

**HILGAY with TEN MILE BANK PARISH COUNCIL**  
**Minutes of the Ordinary meeting held on 4 October 2018**

**Present:** P Bates, G Carter, A Charlesworth, R Coogan, P Dornan, A Greening, E Hall (Vice Chair), G Harris, J Heatrick, A Holmes (Chair), R Houghton, V Martin

**In attendance:** County Cllr Martin Storey, J Taylor (Clerk)

**Absent:** P Carter (see Item 2 below).

**1. Emergency Evacuation Procedures**

Emergency evacuation procedures were announced.

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

P Carter (unwell).

**3. Declarations of interest**

None.

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

None declared.

**5. To approve the Minutes of the meeting held on 6 September 2018**

Proposed: Cllr Martin; seconded: Cllr Greening. Cllr G Carter abstained, 11 in favour.

**Resolved: 18/10/04/05.**

7.05pm

**Public participation**

Cllr Storey commented on the reported closure of Children's Services Centres and emphasised that the service would continue, but that inevitably, with cutbacks required, the future of physical infrastructure needed to be reviewed. It may prove possible to provide the same services more locally, using, for instance, village halls, churches or other local premises which may in the long-run be more convenient for users to access. The issue is up for public consultation, and Cllr Storey requested that everyone interested should make a comment. The public consultation regarding whether the Fire and Police services should be amalgamated under the Police and Crime Commissioner's authority had received a great response. This would be analysed carefully, which may take some time. Cllr Martin continues to be very busy, but invites all residents with concerns to contact him via phone, email or personal visit.

7.15pm

**6. Reports**

**a. Chair's Report**

Chair had been unusually busy with Council business, including a job evaluation for the role of Clerk, rental land issues, and review of play equipment at Hilgay. An item of play equipment had been broken, but the repair was underway. Given that the equipment was around 10 years old, it was in good repair, but it would be prudent to check what a reasonable expectation for lifetime would be. He undertook to look at the TMB equipment also.

**b. Clerk's Report**

War Memorial: clerk reported no responses from stone masons/memorial conservators to requests for refurbishment – this is not confined to Hilgay, but with the 2018

Commemoration almost past, hopefully some should become free and respond. The War Memorial Trust had given an initial assessment that funds for the Hilgay memorial would be a low priority for them, but the next deadline for a formal request is 31<sup>st</sup> March 2019 and Clerk would work towards that.

Request from NCC Highways that a bollard removed at the Riverside be replaced.

Riverside News – Mr Barrington intended a bumper edition to cover November, December, and January. Deadline for receipt of articles 22<sup>nd</sup> October.

Cemeteries – further investigation on new guidance from the Environment Agency regarding prevention of contamination of groundwater now appeared to indicate this related more to new cemeteries rather than existing. So long as the gravedigger is informed to note, when digging a new grave, that groundwater does not appear at the bottom of the grave, no further action would be needed.

Ten Mile Bank bus shelter – glazier had confirmed glass would be replaced shortly.

*[Clerk note: glass was replaced by 11<sup>th</sup> October.]*

#### **c. Maintenance Report**

Hilgay High Street sign had been snapped in half – new one to be requested from Highways. TMB youth shelter needs routine maintenance – wood preservation.

#### **d. Reports from councillors**

Cllr Charlesworth queried how far moving the noticeboards to the back of the Hilgay bus shelters had progressed. Cllr Carter confirmed that Mr Barrington had agreed in principle; Cllr Charlesworth undertook to follow up.

Cllr Dornan reported that one of the new TMB noticeboards had been damaged; cause was not clear. Clerk to investigate either replacement or confirm with Maintenance Officer that repair would be possible.

Cllr Hall reported that numerous requests regarding footpaths had been forwarded to NCC via the website form, and action had been taken in a number of cases. Fingerpost replacements should be possible within six weeks.

Cllr Coogan queried whether any councillors had input on Risk Analysis for circumstances outside the remit of the parish council – Item to be considered more fully on next agenda.

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

Cllr Carter noted that the double gates into the Cemetery needed adjusting. Clerk to inform Maintenance Officer.

### **7. Correspondence**

Notification from Borough Council re Public Spaces Protection Order (Control of Dogs) – Play Areas, that the Order will be amended to include all children's play areas within the Borough. Councillors confirmed that they did not want either Hilgay or TMB play areas to be excluded. No further action required.

