

HILGAY with TEN MILE BANK PARISH COUNCIL
Minutes of the Ordinary meeting held on 4 April 2019

Present: P Bates, G Carter, P Carter, A Charlesworth, P Dornan, E Hall, J Heatrick, A Holmes, R Houghton, V Martin.

In attendance: County Councillor M Storey, two members of the public, J Taylor (Clerk)

Absent: R Coogan, A Greening, G Harris (see Item 2 below).

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

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

R Coogan: family commitment. A Greening: work commitment. G Harris: long-standing prior commitment.

3. Declarations of interest

Item 11, the following councillors declared as members of Feoffee Charity: P Bates, G Carter, P Carter, R Houghton. The following councillors declared as spouses of members of Feoffee Charity: A Charlesworth, E Hall.

4. Declarations of recording and social media use

None declared.

5. To approve the Minutes of the meetings held on 7 and 21 March 2019

7 March: Proposed: Cllr Dornan; seconded: Cllr Houghton. Nine in favour. One abstained. **Resolved: 19/04/04/05a.**

21 March: Proposed: Cllr Houghton; seconded: Cllr Dornan. Six in favour. Four abstained. **Resolved: 19/04/04/05b.**

7.15pm

6. Public participation

Mr D Barrington, Hilgay Village Hall, queried the date and location of the Annual meeting of the parish council. It was proposed and accepted by a majority that the Annual meeting should be at Hilgay Village Hall. Suggested date Wednesday 15th May. *[Clerk's note: following further legal advice from NorfolkALC, it was confirmed that Thursday 16th May would be acceptable.]*

7.20pm Mr Barrington left the meeting.

County Cllr Storey reported that he had met with Andy Wallace of NCC Highways regarding the problems outside Hilgay School. He had agreed to provide £1,500 of his 'members' allowance' towards solving the problem of flooding, which may include installing gullies and soakaways. Cllr Storey undertook to keep an eye on this situation. Mobile library service: two mobile libraries were to be removed from the service from summer 2019, but by altering timings it was hoped to keep the service more or less as is.

£420million had been allocated to county councils for road repairs, and in West Norfolk, Southery, Hilgay and Ten Mile Bank roads were now under repair.

Cllr Storey noted that after some interruption in the Full Council meeting on 11th February, security had been increased.

As always, information on all these items are on the NCC website.

7.35pm

7. Reports

a. Chair's Report

Chair reported that he and Cllrs Dornan, Coogan and G Carter had met with Andy Wallace from NCC Highways at Hilgay School. It was emphasised that until a permanent solution to the flooding issues was found, regular and thorough cleaning of drains was vital. Also discussed were renewing the road surfaces outside the school and outside Dent's Butchers, repositioning the drain cover at Dent's, and the lack of road edges at Station Road TMB was to be reviewed. Mr Wallace had confirmed that because of national legislation, it was not possible to illuminate the reinstated road sign at the A10/Modney Bridge Road junction.

Cllr Holmes confirmed that the extensive work on Denver sluices would mean long-term closure of the road from TMB to Denver, which would continue for parts of at least two more years.

Mr Wallace had recommended that if the parish council wished to remove bollards from Hilgay footpaths to allow access for disability vehicles/prams/pushchairs, that only the central bollard be removed in each case and that they be stored safely in case reinstatement was felt to be necessary.

b. Clerk's Report

Willow Lodge, Hilgay – no further news.

Further request for councillor volunteers to carry out the quarterly internal control check on the accounts.

Clerk reported a large number of emails sent by and between clerks and chairs of West Norfolk parish councils, on the subject of Planning applications being considered by the 'sifting panel'. County Cllr Storey confirmed that a trial period for the system was coming to an end, and that as yet he had not been called to attend the panel. It was generally agreed that councillors would like to see the emails.

Clerk reported a request that a commemorative tree be planted in the Cemetery. To be on the next agenda.

2018/19 accounts were complete and to be delivered to the internal auditor the following week.

Clerk now has view-only of, and transfer of funds between, council accounts via internet banking.

c. Maintenance Report

The maintenance officer confirmed that timesheets had been sent round to all councillors for review. The new dog bin installed opposite Stevens Crescent, TMB, was not particularly well-used. The Riverfield toilet door was not closing properly again. The MO was of the opinion that there is a fundamental problem with the door opening outwards, which allows the wind to fling it back and damage it. He recommended that the door be altered to open inwards.

Removal of concrete blocks at the Cemetery land had been agreed with David Nicholls Fencing.

d. Reports from councillors

Cllr Hall reported a vacancy at the allotments from October, or before then should someone be interested.

Cllr Hall noted a former resident wishing to place a memorial in the Garden of Remembrance. Clerk to contact.

