

HILGAY PARISH COUNCIL
Minutes of the Full Council Meeting

held on Thursday, 2nd of March 2023 at 7.00pm in Ten Mile Bank Village Hall.

Present:

Councillors

Cllr G Carter – Chair
Cllr S Annan
Cllr P Bates
Cllr J Heatrick
Cllr P Mesher
Cllr A Holmes KL&WNB, Councillor

Clerk Mr D R Williams

Member(s) of public 1

176/23 Apologies for absence

- There were apologies from Cllr A Greening, Cllr M Storey Norfolk County & KL&WNB, Councillor.

177/23 Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation

Cllr P Bates, Cllr G Carter, Cllr P Mesher, Cllr C Wills made declaration for item 181/23 non-pecuniary interest.

178/23 Election of Vice Chairman of the Council and Declaration of Acceptance of Office.

Due to the resignation of Cllr E Hall the post of Vice Chair was vacant and needed to be filled.

Cllr C Wills proposed Cllr P Mesher, and this seconded by Cllr Orwell all present agreed.

The Clerk asked for the meeting to be held on the 4th of May 2023 move to the 11th of May 2023 due to both village halls being polling stations for the election.

Proposed Cllr Wills and Seconded by Cllr P Mesher all agreed who were present.

179/23 Approval of the minutes of the Council meetings

- To approve the minutes of the Council Meeting held on the 2nd of February 2023 (Items 176/23 to 193/23).

Proposed by Cllr J Heatrick and Seconded by Cllr P Mesher All there agreed.

180/23 An open forum for Public Participation (15 mins – 3 mins per person max): an opportunity to hear from Members of the Public, Borough Councillors and County Councillors.

There was one member of the public attended, they made some observations, one being that item 193/23 should have identifying headings if the agenda item was to be used. This was agreed by the Council and the Clerk would amend that agenda item if used.

Cllr A Holmes KL&WNB, attended the meeting at gave a briefing on the election time gave a briefing on the session he attended. Very good web page called 'Becoming a Parish Councillor' it gives all the information you need to complete your nomination form. The form must be handed in by hand to the Borough Council Offices in King's Lynn between the 21/03/2023 and the 04/04/2023. They will be checked which will be helpful. If you contact the Officers on 01553 616773. Cllr A Holmes stated he would send the clerk the slides of the briefing to be sent on to Parish Councillors. At 20.02pm Cllr A Holmes left the meeting

181/23 Chair's announcements and matters for consideration.

The Chair stated he would be away on an extended holiday from the 30/04/2023 to 31/07/2023 He would be standing again as a Parish Councillor. The Clerk informed the meeting that the Chair would not be in breach of any extended absence should he continue as a Councillor after the 4th of May 2023. During this period Cllr P Mesher as Vice Chair would move up to Chair the Council, taking the meetings, and Cllr S Annan would become Vice Chair of the Council and would sign a declaration for the short period prior to and after the 4th of May election prior to each period at each relevant meeting.

Signage update. The Chair had been busy, but the signs would be going up shortly.

Parish Council notice of Elections. The Clerk informed the Parish Council that Notices will be going up about the elections and also a poster informing voters that they must now have a form of photographic ID with them to vote on the 4th of May 2023.

Riverside toilets meeting proposal. The Clerk had not yet written the minutes of the meeting but would send them out prior to the next meeting. It was decided that a tender be drawn up and then 3 contractors be approached to either refurbish them or demolish the toilet block.

Update on dyke at Ten Mile Bank.

On-going highways to be contacted by Cllr Storey. A letter to be written to highways.

Wall by entrance to Ten Mile Bank Village Hall.

Cllr Wills informed the meeting that this wall was True Blue's old public house. which was up for auction and the wall was bulging out and will fall out. Combined in letter with the previous item.

Hedge / Shrubbery masking SAM2 sign location.

Cllr C Wills reported that the SAM2 Sign was not able to be sited on the pole in its second location at Hilgay due to the shrubbery growing on the pole..

Two Boats moored at the Riverside Field mooring without permission.

The Chair read out the letter to be served on both owners of the boats.

182/22 Updates from working parties.

