

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

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

In attendance: County Councillor Martin Storey, one member of the public, J Taylor (Clerk)

Absent: P Bates, 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))

G Harris: family commitment.

3. Declarations of interest

R Houghton: Item 9b. Payments.

4. Declarations of recording and social media use

None declared.

5. To approve the minutes of the meeting held on 7 June 2018

Proposed: Cllr Martin; seconded: Cllr Greening. All in favour. **Resolved: 18/07/05/05.**

Public participation

Mr D Barrington gave an update on plans for the suggested Sensory Garden at Hilgay. He was writing specifications for hard landscaping and soft landscaping, with the aim of getting quotes. Cllrs Charlesworth and Hall were providing input to the latter. Mr Barrington mentioned many options for grants. A number of specific queries were raised, and Mr Barrington undertook to keep councillors informed.

County Councillor Martin had the sad duty of informing Council of the funeral of the former leader of Norfolk County Council, Cliff Jordan. Mr Andrew Proctor currently of Broadland District Council had been selected as the new leader. Cllr Storey confirmed that despite the change, he still served on the same committees as before. He mentioned the "Sand, gravel and waste local plan" was now in the public domain for comment. He reported that the repair of potholes after the severe winter weather was on target, and expected to be completed by the beginning of August. He invited anyone with comments or queries to refer to the NCC website or to contact him direct by phone or email.

6. Reports

a. Chair's Report

Chair reported that the Clerk had resigned, due to the heavy workload. NorfolkALC had been approached regarding a job evaluation of the post and sample job adverts.

Current Clerk would remain in post until an appointment is made.

GDPR – Chair had been working to gather relevant examples of policies.

Ely Road towards the A10 – tyres had been dumped and reported by a resident; they had now been removed. Chair mentioned the BCKLWN website which has an online form for residents to report such fly-tipping.

Chair queried whether the August meeting should be cancelled. A number of councillors would not be able to attend. It was agreed that the meeting should be cancelled, so the next meeting would be 6th September.

b. Clerk's Report

Clerk announced holiday dates which should not have an impact on Council meetings. Highways Rangers were due shortly, items for attention were requested.

Bus shelter glass had been shattered. Clerk liaising with insurers. Clerk requested name of supplier – suggestion made re someone who might know.

Softball tournament on Hilgay playing field. Clerk had checked with insurers – covered so long as risk assessment is done just prior to tournament.

c. Maintenance Report

Ten Mile Bank fence established as responsibility of either DEMAT or landowner of field behind and not the Parish Council, therefore maintenance officer had been requested to remove item from maintenance report.

Septic tank pump for Riverfield loos now working. However, Cllr G Carter reported further vandalism on sluice-out and ladies toilet.

Land next to village hall at TMB very overgrown again. Clerk to report to estate agent. An allotment was becoming very overgrown. Clerk to draft letter to tenant for approval of Allotments Committee. **Action: Clerk**

d. Reports from councillors

No further reports.

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

None mentioned.

7. Correspondence

BCKLWN: notification of charges for uncontested elections.

BCKLWN: notification of exemption of Riverfield loos from business rates.

BCKLWN: notification of littering and dog-fouling survey open for public comment via website.

NCC: rent demand for Hilgay Silver Band Practice Room – forwarded to HSB Treasurer for payment.

Hilgay residents: article “Saving Norfolk’s Hay Meadows” – potentially relevant re proposed Sensory Garden.

Hilgay resident: complaint regarding operation at Riverfield. Cllr G Carter gave summary of events. It was noted that the operation required happened on very rare occasions. It was agreed that the Chair, Cllr G Carter and the Clerk should produce a response. **Action: Chair/Cllr G Carter/Clerk.**

8. Planning

18/01052/F: Removal or variation of condition 13 of planning permission, land south of East End, Hilgay.

18/00665/F: Single new build dwelling at Church View, Church Road, Hilgay.

18/01036/F: Variation of condition 2 of planning permission at Bourne House, East End, Hilgay.

No comments submitted by the Parish Council on any of these applications.

9. Finance

a. Bank balance and reconciliation

Bank cash balance at 30 June 2018 : £82,721.36. Reconciled balance: £82,936.98. Difference of £12.50 from previous meeting had been resolved. Proposal to accept reconciliation: proposed; Cllr G Carter: seconded; Cllr Martin. All in favour.

