

**HILGAY with TEN MILE BANK PARISH COUNCIL**  
**Minutes of the Ordinary meeting held on 6 December 2018**  
**DRAFT UNTIL SIGNED BY THE CHAIR**

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

**In attendance:** One member 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**

All declared on the Budget; dispensations already issued. Cllr Houghton declared on Item 11b, Payments.

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

None declared.

**5. To approve the Minutes of the meeting held on 1 November 2018**

Proposed: Cllr G Carter; seconded: Cllr Greening. Seven in favour; six abstained.

**Resolved: 18/12/06/05.**

**6. Public participation**

None.

**7. Reports**

**a. Chair's Report**

Finance and Resource Committee held a meeting on Friday 9 November, to discuss initial suggestions for the Budget. The January meeting of Full Council will be delayed by one week, to be held on 10<sup>th</sup> January.

**b. Clerk's Report**

Dates of meetings 2019 – announced, with copies available.

Clerk had been dealing with multiple spam emails from NCC County Farms email account – reported to NCC.

Annual RoSPA inspection of playing fields expected the following week, date to be confirmed. Chair and Clerk to attend.

Councillor surgeries – can be coincided with the coffee mornings organised by Hilgay Village Hall Committee on Friday mornings. Do councillors wish to proceed? If so, should Clerk place a notice in next Riverside News? Councillors agreed that they would like to establish such surgeries, perhaps starting at 10am, every two weeks, and a notice in Riverside News would be appropriate as well as notices on the noticeboards. Resident at East End had complained about a tree dropping leaves at the corner of East End and the High Street. Maintenance Officer reviewed but the leaves had already blown away. Clerk will contact Borough to see if it would be feasible to lop the branch that hangs over the road.

Cllr Dornan had suggested the production of an Action List, which summarised all the actions agreed in Minutes, and kept track of progress. Chair agreed this was a sensible

idea, and requested that Cllr Dornan circulate a draft format for presentation at the January meeting.

**c. Maintenance Report**

New matting had been installed under the Hilgay two-person roundabout. Maintenance Officer had almost completed gravelling in the allotments, but needed permission to order more gravel to complete. The initial part of the gravelling elsewhere in Hilgay had not used the full estimated amount. It was agreed that additional gravel could be ordered. The door on the Riverfield loos should be repaired soon; invoice was being held back until confirmation. Resident previously responsible for the football club finances had confirmed there was no money left, therefore if the goalposts on Hilgay playing field were to be maintained, parish council would need to pay. Cllr G Carter confirmed that the goalposts were on the part of the field leased by the PC rather than that part leased by the school. Cllr Carter agreed to check on the state of the goalposts and progress maintenance.

**d. Reports from councillors**

Cllr Greening suggested that it would be helpful for the Maintenance Officer to attend some meetings. It was confirmed that the MO provides the information for the Maintenance Report which the Clerk presents.

Cllr Dornan queried whether NCC had been approached regarding funds for re-gravelling the allotments. Clerk confirmed not.

Cllr G Carter confirmed that the War Memorial had been re-turfed in time for Remembrance Day. He asked that a complaint be put forward to NCC Highways regarding the gutter-spraying earlier in the year, which had encroached on grass verges, including the Memorial, and killed significant areas of grass. Clerk to contact NCC.

Cllr Coogan reported back from the last police/residents meeting. The police recognised the high number of burglaries current in TMB and agreed to increase patrols. There is a new Safe Neighbourhood representative, PC James, who is now the liaison for Hilgay and TMB villages.

Cllr Coogan reported that the police are aware that the 101 telephone number is not providing the necessary level of service. They emphasised that, in an emergency, residents should call 999. If residents require a crime number for an incident, then telephone 101. For any other queries or requests, residents are now able to contact the local police officer, either by email or telephone.

Cllr Greening confirmed he had spoken with Karl Rands, Highways area manager for West Norfolk, regarding the A10 Modney Bridge Road junction. Verge markers were due to be installed before Christmas. There had just been another accident at the junction, which resulted in the loss of the signs at the junction. Mr Rands also confirmed that a new sign much further back from the junction would be installed.

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

None.

**8. Correspondence**

None.

**9. Planning**

**18/01343/F – The Dell and Marian House, Ely Road, Hilgay.** PC had been informed of an appeal to the Secretary of State.

**18/02134/F – single new dwelling in former garden at Church View, Church Road, Hilgay.** This was a slightly amended version of an earlier application. Councillors had no further comment to add.

**18/01890/RM – land south of East End, Hilgay.** Following concern expressed by a resident that the parish council had put forward no objection to this application, councillors revisited the history. It was recalled that at the time of the original application some three or four years previously, and following concerns expressed by residents, a public meeting had taken place. Those concerns were put forward to Borough Planning Department at the time, but the main objection was from Highways regarding access and the parish council could not add to that. The application had not changed significantly, therefore it had been considered that a further comment would be redundant, save the request that the external appearance be in the vernacular. There were no material planning considerations (other than Highways’) that the parish council could use to object.

