

HILGAY with TEN MILE BANK PARISH COUNCIL
Minutes of the Ordinary meeting held on 5 April 2018
DRAFT UNTIL SIGNED BY THE CHAIR

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

In attendance: Two members of the public, J Taylor (Clerk)

Absent: A Hall (see item 2 below).

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

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

Apologies accepted from A Hall (prior community commitment).

3. Declarations of interest

Item 21, A Charlesworth.

4. Declarations of recording and social media use

None declared.

5. To approve the minutes of the Council meeting held on 9 March 2018

Proposed: Cllr Martin; seconded: Cllr P Carter. All in favour. **Resolved: 18/04/05/05.**

Public participation

Mr Dave Barrington kindly offered to become a member of the Working Group to be set up to lead the Sensory Garden project.

Riverside News: requests had been made to offer further copies of the News, for instance, for distribution from the shop, pub and Methodist Church. An estimate of 620 copies for the next run was within 2018/19 Budget and thus agreed.

Bus shelters – comment from last Feoffee meeting that notices on noticeboards mounted externally are damaged by the weather and can they be housed inside? New noticeboards would be needed for three shelters, with space for parish council and village hall notices (approximately £300 each). To be discussed at a later item.

6. Reports

a. Chair's Report

Chair reported a very successful meeting with South West Norfolk MP Elizabeth Truss. Around 35 people attended, and most questions were answered.

Chair had attended the Norfolk Association of Local Councils Spring Conference. A worthwhile event, with a useful session on new data protection regulations.

Having received the 2018/19 Council Tax statement from BCKLWN, Chair felt that the explanations for newly-listed items (Special Expenses, Internal Drainage Board) were not easy to find. Cllr P Carter explained that in some cases, the IDBs felt that the Environment Agency had not been maintaining rivers to an adequate standard for flood relief and so responsibility had been devolved down to the IDBs, hence the additional charge.

b. Clerk's Report

The Parish Council has been selected as one of the 5% of councils subject to a more rigorous ('intermediate') external audit for 2017/18 year. This will mean additional work. Annual Parish Meeting – if there are any village organisations which wish to submit a report to the APM, please contact the Clerk.

Damaged road signs at Ten Mile Bank have been repaired.

Child burial fees (anyone under 18 years) are to be waived in England. Hilgay Cemetery currently does not charge for under 12 years; Clerk will investigate when the change is required and whether a proposed Fund will be automatically available to the Council for fees for 12 to 18 years.

c. Maintenance Report

Riverside loos door remains unrepaired. Mole activity in Hilgay.

d. Reports from councillors

Cllr Martin reported a request from a resident for permission for an archaeological dig on parish council land (former football hut area), and on the currently spare allotment plot. With the proviso that the land be made good afterwards, and with an appropriate disclaimer issued to those involved, permission was granted. The resident further offered to lease the unoccupied allotment for a year. Also agreed.

Cllr P Carter raised the issue of excessive waste being dumped by the dog bin on the green area opposite the playing field. Clerk confirmed that this had been raised already with Mr Barrington of the Riverside News, and he would be placing a request that the practice cease in the next edition.

Cllr P Carter queried whether the new SAM2 unit was being deployed within Tower Road. Clerk confirmed that permission had been granted from Highways and the location was included in the rotation.

Cllr Bates raised concern about a resident using heavy machinery at the river, which necessitated passing very close to the public seat which is frequently occupied particularly by children. Chair agreed to write to request that this not happen. **Action: Cllr Holmes.**

Cllr E Hall passed on feedback from Cllr A Hall regarding the application for funding for war memorial refurbishment – no further progress can be made until three quotes are obtained.

Cllrs Hall had recently walked many of the footpaths, which are mostly looking OK if very wet. Cllr Bates added that the footpath towards the A10 was fine.

Cllr E Hall requested a dog sign for the allotments, following problems. Cllr Holmes had a supply of signs and would liaise.

Cllr E Hall queried whether the EA had authorised replacement of their information board at TMB. Clerk to follow up. She also reported that TMB residents had expressed concern regarding furniture stored in a garden close to the highway. Cllr Coogan will deal and report back to the Chair. **Action: Cllr Coogan**

7. Correspondence

None.

8. Planning

None.

