

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

Present: P Bates, G Carter (from 7.35pm), P Carter, P Dornan, A Hall, E Hall (Vice Chair), J Heatrick, A Holmes (Chair), R Houghton, V Martin

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

Absent: A Charlesworth, R Coogan, G Harris (see Item 2. Apologies, below).

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

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

A Charlesworth (family commitment), R Coogan (family commitment).

3. Declarations of interest

All councillors declared an interest in Item 27, Budget and Precept 2018/19. Councillors were provided with copies of their Dispensations which gave authority for them to take part in the discussion.

4. Declarations of recording and social media use

None declared.

5. To approve the minutes of the Council meeting held on 2 November 2017

Proposed: Cllr Martin; seconded: Cllr Dornan. All in favour. **Resolved: 17/12/07/05.**

Public participation

None.

6. Reports

a. Chair's report

Chair had attended the Remembrance Service at Hilgay Methodist Chapel; a very moving occasion. Chair requested that members plan particularly to attend the Commemoration services in November 2018.

The Friends of Hilgay School had held a successful Christmas Fayre the previous weekend at the Village Hall.

The Finance and Resource Committee, and the Land Holdings Working Group had both held meetings, with reports at items later in the meeting.

b. Clerk's Report

The owner of the land next to TMB village hall had been asked to tidy it, via the estate agent, William H Brown.

NCC Highways Rangers would be in the parish week commencing 8 January. Cllr Holmes reported degradation of the edge of the lawned area on the corner of Hubbard's Drive and Woodhall Road, due to HGV damage. Kerbs should be requested.

NCC Highways had given permission for a second SAM2 unit to be located at various sites within the Parish. Clerk to order. **Action: Clerk.**

Potential change of bank: Chair had investigated a suitable account at Santander; Clerk had had a good response from another parish council banking with TSB. The

post office at Stoke Ferry (Clerk's residence) was able to provide banking services for both.

c. Maintenance Report

Riverfield toilets door: Cllr G Carter was following up. No other significant issues.

d. Reports from councillors

Cllr E Hall asked about progress regarding gravelling of the footpaths. Cllr G Carter had evidently agreed to consult with a contact on this – to be followed up.

Dog signs: Cllr Holmes confirmed he was dealing with this.

Installation of defibrillator at TMB: Cllrs Houghton and G Carter to deal with this. Cllr A Hall confirmed Feoffee charity would fund installation.

Cllr Heatrick presented apologies for having missed a Remembrance Service, having arrived at 11am when it had taken place at 10am. Miscommunication on this to be addressed at Item 15.

7. Correspondence

Response from NCC Highways re Hilgay Bridge, implying that the bridge might not have deteriorated to the stage where work can be justified under current budget constraints. It was suggested that perhaps the bridge needed cleaning only. To be added to Rangers' action list. **Action: Clerk.**

A resident in TMB had informed the Council of damage caused to their property by, they assumed, a farm vehicle with a wide load. Councillors agreed that if farm traffic is mounting the pavements to allow other traffic to pass, without noticing the damage they were doing, this could present a serious danger to pedestrians. Clerk to write to local farmers to warn them of the problem, and copy to NCC Highways. **Action: Clerk.**

Letter from Hopkins Homes introducing their Annual Review. Noted.

Announcement from BCKLWN regarding 2018 Mayor's Design Awards. Noted.

Confirmation from MP Elizabeth Truss regarding an Open Surgery to be held on Friday 9th March, 6pm, at Hilgay Village Hall. Clerk to place an announcement in Riverside News. **Action: Clerk.**

8. Planning

17/02240/F: Construction of one dwelling & garage at Plot 5 southwest of Janberra, Station Road, Ten Mile Bank. Parish Council supports.