Round-robin email from The Engaging People Company re the Love West Norfolk campaign. Circulated to councillors.

### **8. Planning**

18/01709/F one dwelling at Plot 5 SW of Janberra, Station Road, Ten Mile Bank.

Councillors had no objections, but queried how the application had evolved from four dwellings to five. Clerk to request clarification from Borough Planning.

## 9. Finance

### a. Bank balance and reconciliation

Bank cash balance at 30 September 2018 : £69,271.52. Reconciled balance: £68,908.52. Chair checked balances against original business premium account bank statement, but only downloaded statement available for Community (current) account.

Proposal to accept reconciliation with proviso both original statements had not been seen: proposed; Cllr Martin: seconded; Cllr Harris. All in favour. **Resolved:**

**18/10/04/9a.** [Clerk's note: original bank statement subsequently checked by Chair 12<sup>th</sup> October at Finance & Resources Committee meeting.]

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

Date	Payee	Item	Net £	VAT £	Gross £	Chq/DD
01/09/2018	E.ON	Electricity 1/8 - 30/8/18	236.61	47.32	283.93	DD
05/09/2018	NorfolkALC	Training, new councillor	60.00	12.00	72.00	103075
12/09/2018	PKF Littlejohn	2017/18 External Audit	200.00	40.00	240.00	103076
13/09/2018	K&M Lighting	Lighting maint. 13/9 -12/10/18	94.47	18.89	113.36	103077
25/09/2018	Maxeys Grounds	Hilgay Playing Field rent 11/10/18	326.37	0.00	326.37	103078
30/09/2018	Maint. Officer	September Salary & expns	450.18	0.00	450.18	103079
30/09/2018	Clerk	September Salary & expns	468.79	0.00	468.79	103080
30/09/2018	HMRC	Jul-Sept 'ers & 'ees PAYE/NI	419.91	0.00	419.91	103081
30/09/2018	CGM	Mowing rec/riverfield Sept 18	120.00	24.00	144.00	103082
01/10/2018	NPTS	Clerk job evaluation	100.00	0.00	100.00	103083
04/10/2018	Hilgay Village Hall	Hire, 19 Sept & 4 Oct	40.00	0.00	40.00	103084
<b>Totals</b>			<b>2516.33</b>	<b>142.21</b>	<b>2658.54</b>	

#### Receipts

Date	Payer	Item	Amount £
03/09/2018	Barclays	Deposit a/c interest	28.33
10/09/2018	Feoffees	Maintenance contract, Riverside	177.60
10/09/2018	Feoffees	Donation	413.00
<b>Total</b>			<b>618.93</b>

(for noting only - to be included in next month's schedule)

03/10/2018	HMRC	2017/18 VAT refund	2753.32
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It was proposed that the payments be approved. Proposed: Cllr Martin; seconded: Cllr Coogan. All in favour. **Resolved 18/10/04/9b.**

c. To receive and consider External Auditor Report. No material issues. Two non-material issues highlighted, which had already been actioned immediately after Internal Audit report.

**10. To consider installation of new streetlights at Avenue Close/Tower Road, Hilgay, West End Hilgay, and Ten Mile Bank**

Various requests for additional, new, lampposts had been received. Cllr Holmes emphasised that the Council must be very clear about the need for any such new lamp, given the financial and time costs involved. He mentioned that he had received a number of positive comments on the change to LEDs for the existing parish council lights, and noted that the NCC lights (on High Street/Ely Road, Hilgay) went off at midnight, with no reported complaints from residents. It was suggested that this item be delayed until the new financial year and requested that in the meantime, councillors canvass local opinion. He confirmed he would put forward a piece on the issue to Riverside News. Cllr Holmes further queried whether there were any regulations regarding the number of streetlights required depending on the speed limit of the road. Cllr Bates reported one of the new LED lights on West End appeared to be misaligned, such that it shone into a resident's garden rather than along the road. Clerk to report to Westcotec.

**11. To consider action regarding A10/Modney Bridge Road junction**

Cllrs Greening and Coogan reported serious concern about the safety of the above junction, particularly during the winter months. It was recalled that a number of accidents, including fatalities, had occurred there. A number of immediate requirements were identified, such as re-whiting the white lines, and installing reflectors. A streetlamp to illuminate the junction was also considered a priority. Cllr Storey undertook to follow up the issue; it was suggested that any correspondence must be copied to the South West Norfolk Member of Parliament. Clerk undertook to find out the procedure for requesting safety enhancements on a major road, and Cllr Martin requested that councillors provide the Clerk with dates and details of any accidents.

