

HILGAY with TEN MILE BANK PARISH COUNCIL
Minutes of the meeting held on 6th July 2017

DRAFT UNTIL SIGNED BY THE CHAIR

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

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

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

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

A Charlesworth (away).

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 1 June 2017

Proposed: Cllr Houghton; seconded: Cllr A Hall. All in favour. **Resolved: 17/07/06/05.**

6. To consider co-option of one councillor, TMB Ward

One candidate had submitted an application for co-option. It was proposed by Cllr Houghton and seconded by Cllr A Hall that Ryan Coogan be co-opted as a TMB ward councillor for Hilgay with Ten Mile Bank PC. All in favour. **Resolved: 17/07/06/06.** Mr Coogan signed the Acceptance of Office, and joined the Council meeting.

7.05pm

Public Participation

A member of the public raised the issue of the general appearance of Hilgay village, suggesting that this had deteriorated in recent years. They drew particular attention to the grass-cutting, which they felt was poorly done; the grass was not being cut effectively, and it was thus a waste of money. It was suggested that the contractors are under too much time pressure to do the work to an acceptable standard and that perhaps a resident with the appropriate machinery would take more care. The Chair thanked the resident for their contribution and assured them that the Council is acutely aware of the problem and looking for solutions. Because NCC and BCKLWN are under financial pressure, maintenance of this type is being restricted. It would be possible for the PC to engage someone to do additional cuts, but this had financial implications. County Councillor Storey commented that the first priority would be to establish who owns the areas in question; the Open Spaces department at BCKLWN would know, and that it would be possible to pay BC/NCC for extra cuts but if there were an issue with quality of work that should be made clear to the BC. He was happy to raise this as

an issue and suggested that the PC do so aswell. Clerk to write to BCKLWN. **Action: Cllr Storey/Clerk.** The member of the public left the meeting

7.20pm

7. Reports

a. Chair's report

The Chair welcomed the three new members to the Council, and thanked them for giving their valuable time to help the community. He commented that the Council is part of local government, with fairly limited responsibilities, but that it does lobby on behalf of and for the benefit of residents.

He, with the Clerk, had met with the head of Hilgay School on 13th June, and had been shown round the school and the sites of the proposed building work. He had raised the issue of parking on the verge, which was accepted as a concern by the head who agreed to flag this at the staff meeting on that day. There would be a new head in place in the autumn, and the Chair undertook to meet with them then. There was a suggestion that the clothing bank currently at the school could be moved to the former recycling centre at the allotments. To be discussed at a later meeting.

The building work would be starting shortly, and the school was making efforts to keep neighbours informed; Chair mentioned specifically to the head Hubbard's Drove and the Woodhall estate as there could be an impact on their access.

b. Clerk's report

Notices had been put in the Riverside News regarding Electors' right to inspect 2016/17 PC accounts, and the availability of allotments. The repairs to the Riverfield toilet block which had been authorised by the Clerk under Financial Regulation 4.5 cost less than £20. External auditors had received 2016/17 Annual Return – response expected by end July. Existing Register of Interest forms were not compliant with the Code of Conduct adopted by the Council, and given that new councillors were required to sign Rols anyway, it seemed an opportune moment to update these for all councillors.

Action: Councillors.

c. Maintenance report

Maintenance supervisor was concerned about incidents of camping on the Riverfield. To be discussed at a future meeting. Supervisor reported that the East End dog bin was little used, but the Hubbard's Drove bin was overflowing, and dog mess at the moorings was becoming a problem. To be addressed later.

d. Reports from councillors

Cllr Martin mentioned the noticeboard at the bus stop.

Cllr E Hall asked whether Highways Rangers could clean the bus stop in TMB.

Cllr E Hall confirmed that if a defibrillator were bought for TMB, Feoffees would give permission for it to be mounted on the Village Hall, and would be able to donate 50% of the cost. There may also be grants available for this.

Cllr E Hall put forward a suggestion for using the land on which the football hut had stood; a 'sensory' garden, which would be accessible for all residents. Again, grants could be available for this.