Resolved: 18/07/05/9a.

b. To consider authorisation of payments and to sign cheques

Payee	Item	Net £	VAT £	Gross £	Chq/DD
Westcotec Information Commissioner	Replacement streetlight lanterns, 19 TMB, 6 Hilgay	4950.00	990.00	5940.00	103048
Mr C Dawe	Data Protection fee	40.00	0.00	40.00	103049
Septic Tank contractor	Petrol for mower	53.57	0.00	53.57	103050
E.ON	Riverside loos tank pump-out	80.00	16.00	96.00	103051
K&M Lighting	Electricity May 2018	236.61	47.32	283.93	DD
Painter & Decorator Mr Raymond A Houghton	Streetlighting Maintenance 13/6-12/7/18	94.47	18.89	113.36	103052
CGM	Hilgay bus shelters painting	592.00	0.00	592.00	103053
Maintenance Officer	Materials, Riverfield benches/tables	219.75	43.95	263.70	103054
Clerk	Mowing June 2018	95.00	19.00	114.00	103055
HMRC	Salary & expenses June 2018	593.51	0.00	593.51	103056
Hilgay Village Hall	Salary & expenses June 2018	561.51	0.00	561.51	103057
Hilgay Village Hall	PAYE Mar-Jun 2018	115.00	0.00	115.00	103058
Hilgay Village Hall	Riverside News printing July 2018	240.00	0.00	240.00	103059
Hilgay Village Hall	Hall hire 5th July	20.00	0.00	20.00	103059
Totals		7891.42	1135.16	9026.58	

No receipts for July.

It was proposed that the payments, excluding that due to Cllr Houghton, be approved. Proposed: Cllr Martin; seconded: Cllr G Carter. 10 in favour. **Resolved 18/07/05/9b.i.** Cllr Houghton was excluded from the next vote. It was proposed that the payment to Cllr Houghton be approved. Proposed: Cllr G Carter; seconded: Cllr Hall. 9 in favour. **Resolved 18/07/05/9b.ii.**

10. Policies: to review Risk Assessment Policy

Risk Assessment policy had been updated to reflect more closely Hilgay/TMB Parish Council. While further adjustments were likely needed, as a basic policy it was appropriate. Cllr G Carter mentioned a contact with expertise in this area, and undertook to send the Policy to him for comment. Action: Cllr G Carter/Clerk. It was proposed by Cllr Coogan, seconded by Cllr G Carter, that the basic Risk Assessment Policy be adopted. All in favour. **Resolved: 18/07/05/11.**

11. Update on garden at TMB

Councillors reported improvement. It was emphasised that the issue was not officially within the Council's remit; however it was agreed that the situation could be monitored on an ongoing basis. It was suggested that the complainant be written to with the suggestion that perhaps they could approach the resident direct. **Action: Clerk.**

12. To consider future storage of Council equipment

Current arrangements were stable for a number of months. Item to be on next agenda.

13. To consider adjustment of mileage rate for Maintenance Officer

MO had previously requested that mileage paid be 30p per mile; now requesting 45p per mile. Clerk confirmed that this was the maximum allowable without being declared as payments in kind to HMRC for tax purposes. It was proposed by Cllr Coogan, seconded by Cllr Greening, that the mileage rate for the MO be increased to 45p per mile. All in favour. **Resolved: 18/07/05/13.**

14. To consider updated job description for Maintenance Officer

Councillors reviewed the current list of jobs assigned to the MO. Cllr G Carter suggested that the Riverfield needed an extra tidy before the winter season, and asked whether a number of councillors would be available for a walk-round during the autumn to confirm tasks. He also commented that over the years, the hedge around Hilgay playing field had grown in height so that near the school, it was much higher than it used to be and obscured sight lines into the school premises. He suggested that during the winter, the hedge be brought right down to its original height. Cllr Coogan suggested that this was a good example of how absolute standards had historically not been applied to the MO post; standards needed to be defined in order to assess whether tasks were completed adequately. It was agreed that Cllrs G Carter, Coogan and Holmes, together with the MO, should tour both villages to ascertain what tasks are undertaken and how, and use this fact-finding to develop a procedure for requesting maintenance tasks, re Item 19. **Action: Cllrs G Carter/Coogan/Holmes.**

Cllr Coogan mentioned the TMB bus shelter, where shattered glass remained, and asked if it could be cleared urgently. Clerk to request of MO.

