

HILGAY with TEN MILE BANK PARISH COUNCIL
Minutes of the Ordinary meeting held on 7 February 2019

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

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

Absent: A Greening, G Harris (see Item 2 below).

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

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

A Greening (work commitment), G Harris (attendance at training course)

3. Declarations of interest

R Houghton, Item 10, Payments.

4. Declarations of recording and social media use

None declared.

5. To approve the Minutes of the meeting held on 10 January 2019

Proposed: Cllr Martin; seconded: Cllr G Carter. All in favour. **Resolved: 19/02/07/05.**

6. Public participation

County Cllr Storey updated the meeting on NCC's gritting strategy, funding for rural road repairs, and the 2019/20 Budget-setting process. He reminded those present that all the relevant information is on the NCC website but if there were any questions, to contact him. Cllr Martin asked, re the closure of various Children's Centres, how many village halls/churches/other local buildings had volunteered to host the displaced services. Cllr Storey did not have the information to hand but stressed that full consideration had been given to the strategy by Full Council. Cllr Holmes reported that the headmistress of Hilgay School had approached him regarding gritting outside the school as NCC had declined to help. As the parish council did not have the resources to provide gritting as needed across the parish, would Cllr Storey take this up with Highways? Cllr Storey agreed to do so. Cllr G Carter queried who was responsible for clearing up debris at the side of roads following an accident. Cllr Storey confirmed it was Borough Council's clean-up teams which did this, but he would press at County level re pursuing the insurance companies for the cost.

(7.10pm, member of the public left the meeting).

Cllr P Carter queried a figure released in the Press of another £12million in cuts for next financial year. Cllr Storey felt that this had already been taken into account during the Budget-setting process, but would ask the question to double-check.

7. Reports

a. Chair's Report

The Finance and Resource Committee had held a meeting on 18 January. Cllr Dornan's list of outstanding/unresolved items were to be covered at Item 7e.

b. Clerk's Report

Clerk repeated request that councillors make efforts to establish dedicated email addresses exclusively for council correspondence.

The NorfolkALC-hosted parish council website had been set up.

Contact had been made with Southery Speedwatch. Cllr Coogan confirmed his interest.

Cllr Hall queried what was happening with the data from the SAM2 units. Cllr Holmes confirmed a call to the installers would be needed for a reminder on how to download the data. Cllr G Carter volunteered to assist.

Clerk confirmed that there had been no response from Freebridge regarding the future of Willow Lodge, but Borough Cllr Tony White was also attempting to get an answer.

c. Maintenance Report

At the suggestion of Cllr Harris, Clerk had checked with Wimbotsham PC re how they funded maintenance of their footpaths. Wimbotsham Clerk confirmed the PC did not receive funding from NCC; funds came from the Parish Council precept.

Dog signs had been put up throughout the parish.

Most corrective actions from the annual play equipment inspection had been completed.

A rotten post at Hilgay playing field had been removed, and the others inspected.

Basketball net had been replaced at TMB, and the Maintenance Officer was about to inspect the timber there.

Cllr G Carter confirmed that as the weather improved, the goalposts at Hilgay playing field would be re-painted.

d. Reports from councillors

Cllr Coogan reported that the recently-installed dogbin at TMB was being well-used; he would keep an eye on frequency of emptying.

He expressed concern about the fence at TMB playing field, which is barbed wire.

Contact to be made with the owner of the field behind.

Cllr Houghton requested that the Clerk provide nomination paperwork for the upcoming elections.

Cllr Bates reported the sign for Steel's Drove had fallen into the adjacent dyke. To be reported to Highways. He also reported HGV's causing damage in Waterman's Lane, having been misdirected by SatNav. Request to Highways for a No Access sign, plus input to relevant website where SatNav information could be updated.

Cllr Heatrick reported a dog mess problem along the path from West End to the school and wondered if another bin could be provided. It was felt that given Borough Council's restrictions on siting of bins only where there is easy access for their operatives, it would not be practical.

Cllr Hall reported no update from NCC re new fingerposts for the footpaths.

Clerk reported on behalf of Cllr Harris that the Sandy Lane/Pepper Lane/East End footpath was muddy and becoming inaccessible. NCC is responsible, but as Cllr Holmes noted, footpaths are not a priority for NCC spending.

It was noted that the A10/Modney Bridge Road junction sign, pushed over by the most recent accident, had not been replaced. Cllr G Carter noted Highways temporary restriction signs had been blown over into dangerous locations a while back, and asked should not Highways be taking responsibility for this health and safety hazard? Cllr Holmes asked Cllr Storey to bring both these issues up at County level.