Cllr Coogan reported that the TMB village fete had raised £300 for the school and £80 for the church. He mentioned several incidents of gardens and garages being targeted by presumed thieves, some of whom had been photographed using existing CCTV. He asked whether further CCTV coverage of the villages might be appropriate. Chair

suggested it would be a good idea for Cllr Coogan to attend the police SNAP meetings held in Downham Market to highlight the problem, and that he should canvass residents' views on installation of additional CCTV. Doubt was expressed that it would help, since experience showed that even if perpetrators are identified and tracked, police action is minimal.

Cllr A Hall reported that on the last occasion he tried to download data from the SAM2 sign, none was recorded. He will try again when it is next moved.

8. Correspondence

Briefing from BCKLWN/Local Government Boundary Commission re the electoral review of Borough Council wards. Chair remarked that this is a regular review, independent of government, based on demographic changes.

9. Planning

Response to 17/00824/CU Smiths Farm, Station Road, TMB: no official PC response due to timing of meetings, but an expression of councillors' concerns about potential traffic increase had been submitted to Planning.

10. a. Bank balance and reconciliation.

Bank balance at 30 June 2017: £85,644.43

b. To consider authorisation of payments and to sign cheques

Date	Payee	Item	Net £	VAT £	Gross £
31/05/2017	CGM	Rec Gnd & Riverfield, 3 cuts	180.00	36.00	216.00
31/05/2017	NorfolkALC	Spring conference fee	55.00	0.00	55.00
02/06/2017	E.ON	Lighting electricity May 17	208.90	41.78	250.68
05/06/2017	Thomas B Bonnett Information	Deposit for cemetery railings	183.33	36.67	220.00
08/06/2017	Commissioner	Data Protection registration	35.00	0.00	35.00
09/06/2017	St John Ambulance	refund of mis-payment to Hilgay PC	24.00	0.00	24.00
13/06/2017	K&M Lighting Services Hilgay Riverside	Streetlighting maintenance 13/6- 12/7	94.47	18.89	113.36
13/06/2017	Academy	Printing Riverside News 7 & 8	112.60	0.00	112.60
30/06/2017	Maint. Supervisor	June Salary & expns	433.66	0.00	433.66
30/06/2017	Clerk	June Salary & expns	348.11	0.00	348.11
30/06/2017	HMRC	PAYE Apr-Jun 17	142.00	0.00	142.00
01/03/2017	NCC	TMB wig wags 50% contribution	3417.00	0.00	3417.00
Totals			5234.07	133.34	5367.41

It was proposed that the payments be approved. Proposed: Cllr A Hall; seconded: Cllr Houghton. All in favour. **Resolved 17/07/06/10b.**

11. To consider establishment of Planning Policy, War Memorial Refurbishment, and Records Committees/Working Groups

It was agreed that Planning Policy be established as a Committee; Records, and War Memorial Refurbishment be established as Working Groups. WMR should also include the 2018 Armistice commemorations. Finance and Resource should remain a Committee; Allotments, and Footpaths should be Working Groups. Cllr Martin commented that the Footpaths WG had been complimented by a resident who had said the footpaths were in a much better state recently.

12. To consider membership of Committees/Working Groups

Finance and Resource: Coogan, Holmes (Chair), Martin.

Planning Policy: G Carter, Dornan, E Hall (Chair), Heatrick.

Allotments: Bates, A Hall, E Hall.

Records: Holmes, Martin.

War Memorial Refurbishment: Bates, A Hall, Houghton.

13. Training

Whole Council training for councillors: it was agreed that an evening session held in Hilgay Village Hall was the most convenient option, and that councillors from Denver PC and Southery PC should be invited. Proposed: Cllr Martin; seconded: Cllr Harris. All in favour. **Resolved 17/07/06/13.1. Action: Clerk.**

Cemetery Management training, NorfolkALC: Cllr Coogan expressed an interest in attending this. Proposed: Cllr Holmes; seconded: Cllr Martin. All in favour. **Resolved 17/07/06/13.2. Action: Clerk.**

14. Riverfield Issues

Locking of gate. Cllr Holmes reported that this issue had now been resolved. The Canoe Club had provided appropriate documentation to the Parish Council and Feoffees such that concerns about public liability and safety had been addressed satisfactorily. The Club now has a key to the gate. Cllr G Carter reported that Feoffees at a recent meeting had considered Riverfield liability issues and would be writing to insurers to clarify. It was suggested that the PC do the same. **Action: Clerk.** Cllr Carter also pointed out that vehicles could no longer use the hardstanding to turn and had to back out up the slipway, causing a potential hazard. He asked that councillors consider what could be done to improve this issue. He agreed to put forward proposals to be considered at the next meeting. **Action: Cllr G Carter.** Cllr A Hall confirmed that Feoffees insured the Riverfield.