9. Finance

a. Bank balance and reconciliation

Bank cash balance at 31 March 2018 (year end): £63,497.06. Reconciled year end balance: £62,065.35.

b. To consider authorisation of payments and to sign cheques

Payee	Item	Net £	VAT £	Gross £
CGM	Mowing October 2017	120.00	24.00	144.00
Hilgay Village Hall	Hire, 1 Feb 2018	20.00	0.00	20.00
E.ON	Electricity Feb 2018	188.68	37.74	226.42
K&M Lighting	Lights maintenance 13/3/18 - 12/4/18	94.47	18.89	113.36
NCC	Land rent 11/10/17 - 5/4/18	1610.00	0.00	1610.00
Maintenance Officer	Salary & expns March 2018	226.30	0.00	226.30
Clerk	Salary & expns March 2018	494.56	0.00	494.56
Fenland Leisure	TMB roundabout maintenance	182.00	36.40	218.40
Norfolk ALC	Subscription 2018/19	239.19	0.00	239.19
Hilgay Village Hall	Hire, 4 Apr 2018	20.00	0.00	20.00
Zurich Municipal	Insurance 2018/19 (final yr of 3 yrs)	1120.79	0.00	1120.79
CGM	Mowing March 2018	70.00	14.00	84.00
	Totals	4385.99	131.03	4517.02

It was proposed that the reconciliation be accepted and the payments be approved.
Proposed: Cllr Martin; seconded: Cllr G Carter. All in favour. **Resolved 18/04/05/9b.**

c. To present Minutes of Finance and Resource Committee

Not available.

d. To confirm direct debit for electricity supplier, 2018/19 and 2019/20

Required by Financial Regulations, confirmation every two years that direct debits be continued. Proposed: Cllr G Carter; seconded: Cllr Harris. All in favour. **Resolved: 18/04/05.9d.**

e. To confirm Resolutions regarding opening of TSB bank account and confirmation of signatories.

Required by TSB – one single Resolution rather than separate ones. Proposal to open two bank accounts with TSB Bank, signatories to be Cllrs Graham Carter, Raymond Houghton, Alan Holmes and Elaine Hall, and Clerk Judith Taylor, per existing Barclays accounts. Once accounts are open, to add Cllrs Annabel Charlesworth and Victor Martin as signatories. Proposed: Cllr G Carter; seconded: Cllr P Dornan. All in favour. **Resolved: 18/04/05/9e.**

10. To consider adoption of new Data Protection Policy

Cllr Holmes had attended a presentation on the new data protection regime at NorfolkALC's conference. Cllr G Carter presented information from a contact. Clarity was needed on exactly what the Council needs to do. It appeared to be clear that knowing exactly what information the Council holds was the essential first step. It was suggested that a Data Protection Committee be established, comprising Cllrs G Carter,

Coogan and Holmes. Proposed: Cllr Holmes; seconded: Cllr Martin. All in favour.
Resolved: 18/04/05/10.

11. To consider refurbishment of bus shelters

Cllr Charlesworth provided photographs of the current state of the bus shelters, and had consulted with a suitable builder used to working on bespoke projects. It was confirmed that the shelters had last been refurbished around 10 years ago. It was suggested that Cllr Charlesworth continue to formulate plans for refurbishment and present this to the Council at a future date. It was further proposed that a budget limited to £1,000 be set aside for this work. Proposed: Cllr Holmes; seconded Cllr Harris. All in favour.

Resolved: 18/04/05/11.

12a. To consider action re Ten Mile Bank playing field fence

TMB councillors confirmed that the fence was now in a dangerous state and horses could escape onto the playing field and thence onto the road. It was agreed that the parish council should write to the owner. **Action: Clerk.** It was reiterated that the responsibility for the fence did not lie with the parish council.

12b. To consider purchase of second noticeboard, and history/information board for Ten Mile bank, and general noticeboards at other Parish locations

Cllr Coogan had confirmed agreement from TMB church that a new board could be situated in the churchyard. It was proposed that two new boards (same size as the Hilgay noticeboard) be purchased. Proposed: Cllr Dornan; seconded: Cllr E Hall. All in favour. **Resolved: 18/04/05/12bi.**

It was proposed that five general notices with parish council details for various parish-run facilities be purchased, as quoted for by Wesigns. Proposed: Cllr Dornan; seconded: Cllr Coogan. All in favour. **Resolved: 18/04/06/12bii.**

13. Update on refurbishment of Riverfield toilet block

Cllr G Carter reported no substantive progress. To be an action on the next agenda.