**10. Policies: Risk Assessments: Manual Workers and Volunteers**

Not available and therefore deferred.

**11. Finance**

**a. Bank balance and reconciliation**

Bank cash balance at 30 November 2018 : £61,540.54. Reconciled balance: £60,568.44. Chair checked against original bank statements and signed. Acceptance of reconciliation proposed: Cllr Harris: seconded; Cllr Martin. All in favour. **Resolved: 18/12/06/11a.**

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

Payee	Item	Net £	VAT £	Gross £
Sorrell Roofing & Construction	Hilgay bus shelters inc benches	730.00	0.00	730.00
E.ON	October electricity	236.61	47.32	283.93
Feoffees	Riverfield rent	70.00	0.00	70.00
Feoffees	TMB village hall hire	120.00	0.00	120.00
M J Roberts & Son	Shingle Hilgay footpaths Street lighting maint. 13/11- 12/12/18	1100.00	220.00	1320.00
K&M Lighting Services	War Memorial turf	94.47	18.89	113.36
Holly Landscapes	Timber, Hilgay playing field stile	390.00	78.00	468.00
R A Houghton	Playing field mowing Maintenance, strimmer/hedge cutter	23.95	4.79	28.74
TMB Riverside Academy	Salary & expns nov 18	500.00	0.00	500.00
Lawnboy	Salary Nov 18	108.00	21.60	129.60
Maintenance Officer	Expenses	465.36	0.00	465.36
Clerk	Hire 6/12/18	476.67	0.00	476.67
Clerk		178.09	18.92	159.17
Hilgay Village Hall		20.00	0.00	20.00
	<b>Totals</b>	<b>4513.15</b>	<b>409.52</b>	<b>4884.83</b>

It was proposed that the payments be approved. Proposed: Cllr Holmes; seconded: Cllr Coogan. All in favour. **Resolved 18/12/06/11b.** *[Clerk's note: due to oversight by Clerk, Cllr Houghton was not excluded from the vote on R Houghton payment. However, as vote was unanimous, the exclusion referred to a minor element of the proposal which had previously been approved by Council, and resolution was not dependent on Cllr Houghton's vote, Resolution may stand.]*

**12. To receive Minutes of the Finance and Resource Committee**

Minutes of meeting held on 12 October 2018 were formally received.

**13. Updates: allotment footpaths; bollards at Riverfield; public footpaths**

Allotment footpaths, covered at earlier item. Cllrs Harris and Charlesworth reported that generally the Hilgay footpaths were in a good state, except for Sandy Lane where the ditches are overgrown, full, and floods are occurring. Cllr Harris to report via the NCC website; if no response received by end of February, Clerk would contact direct. Cllr G Carter confirmed ongoing discussions with NCC Highways re the Riverside bollards, and that Mr Andy Wallace, NCC Highways, had agreed to attend a meeting at Hilgay school to discuss the flooding issue; Cllr Holmes to accompany. Cllr Holmes agreed to check overgrowth of vegetation at the footpath by Dent's butchers in Hilgay.

**14. To consider action regarding noticeboard at TMB**

It was confirmed that a damaged noticeboard from TMB had been mistakenly disposed of instead of being retained for exchange with the supplier. Cllr Dornan had obtained a quote of £350 plus VAT from a local craftsman for a wooden noticeboard, similar to that at the lychgate, Hilgay. The remaining aluminium noticeboard could be returned for exchange to the supplier; with the disposed-of aluminium noticeboard not available for exchange, there would be a 15% (£59.70) handling charge for return of the unused replacement.

The purchase of the wooden noticeboard, with the contingent arrangements for aluminium noticeboards as noted above, was proposed by Cllr Dornan; seconded by Cllr Coogan. All in favour. **Resolved: 18/12/06/14.**

**15. To consider purchase of dog bin**

The licence to install at Stevens Crescent, Ten Mile Bank, had been approved. It was proposed by Cllr G Carter; seconded by Cllr Greening, that a 25lt, plastic, green dog bin at £86.52 be purchased. All in favour. **Resolved: 18/12/06/15.**

**16. To consider purchase of finger post for TMB re the church**

This had been suggested by a resident, as encouragement for tourists to visit the church. Clerk provided examples of finger posts. Cllr Hall had established that members of TMB church would provide contact numbers on a convenient noticeboard should tourists wish to have access. The view was expressed that a finger post would not add enough additional encouragement to justify the cost. It was proposed by Cllr Martin; seconded by Cllr Heatrick, that a finger post not be purchased. Eight in favour; three against; two abstentions. **Resolved: 18/12/06/16.**

Cllr Greening mentioned that Cllr Bates had a contact who could craft finger posts at a reasonable cost, should the Church wish to pursue the option itself.

