

HILGAY with TEN MILE BANK PARISH COUNCIL
Minutes of the Ordinary meeting held on 7 June 2018
DRAFT UNTIL SIGNED BY THE CHAIR

Present: P Bates, G Carter, P Carter, A Charlesworth (from 7.05pm), R Coogan, P Dornan, E Hall (Vice Chair), G Harris, J Heatrick, A Holmes (Chair), R Houghton, V Martin

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

Absent: None.

1. Emergency Evacuation Procedures

Emergency evacuation procedures were announced.

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

None required.

3. Declarations of interest

None.

4. Declarations of recording and social media use

None declared.

5. To approve the minutes of the Annual Council meeting held on 3 May 2018

Proposed: Cllr Houghton; seconded: Cllr G Carter. All in favour. **Resolved: 18/06/07/05.**

Public participation

None.

6. To co-opt one councillor, Ten Mile Bank Ward

One candidate had submitted an application, Mr Andrew Greening. It was proposed that Mr Greening be co-opted. Proposed: Cllr Houghton; seconded: Cllr Hall. All in favour. **Resolved: 18/06/07/06.** Mr Greening signed the Declaration of Acceptance of Office, and joined the meeting.

7. Reports

a. Chair's Report

Chair reported a request to hold a softball tournament in July on Hilgay Playing Field, and noted satisfaction that village facilities were being used. Clerk to check with insurers regarding public liability requirements.

Dog signs – these have been purchased and Chair will survey suitable locations and post the signs. He commented that, encouragingly, dog mess appeared to be a declining problem, a view with which the Maintenance Officer had agreed, and that social unacceptability seemed to be having a positive effect.

b. Clerk's Report

Environment Agency – contact had been made regarding potential funding for Riverfield toilet block. Outcome awaited.

Signs for Council facilities: displayed and approved by councillors.

Clerk's holiday – advance notice given to councillors.

c. Maintenance Report

Roundabout at Ten Mile Bank now working.

Fence at Ten Mile Bank: confirmed via TMB resident and NCC that responsibility lies with DEMAT. DEMAT questioning ownership of fence. NCC happy to host a joint meeting. Responsibility clearly not with Parish Council.

Hilgay bridge cleaned by Highways.

Maintenance Officer reported loose lifebelt at Hilgay moorings – Cllr G Carter to attend.

Maintenance Officer and Cllr Hall reporting benches at Riverfield needing repair – Cllr Houghton to liaise with MO. Cost for materials, £219.75 plus VAT, to include repairs to two tables and four seats, with MO carrying out the work. Some concern was expressed that no comparison with other suppliers had been made to ensure value for money, but Cllr Martin pointed out that with potential health and safety concerns involved, on this occasion, speediness of repair should take priority. Cllr G Carter proposed authorising the work; Cllr Martin seconded; 11 for, 2 against, motion carried.

Resolved: 18/06/07/07c.

d. Reports from councillors

Cllr Houghton mentioned the Cemetery noticeboard, which needed updating. Clerk to action.

Cllrs Harris and Hall expressed concern about ongoing issues for Hilgay footpaths.

Clerk to liaise with NCC regarding maintenance. Cllr Martin to investigate with land owner issues regarding livestock.

Cllr P Carter raised an issue of use of access at Hilgay moorings and expressed health and safety concerns. Chair agreed to write to the property owner to clarify restrictions on use of public land.

Cllr Dornan confirmed that the new noticeboard requested for Ten Mile Bank should be the same size as that at Hilgay, Dent's shop.

Cllr P Carter mentioned the condition of Hilgay Cemetery gate – Clerk to instruct Maintenance Officer to refurbish.

8. Correspondence

"Fly the Red Ensign" brochure.

Response from Elizabeth Truss MP regarding requirements for A10 raised at recent meeting. Concern was expressed that the main issues had not been addressed. Cllr Holmes to write to clarify further.

Information regarding "Master Gardener" training course hosted by Garden Organic.

Notification from BCKLWN regarding verification of "Watermans Lane" name.

