

HILGAY PARISH COUNCIL

Minutes of the Full Council Meeting

held on Thursday, 1<sup>st</sup> of December 2022 at 7.00pm in Ten Mile Bank Village Hall.

Present:

Councillors Cllr E Hall – Vice Chair(Chaired the meeting)  
Cllr S Annan  
Cllr P Bates  
Cllr A Greening  
Cllr J Heatrick  
Cllr P Mesher  
Cllr M Storey Norfolk County & KL&WNB, Councillor

Clerk Mr D R Williams

Member(s) of public 2

**118/22 Apologies for absence**

- There were apologies from Cllr G Carter, and Cllr A Holmes KL&WNB, Councillor.

**119/22 Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation**

- None declared

**120/22 Approval of the minutes of the Council meetings**

- To approve the minutes of the Council Meeting held on the 3rd of November 2022 (Items 118/22 to 138/22).

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

- The Cllr E Hall signed the minutes as the Chair for the meeting.

**121/22 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.**

The Chairman closed the meeting at 19:03pm for the public participation County / Borough Councillors to give reports.

Councillor Storey had contacted the Clerk and he received a document from the County Council which will be scrutinised and debated at the next meeting. Councillor Storey informed the Parish Council that CiL monies would be available to bid for starting January 2023 open for the whole month. The format has changed slightly with more items added. Norfolk County Council

had now opened up the libraries as Hot spots. There would be more opportunities for residence to have their say to look on the Norfolk County website. Councillor S Annan stated alternations to steels drove / west end and Councillor Storey was meeting with the highways management team and will be bringing these matters to their attention as it was worse. The Clerk to email Councillor Storey.

Two members of the public were present.

Mr Wills stated that items he wanted to raise were to be addressed in the agenda so had nothing new to add.

The Reverend Moat was given permission by the Chair to update the Parish Council at item 127/22.

### **122/22 Chair's announcements and matters for consideration**

Parish Council vacancies advertising would be arranged by the Clerk and posters will be made to advertise vacancies and request a two-week advert from democratic services at the Borough Council with dates for the vacancy advertising period in the new year.

Grit Bins purchased and had been delivered. Councillor Storey was to request that the old grit bins could be emptied and taken away by the County Council so the new Bins could be placed and filled with new material. The Dog Bin had also been purchased and the Maintenance Officer was requested to put in place. The Clerk to complete form and send it to the Borough Council. The Blue Bin at the river field the lid was broken. The Clerk had request a new one from the Borough Council. The Maintenance Officer stated it was emptied once a month until the season starts and then inline with the Black Bin emptying. The Chair thought that the Parish Councillors needed to think of who should move the Blue Bin for emptying.

Riverside toilets were discussed by the Chair and Councillors, and it was decided that the Clerk to send out an email through doodle poll requesting a common date and time for a meeting, to all Councillors except Councillor Bates who was not online but who would be present with one Councillor when the meeting was arranged.

Parish Council website was update by the Clerk and was thanked by the Chair.

The village signs update – the Clerk had spoken with Councillor Carter and wording was causing a difficulty this was being addressed.

Correspondence received from Elizabeth Truss Constituency MP offering a meeting with the Parish Council and it was decided that the Clerk would write back to her office and requesting a date and time to be proposed. **ALL Agreed**

### 123/22 Maintenance Officer's report

- The Chair proposed a vote of thanks for all his hard work, Colin had done over the years and will be a hard act to follow.
- The Maintenance Officer reported the SAM2 signs and the charging of them needed to be allocated to another person. The Ten Mile Bank Christmas tree what date would you like it erected? The Chair stated when the Maintenance Officer was ready. All the Maintenance Officers equipment apart from the sprayer. The Lawnmower would be moved there after its servicing by TNS this was to be arranged. Maintenance Officer left the meeting at 7:40pm.

### 124/22 Updates from working parties

- **Finance:** The Clerk updated the meeting that a finance meeting will be arranged. Contracts to be
- **Planning:** Chair noted late application 22/2008/F
- **Allotments:** The Clerk informed the meeting all allotments
- **Footpaths:** Cllr Hall stated no observations had been reported.
- **Communications:** Membership on hold.
- **Asset Register.** Cllr Greening – The Local Council Administration

### 125/22 Planning Items

- (a) To receive results on decisions None
- (b) To discuss applications received: 22/2008/F was a late application. The Councillors thought this was an unsuitable location for a dwelling. The Clerk would write to the planning officer

Councillor Storey left the meeting at 7.55pm and wished everyone a Happy Christmas and prosperous New Year.

### 126/22 Finance: To approve payment of accounts for November 2022

- To approve payments as per schedule presented. That the payment of bills was approved in accordance with the schedule and the receipts are noted. Also, the Clerks' Manual published by the Society of Local Council clerks had been approved for purchase.