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

Cllr Dornan had produced relevant lists, which were reviewed thus:

Hilgay Bridge clean – Item completed

Hilgay Parish NALC Web Site – Item completed

Hilgay Bus Shelters and Noticeboards refurbishment – Item completed

TMB Play field trip hazard (ground level dropped) around shelter and roundabout – Earth has been built up by Maintenance Officer – Item completed

TMB play equipment (roundabout) stiff to turn – Fenland Leisure has serviced this item and it passed the most recently-completed inspection process – Item completed

Banking – Parish wish to change accounts to TSB – Following adverse events affecting the TSB it was considered inappropriate at this time to transfer Parish banking to TSB - Item completed

Hilgay footpaths re-gravelling – Maintenance Officer has completed these tasks - Item completed

E.A. River Map refitted in TMB - Item completed

Hilgay Allotment Fence needs repair (agreed to include concrete base boards) D P Nicholls has completed this task - Item completed

Hilgay Riverfield benches and seat refurbishment Maintenance Officer has completed this task - Item completed

Hilgay Stile repaired / refurbished Maintenance Officer has completed this task - Item completed

Hilgay cemetery gate refurbish / repaint Maintenance Officer has completed this task - Item completed

TMB zip wire overhauled and wire replaced – completed by Fenland Leisure - Item completed

Hilgay Riverside Toilet block – Parish voted to continue funding this facility - Item completed

Archaeological dig on former football hut site (Parish Land) – Item completed Results/Report are detailed on the Archaeologist's own website

Dog Foul Signage – Maintenance Officer has drilled and erected these signs - Item completed

TMB dog bin installation Steven's Crescent Maintenance Officer has completed this task - Item completed

The following items were reviewed and agreement was established regarding progress

Hilgay cemetery gate leaning / in need of adjustment – contract for repairs awarded Feb 2019 – item ongoing

Hilgay Cemetery Hedges too high (Church Land issues) - Item ongoing

War Memorial Repairs – Clerk is still awaiting suitable quotes from approved contractors - Item ongoing

Hilgay Finger board replacement – promised to be completed within 6 weeks at October 2018 meeting – February 2019 still not completed - Item ongoing

Hilgay footpaths re-gravelling – Seek some contribution payment from NCC - Item ongoing

Change of Electricity Supplier – Clerk to make enquiries and report to PC - Item ongoing

Hilgay NCC footpaths overgrown and flooded - This item has NOT been resolved NCC has been made aware of the situation – NCC reply and / or action awaited - Item ongoing

Resident waste bin on PC land – bin still unlocked Parish Chair has written to resident – no reply from resident as yet – Resident to be contacted once again

Action PC Chair – NOTE contract to be reviewed July 2019 - Item ongoing

TMB Noticeboard – Aluminium style board exchanged and wooden noticeboard under construction at Paul Hoskin Joinery Denver - Item ongoing

Items NOT directly PC issues but discussed

Land next to TMB village hall – this item is outside the control of the Parish Council however it will be reviewed if any H&S issues affecting the Parish arise

Willow Lodge - this item is outside the control of the Parish Council however it will be reviewed if any H&S issues affecting the Parish arise

Affordable housing should always be an issued considered by the Parish Councillors.

Item has been passed to Cllr Storey for his attention and discussions at County Council level. The MP Liz Truss has also been made aware of the continuing situation

8. Correspondence

Email from Hilgay resident about death of pet apparently after eating abandoned food. Clerk liaising with vet re a piece for Riverside News.

Confirmation from Borough Council re dog exclusion zones (Public Space Protection Order (Control of Dogs) 2018). Cllr Martin queried extent of zones. Clerk to forward information.

A number of communications from Government Events, aimed more at larger councils. Councillors agreed it was not necessary for clerk to forward these.

9. Planning

To note: application 18/02248F, West End Hilgay, withdrawn.

10. Finance

a. Bank balance and reconciliation

Bank cash balance at 31 January 2019: £53,476.96. Reconciled balance: £53,466.96. Chair checked against original bank statements and signed.

b. To consider authorisation of payments, to note receipts, and to sign cheques

Cllr Houghton abstained from this item.

