

HILGAY PARISH COUNCIL
Minutes of the Full Council Meeting

held on Thursday, 4th of January 2024 at 7.00pm in Hilgay Village Hall.

Present:

Councillors

Cllr P Mesher – Chair
Cllr S Annan – Vice Chair
Cllr J Dix
Cllr J Heatrick
Cllr R Munday
Cllr M Orwell
Cllr C Wills

Clerk Mr D R Williams

Member(s) of public 0

145/23 To receive and accept apologies and reasons for absence.

- There were apologies from Cllr A Greening, Cllr M Storey Norfolk County & KL&WNBC, Cllr P Hodson KL&WNBC.

146/23 Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation

- Cllr C Wills and Cllr P Mesher declared that they had a non-pecuniary interest as members of the Hilgay Charities Board. Items 137/138 on the agenda.

147/23 To agree the minutes of the Council Meeting held on the 7th of December 2023 (Items 112/23 to 127/23).

They were accepted and confirmed.

Proposed by Cllr C Wills and seconded by Cllr M Orwell all present agreed.

131/23 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.

- Cllr M Storey Norfolk County & KL&WNB and Cllr P Hodson KL&WNBC were not present therefore no reports given at the meeting.
- No members of the public present.

149/23 To approve Budget and Precept for fiscal year 2024 to 2025.

- The Chair confirmed that all Councillors had received the budget spreadsheet prior to the meeting and all present agreed they had. There were no issues raised. The Chair asked for agreement on setting the precept for the fiscal year 24/25 at £33,880. The Clerk to submit the precept form to the Borough Council.

Proposed Cllr R Monday and Seconded by Cllr M Orwel all present agreed.

150/23 Chair's announcements and matters for consideration.

Update on Ten Mile Bank school public meeting.

- The Chair informed the meeting that he had a reply from Elizabeth Truss MP which he had forwarded on to Councillors. Also, he had completed the consultation Survey on behalf of the Parish Council. The Chair had made points along the similar lines that he had put to Elizabeth Truss MP. The Chair to go back to Elizabeth Truss MP with the emphasis on contacting the Director of Education for the Eastern Region to ask him to carefully consider any proposal to close the school from DEMAT. Cllr M Orwell requested that in Chairs reply to Elizabeth Truss MP ask her to champion the safe transport of children. There was no assurance from DEMAT at this time. This matter was discussed at length. There will be a meeting of the parents with Elizabeth Truss MP. The Chair to draft reply. The Chair informed the Councillors that he had been contacted by Cllr M Storey and he had registered the Parish Councils interest in taking over the Playing Field with Chris Gill estates Manager with Norfolk County Council. The cost of cutting the grass would fall back on the Parish Council. There was discussion about a new entrance to the playing field to be a looked at if the Parish Council are successful.

Update Highways responses.

- The Chair stated the pothole they filled down Modney Bridge has come up again. Cllr C Wills informed the meeting the BT concrete box opposite the Old School house that housed the telephone cables was exposed roadside and the dyke was showing signs of slippage. Cllr R Munday suggested that the key person is in contact with Clerk and a map of all potholes is produced. Cllr C Wills would coordinate Ten Mile Bank. Cllr R Munday would coordinate Hilgay. A discussion continued and a system of numbering the potholes and with a date be drawn up.

Clerk to arrange a meeting with highways area manager after the plotting of the potholes had taken place.

Update Closed Church yard wall.

- The Clerk informed the meeting that no response had been received from the Borough Council.

Decision on FOHS (children's) allotment plot.

- The Clerk informed the meeting that he had not received anything further from FOHS or the school. Cllr J Dix informed the meeting that Mrs Turner is willing to put the allotment plot under the school umbrella and insurance. But She was not prepared to be financial liable. So, the plot would have to come under the FOHS, and the Chair said it was now for them to get in touch with the Parish Council.

151/23 Updates from working parties.

- **Finance:** The Vice Chair informed the Council that She and the Clerk had met and worked on the VAT Claims on the scribe system a very productive morning.
- **Planning:** Application 23/02230/F VARIATION OF CONDITION 1 OF PLANNING APPLICATION 19/02091/RM -Reserved matters application for proposed new two storey, three-bedroom dwelling. There had not been any further notification from the case officer. The Clerk to look and see if any form had been received if there had been to send out to Councillors.
- **Allotments:** Cllr S Annan had nothing to report.
- **Footpaths:** Cllr S Annan reported a tree down along the path adjacent to Woodhall Farm and the Clerk to request Borough Council action. There was further.
- **Infrastructure:** Cllr C Wills had nothing to report apart from hedging plants (Privet) which had been purchased at a cost of £181.96 for 24. There was a plan to have one gap in the hedge. Cllr C Wills and the Maintenance Officer will look to plant the 24 and then decide how many more plants were needed.

Proposed by Cllr P Mesher and seconded by Cllr C Wills and agreed by all present.

- **Communications:** Cllr M Orwell informed the Councillors that she had requested the notice for the PCC Elections, and this was ongoing. A plan for the Green Space
- **Asset Register.** Councillor A Greening

152/23 Planning Applications

- (a) To receive results on decisions: **None**
- (b) To discuss applications received: **23/02230/F** this application has been previously discussed in the meeting. Also **23/02218/F** discussed at a previous meeting conjunction with two other applications in Holts Lane. No Objections.

This was discussed and this planning application was refused by delegation.

153/23 Finance: To approve the payment of accounts for December 2023.