Letter from TMB resident regarding a particular property. Concern was expressed regarding external appearance of grounds. Cllr Coogan reported results of his appraisal of the situation. It was emphasised that the Parish Council has no jurisdiction over such matters, but it was agreed that informal approaches could be made to see if concerns of other residents could be taken into account. Clerk to respond to complainant explaining the situation.

NCC – notice regarding this year's Parish Partnership Scheme. Councillors requested to consider if any bid is required.

NCC – update on consultation on Norwich Western Link, encouraging all residents to put forward views.

Application for a grant re Ten Mile Bank Summer Fete. This was refused, but Cllr Coogan would reply back to the applicant and suggest that they approach the Feoffee Charity. Clerk clarified that a loan was not possible from the Council, but a non-

recoverable grant under Section 137 Local Government Act 1972 would be possible, and a subsequent donation to the Council could be accepted.

9. Planning

None.

10. Finance

a. Bank balance and reconciliation

Bank cash balance at 31 May 2018 : £83,526.27. Reconciled balance: £83,513.77. Difference of £12.50. Proposal to accept reconciliation with proviso of £12.50 difference: proposed; Cllr Martin: seconded; Cllr G Carter. All in favour. **Resolved: 18/06/07/10a.**

b. To consider authorisation of payments and to sign cheques

Payee	Item	Net £	VAT £	Gross £	Chq/DD	
NPTS	Cemetery training, Clerk	60.00	0.00	60.00		103043
E.ON	Lighting electricity April 18	221.88	44.38	266.26	DD	
K&M Lighting	Lighting maintenance 13/5-12/6	94.47	18.89	113.36		103044
CGM	Recreation gnd May 18	70.00	14.00	84.00		103045
Clerk	Salary & expns May 18	537.20	0.00	537.20		103046
Maintenance Officer	Salary & expns May 18	694.50	0.00	694.50		103047
Maintenance Officer	Mileage expns 1st qtr	48.00	0.00	48.00		103047
Septic tank operative	Riverfield loo septic emptying	70.00	14.00	84.00	Note: estimated cost Invoice not yet received	
Totals		1796.05	91.27	1887.32		

Receipts

Payer	Item	Amount £
Brett's	Headstone inscription	21.00
Allotment holder	Rent	10.50
Allotment holder	Rent	1235.03
Total		1266.53

It was proposed that the payments be approved. Proposed: Cllr Martin; seconded: Cllr G Carter. All in favour. **Resolved 18/06/07/10b.**

11. Policies: to review recently adopted Risk Assessment Policy

Not available. Deferred to next meeting.

12. Dog bin request, TMB

Cllr Coogan put forward a request for a third dog bin at TMB, on Station Road on the way out of the village. Proposed: Cllr Coogan; seconded: Cllr Dornan; seven for, none against. Motion passed. **Resolved: 18/06/07/12.**

13. To consider future storage of Council equipment.

Suggestion that a container be placed on the Hilgay allotments. It was agreed that to have all the Council equipment in one place might be advantageous from an insurance point of view. Clerk to check. Potential costs to be determined, and to be on next agenda.

14. To consider quotes for mole control

Councillors had requested consideration of quotes to put in place an annual contract for mole control, rather than continuing with *ad hoc* requests. Three quotes had been obtained and were considered. It was concluded that given the costs involved, it would not be advantageous to pursue the idea.

15. To consider progress on the Riverfield loo block

Cllr G Carter reported that the door had been mended and the roof tiles replaced. A new problem with the toilet requiring the septic tank to be pumped was reported, and this had been arranged for the next morning. Cllr Carter speculated that the float was the source problem, which would cost around £92 to replace. He requested permission to replace as there was a short time in which replacement could occur. Cllr Holmes proposed authorisation to purchase new float at a cost up to £100; seconded by Cllr Hall. All in favour. **Resolved: 18/06/07/15.** On a related subject, Cllr Holmes wondered if it would be possible to gather information on numbers of boaters using the loo block.

