

**HILGAY with TEN MILE BANK PARISH COUNCIL**  
**Minutes of the meeting held at 7pm on 7<sup>th</sup> September 2017**  
**DRAFT UNTIL SIGNED BY CHAIR**

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

**In attendance:** County Councillor M Storey, J Taylor (Clerk)

**Absent:** R Coogan (Item 2 refers)

**1. Emergency Evacuation Procedures**

Emergency evacuation procedures were announced.

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

R Coogan, family commitment.

**3. Declarations of Interest**

None.

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

None declared.

**5. To approve the Minutes of the Council meeting held on 3 August 2017**

Proposed: Cllr Houghton; seconded: Cllr Dornan. All in favour. **Resolved:**  
**17/09/07/05.**

**Public participation**

None, as no members of the public were present.

**6. Reports**

**a. Chair's report**

Further queries had been raised about the agreement to site a resident's rubbish bin on the allotments, and whether the agreed charge was appropriate. An initial misunderstanding with Borough Council had led to rubbish in bags being left beside the bin, but this was now resolved. Councillors discussed pros and cons, and decided to leave the review date at six months (Feb 2018). Chair pointed out that if councillors felt a review was needed sooner, there is a procedure under Standing Orders which would enable this.

**b. Clerk's report**

New data protection regulations are due to be implemented in May 2018; the Council would need to appoint a Data Protection Officer. The NCC lease for the Practice Room land would come to an end in June 2021, so a discussion would be needed with Hilgay Silver Band. Riverside News deadline is 18 September. Clerk was now circulating planning applications to residents on the contact email list. Land agents (Maxey Grounds) had confirmed that the PCC as well as Hilgay School and the PC leased part of Hilgay playing field. Councillors felt this was inaccurate. The playing field lease runs for 15 years from October 2008. Clerk had reclaimed 2016/17 VAT; £2,163.49.

**c. Maintenance report**

Hilgay Riverfield toilet block needs swift work, Cllr G Carter agreed to arrange repair of the door. **Action: G Carter** [see also later Item 12]. The sign at the Riverfield had been pulled out of the ground; maintenance supervisor requested permission to concrete it in. Agreed, and Cllr G Carter agreed to confirm this with the supervisor.

**Action: G Carter.** Quotes had been obtained from local firms for a replacement strimmer. Chair undertook to explore prices on Ebay. **Action: Holmes.** Maintenance supervisor reported the notice on Hilgay playing field needed replacing. Wesigns was recommended for producing bespoke enamelled signs. A discussion took place as to whether to buy a Council mobile phone for the clerk to use, or whether to request an 0800 number from BT.

#### **d. Reports from councillors**

Cllr Martin reported that non-village/commercial entities were using the bus shelter noticeboard and so it would be necessary to replace the Perspex. **Action: Clerk.** Cllr E Hall reported that the hedge on the right-hand (north) side of the allotments was becoming overgrown. Clerk to arrange letters to the householders concerned. **Action: Clerk.** Cllr Heatrick reported the gate at Steel's Drove where it crosses the A10 had rotted away. Cllr G Carter reported the footpath being highly uneven and not tarmacked. Clerk to contact Highways. **Action: Clerk.** Cllr Charlesworth commented that the Woodhall estate would be cutting back hedgerows soon, as would the Drainage Board. Given there were overgrown Lawson's Cypress trees on Woodhall Road, and overgrown hedges in the church field, would it be sensible to co-ordinate and use the same contractor? It was generally agreed this would be a sensible approach. Cllr Charlesworth would supply contact details. **Action: Charlesworth.** Cllr Charlesworth queried whether any progress had been made on confirming ownership of land past Sandy Lane. Chair responded unfortunately not, but Cllr Bates had found a document dated 1862 mentioning a 'common field' which was glebe land, owned by the church. Cllr Holmes would copy the document and add it to the information already held.