9. Finance

a. Bank balance and reconciliation

Bank cash balance at 30 November 2017: £72,695.35. Reconciled balance: £70,287.37.

b. To consider authorisation of payments and to sign cheques

Date	Payee	Item	Net £	VAT £	Gross £	Chq/DD
28/10/2017	RBL	Poppy wreaths	60.00	0.00	60.00	102993
		Electricity 1/10-				
01/11/2017	E.ON	31/10/17	208.90	41.78	250.68	DD
01/11/2017	Norfolk ALC	Training - employment	45.00	9.00	54.00	102994
	FLP Outdoor play	Play equipment annual				
16/11/2017	solutions	inspection	150.00	30.00	180.00	102995
		Two yellow warning				
13/10/2017	Wesigns	signs	63.00	12.60	75.60	102996
30/11/2017	Maintenance	November salary &	242.30	0.00	242.30	102997

	Officer	expns				
30/11/2017	Clerk	November salary & expns	526.33	0.00	526.33	102998
18/10/2017	Hilgay Village Hall	Hall hire October	16.00	0.00	16.00	102999
07/12/2017	Hilgay Village Hall	Hall hire Nov/Dec	40.00	0.00	40.00	102999
Totals			1351.53	93.38	1444.91	

Receipts

Date	Payer	Item	Amount £
03/11/2017	Allotment holders	17/18 rent	157.50
09/11/2017	Farm tenant	17/18 rent	2414.16
09/11/2017	Allotment holders	17/18 rent	63.00
Total			2634.66

It was proposed that the payments be approved. Proposed: Cllr A Hall; seconded: Cllr R Houghton. All in favour. **Resolved 17/12/07/9b.**

10. Banking arrangements: to consider authorising signatory status to Clerk to enable internet banking payments

Clerk reported further moves by HMRC to restrict payment methods, and anticipated a time when internet banking would be the only option for of payment. This carried financial risks, but these would be mitigated by adherence to strict signing procedures and internal control checks, and by keeping the reserves accessible only by member signatories, while clerk accessed 'current' account only for ongoing, normal expenditure. It was proposed, once a decision on the bank account had been made, to approve Clerk as a full signatory on the 'current' account only. Proposed: Cllr Holmes; seconded: Cllr Martin. All in favour. **Resolved: 17/12/7/10.**

11. To consider a request to allow metal detecting on Parish Council land

Cllr A Hall had received a verbal request from a resident. It was pointed out that in fact the Parish Council owned very little land; for instance, the Cemetery where metal detecting clearly would be inappropriate. Much of the land for which the PC takes responsibility is owned by other parties. Therefore, the PC had to decline the request. Cllr Hall undertook to inform the resident. **Action: Cllr Hall.**

12. Parking at Hilgay School

Cllr Coogan had provided a brief report on the issue, indicating that the school headmistress was open to discussions on a long-term solution. Cllrs Holmes and Coogan to arrange a meeting with the headmistress to discuss. **Action: Cllrs Holmes & Coogan.**

13. To review proposed boundary changes within the parish, and consider response

The Boundary Commission had reviewed the district ward boundaries for Norfolk. Its proposed changes included splitting Hilgay village and Ten Mile Bank village along the A10 and transferring each into a different, new ward (Feltwell and Denver respectively). The change, if approved, would come into effect at the next Borough and Parish Council elections in May 2019. The number of parish councillors for each village would change: Hilgay would increase from seven to nine; Ten Mile Bank decrease from six to four. Since all residents of the parish are eligible to be councillors in either parish ward, the practical effect would be minimal and related to lines of communication only. Councillors were asked to review the detailed recommendations via the Boundary Commission website; the item would be on the next Agenda. **Action: councillors.**

14. To consider new location for SAM2 unit at Tower Road, Hilgay

Cllr Holmes had identified two suitable concrete lampposts owned by the parish council. Clerk to apply for permission from Highways to use both for the SAM2 unit. **Action: Clerk.**

15. To consider action on communication between councillors

The example was given of the recent Remembrance services, where last minute changes had been made by the schools, which did not feed through to councillors. The point was taken that on this particular occasion it was the schools which did not communicate with the PC, rather than being a specifically intra-PC issue. Cllrs Holmes and Coogan would add this to the agenda for their meeting with the school. Nonetheless it was accepted that improved communications were important and suggestions were requested. It was felt that the more information that could be placed in Riverside News, plus information on the websites, the better. Cllr Dornan suggested that an additional noticeboard at TMB might help. Clerk would send round the councillors contact list again. Cllr G Carter suggested that Mr Barrington in his role with Riverside News could hold a list of emails for village organisations and keep in regular touch with them regarding events.

