlesworth, R Coogan, P Dornan, E 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: J Heatrick (see Item 4. below).

**1. Emergency Evacuation Procedures**

Announced.

**2. Election of Chair and Declaration of Acceptance of Office**

Cllr Houghton proposed Cllr Holmes; Cllr G Carter seconded. All in favour.

**Resolved: 18/05/03/2.** Cllr Holmes signed the declaration of acceptance of office.

**3. Election of Vice Chair and Declaration of Acceptance of Office**

Cllr G Carter proposed Cllr E Hall; Cllr Harris seconded. All in favour. **Resolved:**

**18/05/03/3.** Cllr Hall signed the declaration of acceptance of office.

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

J Heatrick; travelling out of the county.

**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 5<sup>th</sup> April 2018**

Councillors requested two changes; these were handwritten into the Minutes by the Clerk. Cllr Holmes proposed approval; Cllr Houghton seconded. All in favour.

7.35pm

**Public Participation**

Mr D Barrington, Hilgay Village Hall, expressed his willingness to be involved in the proposed Sensory Garden project, and offered his assistance regarding refurbishment of the bus shelters.

7.40pm

**8. Reports**

**a. Chair's Report:** Nothing not covered elsewhere in the Agenda.

**b. Clerk's Report:** Clerk reported problems with TSB. Chair noted that as the application to open new bank accounts with TSB had not completed, Council could adopt a wait and see strategy regarding continuing the application.

BCKLWN is making the decision whether to charge parish councils for all elections, including routine four-year. Decision likely to be to charge. Council has provision in the budget.

Trial for new Planning Application timetable. BCKLWN will, for applications of nine or fewer units, reduce time for response from parish councils from 21 days to 14 days. This may cause problems in calling a meeting in time.

Maintenance Officer reported door of new defibrillator at TMB found open on morning of 1<sup>st</sup> May. MO locked door, but council needs to be aware in future.

**c. Maintenance Report:** Clerk reported ownership of problem fence at Ten Mile Bank playing field had been established. Norfolk County Council owned the field. Diocese of Ely Multi-Academy Trust leased the field on a 125 year lease from NCC. Parish Council had a Transfer of Control agreement which allowed public use of the field. Therefore DEMAT was currently responsible for the field and fence. Clerk to contact DEMAT to arrange repairs to fence.

Moles at Hilgay playing field and cemetery. Usual mole catcher had been requested. It was suggested that an ongoing contract for control, rather than *ad hoc* requests, would be more efficient. Clerk to investigate quotes.

Chair reported that the current arrangements for storage of the Council's trailer would not be continuing after the end of June, therefore an alternative must be considered. He asked that councillors give this some thought.

**d. Reports from councillors on items not otherwise covered in the Agenda:** Cllr Dornan reported a problem with the roundabout at TMB playingfield. Clerk to revert to Fenland Leisure as it is still under guarantee.

Cllr Charlesworth reported a problem with a motorbike being ridden recklessly near the old Pump House. The police have been informed and councillors were asked to log every incident.

## **9. Correspondence**

Chair had received the resignation of Tony Hall, and accepted it with regret. He particularly wished to note the grateful thanks of the Council to Mr Hall for his service.

## **10. Planning**

A Hilgay resident had contacted the Chair regarding a previous planning application which had been resubmitted. There still remained, in the resident's opinion, a problem with overlooking. Chair explained that the parish council has limited powers to object, and those are more likely to be based on street scene and impacts on traffic, but he would follow up with the Borough Councillor for the area to ensure the new application was called in to the Planning Committee. Cllr Houghton made the point that it was difficult for councillors to tell, given the current presentation of planning applications, whether there would be an issue of overlooking.

## **11. Finance**

### **a. To receive bank balance and reconciliation, and year end accounts**

Cash balance at year end, 31/3/2018: £63,497.06. Reconciled balance: £62,065.35. *[Clerk's note: of this, £45K is held in reserve for purchase of a playing field; £5K is held in reserve for refurbishment of Hilgay War Memorial; £10K is required under financial prudence recommendations to be held as a general reserve.]*

Cllr Martin proposed acceptance; Cllr P Carter seconded. All in favour. **Resolved: 18/05/03/11a.**