Payee	Item	Net £	VAT £	Gross £	Chq/DD
Wave (Anglian Water)	Riverfield loos	54.14	0.00	54.14	103120
K&M Lighting Services	Street Lighting Maint 13/1-12/2/19	37.50	7.50	45.00	103121
Fenland Leisure Products	Cableway inspection/refurbishment	492.80	98.56	591.36	103122
Raymond A Houghton	Materials for TMB dog bin	7.80	1.56	9.36	103123
CP Tree Services	Cutting of Hilgay hedge	200.00	0.00	200.00	103124
Maintenance Officer	Jan sal & expns	177.60	0.00	177.60	103125
Clerk	Jan sal & expns	536.39	0.00	536.39	103126
E.ON	Jan electricity	255.69	51.14	306.83	DD
Mr Bee's, via Hilgay VH	Riverside News printing issue 18	288.00	0.00	288.00	103127
Hilgay VH	Use of hall 7/2/19	20.00	0.00	20.00	103127
	Totals	2015.78	158.76	2174.54	

It was proposed that the reconciliation be accepted and payments be approved.
Proposed: Cllr Martin: seconded; Cllr Heatrick. All in favour. **Resolved: 19/02/07/11b.**

c. Given decision by Barclays to shut the Downham Market branch, clerk requested internet access to enable interrogation of deposit account and transfer of funds ONLY between deposit and current account. Proposed: Cllr Martin; seconded: Cllr P Carter. All in favour. **Resolved: 19/02/07/10.c**

11. To receive Minutes of the Finance and Resource Committee

Noted.

12. To consider appointment of internal auditor

Ms J Raby, auditor for previous year, had agreed to conduct the 2018/19 internal audit. It was proposed that she be appointed. Proposed: Cllr Martin; seconded: Cllr Hall. All in favour. **Resolved: 19/02/07/12.**

13. To review office allowance for clerk

Office allowance had remained at £28.30 per month for at least three years. Allowance covers all office supplies and incidentals (except for paper and stamps), heating/lighting, phone charges, use of office and equipment. It was proposed by Cllr Martin, seconded by Cllr Houghton that the allowance be increased to £30 per month. All in favour. **Resolved: 19/02/07/13.**

14. To consider purchase of additional dog bin for TMB

As discussed at previous meeting, for the river walk. It was proposed that a green plastic bin be purchased, but with 50litre capacity as the existing bin was exceptionally well-used. Proposed: Cllr Houghton; seconded: Cllr Coogan. All in favour. **Resolved: 19/02/07/14.**

15. To consider provision of village Christmas Trees 2019

Cllr Heatrick suggested providing a tree for each village. Cllr Holmes asked that she discuss the concept with interested parties, and return with a detailed proposal. Cllr Martin proposed that the concept be approved, with further clarification of details to be received. Seconded: Cllr G Carter. All in favour. **Resolved: 19/02/07/15.**

16. To consider quote for works on Cemetery gates

A quote for works to resolve the problem of the gates not shutting properly had been received from D P Nicholls, £280. It was proposed by Cllr Houghton; seconded by Cllr Hall, that the quote be accepted. All in favour. **Resolved: 19/02/07/16.**

17. To consider extension of 50 year exclusive rights of burial, and de-consecration of limited area within Cemetery

It was suggested that, on request, ERB could be extended to 99 years. Proposed: Cllr Holmes; seconded: Cllr Coogan. All in favour. **Resolved: 19/02/07/17.**

It had been noted that the whole of the Cemetery was consecrated ground, and suggested that some area needed not to be to accommodate those of other faiths and none. Clerk was requested to research the details, and item to be on an agenda during the summer.

18. To consider removal of bollards from Hilgay footpaths

Various points were made, and it was suggested that a survey of locations of the bollards should first take place. Cllr P Carter made the point of whether there may be any insurance liability, and whether potentially opening up the footpaths to non-pedestrian traffic would contravene any by-laws. To be considered again at a future date.

19. To consider the future of Hilgay Silver Band Practice Room

As the lease for the allotment area in Hilgay was due for renewal in 2021, it was agreed that joint discussions with Hilgay Silver Band should take place. Clerk to further investigate background and options.

20. To consider 2019 season job description for Maintenance Officer

Councillors considered the 2017 JD and suggested some minor amendments. To be discussed with MO. There was a discussion regarding litter picking, and whether Borough Council clean-up teams could do this. It was suggested that a Litter Picking volunteer force be encouraged via a piece in Riverside News.

[8.20pm, Cllr Storey and member of public left the meeting.]

Exclusion of Press and Public. Standing Order 3d.

21. To consider grounds maintenance quotes 2019 season

Clerk provided four quotes. It was proposed by Cllr Martin; seconded by Cllr G Carter, that the quote from Holly Landscapes be accepted. **Resolved: 19/02/07/21.**

[8.25pm, Clerk left the meeting.]

Exclusion of Press and Public. Standing Order 3d.

22. To consider development of clerk role and appraisal

Councillors agreed that further information would be helpful, in the form of simplified timesheets. To be revisited once available.

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

None not covered elsewhere.

Date of next meeting: 7.00pm, Thursday 7th March 2019, Ten Mile Bank Village Hall

Meeting closed at 8.35pm.

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Chair

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Date