

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

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

In attendance: J Taylor (Clerk)

Absent: P Bates, G Carter, A Charlesworth (see Item 2 below).

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

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

P Bates (unwell), G Carter (family commitment), A Charlesworth (out of Parish).

3. Declarations of interest

P Dornan: Item 9b. Payments: TMB noticeboard

4. Declarations of recording and social media use

None declared.

5. To approve the Minutes of the meeting held on 5 July 2018

Proposed: Cllr Houghton; seconded: Cllr Dornan. All in favour. **Resolved: 18/09/06/05.**

Public participation

None.

6. Reports

a. Chair's Report

Chair commented on the state of local pavements which seemed weedier than other areas of the country. He suggested the Council should consider what NCC should be doing in order to do a better job.

b. Clerk's Report

Clerk requested that all councillors obtain a separate email address for Council use only.

Current volunteer who checks the Hilgay defibrillator on a weekly basis is no longer able to do so. Cllr Martin volunteered to carry out the weekly checks.

Certificates for those who had successfully completed defibrillator training had been requested.

Notification via NorfolkALC of revised guidance for cemeteries related to protection of water courses from pollution. Clerk will follow up.

Request from Highways that Riverfield bollard be replaced. Unfortunately not possible until relevant councillor is available.

Additional dogbin requested for TMB – paperwork is underway.

Resident notifying Council regarding escaped dogs causing nuisance: Clerk informed resident of appropriate authorities for reporting.

c. Maintenance Report

Nothing untoward.

d. Reports from councillors

West End, Hilgay: issue relating to potential blind corner caused by residents' street furniture. To be suggested to affected residents they report this to Highways.
Resident in Avenue Close, Hilgay, requesting additional streetlight. Cost and procedure to be investigated.

"No through road" sign requested for West End. Request to be forwarded to Highways.

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

Rubbish bin hosted on Hilgay allotments: conditions of lease not complied with. Chair to write to owner with warning.

Cemetery: single gate at entrance to Cemetery is leaning, the hedge needs cutting back, and the gate latch needs additional connection. Chair to review.

Hilgay playing field – currently does not have signs "No dogs allowed" at top end. Chair suggested there were a number of areas where such signs could be needed: quote for new signs to be obtained.

Ten Mile Bank noticeboards: two new parish council noticeboards are now in place. The Church and the Feoffees are able to use one of them.

7. Correspondence

None not otherwise covered in Clerk's Report.

8. Planning

None.

9. Finance

a. Bank balance and reconciliation

Bank cash balance at 31 August 2018 : £73,995.00. Reconciled balance: £73,978.71.
Chair checked balances against bank statements. Proposal to accept reconciliation: proposed; Cllr Hall: seconded; Cllr Coogan. All in favour. **Resolved: 18/09/06/9a.**

b. To consider authorisation of payments and to sign cheques

(Cllr Dornan was excluded from the vote on this item.)

Date	Payee	Item	Net £	VAT £	Gross £	Chq/DD
12/07/2018	Hilgay Village Hall	Replacement chq 103025	40.00	0.00	40.00	103060
13/01/2018	K&M Lighting	Lighting maint. 13/1-12/2/18	94.47	18.89	113.36	103061
02/07/2018	E.ON (streetlights)	Electricity 1/6 - 30/6/18	228.98	45.80	274.78	DD
09/07/2018	Hodson Office Supplies	Printer cartridges	9.98	2.00	11.98	103062
13/07/2018	K&M Lighting	Lighting maint. 13/7-12/8/18	94.47	18.89	113.36	103063
17/07/2018	Wesigns	5 signs	114.30	22.86	137.16	103064
26/07/2018	CGM	26/6 & 10/7/18 mowing	120.00	24.00	144.00	103065
31/07/2018	Maint. Officer	July salary & expns	324.34	0.00	324.34	103066
31/07/2018	Clerk	July salary	476.67	0.00	476.67	103067
01/08/2018	E.ON (streetlights)	Electricity 1/7 - 31/7/18	236.61	47.32	283.93	DD
02/08/2018	M Roberts	Topsoil, TMB playfield	47.92	9.58	57.50	103068
03/08/2018	Hodson Office Supplies	2 x TMB Noticeboards	798.00	159.60	957.60	103062
13/08/2017	K&M Lighting	Lighting maint. 13/8-12/9/18	94.47	18.89	113.36	103063
14/08/2017	Wave (Anglian Water)	Riverside loos water bill	42.41	0.00	42.41	103069
31/08/2018	CGM	23/7 & 8 & 22/8/18, river field	180.00	36.00	216.00	103065