**17. To consider setting up a SpeedWatch**

Cllr Coogan reported, following the recent public meeting with local police, that a SpeedWatch scheme was a useful tool in reducing speeding. For every 11 speeders picked up by the Watch, a 'credit' was created towards getting a police speed monitoring team to attend. The SW does not have to be parish council-led. A number of councillors offered to be involved. It was agreed that notices could be posted on boards and in Riverside News. Cllr Holmes suggested that Cllr Coogan report back in February. Cllr P Carter mentioned that Southery had an existing Watch and it may be useful to get in touch. Cllr Coogan believed at this stage that no funding was needed from the parish council, but if that changed he would revert.

**18. To review placement of waste bin on Hilgay allotments**

It was noted that the agreed review after six months had taken place and continuation had been agreed. Concern was expressed about the overflowing waste from the bin in recent months. Cllr Holmes undertook to contact the bin owner, reminding them to keep the bin locked, ensure that waste did not overflow, and to bring to their attention the lack of recycling taking place. Next formal review would be in July 2019.

**19. To consider proposals for Council website/Update on PC Facebook page**

Cllr Coogan reported that the Facebook page had been launched; it circulated parish council information supplied by the clerk, eg, agendas, minutes, road closures. It had been receiving a good rate of 'views', 'shares' and 'likes' from local residents. Three website options were presented. It was agreed that the Finance Committee should review in more depth the options and make a recommendation to the next Full Council meeting. Clerk to email details of example websites to councillors.

**20. To consider quotes for reduction of hedge by Hilgay school**

Clerk reported that those quoting had apologised, but had not had a chance to review the work. They would provide a quote for the next meeting.

**21. To consider future approach to Riverfield and loo block, Hilgay**

Cllr Hall commented that, given the costs of maintaining the loo block, councillors should review whether to continue with maintenance. Discussion took place as to whether Portaloos for specific events would be more cost-effective; whether local residents used the loos; whether grants could be available. It was proposed by Cllr Martin; seconded by Cllr Charlesworth, that the parish council continue to maintain the loos. 10 in favour; three against. **Resolved: 18/12/06/21.**

[8.35pm; Cllr Greening left the meeting.]

**22. To confirm maintenance tasks over winter, including The Avenue, Hilgay**

Tasks required included: cleaning TMB bus shelters; preserving benches in Hilgay playing field (for maintenance officer to undertake).

There was discussion re the hedge at The Avenue. Mindful that the parish council could not fund church property, and that the parish council should be careful of assuming liability for The Avenue, it was suggested that the hedge on the Cemetery side only be reduced by approximately two feet, in line with that already done by the maintenance officer at the top (double gates) end. Clerk to obtain quotes.

[8.45pm; Cllr Heatrick left the meeting.]

**23. To consider alternative quotes for grounds maintenance**

As before, with apologies, contractor had not been able to supply in time.

**24. To consider quotes for play equipment repair and maintenance, and procedure for authorising and paying maintenance costs between meetings**

Clerk noted that previous quote for zipwire at TMB did not cover cost of new cable as previously thought, therefore quote for refurbishment was £100 more than expected. It was pointed out that the additional cost over the two-year review period was reasonable given the essential nature of the refurbishment. It was proposed by Cllr Dornan; seconded by Cllr Coogan, that the additional cost be accepted and the zipwire be refurbished to include replacement of cable. All in favour. **Resolved: 18/12/06/24a.**

Clerk noted that, when essential maintenance kit failed between meetings, ongoing maintenance could be prevented, and requested that councillors consider a process to approve replacement in such circumstances. It was suggested that a £200 emergency maintenance fund be provided in the Budget for this purpose. Concern was expressed about checks and balances on expenditure. Clerk was requested to investigate standard procedures with other councils. Item to be on January agenda for reconsideration.

Maintenance Officer had reported failure of pole cutter belt and requested replacement. Cllr Holmes proposed replacement; Cllr Hall seconded. All in favour. **Resolved: 18/12/06/24b.**

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

Clerk had not had time to update, therefore to be considered further at Finance Committee.

**26. To produce further draft of Budget 2019/20**

Latest draft was presented. It was agreed that the Finance Committee should consider at the next meeting, and provide recommendations to January meeting.

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

Action List from Minutes.  
Cemetery noticeboard.

**Date of next meeting: 7.00pm, Thursday 10<sup>th</sup> January 2019 (one week later than usual), Ten Mile Bank Village Hall**

Meeting closed at 8.55pm.

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**Chair**

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**Date**