

HILGAY with TEN MILE BANK PARISH COUNCIL
Minutes of the meeting held at 7pm on 5th October 2017
DRAFT UNTIL SIGNED BY CHAIR

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

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

Absent: None

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

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

None required.

3. Declarations of interest

None.

4. Declarations of recording and social media use

None declared.

5. To approve the minutes of the Council meeting held on 7 September 2017

Proposed: Cllr G Carter; seconded: Cllr Heatrick. All in favour. **Resolved: 17/10/05/05.**

Public participation

None.

6. Reports

a. Chair's report

Update on recent agreement to host a rubbish bin on the allotments: the possibility of a donation from the bin owner towards the Council's new defibrillator at Ten Mile Bank had been raised. Outcome awaited. A further bag of rubbish had been left by the bin; not associated with the owner but Chair had pointed out to the owner that such events would cause the Council difficulties in continuing to offer the facility.

b. Clerk's Report

MP Elizabeth Truss had responded regarding the invitation to join a parish council meeting; Thursdays were not possible while Parliament is sitting, but she would welcome the opportunity to join councillors on a Friday. To be discussed at the next meeting.

Highways had responded regarding the request to re-tarmac the footpath on Steel's Drive where it meets the A10, and had declined. Councillors pointed out that the footpath used to be tarmacked, and this was removed when the road was straightened, therefore should be replaced. **Action: Clerk.**

Fairfield Garage: BCKLWN was still liaising with the Environment Agency: the waste operation continued to be under investigation and BC will keep the parish council informed.

c. Maintenance Report

Weekly inspections of play equipment revealed no problems.

Cllr G Carter had been in touch with a contact who would repair/replace the Riverside toilet block roof tiles, and would at the same time assess repair of the toilet door. He would also check the lifebelts to see what action was needed. **Action:**

Cllr G Carter.

Hilgay playing field sign would be resolved after discussion regarding clerk mobile phone.

Cllr Houghton reported the time-consuming nature of brushing away mowings from gravestones, and suggested that the Council needed to purchase a leaf blower. To be discussed at next meeting with prices. **Action: Clerk.**

Maintenance officer had reported branches growing over the war memorial at Ten Mile Bank, and overgrowing suckers at the base of the trees on Hilgay avenue.

Agreed that maintenance officer should attend to both. **Action: Clerk.**

d. Reports from councillors

Cllr Harris pointed out the dog bin on Hubbard's Drove was still not being emptied. Chair undertook to empty on this occasion. Clerk explained that, although the requirements for putting the bin on the emptying schedule had been agreed informally between Highways and Borough Council Cleansing department, formal paperwork had not yet been provided. Cllr Martin Storey suggested contacting Carl Rands, the area boss at NCC.

Cllr Coogan reported back from the Downham Market SNAP meeting. Police have started using speed cameras in the area; and had started hare coursing prevention. Any complaints from residents could be channelled through Cllr Coogan. He reported the police had arrested a distraction thief; case yet to go to court. The police will increase their presence for Hallowe'en, and have begun using drones to obtain footage of anti-social behaviour. There is an increased use of auto-number plate recognition technology on the A10, which has already proved effective in identifying known suspects from other areas. The local police now have new powers to prevent public drinking and confiscate alcohol where it is the cause of anti-social behaviour.

Cllr Charlesworth put forward the issue of the common land at Engine Drove, and declared an interest. She queried why a response from the parish council had not been received to the apparently definitive correspondence from twenty years previously, and put forward the view that resolution of the issue was continuously being put off. Cllr Holmes assured Cllr Charlesworth that action would be taken.

Cllr E Hall re-emphasised the need to have Hilgay bridge re-painted. **Action: Clerk.**

Cllr A Hall noted a fridge-freezer apparently blocking the pavement, Station Road, TMB. Cllr Coogan explained that this is due to be removed by Borough Council, but there was no definite timetable for this, and BC's rules required that the item be left prominently visible and in a convenient position for them to remove. He undertook to chase BC again. **Action: Cllr Coogan.**

Cllr P Carter reported that hedges were still overgrowing the footpath in Waterman's Lane. Clerk would adapt a general letter for distribution to all relevant households requesting cut-back. **Action: Clerk.**

7. Correspondence

Campaign for the Protection of Rural England meeting invitation.

Countryside Alliance Awards 2017

West Norfolk Clinical Commissioning Group cancellation of public events October 2017.

Norfolk Accident Rescue Service offer to provide rural emergency first aid workshops.

Email from Nicola Knott informing PC she will step down as Riverside News Co-ordinator (to be discussed Item 13).

8. Planning

Planning application 17/01816/F (single storey extension and alterations to dwelling at 30 Forester's Avenue, Hilgay) had arrived too late to be included on the Agenda. Councillors felt there was no strong support or objection to this application, therefore no response would be sent. One resident objection had been logged on the BCKLWN website, but when investigated by Cllr Dornan, it was clear this related to a different planning application and could be discounted.