		& rec				
		TMB drainage rates y/e				
31/08/2018	Internal Drainage Board	31/3/19	396.24	0.00	396.24	103070
31/08/2018	Maint. Officer	August Salary & expns	435.99	0.00	435.99	103066
		Mileage, Jun-Aug (@45p per mile)	77.40	0.00	77.40	103066
31/08/2018	Maint. Officer	August Salary & expns	525.59	0.00	525.59	103067
31/08/2018	Clerk	Riverside News issue 16 printing	240.00	0.00	240.00	103071
03/09/2018	Hilgay Village Hall	Sundries re TMB noticeboards	28.00	0.00	28.00	103072
03/09/2018	P Dornan	Hilgay litter bin lock	4.60	0.92	5.52	103073
06/09/2018	C Wills					
		Totals	4610.44	404.75	5015.19	
Receipts						
Date	Payer	Item	Amount			
			£			
20/07/2018	Coggles	Burial fee	315.00			
		Total	315.00			

It was proposed that the payments be approved. Proposed: Cllr Hall; seconded: Cllr Coogan. All in favour. **Resolved 18/09/06/9b.**

c. Asset Register review and update. Data Storage unit bought at same time as laptop and printer could not be traced despite enquiries. Suggestion that it be removed from Register. To be added: two noticeboards at Ten Mile Bank; LED lanterns for streetlights; five general signs for various parish council facilities. It was proposed that these amendments be accepted. Proposed: Cllr Greening; seconded: Cllr Martin. All in favour. **Resolved: 18/09/06/9c.**

d. To receive and consider External Auditor report: Not yet received.

10. Policies: Action Plan 2019/20

Councillors were asked to consider as a precursor to the budgeting process (starting at October meeting) what the Council's aims would be for next financial year.

11. Update on garden at TMB

As the condition of the garden had deteriorated, it was questioned what, if anything, the parish council could do, bearing in mind that it has no formal powers. The residents complaining could contact Environmental Health at Borough Council; the Clerk could write in an informal capacity.

12. To consider future storage of Council equipment

Chair reported that the container which had been a possible option was not in fact suitable. As the need to change arrangements was not considered urgent, it was decided to defer the item.

13. To consider quotes for job evaluation for Clerk

Two quotes had been received, both for £100. Clerk expressed concern that one organisation had requested appraisal information on the current clerk, which would not be relevant to the evaluation process. It was suggested that the quote from the

alternative organisation be accepted. Proposed: Cllr Greening; seconded: Cllr Harris. All in favour. **Resolved: 18/09/06/13.**

14. To consider updated job description for Maintenance Officer

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

Chair distributed suggested standard job sheets, which could be used to request *ad hoc* items. Cllr Dornan requested that timesheets be re-cast in a format which would enable easy analysis. All agreed that this approach should be continued. Chair undertook to produce further task templates; Cllr Coogan requested tasks be described in more detail than currently. Chair to review tasks with assistance of Maintenance Officer.

