

HILGAY PARISH COUNCIL
Minutes of the Full Council Meeting

held on Thursday, 5th of October 2023 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 A Greening
Cllr R Munday
Cllr M Orwell
Cllr C Wills

Cllr M Storey Norfolk County & KL&WNB.
Clerk Mr D R Williams

Member(s) of public 1

95/23 To receive and accept apologies and reasons for absence.

- There were apologies from Councillor P Hodson KL&WNB.

96/23 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. Item

97/23 To agree the minutes of the Council Meeting held on the 07th of September 2023 (Items 61/23 to 77/23).

Proposed by Cllr C Wills and seconded by Cllr R Munday all present agreed.

There were discussions about the length of time the minutes had taken to be produced and it was agreed that the Clerk should take no longer than fourteen working days maximum. The optimum ten working days. The Clerk was to follow up on all actions first.

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

98/23 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.

- Member of the public raised questions around the streetlights not working for several months. The number of lamps out was six on station road and one on St Stevens Crescent. There are three out in Hilgay. The Clerk stated he had tried on numerous occasions to contact K&M lighting. Cllr Storey said he would get on to the supplier if needed.
- Cllr M Storey Norfolk County & KL&WNB. Informed the meeting that Norfolk County Highways have new machine which they are coming to clear the school dyke and trees at the back of the school. Highways have looked at school lane and this issue is now being addressed too. Regarding the imposition of six white gates in Ten Mile Bank there was positive news. The Chair updated Cllr Storey and the Councillors that Highways have given permission for the gates to be placed at their locations. Yet there was needed a contractor with a street furniture licence to ensure compliance with legislation. Cllr Dix did know of someone who held the necessary licence, and the Chair said a site meeting was needed. Cllr Storey informed the Parish Council he would be having a meeting with Jason Morsen and Andy Wallace about prioritising projects in his ward. This project will be on the agenda. Cllr Storey informed the Parish Council that Norfolk County Council cannot support the proposal by Greater Anglia Railways proposal to close their ticket offices as the consultation period was less than 21 days and this was not done correctly and there was no consultation with disability groups. As far as bus services go the department of transport has improved services across the county as from the 24th of July 2023 bus numbers 88 and 89 the service between Kings Lynn and Thetford will run every 2 hours. There were improvements to services at the weekend to Munford and Wareham. County Farms have just carried out a tender process for a county Council Farm near Wisbech which a couple have taken on the Farm running it for Children and adults with disabilities. The farming community around the area donated tools etc, to help the couple set up which was great to see. The final round of Norfolk County Streetlighting will take place over the next two years changing over some 16,800 lamp heads to LED's. The prominent case of building material assessed to be at risk of collapse was used in thousands of UK public structures from 1950s to 1990s. Known as "Aero bar" was reinforced autoclaved aerated concrete (RAAC), the cheap lightweight alternative to traditional concrete mixes which was used in thousands of UK public buildings. Cllr Storey informed the meeting that Norfolk County Council had only one school affected, and this was being dealt with straight away. Also, the County Council had been in contact with the academy schools who are responsible for their own estate, and this too was being dealt with.

As for Borough News and the new QEH hospital to be built by 2030 is in hand. The Clerk asked Cllr Storey to raise the issue of allotment costs. Cllr C Wills as a resident asked Cllr Storey to take up Monday bridge road. There was an accident involving an articulated vehicle which lost his load. The Chair thanked Cllr Storey for all his help.

99/23 To receive application for the Casual Vacancy and consider and resolve the Co-option for the position of Councillors (circulated with agenda) If elected, to resolve that the Councillors are granted a dispensation until the end of their term in May 2027.

- The Clerk informed the meeting that Councillor Dix and Councillor Monday needed to be proposed and seconded for this item.

Proposed by Cllr A Greening and Seconded by Cllr C Wills all present agreed.

100/23 Chair's announcements and matters for consideration.

Community Infrastructure Levie (CIL) bid update.