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

Payee	Item	Net £	VAT £	Gross £	Chq/DD
BCKLWN	Dog bins Hilgay Mar17-Feb18	464.64	92.93	557.57	103034
BCKLWN	Dog bin TMB Mar17-Feb18	68.64	13.73	82.37	103034
E.ON	Electricity 1/3/18-31/3/18	208.90	41.78	250.68	DD
BCKLWN	Annual bin charge, Riverfield	344.25	0.00	344.25	103034
K&M Lighting Wave (Anglian Water)	Streetlight maintenance 13/4- 12/5 18	94.47	18.89	113.36	103035
Internal Auditor	Riverfield loos 16/1/18-15/4/18	44.26	0.00	44.26	103036
CGM Group	Audit fee 2017/18	60.00	0.00	60.00	103037
Mr C Dawe Clerk	Mowing April 2018	95.00	19.00	114.00	103038
Maintenance Supervisor	Petrol, ride-on mower	36.93	0.00	36.93	103039
Hilgay Village Hall	Salary & expns April 17	537.20	0.00	537.20	103040
Hilgay Village Hall	Salary & expns April 17	366.20	0.00	366.20	103041
	Riverside News printing issue 14	256.00	0.00	256.00	103042
	VH hire 3/5/18	20.00	0.00	20.00	103042
	<b>Totals</b>	<b>2596.49</b>	<b>186.33</b>	<b>2782.82</b>	

Payer	Item	Amount £
Allotment holder	Rent 17/18	10.50
Allotment holder	Rent 17/18	21.00
Holman	Grave marker inscription	21.00
BCKLWN	Precept/CTSG	26921.38
Colin Bond undertaker	Headstone inscription	78.75
Bin owner	Hilgay allotment bin space rent	50.00
	<b>Total</b>	<b>27102.63</b>

Proposed: Cllr Martin; seconded: Cllr G Carter; that the payments be approved. All in favour. **Resolved: 18/05/03/11b**

**c. To receive and review Internal Auditor report on 2017/18 accounts**

Report from Internal Auditor made a number of recommendations, almost all of which were already in hand.

**d. To review and approve the 2017/18 Annual Return Governance Statement**

Chair read out each statement for councillors. Approval of the Governance Statement was proposed by Cllr G Carter; seconded by Cllr Martin. All in favour. **Resolved: 18/05/03/11d.**

**e. To review and approve the 2017/18 Annual Return Accounts Statement**

Approval of the Accounts Statement was proposed by Cllr G Carter; seconded by Cllr Martin. All in favour. **Resolved: 18/05/03/11e.**

**12. To review and confirm pay for employees**

Maintenance Officer. A payrise of 10% was proposed by Cllr Houghton; seconded by Cllr Charlesworth. Three in favour. Motion failed.

A payrise of 3% (to £10.30ph) was proposed by Cllr Martin; seconded by Cllr Bates. All in favour. **Resolved: 18/05/03/12.**

Clerk: payrise to next Spinal Column Point was required by contract, at £10.92ph. It was proposed by Cllr Martin; seconded by Cllr Coogan, that the rate be rounded up to £11.00 per hour. All in favour. **Resolved: 18/05/03/12.**

**13. Policies**

**a. Standing Orders.** National Association of Local Councils had updated Model Standing Orders. Clerk recommended adopting as suggested, except for the requirement for the Clerk to keeping a separate book for tracking planning applications. Cllr Dornan had suggested an addition regarding the number of times a subject could be carried forward onto subsequent agendas, without stating good reason. With both suggested changes included it was proposed by Cllr Martin; seconded by Cllr G Carter, that new Model Standing Orders be adopted. All in favour. **Resolved: 18/05/03/13a.**

**b. Financial Regulations.** No changes were proposed. It was proposed by Cllr Martin; seconded by Cllr Harris, that Financial Regulations be re-adopted. All in favour. **Resolved: 18/05/03/13b.**

**c. Data Protection Policy.** Standard NALC policy was suggested, while recognising that others are available. Chair suggested that this be adopted in the first instance, and updated as changes were needed. Proposed: Cllr G Carter; seconded Cllr Martin. All in favour. **Resolved: 18/05/03/13.c.**

**d. Risk Assessment Policy.** Example taken from another parish council. Chair commented that, again, the policy was a good starting point. To be re-considered at the next meeting, with a further review three months later.

**14. Committees**

Data Protection Committee. G Carter; R Coogan; A Holmes; V Martin.

Finance & Resource Committee. R Coogan; A Holmes (Chair); V Martin.

Planning Policy Committee. G Carter; P Dornan; E Hall (Chair); J Heatrick.

Land Holdings Working Group. G Carter; A Holmes; V Martin.

Allotments Working Group. P Bates; E Hall.

Footpaths Working Group. A Charlesworth; E Hall; G Harris.

Records Working Group. A Holmes; V Martin.

War Memorial Refurbishment/2018 Armistice Commemoration Working Group. P Bates; R Houghton.

Sensory Garden Working Group. Mr Dave Barrington (on behalf of Hilgay Village Hall); A Charlesworth; G Harris, V Martin.

It was proposed by Cllr Holmes, seconded by Cllr G Carter, that the committees and working groups as listed, and their memberships, be confirmed. All in favour.