**Action: Cllr Holmes.** Cllr P Carter queried progress on Waterman's Lane, where although some brambles had been cut back, the hedge was still growing into the path. Clerk to write formally to resident; Cllr G Carter to provide contact details. **Action: Cllr G Carter/Clerk.** Cllr P Carter further commented that, after the maintenance supervisor had cut Waterman's Lane, Highways cut it soon after. Cllr G Carter suggested that the Clerk try to co-ordinate with Highways to make sure effort is not wasted. **Action: Clerk.** Cllr P Carter reported a resident undertaking grass-cutting at Forester's Avenue, but was concerned about public liability issues, and the fact that NCC was already paid to do this. It was made clear that this was not connected with the Parish Council, but the Chair undertook anyway to write to the resident pointing out the potential problems with liability and expressing the Council's concern. **Action: Holmes.**

#### **7. Correspondence**

Letter from Elizabeth Truss MP expressing willingness to meet parish councils, and a request to post her contact details on parish noticeboards. Councillors discussed the request and informally voted seven to two in favour of posting. Complaint from resident re noise nuisance at Dent's haulage yard. Councillors acknowledged that the parish council could not deal directly with this, but instead the resident should be advised to keep a diary of the nuisance, and report it to Borough Council. Clerk to write: **Action: Clerk.** Separately, councillors queried the status of action regarding the scrapyards. It was confirmed that Borough Council was progressing action. Councillors commented that the most significant threat would be if a fire broke out at the site.

Zurich Insurance, confirming terms of claim settlement (repeat item for clarification). Councillors reviewed the claim. For the benefit of new councillors, it was explained the

incident arose when the play horse at Hilgay playing field was removed, and before the posts in the ground were also removed, a child injured itself on the posts. The comment was made that, in hindsight and with the example of another parish council in mind, there had been no need for the horse to be removed.

## 8. Planning

Both applications had arrived too late for formal inclusion in the Agenda.

17/01670/F: rear ground floor and basement extension at The Dell, Ely Road, Hilgay. Councillors had no comment.

17/01646/RM: construction of three detached two storey houses at land and buildings south of Narrow Brook, Church Road, TMB. Councillors had no objections in principle, but wished to emphasise to Borough Planning concern about the building to be demolished, which currently is inhabited by little owls. Clerk to write to Planning.

**Action: Clerk.**

## 9. a. Bank balance and reconciliation.

Bank cash balance at 31 August 2017: £80,165.75. Reconciled balance: £79,827.05

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

Date	Payee	Item	Net £	VAT £	Gross £	Chq/DD
01/06/2017	Hilgay Village Hall	June meeting Hall hire	16.00	0.00	16.00	102961
04/08/2017	Hilgay Village Hall	Meeting hall hire 31/3 & 3/8	24.00	0.00	24.00	102961
11/08/2017	E.ON	Electricity 1/7 - 31/7/17	208.90	41.78	250.68	DD
13/08/2017	K&M Lighting	Lighting maint. 13/8-12/9/17	94.47	18.89	113.36	102962
16/08/2017	Norfolk ALC	Chairman Training x 2 Garden of Remembrance railings	200.00	40.00	240.00	102963
24/08/2017	Thomas B Bonnett Internal Drainage		1595.00	319.00	1914.00	102964
31/08/2017	Board	TMB drainage rates	396.24	0.00	396.24	102965
31/08/2017	Maint. Supervisor	August Salary & expns	573.40	0.00	573.40	102966
31/08/2017	Clerk	August Salary & expns	576.69	0.00	576.69	102967
31/07/2017	Clerk	June 17 underpayment	10.00	0.00	10.00	102960
06/09/2017	Hodson	Printer cartridges	9.98	2.00	11.98	102968
<b>Totals</b>			<b>3664.68</b>	<b>421.67</b>	<b>4086.35</b>	

It was proposed that the payments be approved. Proposed: Cllr A Hall; seconded: Cllr Martin. All in favour. **Resolved 17/09/07/9b.**

## 10. Training

NorfolkALC seminar: Employment Matters. £45 plus VAT. Clerk requested that she attend. Proposed: Cllr A Hall; seconded: Cllr Martin. All in favour. **Resolved: 17/9/7/10i.**

General Data Protection Regulations: The new Regulations come into effect during 2018; the Council will be required to have an appropriately-trained Data Protection

Officer. Two courses are offered: by NorfolkALC, and by Norfolk Parish Training and Support. It was proposed that Clerk attend whichever is cheaper. Proposed: Cllr Holmes; seconded: Cllr E Hall. All in favour. **Resolved: 17/9/7/10ii.**