15. To consider quotes for repair of glass, TMB bus shelter

Only one quote had been received: from Glass and Glazing at Downham Market. It was proposed that quote be accepted, at £180.78. Proposed: Cllr Coogan; seconded: Cllr Greening. All in favour. **Resolved: 18/09/06/15.**

[8pm, NCC Land Agent Mr Duncan Slade joined the meeting, and item 22 was taken out of sequence to accommodate]

Exclusion of Press and Public: Standing Order 3d

22. To consider land holdings issues from October 2019: rents for allotments; terms of allotment leases; farmland rentals; issues relating to sub-lease at Hilgay allotments

Mr Slade outlined the options for the farmland holdings currently leased by the PC from NCC. He indicated that NCC would likely be happy to take back the farmland and then it would be sold under NCC's usual procedures. Councillors queried whether the PC could buy the land; but the likely cost was agreed to be outside the parish council's available finances. One tenant had already indicated they would consider giving up the land; it was agreed that the Chair and Clerk would meet with the other tenant. It was proposed that the parish council should proceed with the divestment of the lease of the Great Fen rental properties. Proposed: Cllr Houghton; seconded: Cllr Hall. All in favour. **Resolved: 18/09/06/22i.**

Mr Slade left the meeting, with thanks from councillors.

Chair had circulated a suggestion rental increase for Hilgay allotments, predicated on the NCC's notification that they would be increasing the rent from October 2020. It was proposed that the rent for a half-plot allotment at Hilgay allotments be increased to £12pa from October 2019; £14pm from October 2020; further increase if necessary to £15pa from October 2021. Proposed: Cllr Houghton; seconded: Cllr Hall. All in favour. **Resolved: 18/09/06/22ii.** Clerk would issue letters informing allotment holders and clarifying lease terms.

Sub-lease at Hilgay allotments: covered at earlier item.

16. To consider play equipment issues; replacement of Hilgay basketswing; inspection of TMB zipwire; replacement of Hilgay stile; resurfacing of TMB play equipment area

Cllr Martin suggested that, in view of the expense of repairs required, the basketswing be removed and replaced. Proposed: Cllr Coogan; seconded: Cllr Heatrick. All in favour. **Resolved: 18/09/06/16i.**

Cllr Holmes suggested that a list of qualified installers be obtained to review the zipwire and basketswing at Ten Mile Bank, and contacted to obtain quotes for inspection.

It was proposed that the stile at Hilgay be replaced. Proposed: Cllr Hall; seconded: Cllr Holmes. All in favour. **Resolved: 18/09/06/16.ii.**

Clerk suggested, in view of continuing difficulties at TMB playing field with soil shrinkage, councillors may wish to consider installing an artificial surface. It was agreed this should be investigated.

17. To consider quotes for refurbishment of footpaths

Cllr Hall reported an alternative option to the full refurbishment quotes previously obtained, which were considered very expensive. It would be possible for the Maintenance Officer, with assistance from a supplier, to lay pea shingle on the relevant paths. Edging boards would not be required. This would be a much cheaper option. It was agreed that further quotes for delivery only of pea shingle should be obtained. To be on next agenda. Cllr Holmes thanked Cllr Hall for her work on the issue. Cllr Martin suggested contacting NCC regarding assistance with finances.

[8.40pm Cllr Heatrick left the meeting with apologies.]

19. To consider the 1918 Centenary Remembrance

Cllr P Carter had investigated whether the Royal British Legion was producing particular poppy wreaths for the Centenary; it was not. He therefore undertook to order the usual wreaths for the Parish Council.

20. Update on Hilgay website

Chair reported this was now much more up to date and he would continue to monitor progress. Clerk expressed some concern that parish council documents as currently uploaded were not as easy to locate as they might be.

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

Cllr Coogan requested that councillors consider future capital projects as part of the budget/precept process, over the next five and 10 years, and that risk assessments be carried out on events outside parish council control which may affect delivery of council services. He suggested a 'brainstorming' session via the Finance and Resources Committee during October.

Cllr Coogan wished to have a discussion regarding new streetlights.

Cllr Carter queried whether readings had become available from the SAM2 unit at the new Tower Road location; Chair confirmed not as yet.

Cllr Coogan wished to have an item to discuss the A10/Modney Bridge Road junction.

Date of next meeting: 7.00pm, Thursday 4th October 2018, Hilgay Village Hall

Meeting closed at 8.45pm.

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Chair

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Date