**Resolved: 18/05/03/14.**

On the subject of the Sensory Garden, Mr Barrington and Cllr G Carter had measured the relevant area; Mr Barrington had input the information into a drawing package, with some suggestions for layout. Cllr Holmes requested that he circulate the plan by email, so it can be discussed at the next meeting. Engaging a professional gardener was suggested; Cllr Charlesworth felt it was important to have some idea of layout and content before doing so. Cllr Martin suggested that if an application for Tesco funding were being considered, a survey of residents would be essential to demonstrate support from the community. Cllr Coogan reported support from TMB school and toddler play group. Cllr P Carter suggested taking advantage of the high-quality agricultural soil, and use it for vegetable and fruit production. It was noted, however, that this would involve dedicated, almost year-round care.

**15. To consider progress on the Riverfield loo block**

Cllr G Carter reported that work would be complete within two weeks.

**16. To consider reviewing burial fees, to focus on fees for those aged between 12 and 18**

Clerk reported announcement from Prime Minister that burial authorities are to be prohibited from charging burial fees for children under 18; fees would be funded by national government. Currently, no charge was made for those under 12 years. It was proposed by Cllr Coogan; seconded by Cllr Harris; that Hilgay Cemetery not charge fees for burials of children under the age of 18. 9 for; 2 against. Motion carried. **Resolved: 18/05/03/16.**

**17. To consider Cemetery Administration training for Clerk**

Proposed: Cllr Martin; seconded: Cllr Coogan. All in favour. **Resolved: 18/05/03/17.**

**18. Further report on bus shelter refurbishment, and to consider purchase of noticeboards for bus shelters**

Cllr Charlesworth had spoken to two local people who could potentially undertake the refurbishment works; repair likely to take approximately two days; re-painting also around two days. Cllr Charlesworth would get formal quotes delivered to the clerk. It was suggested that two noticeboards per shelter (thus six in total) would be needed, each needs to hold 8 x A4 sheets, and they should be lockable. These could either be made bespoke when the shelters are being refurbished, or purchased ready-made and attached via sheets of ply. Total cost likely to be around £1,450. It was agreed that prices for bespoke boards be obtained by Cllr Charlesworth ready for consideration at next meeting.

**19. To consider quotes for refurbishment of footpaths**

Clerk reported one quote. Given the amount of the quote, it was considered essential that further quotes be obtained, per Financial Regulations. To be on next Agenda. Cllr E Hall reported a quote for a borehole to supply water to the allotments, which had been requested at the previous meeting, of £3,600 ex VAT. There were observations made regarding security of supply, location, potential sacrifice of allotment space, justifying the cost to taxpayers. An informal vote was

suggested, to gauge whether councillors were in favour of continuing to consider this option. 2 voted for; 8 against, therefore consideration would not be continued.

## **20. To consider the 1918 Centenary Remembrance**

Cllr G Carter reported a piece put into Riverside News and a coffee morning to discuss the issue. The Methodist Church wished to be involved; Hilgay School had been contacted but no response as yet. Cllr Carter requested any ideas for the occasion, and that he would be grateful to receive any relevant photographs or other records. A resident had agreed to display a collection of photographs in Hilgay Village Hall. Cllr Bates had various artefacts from WWI which would be available. The commemoration would take place over the weekend of 10 and 11 November.

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

Cllr Harris reported a tree down blocking a Hilgay footpath and the signpost lying on the floor. There is a bull in the adjacent field, but no warning notice. Cllr G Carter agreed to talk with the landowner.

Cllr Martin reported a website "Downham Market parishes" which holds a lot of information about Hilgay.

Cllr Bates reported a broken fence at Hilgay Allotments and suggested asking a local resident for a price to fix this. Cllr G Carter agreed to contact the resident.

Cllr Coogan asked that consideration be given to a formal procedure for requesting items of maintenance. To be on the next Agenda.

Cllr P Carter queried whether the drains near the War Memorial had been cleared.

Cllr G Carter noted that when the Rangers were last in Hilgay, they had not covered the whole village.

County Councillor Martin Storey had contacted Highways about Hilgay Bridge; Area managers Mr A Wallace and Mr K Rands had been due to inspect the bridge the previous day and he was awaiting confirmation of what work would be scheduled.

He reported that potholes were high on NCC's agenda after the severe winter weather. He summarised statistics on numbers of potholes filled, gritting runs undertaken and compensation paid out as a result of damage caused by potholes.

The aim is to have the backlog of potholes dealt with by the end of June. Cllr G Carter queried whether any comparisons of effectiveness had been made between the old system of local gangs dealing with potholes in specific areas, rather than the new system of patching on an ad hoc basis.

Cllr Storey also gave information about the museums service run by NCC, including Norwich Museum and Yarmouth Time and Tide Museum, and recommended them as an excellent source of interest and learning.

Chair thanked Cllr Storey for his contribution.

**The next meeting of the Council will be held on Thursday 7th June at 7.00pm at Ten Mile Bank Village Hall**

The meeting closed at 9.00pm.

Signed.....  
Chair

Date.....

DRAFT