Cllr G Carter wished formally to note thanks to County Cllr Storey regarding Highways issues. He also noted Highways operatives deploying large amounts of kit at Welney to

undertake road repairs, only to discover that the road in question was concrete. Operatives were therefore unable to start the work and removed the kit.

e. Actions from previous meetings not otherwise covered in the Agenda.

Cllr Dornan went through outstanding actions.

Request to NCC for contribution towards destroyed grass at Hilgay War Memorial during verge spraying. Cllr G Carter confirmed he had made this request of Mr Wallace.

Investigation by clerk of alternative electricity supplier. Clerk confirmed no alternative had been found for unmetered supplies.

Waste bin sited on Hilgay allotments. Cllr Holmes confirmed he would ask for a written response.

Overgrown path alongside Dent's butchers. Cllr Holmes confirmed this had been dealt with.

Parish council signs with new council mobile phone number. Cllr Holmes confirmed these would be given to the maintenance officer for installation.

Lack of action regarding replacement fingerposts. Cllr Hall confirmed continuing lack of action from NCC despite reassurances. County Cllr Storey undertook to follow up.

Difficulty over access to Riverfield for septic tanker – complaint from resident. Cllr Holmes confirmed he had written a response and the incident was closed.

Overgrown allotment – Cllr Hall confirmed this had been resolved.

Waterman's Lane encroachment. Cllrs G Carter and Holmes to walk the lane and list names of occupants so letter requesting cutback can be circulated.

Shackles for swing at Hilgay – Clerk confirmed Fenland Leisure Products had been asked to quote for replacement, as well as the bearings for the two-person roundabout.

SAM2 downloads – Westcotec to be asked for new instructions.

Playing fields inspection – in the event it was not possible for either the Chair or the Clerk to attend.

Cllr G Carter had hoped to identify someone who could do a risk assessment of the play equipment, but this had not been progressed.

A10/Modney Bridge Road sign – Cllr Dornan to investigate why it can't be illuminated.

BCKLWN Planning Sifting Committee – dealt with.

Noticeboards – one for TMB churchyard, one for Hilgay cemetery – Cllr Dornan confirmed he had picked these up and would install one, and give the other to the maintenance officer for installation.

Further to the decision to continue funding the Riverfield toilets, were more detailed costings available? Clerk confirmed that direct external costs (water bills, repairs) were summarised in the Payments Analysis for financial year 2018/19, but that staff time had not yet been analysed out.

Cllr Dornan asked if it were possible to find out how much boat occupants used the facility. Cllr Hall suggested a pre-meeting prior to the May meeting to review the overall state and functionality. Cllrs Holmes and G Carter agreed to review before the next meeting.

Cllr Hall mentioned an area within the Riverfield which was not properly mown. Cllr G Carter undertook to mention this to the new contractor.

Cllr Dornan agreed to review actions from January 2019 to date ready for the next meeting.

8. Correspondence

BCKLWN – update on expanded LILY service plus website.

CPRE – request for support (see Item 15).

BCKLWN – notification of zero rates charge for Riverfield toilets.

Merchant Navy Fund – request to fly Red Ensign. It was noted that the parish council has no flag pole.

Request from Scope re siting of new textile recycling bank. Noted that one existed already within the parish.

NCC – official notification of award of Parish Partnership funding for yellow zig zags outside Hilgay School (to be pursued once other major work completed).

9. Planning

19/00483/F – two storey side extension to existing dwelling, 2 Council Houses, Ely Road, Hilgay. It was noted that there were no material planning considerations relevant to this application. It was proposed by Cllr Houghton, seconded by Cllr Martin, to offer no objections to this application. All in favour. **Resolved: 19/04/04/9.**

19/00462/F – change of use to a mixed use for residential and dog day care at Cronins Cottage, Steels Drove, Hilgay. It was noted that BCKLWN Neighbourhood Nuisance team was already involved with this and so it was agreed to await the outcome.

10. Finance

a. Bank balance and reconciliation

Bank cash balance at 31 March 2019: £50,689.05. Reconciled balance: £49,687.16. Chair checked against original bank statements and signed. Acceptance of bank reconciliation proposed Cllr Holmes; seconded Cllr Houghton. All in favour. **Resolved: 19/04/04/10a.**