To approve payments as per schedule presented.

Payments from 01/12/2023 to 20/12/2023

20 December 2023 (2023-2024)

Hilgay Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
83 Electricity	05/12/2023		Community Barclays (street lighting	Electricity	Npower street lighting	L	388.54	19.43	407.97
87 Payroll Services	05/12/2023		Community Barclays (Quarterly Payroll serv	payroll	Coates business services ltd	S	49.50	9.90	59.40
88 Payroll Services	05/12/2023		Community Barclays (Quarterly Payroll serv	payroll	Coates business services ltd	S	49.50	9.90	59.40
89 Payroll Services	05/12/2023		Community Barclays (Quarterly Payroll serv	payroll	Coates business services ltd	S	49.50	9.90	59.40
84 Salary	05/12/2023		Community Barclays (Maintenance Officer sa	Maintenance - Salary	HPC Maintenance Officer	Z	1,103.74		1,103.74
85 Salary	05/12/2023		Community Barclays (Clerk Salary for Nov 2:	Clerk Salary	David Williams	Z	622.68		622.68
86 Mole Control	05/12/2023		Community Barclays (4 units	Mole Control	Dunstone Pest Control	S	66.67	13.33	80.00
90 Ground maintenance	05/12/2023		Community Barclays (SA08UKZ	Maintenance Supplies	AT Johnson	S	9.37	1.88	11.25
91 Ground maintenance	05/12/2023		Community Barclays (Concrete for Dog Bin r	Maintenance Supplies	Barker DBS	S	6.25	1.25	7.50
92 Ground maintenance	05/12/2023		Community Barclays (Concrete for Dog Bin r	Maintenance Supplies	Barker DBS	S	6.25	1.25	7.50
93 Printing	13/12/2023		Community Barclays (RSN Printing	Riverside News	Mr Bees FOTOSTOP	S	335.00	67.00	402.00
Total								2,687.00	133.84	2,820.84

Proposed by Cllr S Annan and seconded by Cllr C Wills all present agreed.

154/23 To discuss the D-Day 80 event.

- Councillor R Munday informed the meeting there had been two meetings. There was to be participation from the School Children, Silver Band, lighting of the beacon. Food to be put on the theme being fish & chips. Baytree Manager offered to cater for the event once decision on numbers, timings and location were firmed up. The Clerk was to draw up a risk assessment for the event. Also,

the Clerk to advise the Parish Councils insurers of the event. Cllr R Munday nominated Cllr C Wills to read out the proclamation as the crier, however the Vice-Chair wanted another to do this, Cllr C Wills asked to be advised what the Council wished. Cllr R Munday had written to USAF Bases. Cllr C Wills suggested first aid persons are present. Also, there was the need maybe to hire a marquee. Due to the event being on the 06/06/2024 the Parish Council meeting in Ten Mile Bank Village Hall that evening, will be moved to the 13/06/2024. The Clerk to check with Mrs Field and book that date if free and send out email to Councillors.

155/23 To update disconnection of water to Riverfield Toilet Block.

- The Clerk informed the meeting that the Anglian Water engineer had visited the location of the leak. This was not a positive outcome and so it would be straight to disconnection. A form needed completing by the Clerk first. A further update would come at the next meeting.

156/23 To approve the cost of Church Road Street Lighting in Ten Mile Bank.

- The Clerk informed the meeting that he had not yet received the invoice for the 3 lamps on church road Ten Mile Bank which had been replaced. Moved to the next meeting.

157/23 To be update on the Green Space application.

- Cllr M Orwell had given a short update on this item earlier in the meeting. The Clerk to provide details of the person who completed a green Space application in Hilgay.

158/23 Late correspondence not on the agenda.

- Cllr M Orwell parking at Ten Mile Bank Village Hall. Notice to be placed in the Village Hall to make people aware they should be a safe distance away from the traffic lights.
- Cllr R Monday observed that there was a parking issue around Hilgay School and would a crossing not be a safer way for the children cross the road instead of in between vehicles. The Chair stated it would be a prohibited cost for a crossing looking upwards of thirty thousand pounds. Also, it was for he School and FOHS to raise this as a concern as it affected them directly.
- Cllr J Dix raised a question about some huge trees in a family members garden, after some discussion it was found not to be in the Parish of Hilgay. The issue was in Fordham Parish but was still covered by Cllr P Hodson KL&WNBC. The issue lay with the Borough Council.

159/23 To discuss Document Management Policy sent out prior to the meeting.

- The Clerk was working on them. Item moved to the next meeting.

160/23 To discuss items for information for the social media pages.

- Nothing to place on the pages at the time of the meeting.

Agenda items for the next meeting

- Update on the D-Day 80 event.
- Update on the Water disconnection
- Allotment plot decision for the FOHS
- Update on Parents meeting with local MP.
- Update on Green Space Application

The date of the next meeting will be on

Thursday **1st of February 2024** at 7.00pm in Ten Mile Bank Village Hall.

161/23 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.

The Chair asked for a proposer and Seconder to move this item. **Proposed Cllr C Wills and seconded Cllr J Heatrick all present agreed.**

The Chair and Clerk had a meeting with the Maintenance Officer (MO) as this was the end of his probation period. It was a very positive meeting and the MO’s contract was amended to reflect this and his employment was made permanent. The MO’s contract to be reviewed in September 2029. The Chair and the MO signed the contract. All Councillors gave a vote of thanks to Mr Everitt

The meeting closed at 20:45pm