Certification for use of strimmer – maintenance supervisor. MS has certification for use of Chainsaw, and for Pesticide & Pest Control (“spray certificate”), but not strimmer. Given strimmer is used in public areas, it was proposed that the maintenance supervisor attend. Proposed: Cllr Martin; seconded: Cllr Dornan. 9 in favour; 2 against. **Resolved: 17/9/7/10iii.**

#### **11. Ten Mile Bank Playing Field**

Councillors had received a copy of the Transfer of Control agreement relating to the playing field. Concern had been expressed about the state of the fence at the top end of the field; the contract does not refer to the fence. Clerk to write to the owner of the fence, and request repair. **Action: Clerk**

#### **12. Riverfield Toilet Block**

Door and roof tiles: Cllr G Carter undertook to talk to local handypersons who may be able to fix these, and get quotes. **Action: G Carter.** Cllr Holmes queried whether a push-button control lock would be more appropriate than the current key lock for the wash-out. Cllrs G Carter and A Hall noted that the Environment Agency was responsible for issuing keys for wash-outs, and also noted that boat owners pay a substantial licence fee to the EA, which includes use of wash-outs. It was therefore queried why Hilgay and Ten Mile Bank taxpayers should be paying for the supply of a wash-out and not the EA, especially since anecdotally, it is felt that the Hilgay facilities are used more than others. The Clerk was asked to analyse specifically the cost of the toilet block when preparing figures for the 2017/18 Budget. **Action: Clerk.**

#### **13. Norfolk Strategic Framework**

Cllr Holmes outlined the Framework document, which focuses on planning for the future economy, and infrastructure and housing provision in Norfolk. It is due to be in place in 2018 and extends to 2036. Comments are invited on the Norfolk County Council website, with a deadline of 22 September. He invited County Councillor Storey to make additional comments. Cllr Storey confirmed that the overall aim of the Framework is to bring together interested agencies within the County and District Councils of Norfolk, with the aim of more efficiently using resources and providing services. Cllr G Carter suggested that there was not enough emphasis on providing vital infrastructure, particularly in support of more vulnerable residents. Cllr Storey agreed that this was an important point, and always at the forefront of discussions. He encouraged comments via the NCC website. Cllr Martin reminded councillors that MP Elizabeth Truss had offered to speak with parish councils. It was agreed that she should be invited to a council meeting, at which the Strategic Framework could be discussed. **Action: Clerk.**

#### **14. Allotments: to consider offering vacant plots to Hilgay School**

Cllr Martin recognised some concern from existing allotment-holders regarding potential problems of children not behaving appropriately within the allotment area, but felt that the benefits of bringing together the community and the educational value for the children were worth considering. Cllr Bates suggested that the area where the football hut had previously been could be considered as an alternative. The land is as close to the school as the allotments, and additional use of that area would have an extra

benefit of providing more security for the church. Cllr Holmes undertook to talk with the new headmistress of the school on the issue. **Action: Holmes.**

#### **15. Highways: review of work done by Rangers**

Councillors felt overall that, although some vegetation had been cut back and road signs cleaned, which was welcome, nonetheless not as much had been achieved as was hoped for.

#### **16. Dog signs: review of requirements within the Parish**

It was estimated that at least 20 new rigid signs were needed, plus a supply of flexible sticky signs for locations where attachment was difficult. It was proposed that a reasonable supply be obtained up to a cost of £50. Proposed: Cllr Holmes; seconded: Cllr G Carter. All in favour. **Resolved: 17/9/7/16.**

Cllr Harris summarised a long-standing problem which had been brought to the attention of the parish council concerning a resident in Hilgay, whereby dogs were allowed to foul a front garden. Unfortunately, the resident was unable to say at what times the fouling occurred or by whose dog. They were in touch with Borough Council about the matter. As dog-fouling was a wider issue within the Parish, it was suggested that producing flyers for delivery to individual properties in the area highlighting the problem might prove effective. Some doubt was expressed, but experience from a councillor of a previous similar situation seemed to show that a positive effect was possible. Cllr Charlesworth noted that the general waste bin near the village sign was being used as a dog bin, and since a seat was placed nearby, this was unpleasant. Would it be possible to move the bin? Cllr Holmes undertook to liaise with Cllr Harris regarding production of appropriate flyers; Cllr A Hall suggested an entry in Riverside News. **Action: Harris; Holmes; Clerk.**