15. To consider training for councillor

A councillor training session at Wereham Village Hall in September "Being an Effective Councillor" was available at £60 from NorfolkALC. It was recommended that Cllr Greening attend. Proposed: Cllr Holmes; seconded: Cllr G Carter, 10 in favour.

Resolved: 18/07/05/15.

16. To consider quote for TMB play equipment inspection (zipwire)

The Annual RoSPA play equipment inspection had noted that every two years, the zipwire should be completely disassembled so that the cable can be thoroughly inspected for damage or internal rusting. Fenland Leisure Products had produced a quote. There was a discussion as to whether some other person would be able to carry out the inspection. It was proposed by Cllr Houghton; seconded by Cllr Martin, that the FLP quote be accepted. 4 in favour; motion failed. It was proposed by Cllr G Carter; seconded by Cllr Coogan, that a second quote from a local contact be obtained. 8 for.

Resolved: 18/07/05/16. Action: Cllr G Carter.

Clerk reported an update on the Hilgay basket swing. RoSPA report had specified that shackles needed replacing. However, on further investigation it transpired that the

entire suspending mechanism needed replacing, and the quote was more than £3,000. As a new basket swing would not cost much more, it was queried whether replacement would be sensible. Further, it was queried whether the swing should in the meantime be removed on safety grounds. Cllr G Carter recalled that there had been issues when the swing was originally installed 10 years previously. He undertook to contact a suitably-experienced person within 7 days to inspect the swing and determine what action should be taken. **Action: Cllr G Carter.**

17. To consider installing seats in Hilgay bus shelters

It was proposed by Cllr Houghton, seconded by Cllr G Carter that seats be installed. 10 in favour. **Resolved: 18/07/05/17.**

Cllr Charlesworth observed that the current location of noticeboards on the bus shelters was presentationally perhaps not the best option. Cllr G Carter would liaise with Mr Barrington to see if the boards could be moved inside. **Action: Cllr G Carter.**

18. To consider quotes for refurbishment of footpaths

Cllr Hall had obtained a further quote for the footpaths. She explained to councillors who had not been involved at the start of the process that re-gravelling on the allotments was necessary as the existing surface became very icy in winter and thus dangerous. Cllr Holmes reminded the meeting that three quotes were required. He and Cllr G Carter undertook to discuss with the Maintenance Officer whether it would be possible for the MO to re-gravel the two non-allotment footpaths, and it was agreed that the shuttering for the allotment paths should be concrete. Item to be on next agenda.

Action: Cllrs G Carter/Holmes.

[During the discussion of this item, County Cllr Storey left the meeting and a member of the public arrived. 8.30pm]

19. To consider recommendations for a formal procedure for requesting maintenance items

Covered at Item 14.

20. To consider the 1918 Centenary Remembrance

Cllr G Carter was due to meet with a Hilgay resident regarding items for a display, and about giving talks at the schools. Cllr Hall confirmed that at present TMB had no special plans for November; it was emphasised that of course all TMB residents will be welcome to the Hilgay commemorations. It was queried whether the RBL was producing a special wreath. Cllr P Carter undertook to find out. **Action: Cllr P Carter.**

21. Update on Hilgay website

Cllr Holmes reported that there had been a big improvement in the site after much more work had been done. Cllr Coogan queried whether the site was Wordpress. Cllr Holmes undertook to find out and let him know. **Action: Cllr Holmes.**

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

Cllr P Carter mentioned the gates at the Cemetery – there was a significant dip in the ground.

He also mentioned the SAM2 units; Cllr Holmes would talk with the Maintenance Officer regarding including Tower Road in the rotation, and to get readings from the units.

Action: Cllr Holmes.

Cllr G Carter wished to have Waterman's Lane included during the walk-round review of MO tasks – it appeared that some of the path had been encroached upon.

Cllr Coogan wished to have the Press & Public excluded item from the previous meeting on the next agenda.

Date of next meeting: 7.00pm, Thursday 6th September 2018, Ten Mile Bank? Village Hall

Meeting closed at 8.45pm.

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Chair

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Date

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