14. To consider specification for gravelling of footpaths

Cllr E Hall reported that the allotment paths are in need of most attention, and will require scraping back and edging to prevent gravel spill. Cllr G Carter has a recommended supplier. To be on the next Agenda.

15. To review continuation of placement of non-Council bin on Hilgay allotments

[Clerk's note: omitted from the 1 February 2018 Minutes was a vote taken in the midst of the discussion on this item. Thus: it was proposed by Cllr Holmes and seconded by Cllr G Carter that the arrangement for placement of the non-Council bin on Hilgay allotments be continued. In favour: 7; against: 4. Carried. Resolved: 18/02/01/15.]

Cllr Holmes reported that he had checked regarding commercial rents for placement of similar bins, and £50pa is within accepted norms. He had updated the contract and been in touch with the person involved and would report back at the next meeting.

16. To consider practical operation of Hilgay website

Cllr Martin reported the website was operational and councillors were requested to suggest items for inclusion. Cllrs Holmes and Martin would meet with the webmaster

and the clerk with the aim of having the working public version available at the next meeting.

17. To consider future of land formerly occupied by Hilgay football club hut

A site pre-meeting prior to Council's meeting was attended by six or so councillors. Mr Barrington of Hilgay Village Hall had been approached by Tesco with encouragement to apply for grant funding. It was established that parish councils were also eligible to apply for such funding. Cllr Holmes reported that the primary suggestion was for a sensory garden on part of the site. It was noted that space for vehicles accessing the Cemetery would be required. It was also pointed out that such a garden would be a long-term funding commitment for the parish, which needed to be allowed for when budgeting. It was proposed that a Working Group be established. Cllrs Martin and Harris volunteered, and Mr Barrington had earlier indicated his willingness to be included. Cllrs Charlesworth and E Hall volunteered to research and provide input on appropriate planting.

Cllr Charlesworth and a member of the public left the meeting.

18. To review allotments operation

The suggestion had been made that water be provided at the allotments. It was commented that a borehole would be needed which could cost several thousand pounds; security of access to supply and location were issues. It was agreed that councillors should consult with allotment holders, and Cllr Holmes requested that the Allotments Working Group investigate the cost of a centrally-placed borehole. Cllr E Hall agreed to do so. **Action: Cllr E Hall**

19. To consider request for equipment for Maintenance Officer

A request had been received for equipment which would be exclusive to the MO and which could not be transferred to any other Council employee. It was proposed by Cllr Martin that the equipment be supplied. No seconder. Motion failed.

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

Cllr G Carter mentioned the long-standing problem of the drains within Hilgay, outside the shop and outside the school. Cllr Holmes and the Clerk would write to the MP for South West Norfolk.

Cllr Coogan reported the issue of road safety at the junction of Modney Bridge Road with the A10. He suggested that a filter lane for turning right from the north, plus better streetlighting, was essential to prevent further accidents. Letter to go to Highways, copied to MP for SW Norfolk.

Cllr Harris requested that, at the crossing to Dents over the A10, the trees be cut right back on the Hilgay village side as they hinder sightlines for pedestrians.

Cllr E Hall reported a number of councillors had signed up for defibrillator training.

Cllr Dornan requested consideration be given to revision of Standing Orders, to include a meeting-limit being placed on discussion of any given item.

Cllr G Carter requested that the Remembrance Centenary be on the next agenda.

Date of next meeting (the Annual Parish Council Meeting): 7.15pm, Thursday 3rd May 2018, Hilgay Village Hall **to be preceded** by the Annual Parish Meeting.

21. Exclusion of press and public, Standing Order 3f

To discuss further correspondence from Hayes & Storr solicitors

Clr Holmes reported that he, Clr Martin and Clr G Carter would meet within the following two weeks to identify discrepancies and inconsistencies in the assertions made in the correspondence. He would correspond with Hayes & Storr with the result with the aim of bringing the issue to a close.

Meeting closed at 9pm.

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Chair

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Date

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