16. To consider membership of National Playing Field Association

The PC had been a member for some years, but not had any real communication or involvement. Membership is £25pa. It was agreed to continue membership, but make a point of making use of the Association's knowledge and to consider applying for relevant grants.

17. Allotments: update from Working Group; consideration of training; consideration of increase in rent

An issue had arisen with an unauthorised structure on the allotment; this had now been resolved. A resident had put compost over their property wall onto allotment land. A potential new allotment holder had been in touch; Cllr E Hall would meet with them to discuss. Posters had been put up advertising that allotments are available. A request had been received to plant vines. It was felt that, so long as the vines were not trained too high, this should not be a problem. Cllr Holmes reported that the Land Holdings Working Group had identified allotment rents as being exceptionally low. Allotments councillors explained that this was deliberate, since there are no facilities such as a water supply or security. Allotments Working Group was requested to review rents in advance of the next due date October 2018, and report back to Council. **Action: Allotments WG.** Cllr E Hall mentioned that an annual inspection of the allotments would be instigated. A training course on allotments management had been identified,

but Cllr Hall could not attend on that occasion. Clerk to investigate other dates.

Action: Clerk.

Cllr Martin queried whether it would be possible to provide water to the allotments. Cllr Bates pointed out that several taps would be needed to provide fair access to all plot holders. Clerk to investigate possibility in first instance with NCC land agents, to include whether a well would be possible. **Action: Clerk.**

18. To consider offer of rent to former councillor for storage of Parish Council trailer

A former councillor has traditionally stored the PC trailer used by the Maintenance Officer on their property, so far purely out of goodwill. Cllr Martin suggested offering a token payment of appreciation. No decision made.

19. General Data Protection Regulations: to consider implication for Clerk hours

Having attended training recently on this issue, Clerk had gained the impression that the new requirements for additional record-keeping and permissions from individuals had the potential significantly to increase workload and in particular, all records currently held would need to be reviewed to establish whether they should be retained, or kept and logged. Councillors had other sources of information which concluded that the Regulations when enacted would have material exemptions for small organisations such as parish councils and so it was not necessary at present to review work processes. It was felt that if changes were necessary, parish councils would have a generous lead time within which to comply. It was also likely that a fund would be made available to cover the costs of additional administrative burden. County Councillor Storey commented that the situation is very complicated, and the consequences are not at all clear at present. It was agreed that a policy should be developed when National Association of Local Councils guidelines are available; to be on the February agenda.

20. To consider Riverside News funding

Mr Dave Barrington was invited to contribute. He had met with all the organisations in both villages, and all were keen to see more information, particularly regarding future events, in Riverside News. In anticipation of the schools not being able to cope with an increased distribution, Mr Barrington had obtained a price from a local printer for printing (five pages, black and white), folding and stapling. For 600 copies, which would cover all households in the parish, the cost for six, bi-monthly issues would be £972.00. It was proposed by Cllr Dornan that a trial of one year on this basis be authorised; seconded Cllr A Hall. All in favour. **Resolved: 17/12/07/20.** Delivery was a concern, and would involve all councillors delivering to distinct areas from a list drawn up by Mr Barrington to avoid overlapping and provided to councillors with the appropriate number of News copies.

21. To consider purchase of capital equipment: strimmer; leaf blower: recommendation from Finance and Resource Committee

Following the provision of previous quotes from local suppliers and a comparison of cost online, Vice Chair had approached Lawn Boy in Downham Market and negotiated a discount of 20% with a two year guarantee on both items. Thus: Strimmer Stihl FS401 C-EM £555.00 ext VAT and leaf blower £165.00 ex VAT. It was confirmed that these items were as specified by the Maintenance Officer. Purchase was proposed by

Cllr A Hall; seconded by Cllr G Carter. All in favour. **Resolved: 17/12/01/21.** Chair thanked Vice Chair for her efforts in pursuing the discount.