Clerk queried whether the held-back BCKLWN cheque for the Riverfield industrial waste bin emptying service should now be sent. It was proposed by Cllr G Carter, seconded by Cllr Harris that this should be paid. All in favour. **Resolved 17/07/06/14.**

Cllr A Hall briefed the PC on the historic work Feoffees had undertaken regarding ownership of the moorings. The current situation as recognised by Land Registry is that no organisation or individual has sufficient proof of ownership to allow them to register the land, but Feoffees has registered a right of way over the land to the moorings.

15. To report on Canoe Club use of Riverfield

Addressed in previous item.

16. Update on Hilgay School parking arrangements

Addressed in Chair's Report. Chair further suggested that if the current agreed situation does not prove to be working, other alternatives may have to be considered. It was agreed to re-visit this at the October meeting.

[Cllr Harris left the meeting with apologies at 8.35pm.]

17. Ownership of land at new dog bin locations

Chair re-stated the Council's belief that the land on which both new bins in Hilgay are located is publicly-owned, that is, by NCC (Highways). Until the situation can be resolved, the Hubbard's Drove bin should be either taped up and labelled out of use, or emptied by the PC. Cllr Holmes to discuss issue with the Maintenance Supervisor.

Action: Cllr Holmes.

18. Highways Issues

Numerous items were put forward, to be given to the Highways Rangers for attention during week commencing 24 July. **Action: Clerk**

19. To consider maintenance of bus shelters

Deferred to next meeting.

20. To consider additional maintenance of parish footpaths

Cllr Martin will confirm with the Maintenance Supervisor the practicality of gravelling paths where necessary. **Action: Cllr Martin.** Cllr P Carter mentioned Lawrence's Lane where a hedge is overgrowing. Cllr G Carter undertook to speak with the homeowner. **Action: Cllr G Carter.** It was suggested that the width of the footpath may have been reduced. Footpaths Working Group to check the original boundaries and compare. If necessary, PC to write to properties concerned. **Action: Footpaths WG.**

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

Consideration of whether vacant allotments could be offered to Hilgay School.

Consideration of initiating a garden competition.

Consideration of further action which can be taken regarding dog fouling.

Consideration of additional speed safety measures for Hilgay Tower Road.

Date of next meeting 7.00pm Thursday 3 August at Hilgay Village Hall.

County Councillor Storey briefed the meeting on the noxious smells caused by the Wissey factory's new venture into cultivating marijuana for medical purposes. This was being dealt with at MP level, with British Sugar engaging expert consultants to resolve the issue. He suggested the PC may wish to invite the MD of the factory to a meeting, as Stoke Ferry PC had. Cllr A Hall agreed to get in touch with SFPC. **Action: Cllr A Hall.**

CC Storey explained that at the end of the Boundary Commission review of BCKLWN wards, one Borough Councillor should be representing around 2,220 electors.

He reminded the meeting that BCKLWN is available to provide extensive support to any parish embarking on a Neighbourhood Plan.
[CC Storey left the meeting at 9.05pm]

Standing Order 3f: Exclusion of Press and Public

22. To review Maintenance Supervisor contract

An anomaly had been identified in the way the Maintenance Supervisor had been engaged, and differences had emerged between the originally-agreed tasks, and those tasks currently undertaken. The Chair requested that Cllrs Martin and E Hall, plus the Clerk, meet with the Maintenance Supervisor to resolve this. **Action: E Hall.**

23. To consider confirmation of Clerk employment

It was proposed that the Clerk's employment be confirmed. Proposed: G Carter; seconded: P Carter. All in favour. **Resolved 17/07/06/23.**

The meeting closed at 9.20pm.

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