#### **17. Streetlights: bulb replacement with LEDs**

Cllr Holmes had produced a briefing note on this subject. Cllr A Hall summarised the potential cost savings, and environmental benefits, of replacing bulbs in PC-owned streetlights with LEDs. The capital cost of doing so was significantly different depending on whether only the bulb, or the entire lamp fitting, was replaced. Some concern was expressed about the quality of the light from LEDs. Cllr G Carter pointed out that LED technology was improving continuously. It was queried whether grants were still available to subsidise cost of replacement: Clerk to investigate. Cllr G Carter agreed to investigate with suppliers regarding the most up-to-date technology re bulbs and fittings, and whether costs had changed. Cllrs Holmes and Martin would review both villages' lighting at night. **Action: G Carter; Holmes; Martin; Clerk.**

#### **18. Defibrillator for Ten Mile Bank**

Cllr E Hall had obtained a quote from Primary Care Supplies: basic cost for defibrillator is £1,349 plus VAT. Cost of defibrillator to include training for up to 12 people, plus universal pads (ie, for adults and children), plus disposable battery, £1,618 plus VAT. Cllr A Hall confirmed that the Feoffees charity had agreed to fund half the cost, and would allow the unit to be installed on TMB village hall. The unit would require a weekly check; the maintenance supervisor would be asked if he could undertake this. It was proposed that acquisition of defibrillator be approved. Proposed: Cllr Holmes; seconded: Cllr Harris. All in favour. **Resolved: 17/9/7/18.**

#### **19: Village Fun Day**

Cllr Martin suggested that this be held on Hilgay Playing Field. Cllr Holmes mentioned a charity football match held on the field had raised a significant sum, and interest had been expressed in holding another.

**20. Former football hut area, Hilgay**

Cllr E Hall felt this would be better reviewed after the school's wishes about allotments in that area had been clarified.

**21. Hilgay Website**

Clerk was liaising with the resident webmaster.

**22. To consider granting Clerk permission to accept additional employment**

Clerk was pursuing an employment opportunity with a small parish council within Breckland District Council. The post offered synergies to the advantage of Hilgay/TMB PC, but formal permission was required from Council under the terms of Clerk's contract of employment. It was proposed that permission be granted. Proposed: Cllr Holmes; seconded: Cllr G Carter. All in favour. **Resolved: 17/9/22.**

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

Cllr Storey updated the parish council on the proposed ward boundary changes within BCKLWN. This could affect Denver Ward, of which Hilgay/TMB PC is currently part. The Borough Council had voted to alter boundaries which would have the effect of reducing number of Borough Councillors from 62 to 54, such that each councillor would represent just under 2,400 residents. The proposal, put forward to the Boundary Commission, would entail Hilgay Parish being incorporated into Denton Ward, to join with Feltwell, Hockwold, and Southery, being represented by two borough councillors. Cllr Storey also updated councillors on the smell from the British Sugar factory. This was being monitored continuously by the Environmental Health, but results so far were inconclusive in identifying the precise cause. Cllr A Hall commented that other opinions posited it may not be the cannabis production causing the smell, but rather the lime pits which reacted when temperatures and humidity were unusually high.

Cllr Storey had recently visited the Denver Sluice at the invitation of the Environment Agency. It had been a highly interesting occasion, and he had found that the EA is happy to host other organisations; cost being a donation to an appropriate charity.

Cllr Bates confirmed that the new railings made by Bonnetts had been installed in the Garden of Remembrance. He was keen that a rational ordering of future interments be decided. Clerk to liaise with Cllrs Bates and Houghton to update the GoR plan.

**Action: Bates/Houghton/Clerk.**

Cllr Bates informed councillors that the Diocese of Ely had now agreed to fund the rest of the work already carried out on the lych-gate.

Cllr P Carter queried Freebridge Housing's position on Willow Lodge in Hilgay, when it seemed social housing was particularly needed in the village. To be on next Agenda.

Cllr A Hall requested that refurbishment of the War Memorial be on the next Agenda.

**Date of next meeting 7.00pm Thursday 5 October at Hilgay Village Hall.**

Meeting closed at 9.20pm.