

**HILGAY with TEN MILE BANK PARISH COUNCIL**  
**Minutes of the meeting held on 6<sup>th</sup> June 2019**  
**DRAFT UNTIL SIGNED BY THE CHAIR**

Present: P Bates, G Carter, P Carter, A Charlesworth, R Coogan, P Dornan, E Hall, A Greening, G Harris, J Heatrick, A Holmes, R Houghton, V Martin, 13 members of the public, County Councillor Martin Storey, J A Taylor (parish council clerk).

**1. Emergency Evacuation Procedures**

Announced.

**2. To consider apologies for absence**

None required.

**3. Declarations of Interest**

Cllr Houghton declared on items 10 and 15. Cllr Holmes declared on item 9. Cllr Dornan declared on item 11.

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

None declared.

**5. To approve the Minutes of the meeting held on 16<sup>th</sup> May 2019**

Acceptance proposed by Cllr Houghton; seconded by Cllr Greening. Cllrs Coogan and Holmes abstained. All others in favour. **Resolved: 19/06/06/05.**

**6. Public Participation/District & County Councillor Reports**

Members of the public raised the issue of spray damage on Engine Road, Ten Mile Bank. Damage included private property and vegetation at high level. Chair confirmed that the parish council had not been informed regarding any spraying activity.

Residents expressed severe concern at the effect on badger setts and bird nests. Chair confirmed that the parish council would make every effort to discover which authority/institution had carried out the spraying.

Maintenance Officer confirmed installation of latest dog bin at Ten Mile Bank.

Resident queried recent closure of Station Road and the necessity of shutting it completely, resulting in 30 mile diversion.

Resident expressed regret that the parish council had decided not to hold meetings at Ten Mile Bank village hall during the winter months.

County Councillor Martin Storey confirmed that he was now also the Borough Councillor for Ten Mile Bank (Feltwell Ward) along with Cllr Adrian Lawrence. He informed the meeting that the County Council is conducting (from 3<sup>rd</sup> June) a survey of Norfolk residents, all details on the website.

He emphasised that he always represents the views of the people, and particularly urged constituents to contact him personally with any concerns.

Cllr Storey told residents that, as part of his membership of the Borough Council Planning Committee he had received a booklet on planning training which he has asked

the planning department to distribute to parish council clerks, as it is a simple but effective guide to planning issues.

Cllr P Carter queried how much the consultation would cost. Cllr Storey confirmed he did not have the figure to hand but would find out. He confirmed that county council is always mindful of finances.

Cllr P Carter asked for Cllr Storey's reaction to West Norfolk MP Elizabeth Truss' comments on planning issues. Cllr Storey commented that all planning decisions are made based on national policy guidelines, and that planning officers provide recommendations on planning applications upon which councillors then make a decision. He confirmed that the Borough Council received around 2000 planning applications in the last year, of which 103 went to the Planning Committee.

Cllr Holmes informed the meeting that he now represents Hilgay as a Borough Councillor (Denver Ward). He was finding the steep learning curve as a new borough councillor very interesting and emphasised that he was in post to represent the people.

7.30pm, 12 members of the public left the meeting.

#### **7.a Chair's Report**

Chair confirmed that a new clerk had been recruited (Item 11). Re Item 12, Chair had been in touch with the police.

#### **7.b Clerk's Report**

Clerk reiterated a request for councillors to volunteer to conduct the quarterly internal control check of the accounts.

#### **7.c Maintenance Report**

Clerk informed meeting of Maintenance Officer's report that the bonfire of hedge clippings at the Cemetery extension land had been set alight. Clerk suggested a risk assessment be done of the procedure and consideration given to taking green waste to Crimplesham tip instead.

Maintenance Officer confirmed he still held Council items relating to chainsaw use. Cllr Hall queried progress on replacement of boundary log at TMB play area. Cllr G Carter confirmed he would obtain the relevant log and deliver.

7.35pm, Maintenance Officer left the meeting.

Councillors queried resurfacing/pothole filling at Stock's Hill, Hilgay. Cllr G Carter suggested that Andy Wallace, NCC Highways, be asked to attend again.

#### **7.d Reports from councillors on items not otherwise covered in the Agenda**

Cllr Hall reported no further progress on replacing/repairing fingerposts and suggested that it may fall to the parish council to do this work. Therefore, she suggested that the council consider setting a budget for this item. Cllr Harris commented that she had walked part of the footpaths the previous day, and some were so overgrown that access was almost impossible. Cllr Storey suggested that the council contact David Mills at NCC on these issues. Cllr Bates noted that a section of the footpath from the allotments to Manby Close had not been gravelled. Cllr Holmes would find out who was responsible for maintaining this footpath.

Cllr Hall reported that the allotments were affected by mole activity. She undertook to discuss with allotment holders what action they would like to see.

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

To be deferred to the July meeting.

### **8. Correspondence**

Request from a resident regarding installing a footpath from Hilgay bridge towards the A10. Cllr G Carter confirmed that this was part of the official bridleway, though for practical reasons the route had been diverted previously. It was established that the relevant section was in Fordham parish. Cllr Holmes undertook as Borough Councillor to investigate this.