Planning application 17/01646/RM (discussed at meeting on 7 September). Cllr A Hall reported that owl boxes had been installed (in response to concerns previously raised about little owl habitat loss).

9. Finance

a. Bank balance and reconciliation

Bank balance at 30 September 2017: £78,252.89. Reconciled balance: £76,340.08.

b. To consider authorisation of payments and to sign cheques

Date	Payee	Item	Net £	VAT £	Gross £	Chq/DD
31/08/2017	CGM Hodson Office	Mowing rec/riverfield Aug 17	120.00	24.00	144.00	102969
08/09/2017	Supplies	Printer cartridges	27.98	5.60	33.58	102970
11/09/2017	E.ON	Electricity 1/8 - 30/8/17 Lighting maint. 13/9 - 12/10/17	208.90	41.78	250.68	DD
13/09/2017	K&M Lighting		94.47	18.89	113.36	102971
26/09/2017	Maxey Grounds	Hilgay Playing Field rent 11/10	311.47	0.00	311.47	102972
30/09/2017	Maint. Officer	September Salary & expns	559.05	0.00	559.05	102973
30/09/2017	Clerk	September Salary & expns	504.71	0.00	504.71	102974
30/09/2017	HMRC	Jul-Sept PAYE	200.00	0.00	200.00	102975
03/10/2017	Primary Care	Defibrillator	1548.00	309.60	1857.60	102976
05/10/2017	CGM	Mowing rec/riverfield Sept 17	190.00	38.00	228.00	102977
Totals			3764.58	437.87	4202.45	

Receipts

Date	Payer	Item	Amount £
25/09/2017	HMRC	2016/17 VAT refund	2163.49
Total			2163.49

It was proposed that the payments be approved. Proposed: Cllr Martin; seconded: Cllr Houghton. All in favour. **Resolved 17/10/05/9b.**

c. To consider update of Financial Regulations

Chair reported that at the training he had attended, the suggestion had been made that a small sum be set aside for use by chairs/vice chairs for expenses incidental to activity undertaken on behalf of a parish council. He noted that Fin Reg 4.1 allows for this. It was informally agreed that this approach would be sensible, but should be authorised as part of the formal Budget setting discussions and resolution.

d. Budget 2017/18: to consider format and discuss initial figures

Clerk had provided councillors with a suggested set of budget categories for income and expenditure, and invited comments before the next meeting so that figures from last financial year could be analysed and provided in time for the substantive discussion on 2017/18 budget. **Action: Councillors.**

10. To consider policy on funding requests from charities

Following a recent request from a national charity for a donation, it was felt appropriate to re-visit the Council's policy on grants and donations. Councillors recapped the previously-agreed policy which was only to donate to organisations providing direct benefit to the parish (policy consistent with Section 137, Local Government Act 1972), and it was felt that this policy should remain unchanged.

11. Training: confirmation of cost of Whole Council Training

Clerk confirmed that two sessions of training would be held, rather than the single one previously envisaged, in order to include all councillors. Thus the cost would be £500, not £250. It was generally agreed that the benefit of this training was worth the cost. It was proposed to confirm two sessions at £500. Proposed: Cllr Martin; seconded: Cllr Houghton. All in favour. **Resolved 17/10/05/11.** Cllr G Carter suggested contacting Welney and Three Holes parish councils to invite them to attend. **Action: Clerk.**

12. To consider purchase of a parish council mobile phone

It had previously been agreed that a dedicated phone number for the clerk/council would be appropriate. Clerk suggested that a mobile phone rather than a landline would be preferable for the following reasons: the phone and number would not need updating should the clerk leave; HMRC will be requiring further verification details for PAYE processing including a mobile phone number; parish signs could be produced with that number on and not need replacing if clerk left; it would be safer if security/verification details for the email address were not personal to the clerk. It was proposed that the cheapest possible phone/package be purchased. Proposed: Cllr Harris; seconded: Cllr Charlesworth. All in favour. **Resolved: 17/10/05/12.**

13. To consider future direction of Riverside News

Following Nik Knott's stepping down, Dave Barrington had agreed to take on the publishing of Riverside News. The Chair invited Mr Barrington to address the meeting. Mr Barrington suggested that the News be published in colour, potentially bi-monthly, and delivered to all households (approximately 450) within the parish, subject to the increased cost. Councillors already delivered to TMB households, and Hilgay councillors agreed to help with distribution there. Item to be on the next agenda; DB to check with Hilgay and TMB schools re capacity and cost. **Action:**

Clerk/D Barrington. The Council thanked Mr Barrington for agreeing to take this on.

14. Refurbishment of War Memorial, Hilgay

Cllr Houghton had prepared a sample application for funding from the War Memorials Trust, and explained the further information required. Clerk to contact local stonemasons to recommend conservation-accredited advisors who would be able precisely to determine what scope and scale of restoration was needed.