16. To consider quote for fixing broken fence at Hilgay allotments

Cllr G Carter gave the history of the fence: it had been put in place more than 20 years and was originally funded by the bus company which had erected the bus shelter. A quote had been obtained from a resident who had previously provided excellent work for the Council. It was proposed that the quote be accepted, with the option of concrete gravel boards. Proposed: Cllr Coogan; seconded: Cllr Dornan. All in favour. **Resolved: 18/06/07/16.**

17. Update on Sensory Garden

Cllr Charlesworth reported that the Working Group intended to write to various garden suppliers/designers to see if potential plans could be provided for free. Cllr Dornan requested further detail, such as who would be responsible for maintaining the area – Cllr Martin confirmed that as the parish council owned the land, it would be responsible for maintenance in any circumstances. Cllr Bates reminded the meeting of potential security issues. Cllr Holmes suggested a risk assessment at the appropriate moment. He emphasised that the council was at the exploratory stage only, that it would need to assess benefits and costs, bearing in mind the question of what other purpose the land could be used for. Cllr Coogan suggested that any problems at the Church could be referred to the local SNAP group to see if someone could review.

18. Riverside News – to consider updating advertisement rates

Current rates are £12 per annum; publication is now bi-monthly rather than quarterly, and includes delivery to all Hilgay and TMB households. The editor had been consulted regarding suggested rate rise. It was proposed by Cllr Martin, seconded by Cllr Charlesworth, that a rise to £20 per annum be implemented. Nine for, none against. Motion passed. **Resolved: 18/06/07/18.**

19. Further report on bus shelter refurbishment, and to consider purchase of noticeboards for bus shelters

Cllr Charlesworth reported that the shelters had been painted, and the grids would be replaced. She had spoken with various residents, who would appreciate seats being provided. Item to be added to the next Agenda. Regarding noticeboards, it was commented that as it was proposed they be installed at the back of the shelters, they would be protected from the weather and potentially would not need to have covers. It was suggested that Mr Barrington be asked to investigate cost of two noticeboards per shelter, pinboard only. Cllr Charlesworth undertook to discuss with Mr Barrington.

20. To consider quotes for refurbishment of footpaths

As only one quote had so far been received, item was deferred to next meeting. [Cllr Heatrick left with apologies at 8.45pm]

21. To consider initiating a formal procedure for requesting maintenance items

Cllr Coogan expressed concern that no formal procedures were in place when a request for action is made to the maintenance officer, in particular, ensuring that health and safety requirements are followed for each task. Cllr G Carter pointed out that all staff should have H&S training, and a risk assessment made for each task. Cllr Hall suggested that the job description for the MO should include a statement specifying that he will at all times wear the appropriate personal protective equipment for the task at hand and take care regarding public safety; MO to sign revised job description. Cllr Holmes suggested that other councils should be consulted regarding best practice. He requested that Cllr Coogan put forward a suggested procedure for consideration at the next meeting.

[Cllr Charlesworth left with apologies at 9.05pm]

22. To consider the 1918 Centenary Remembrance

Cllr G Carter updated. A further member with military experience had offered assistance to the group.

23. Update on Hilgay website

Cllr Holmes undertook to supervise the population of the website with up to date information by the time of the next meeting. He requested all councillors confirm with the clerk those details they are happy to have published.

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

Cllr Storey informed the meeting re the new County Council leader, Andrew Proctor. He emphasised that it is important councils are implementing correctly the General Data Protection Regulations; if advice is needed there is a contact at NCC. More information is always available on the NCC website. Cllr Storey left the meeting at 9.15pm.

Date of next meeting: 7.00pm, Thursday 5th July 2018, Hilgay Village Hall

21. Exclusion of press and public, Standing Order 3d

To consider reports from the Land Holdings Working Group

Cllr Holmes reviewed the last meeting of the Land Holdings Working Group. The final outstanding payment for this year's allotment fees had been received. The latest situation regarding the fence at Ten Mile Bank playing field was reviewed. Given the complications which had been revealed over responsibility, it was suggested that NCC be contacted and a meeting suggested. Cllrs Holmes and Martin would produce a letter. Hedges around Hilgay playing field: further advice had been sought from RSPB Wildlife Team. Trimming to tidy appearance with hand tools would be acceptable, providing a robust check for birds' nests was carried out prior and if any were present, trimming should stop.

Meeting closed at 9.30pm.

.....
Chair

.....
Date