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
03.11.2022	Hilgay United Charites	TMB village hall rent 2022	BACS	120	0	120	0
03.11.2022	Hilgay United Charites	Land rent rent 2022	BACS	70.00	0	70	0
03.11.2022	Colin Willis	Maintenance Officer Wage for October 2022	BACS	0	0	378.4	0
03.11.2022	David Williams	Clerks Wage for October 2022	BACS	0	0	470.92	0
04.11.2022	Npower	Street Lighting	BACS	0	0	142.05	0
09.11.2022	Sara Porter	Wreath x2 from RBL	BACS	0	0	50	0
09.11.2022	The Royal British Legion	EEG06 x2 wreaths	BACS	0	0	40	0
09.11.2022	GAC Electrical	Payment for Grave Diggers Hut removal	BACS	120	30	150	0
14.11.2022	Hilgay United Charites	Hilgay Village Hall invoice	BACS	0	0	80	0
16.11.2022	K&M Lighting	Street lighting maintence invoice No 7054	BACS	37.5	7.5	45	0
16.11.2022	K&M Lighting	Street lighting maintence invoice No 7154	BACS	42.8	8.56	51.36	0
16.11.2022	K&M Lighting	Street lighting maintence invoice No 7211	BACS	42.8	8.56	51.36	0
16.11.2022	K&M Lighting	Street lighting maintence invoice No 7274	BACS	42.8	8.56	51.36	0
16.11.2022	AT Johnson	Key cut	BACS	0	0	4.5	0
17.11.2022	Holly Landscapes	Invoice 4913	BACS	152.15	30.43	182.58	0
Totals for 01.10.2022 to 31.10.2022 no outstanding invoices				<b>558.05</b>	<b>93.61</b>	<b>1887.53</b>	<b>0</b>

**Proposed by Cllr P Mesher seconded by Cllr A Greening all present agreed**

**127/22 To discuss Ten Mile Bank Church yard.**

- The Reverend Moat informed the meeting after the PCC meeting sub-committee for St Martins Church has been disbanded. Diocese of Ely will walk around. The Church yard is deemed full. There will be survey for the closure of the Church Yard. The official reservation will be for the upkeep to be done by the Brough Council. Councillor Bates asked Reverend Moat if the church yard.

**128/22 To discuss Playing Field Ten Mile Bank.**

- The Clerk had received a copy of the lease agreement written by nplaw in January 2016 will be emailed to the Clerk next week. There was no first indication that the Parish Council. To be brought back on the next agenda.
- There was no resolution for the Dyke at present.

**129/22 To discuss cutting Hilgay Church Avenue and Wildflower meadow by contract**

- The wildflower meadow would be a quote for it to be completed for 3 years 3 cuts. The Clerk had a verbal agreement with Mr Lloyd

**130/22 To discuss plaque for Past Councillors in both village Halls**

- Councillors discussed this and the Clerk was to gain a quote from Charlotte Howarth of Making Marks Ltd and bring it back to the next meeting. A starting point of £500. Pictures plaque's locations.

**Proposed by Cllr P Mesher seconded by Cllr P Bates all present agreed.**

**131/22 Update on Hilgay Playing field tasks outstanding.**

- The Clerk informed the meeting he had contacted online Play Ltd. The outstanding maintenance and a survey would be completed together proposed Cllr E Hall and Seconded Cllr S Annan.

**132/22 To discuss contingency planning cost of living crisis webinar.**

- The Clerk showed the NALC webinar and those who presented and would email the links to Councillors. The Clerk was to try and get leaflet from NALC.

**133/22 To discuss Trees placed in the Parish / Common Land**

- Councillor S Annan informed the meeting, Karen Williams helps with going through the evidence. Mr Topham had replied, and he is not resident at Woodhall.

**134/22 To discuss Rangers visits for 2023.**

- It was discussed wait until a

**135/22 To discuss `Storage shed rental for Maintenance Officer equipment**

- The Clerk informed the meeting that he had a meeting with Mr veal the owner and Mr Bates. Mr Veal offered a peppercorn rent of £5 per week. This would store all the Parish Council equipment under lock and key. A 12-month contract would cost £260 per year.

**Proposed by Cllr P Mesher and Seconded by Cllr S Annan all agreed**

- The Clerk informed the meeting he had received an introductory letter from Kelly Landscapes.

Cllr A Greening left the meeting 8:55pm

**136/22 To discuss Flooding by Hilgay school**

- Councillor Storey was informed about this item earlier in the meeting, and will take the matter up with the Highways Managers at his next meeting with them.

**137/22 Agenda items for the next meeting**

- Commemorative Plaques
- SAM2 speed signs
- Riverside toilets
- Seeding of Wildflower meadow

**The date of the next meeting will be on**

Thursday the 5th of **January 2023** at Hilgay Village Hall starting at 7pm.

**138 /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.**

Nothing

The meeting closed at 21.00pm