Action: Clerk. Cllr M Storey suggested that NCC may be able to help, as might BCKLWN Open Spaces. The Royal British Legion was suggested as a source of information regarding funding. **Action: Clerk.** Chair emphasised that this must be a priority, given the timescale. Cllr Houghton confirmed that the Ten Mile Bank memorial had already been cleaned and did not need further work.

15. Poppy wreaths: to consider additional

Cllr Houghton requested that, given the extra services organised and attended by the schools, an additional poppy wreath be ordered this year. Proposed: Cllr G Carter; seconded: Cllr A Hall. All in favour. **Resolved 17/10/05/15.** Cllr Houghton confirmed that the services took place on the Friday (10th) before Remembrance Sunday with TMB service at 10am and Hilgay service at 11am. Chair confirmed that he would attend the Remembrance Day service to lay the wreath at Hilgay (Chapel); Vice Chair hoped to do the same for TMB (Church). Chair requested as many councillors as possible attend.

16. Streetlights: bulb replacement with LED

Cllr Holmes reported that he and Cllr Martin had not yet comprehensively reviewed the lighting provision in the villages but hoped to do so as the evenings draw in. Cllr P Carter emphasised the reported diminished level of light provided by LEDs; Cllr Holmes reassured the meeting that the review was intended to take account of gaps in lighting. Cllr Holmes outlined the provision of interest-free loans by Salix, a Government-backed organisation, for the purpose of reducing carbon footprints which would be applicable in this instance, providing the loan were paid back within five years. Further report to be an item on the next agenda.

17. Freebridge Housing/Willow Lodge

Cllr Martin Storey had established that Borough Councillor Adrian Lawrence was the appropriate portfolio holder at BCKLWN and if the parish council contacted him with their concerns, he would liaise with Freebridge. The core concern was that social housing was very much needed locally, and to have a site available to provide it but which was left deteriorating and unused was unsatisfactory. Clerk to craft an email, in consultation with Cllr G Carter, summarising concerns for Cllr Lawrence. **Action: Cllr G Carter/Clerk.**

18. Parking at Hilgay School

Cllr Coogan agreed to talk to the new headmistress; item to be on next agenda. **Action: Cllr Coogan.**

19. Ten Mile Bank Playing Field

Cllr Houghton had obtained the contact details for the Diocese of Ely Multi Academy Trust, to whom the Clerk should write regarding the dilapidated fence at the rear of the field. **Action: Clerk.** He also provided a summary of the history of ownership of

the field culled from local knowledge and documents. It was queried whether NCC Minutes might hold references to any transactions; it was assumed that the Records department would hold them. Further investigation required. **Action: Clerk.**

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

Cllr Martin suggested that Item 20 be removed from future agendas as it encouraged inappropriate discussion of items outside the published agenda. Other councillors commented that they found it useful since items occurred to them during the meeting. It was agreed, however, that discussion of subjects during this item should not occur; Chair acknowledged that this must be controlled.

Cllr G Carter suggested forming a committee or working group to deal with the issue of the common land at Engine Drove.

Cllr P Carter undertook to report to the next meeting with a suggestion for location(s) in Tower Road for the SAM2 unit. **Action: Cllr P Carter.**

County Councillor Storey reported that NCC had purchased 440 acres of Grade 2 farmland at Terrington, bringing the total farm holding for the county to 16,738 acres. If anyone wished to apply to become a tenant they could contact him. NCC's aim is to encourage people into agriculture, but the land should also be a sound investment. Cllr Holmes queried whether the additional profit from the holding would enable more spending on important activities such as hedge- and verge-cutting? Cllr Storey confirmed that cutbacks are always considered very closely. In response to Cllr P Carter's question, he confirmed that NCC policy was not to sell agricultural land; the preference was to sell land which became available suitable for building.

Cllr Storey and the members of the public left the meeting.

Standing Order 3f – Exclusion of Press and Public

21. To consider additions to maintenance officer contract.

An original employment contract from 2009 for the maintenance officer had come to light. It was suggested that, as the Council reimbursed mileage costs for the clerk, the same condition should be extended to the maintenance officer. The officer had informally indicated that 30p per mile would be acceptable, payable based on mileages noted on the monthly timesheet. It was proposed that mileage be paid from June 2017 at 30p per mile, 317 miles claimed to end September. Proposed: Cllr Martin; seconded: Cllr A Hall. All in favour. **Resolved 17/10/05/21.** Clerk to confirm that MO holds appropriate business insurance for his vehicle. **Action: Clerk.**

Calculation to end September as follows:

Further payment to be approved at Agenda Item 21	£
30/09/2017 Maint. Officer Mileage, Jun-Sept @30p pm	317 95.10
Grand total payments	4297.55

22. Playing fields inspection: to consider quotes

Two quotes had been obtained, both with Register of Play Inspectors International qualified inspectors. It was proposed that the lower quote be accepted, from

Fenland Leisure. Proposed: Cllr A Hall; seconded: Cllr G Carter. All in favour.
Resolved 17/10/05/22.

The meeting closed at 8.50pm.

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