- **Finance:** The Clerk informed the Parish Council with the Chair being away there needed to be another person to authorise the payments. Cllr S Annan volunteered to be a signatory.
- **Planning:** The planning applications will be discussed later in the meeting.
- **Allotments:** Councillor P Bates nothing to report
- **Footpaths:** Councillor S Anna nothing to report
- **Communications:** Cllr Orwell was appointed to this working party with the Clerk assisting. The Clerk informed the Council that the editor of the Riverside News had resigned due to family and work commitments. The Chair would contact the previous editor to investigate them taking it on.
- **Asset Register.** Councillor A Greening was not present to report.

183/22 Planning Items

- To receive results on decisions **22/02008/F Application refused.**
- To discuss application **23/00247/F** to be circulated.

184/22 Finance: To approve payments for 23 January 2023 to 23 February 2023

- To approve payments as per schedule presented.

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
24.01.2023	Anglian Water	Water payment	DD	0	0	39.44	0
30.01.2023	D Farrow	Allotment Plot 07 BGC	BACS	0	0	0	12.5
30.01.2023	HMRC PAYE/INC	53PR001454262306	BACS	0	0	100	0
06.02.2023	Npower	Electricity/Invoice	DD	442.66	22.13	464.79	0
07.02.2023	Tim Wall	CIL application work	BACS	0	0	750	0
07.02.2023	David Williams	Clerks Wage for January 2023	BACS	0	0	593.95	0
07.02.2023	SLCC enterprises	Cem ertery course	BACS	0	0	36	0
07.02.2023	HMRC PAYE/INC	53PR001454262310	BACS	0	0	129.2	0
08.02.2023	Dunstan S&J	SD Allotment PLOT 20	BACS	0	0	0	12.5
14.02.2023	Williams D&C	Credit for RSN Advert	BACS	0	0	0	40
23.02.2023	PKF Accountants and Busniess Advisers	Limited Assurance review of AGAR	BACS	280	56	336	0
23.02.2023	K&M Lighting	Street lighting m aintence invoice No 6916	BACS	42.8	8.56	51.36	0
Totals for 23.01.2023 to 23.02.2023 no outstanding invoices				765.46	86.69	2461.3	65

Proposed by Cllr c Wills seconded by Cllr P Mesher all present agreed.

185/23 To receive update on Parish Council Mower.

- The Clerk informed the Council that the mower needs some works doing to it. There were three options. It was **proposed by Cllr Wills and seconded by Cllr Mesher** that the Chair was to speak with TNS and discuss works to be carried out. **All agreed.**

186/23 To discuss Playing Field Ten Mile Bank.

- The Chair informed the meeting letter has gone off to Norfolk County Council.

187/23 To discuss dog bin opposite Stevens Crescent and its potential movement.

- Cllr Wills stated that residents did not want the dog bin moved after a little discussion it was felt the bin should stay in situ for the present time.

188/22 To discuss coronation 8th of May celebrations.

- The Chair informed the meeting that there were no proposals so the Parish Council would not apply for the £200 grant on this occasion.

189/22 To discuss Play equipment report Ten Mile Bank.

- The Chair asked Councillors to re view the report and requested Ten Mile Bank Councillors look at the equipment and report back at the next meeting.

190/22 To discuss Trees placed in the Parish / Common Land

- Councillor S Annan informed the meeting that she had contacted the land registry and had paid £7 for a copy of the area map. **Proposed Cllr G Carter and seconded Cllr P Mesher that Cllr S Annan is reimbursed all present agreed.**

191/22 Discuss no tipping sign which belongs to WNBC near Stevens Crescent

- The Clerk to request that Highways take remedial action.

192/22 Agenda items for the next meeting

- Riverside News
- Fair field garage update
- Parish Council Facebook Page to be discussed.

The date of the next meeting will be on

Thursday the **6th of April 2023** at Ten Mile Bank Village Hall starting at 7pm.

193/22 Exclusion of Press and Public – To consider resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

Councillors P Mesher and C Wills proposed and seconded that item on maintenance contract be discussed under the resolution.

There were three tenders sent out only two contractors replied, and one was chosen to further interview.

The Parish Council agreed to go ahead and further refine the contract and offer this to the person for a probationary period of three months.

Proposed Cllr G Carter and seconded by Cllr P Mesher All agreed who were present.

The meeting closed at 20.54pm