Letter from Feoffee's Charity regarding parish council decision to not use the village hall at TMB for winter council meeting. Cllr Holmes suggested that this be on the agenda in September for further discussion. Cllr G Carter undertook to follow up with Feoffees.

### **9. Planning**

18/01890/RM: East End, Hilgay. Cllr Holmes had attended the Planning Committee meeting, and made a representation on residents' behalf, emphasising the perceived problems with access. However, the application was passed. Cllr Coogan wished to record thanks to councillors for making efforts in this case. Cllr Harris expressed a lack of understanding as to how the application could be turned down on Highways grounds earlier, and then be passed at a later submission. Cllr P Carter recommended that councillors be careful to observe how the building proceeds; Cllr Holmes confirmed he would emphasise at Borough Council level that development should be monitored.  
19/00907/F: The Laurels, Hubbards Drove, Hilgay. Cllr Holmes declared and did not vote; thus Cllr Hall took the Chair for this item. Councillors reviewed the plans and agreed that they had no objection.

### **10. Finance**

#### **10.a To receive bank balance and reconciliation**

Cllr Holmes resumed the Chair. Bank balance: £..... Reconciled balance: £..... Cllr Holmes proposed acceptance of the reconciliation; Cllr Harris seconded. All in favour.

**Resolved: 19/06/06/10.a.**

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

Cllr R Houghton declared an interest and took no part in the vote. Acceptance of payments proposed by Cllr Martin; seconded by Cllr P Carter. All in favour. **Resolved: 19/06/06/10.b.**

[receipts and payments to go here from Excel spreadsheet]

#### **10.c Update to Asset Register**

Clerk informed the meeting of the removal of the broken printer, and purchase of a new printer. Alterations to Asset Register were noted and agreed.

#### **10.d. To confirm Exercise of Electors' Right for year 2018/19**

Clerk confirmed start date of exercise of Electors' rights at 17 June 2019, as suggested by external auditor.

**11. To consider recruitment of clerk**

Cllrs Holmes and Hall had interviewed candidates and offered the post. They recommended recruitment of Claire Dornan. Cllr Dornan declared an interest and took no part in the vote. Cllr G Carter recommended recruitment of Ms Dornan; seconded by Cllr Martin. All in favour. **Resolved: 19/06/06/11.**

**12. To discuss: Ten Mile Bank crime records**

Cllr Holmes reported that there had recently been another break-in at TMB, giving a total of five or six over the past nine months. This was a worrying pattern. Unfortunately, a police representative was not available, but Cllr Holmes suggested convening a community meeting at TMB to include a police officer when available, to be publicised as much as possible. The police response regarding break-ins so far was that no one individual was considered to be responsible.

**13. To consider grants for Summer Events on playing fields.**

No request had been received from TMB. Cllr Coogan pointed out that, because of the legal technicalities surrounding the Transfer of Control Agreement at TMB, requests for the village fete could only come from the School (Diocese), notwithstanding that the event was for the village not the school. The request from Hilgay transpired as a specifically school event and it was felt that this should be rightly the responsibility of the PTA. It was proposed not to make any grants for this year. Proposed: Cllr G Carter; seconded: Cllr Harris. All in favour. **Resolved: 19/06/06/13.**

**14. Further information re Meadow Garden, Hilgay**

Cllr Charlesworth summarised the latest information. The area needed spraying off in order to allow the meadow species to establish. This would require fencing the area for at least the first year. Initial costs were estimated at £200 to £300. Cllr Charlesworth invited comments. Cllr Harris confirmed that she had received positive comments from residents. Cllrs expressed concern about the potential cost of ongoing maintenance. It was emphasised that residents should be made aware of what was being done and why, particularly if the interim result was considered detrimental. Cllr Holmes undertook to produce an explanatory letter for publication in Riverside News. Cllr G Carter proposed that local farmers be involved, and that the area needed cleaning up in any case. Cllr Martin asked that an estimate of maintenance costs be obtained. County Cllr Storey suggested that soil samples be obtained to determine whether the land is suitable for establishment of meadow species, and what level of irrigation might be required. Cllr Coogan estimated that the cost of such samples would be around £300. Cllr Martin proposed obtaining soil samples; Cllr Coogan seconded. All in favour. **Resolved: 19/06/06/14.** Cllr Holmes agreed to talk with the grounds maintenance contractor to see if he would be able to maintain such a meadow.

**15. To consider quotes for rebuild of TMB bus shelter.**

A quote had been received. It was agreed that councillors needed to inspect the bus shelter, so this would be deferred to the next agenda.

**16. To consider further arrangements for village Christmas tree**

Cllr Heatrick reviewed the arrangements so far. It was agreed that the item should be reviewed at the September meeting. Cllr Holmes as Borough Councillor would liaise with Cllr Heatrick regarding suggested location.

**17. War Memorial Restoration**

Clerk advised that the latest stonemason approached for restoration had declined. It was established that, because of the lean on the memorial, this would be more a building project than restoration. It was possible that heritage societies would be a possible route forward.

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

Cllr G Carter informed the meeting that, re the Hilgay bus shelter near Tower Road, a resident had been approached with a view to replacing and cementing in the missing bricks from the base.

The meeting closed at 8.55pm.

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Chair

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Date