**12. To consider quotes for: TMB play equipment inspection (zipwire); annual RoSPA inspection of Hilgay and TMB play equipment; new surface at TMB play equipment area**

Annual inspection: two quotes were considered. It was proposed that the quote from Fenland Leisure Products (£100) be accepted. Proposed: Cllr Coogan; seconded: Cllr Heatrick. All in favour. **Resolved: 18/10/04/12a.**

Refurbishment of TMB zipwire: single quote from FLP was considered (£316). It was proposed this be accepted. Proposed: Cllr Heatrick; seconded: Cllr Carter. All in favour. **Resolved: 18/10/04/12b.**

TMB new surface under basketswing and roundabout. Sample had been provided, but only one quote had been received, in excess of £500. It was agreed that decision should be deferred until further quotes had been received.

**13. To consider quotes for refurbishment of footpaths (Hilgay)**

Previously-received quotes had been considered to be too high. Cllr Hall had obtained a further quote from a local supplier who had done other work for the parish council. This was for supplying the appropriate grade of gravel, and assistance to the Maintenance Officer in spreading the gravel as required. No edging boards to be installed. Total cost quoted: £1,740 including VAT. MO estimate for cost of his time: £450. It was proposed by Cllr Coogan, seconded by Cllr Harris, that this quote be accepted. All in favour. **Resolved: 18/10/04/13.** Thanks were expressed to Cllr Hall for the effort she has put in to this process.

**14. To consider recommendations for a formal procedure for requesting maintenance items and an updated job description for Maintenance Officer**

Cllr Holmes provided copies of a suggested template form for requesting non-standard maintenance items. Some reservation was expressed about involving additional paperwork, but it was accepted that this could be a useful mechanism for identifying tasks which should be added to the job description of the Maintenance Officer. It was suggested that the template be trialled for six months, taking into account input from the MO. Cllr Holmes reported that the updating of the job description was ongoing and should be on the next agenda.

**15. To consider the 1918 Centenary Remembrance**

Clerk reported that Cllr P Carter had ordered the wreaths from Royal British Legion. Cllr Holmes regretted that he could not attend the ceremonies; Cllr G Carter agreed to represent the Council. Cllr Carter also reported that the photographic exhibition was in the final stages of planning; any proceeds would be donated to RBL. He would place an announcement in Riverside News.

**16. To produce Action Plan 2019/20**

Cllr Holmes had reviewed an Action Plan from another parish council; he requested that councillors put forward any suggestions for items to be included to the Finance Committee or the Clerk. The Finance Committee would consider further at its next meeting.

**17. To produce first draft of Budget 2019/20**

Clerk had produced a template for comment with comparison figures for the current and two previous financial years. Cllr Holmes suggested that the Finance Committee could review this in the first instance. Clerk was requested to find out what the life expectancy of the SAM2 units is.

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

Cllr Carter drew attention to the height of the hedges around Hilgay playing field and up towards the Church, expressing the view that this had increased over the years. Cllrs Carter and Bates to review, with assistance of Cllr Holmes as required. Clerk to enquire of Maintenance Officer whether a significant reduction in hedge height would be possible, or whether external contractors might be needed. Cllr Charlesworth offered the name of a recommended contractor.

**Date of next meeting: 7.00pm, Thursday 1st November 2018, Ten Mile Bank Village Hall**

8.30pm, meeting closed to the public and Cllr Storey left the meeting.

**Exclusion of Press and Public: Standing Order 3d**

**19. To consider the future of land holdings: playing fields, Hilgay and TMB**

It was acknowledged that, as neither village owned outright the playing field currently available, this posed a potential future risk to the provision of such facilities for residents. Clerk was asked to check with land agent the likelihood of the lease on Hilgay playing field being extended after it runs out in 2023. Various options were

considered as potential replacements, but no conclusion could be drawn. To be considered further.

Clerk left the meeting at 8.45pm.

**20. To consider the outcome of Job Evaluation Exercise, Parish Council Clerk** Norfolk Parish Training and Support had completed the evaluation exercise, and provided a report for councillors. Recommendation was that role merited a ranking on LC2, SCP30. Councillors declined to accept the recommendation at this time.

Meeting closed at 9.05pm.

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**Chair**

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**Date**