b. To consider authorisation of payments, to note receipts, and to sign cheques

Date	Payee	Item	Net £	VAT £	Gross £	Chq/DD
25/03/2019	David Nicholls Fencing	Correction of Cemetery gates Estate rent Hilgay Manor	180.00	0.00	180.00	103136
28/03/2019	NCC	11/10/18-5/4/19	1610.00	0.00	1610.00	103137
31/03/2019	Holly Landscapes	Grounds Maintenance March 19	149.17	29.83	179.00	103138
01/04/2019	Zurich	Annual insurance	1115.62	0.00	1115.62	103135
01/04/2019	BCKLWN	Riverfield waste bin	355.80	0.00	355.80	103139
04/04/2019	Hilgay Village Hall	Riverside News printing	240.00	0.00	240.00	103140
04/04/2019	Hilgay Village Hall	Hall hire 4/4/19	20.00	0.00	20.00	103140
04/04/2019	Maintenance Officer	Sal & expenses March 2019	384.09	0.00	384.09	103141
04/04/2019	Clerk	Sal & expenses March 2019	507.01	0.00	507.01	103142
04/04/2019	Paul Hoskins Joinery	Two noticeboards @ £350 + £70 VAT each, less £175 + £35 VAT each deposit	350.00	70.00	420.00	103143
		Totals	4911.69	99.83	5011.52	

Receipts

Date	Payer	Item	Amount
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			£
04/03/2019	Barclays	Savings account interest	22.89
11/03/2019	Hilgay resident	Grave space	315.00
18/03/2019	Dents Garden Centre	Riverside News ad	20.00
28/03/2019	Holmans	Additional inscription, GoR	21.00
28/03/2019	Hilgay resident	Grave space	315.00
Total			693.89

It was proposed that payments be approved and receipts noted. Proposed: Cllr Holmes; seconded; Cllr Houghton. All in favour. **Resolved: 19/04/04/10b.**

c. Confirmation of Asset Register y/e 31/3/19

Cllr Charlesworth abstained from this item.

It was proposed that the 31/3/19 version of the Asset Register be confirmed. Proposed: Cllr Holmes; seconded: Cllr Houghton. Nine in favour. **Resolved: 19/04/04/10c.**

11. Feoffee's request regarding refund of donation

Deferred to end of meeting.

12. Summer events on playing fields

Clerk confirmed report from Hilgay School that membership of the Friends of the School had changed and so no firms plans were available at present. No plans had been submitted from Ten Mile Bank School. To be on May agenda for consideration of any requests, with justification, for grants.

13. Establishment of wildflower meadow at Cemetery garden

Cllr Charlesworth had conducted extensive research into the matter. She had concluded that, unfortunately, spraying of the grass on site was a prerequisite for the successful establishment of a meadow, and the appearance of the area would thus be sub-optimal for some time. It was accepted that this was necessary, and appropriate notices could be placed on site and in Riverside News to inform residents. Cllr Charlesworth agreed to continue refining necessary actions and report back, with the aim of establishment of the meadow during the autumn.

14. Report back from meeting with Diocese of Ely re restoration of Hilgay churchyard and other correspondence on the issue

Two representatives from the Diocese will attend at 9.30am on Friday 12th April, meeting at Hilgay Church. It was agreed that a number of councillors would attend, along with representatives from Hilgay United Charities.

15. BCKLWN draft Local Plan

CPRE letter requesting support from parish councils regarding the West Norfolk Local Plan – particularly that existing housing allocations should be developed before any further allocations were confirmed. Cllr G Carter proposed support; seconded Cllr Charlesworth. All in favour. **Resolved: 19/04/04/15.**

16. Highways issues: Report back from meeting with Mr A Wallace

Broadly covered at Item 7b above. Further items to add included request for clearing of drains on High Street, creation of path by Hilgay School out to the Avenue, plus kerbing as appropriate. Cllr Holmes commented that Stock’s Hill was in particularly poor condition and Mr Wallace had recommended remedying with specialised machinery. It was therefore important that cars be cleared from the entire area immediately prior. Cllr Charlesworth enquired whether a brown/gravel tarmac would be available since this received positive feedback where used. Cllr Holmes felt that it was important simply to get the work done with whatever was on offer, but that the idea should be borne in mind for the future.

17. To consider removal of bollards from Hilgay footpaths and other issues

Concerns were expressed about the public liability situation. Clerk confirmed parish council insurance would not cover Highways land, but would clarify with insurers any liability if the council were responsible for removing the bollards and a claim arose as a result. Cllr Holmes recommended that further advice be sought from Andy Wallace. Cllr G Carter commented that the bollards had been installed many decades ago.

[8.30pm, County Cllr Storey left the meeting]

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

Co-option of councillor(s) if necessary.
Venues of council meetings for the coming year.

11. Feoffee’s request regarding refund of donation

Cllrs Bates, G Carter, P Carter, A Charlesworth, E Hall and R Houghton left the meeting for this item.

With only four councillors remaining, the meeting became inquorate and no further business could be transacted. To be on next agenda.

Date of next meeting: 7.00pm, Thursday 16th May 2019, Hilgay Village Hall

Meeting closed at 8.35pm.

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Chair

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Date