22. Update on refurbishment of Hilgay War Memorial

Clerk had contacted a local stone mason who had reviewed the Memorial and provided a quote for refurbishment works. However, councillors felt that this was inadequate as the Memorial in fact needed a complete overhaul. To be pursued further. **Action: Clerk.**

23. Streetlights

Cllr Holmes reported not much progress on the review of lighting within the parish. Cllr G Carter reported a light in West End which has been changed to LED by the maintenance company. This had been reported to the MC by the Clerk as defective, so Clerk should check if failed sodium bulbs are now routinely being replaced with LEDs under the contract. **Action: Clerk.** Diverse Utility Solutions Limited, based at Ten Mile Bank, had provided quotes from an alternative electricity supplier which should provide a 20% reduction in electricity costs for the parish council. Cllr G Carter queried whether the tariff is flexible enough to respond once the bulbs are all replaced by LEDs. Finance & Resources Committee to assess at its next meeting.

24. Update: land adjacent Ten Mile Bank Village Hall

In the absence of Cllr Coogan, Cllr A Hall was able to provide an update. In his role as Clerk to Feoffees charity, he had been asked to enquire regarding the land. The landowner is reapplying for planning permission, which they are confident they will receive. They therefore have no interest at present in releasing the land other than on a commercial basis.

25. Update: NCC Parish Partnership Funding 2018/19

Clerk confirmed that "School Keep Clear" yellow zigzags were eligible for 50% funding through the Partnership scheme, and the cost would be less than £500. It was proposed that the Parish Council apply for funding for a "School Keep Clear" scheme outside Hilgay School. Proposed: Cllr G Carter; seconded; Cllr Bates. All in favour. **Resolved: 17/12/07/25.** Cllrs Holmes and Coogan would raise the issue of the School considering creation of a carpark at their next meeting. **Action: Cllrs Holmes/Coogan.**

26. TMB Playing Field – boundaries and play equipment

Cllr Dornan reported that the current equipment was not as extensive as on Hilgay playing field, and not enough to encourage children to make best use of the field. Cllr E Hall confirmed that the field was well-used during school holidays. In particular it was noted that the roundabout is exceptionally heavy to turn.

Cllr Holmes reported a recommendation had been made by the Land Holdings Working Group regarding the fence, but it was agreed to delay discussion of this item until the February meeting.

27. Budget 2018/19 and initial consideration of Precept 2018/19

Councillors were provided with the latest recommended Budget from the Finance and Resource Committee. Cllr Houghton queried how the proposal for increasing the Precept related to the rate of inflation. It was agreed that this version of the Budget was

an acceptable starting point, and would be further refined at the upcoming meeting of the F&R Committee.

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

Cllr E Hall wished to start the discussion on the future of the land where the football hut used to be.

Cllr A Hall asked for the Hilgay website to be on the agenda.

Cllr Martin circulated a draft letter to be sent to Mr B Charlesworth regarding the common land at Engine Drove. All councillors were content for it to be sent.

County Councillor Martin Storey reported as follows: he had attended a recent Police & Crime Commissioner meeting – the 2018/19 budget was being prepared. A suggested 2% increase cap was in place; the public consultation on the proposed budget runs from 28th November to 22nd December. It had been established that a 4.5% increase would be an additional 19p per week for a Band D household; a 6% increase would be an additional 25p per week. Some particular points were the concentration on tackling hare-coursing, where police action appeared to be having a good effect and the view that was expressed that it was important the public consider police work as a team effort – that everyone should be working together and public involvement should be encouraged. New technology being deployed included drones and unmarked cars. In summary, a very interesting meeting. Any comments, residents could go to the relevant websites, or contact Cllr Storey and he will put views forward.

He mentioned many events being put on over Christmas particularly aimed at families. Cllr Holmes thanked Cllr Storey for this contribution; he reported he had seen the PCC consultation and would review this again.

With no further business, Chair wished all present Merry Christmas and a Happy New Year.

The meeting closed at 9.05pm.

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Chair

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Date