- The Chair informed the meeting that the Parish Council Clerk had researched the CIL bid panel, and they sit tomorrow, and the Parish Council score is 13 out of 15 and it is believed there will be a positive outcome. So, we shall wait and see.

Discuss Highways responses.

- The Chair explained to the Councillors this item is about the proposed gates being put up in Ten Mile Bank or speed terminals as Mr Wallace the Highway Engineer for our area called them. Mr Wallace confirmed that the Parish Council can install the speed terminals. But there must be an accredited street works person to oversee the installation. The Parish Council would need to apply for a permit through the Street Works Team and Mr Wallace would forward on utility plans for the areas so there would be no accidental cutting into wires or water mains etc. Cllr A Greening asked what was the monies to budget for the installation of the gates? There was a discussion and the Chair requested that once all the financial elements were put together then an extraordinary meeting would be called for the Councillors to ratify the procurement of the speed terminals. The minutes of which would form part of the next meeting.

Discuss Hilgay Play Area Repair

- The Clerk informed the Parish Council he had the opportunity to finalise the payment as the repair negotiated with online play had been carried out. They had wrongly invoiced the Paris Council for the full amount, but this had been resolved to the 50/50 share. This closed the matter.

Discuss Ten Mile Bank School playing field.

- The Chair informed the meeting that the signed schedule had been received from the school and he will sign the schedule and send a copy to Mr K Porter and keep one for the Parish Council records. He read the schedule out for the benefit of the new councillors. This matter has been closed for this issue. The Councillors thanked the Chair and Clerk for all their efforts which produced a positive outcome.

Discuss Closed church yard wall.

- The Chair gave a background to where the Parish Council stand at the present time. The Borough Council who are responsible for the closed church yard wall were going to repair it. They have now come back with an email stating that there is damage to the cemetery side of the wall. This damage looked like the result of the structure taken down by the Parish Council. The structure was the gravediggers hut which was in a dangerous condition and need to be removed. The email went on to say the Parish Council removed the structure and this potential caused the damage to the wall. Further investigations are required before the Borough Council can pay for any additional repairs and are waiting for these investigations before moving forward. The Chair requested the Clerk to contact Alison Bingham and arrange a site visit.

Discuss riverside toilet block.

- The Clerk informed the Council that the Water meter leak had been reported and this needed to be repaired before any rebate was forth coming. Then the disconnection could take place. As for the Electricity supply a disconnections form was being filled out and then a surveyor would need to visit the site and then after that works could be undertaken to disconnect the electricity supply to the block and demolition could commence. An action was for the Clerk to chase up the utilities to maybe speed up the process.

Discussion to have extra Defibrillator.

- The Chair asked was there a need to replace the defibrillator in Hilgay. There was a grant available which reduced the cost. After some discussion it was thought that having just replaced the battery due to it needing a new battery that the defibrillator was serviceable. So the Chair withdrew the submission.

To update the membership of the Working parties for New Councillors.

- The Clerk invited the Parish Council to maybe update the working parties as there were now two new councillors on the Parish Council.

The present working parties membership was the following:

Finance and Resources (Cllr Susan Annan, Cllr Peter Mesher)

Planning (Cllr Jane Heatrick, Cllr Andy Greening)

Allotments and Footpaths (Cllr Susan Annan Cllr C Wills)

Technology Communications (Cllr Marianne Orwell)

Assets Register (Cllr Greening)

After discussion there would be created a new infrastructure working party and the new working parties was populated as follows.

Finance and Resources (Cllr Susan Annan, Cllr Peter Mesher)

Planning (Cllr Jane Heatrick, Cllr Andy Greening)

Infrastructure (Cllr C Wills Cllr J Dix)

Allotments and Footpaths (Cllr Susan Annan Cllr R Munday)

Technology Communications (Cllr Marianne Orwell)

Assets Register (Cllr Greening)

101/23 Updates from working parties.

- **Finance:** The Chair informed the Council that he had viewed the balances in the account which was 19k and 20k respectively. The Clerk asked if Cllr S Annan could help with the VAT return. Cllr S Annan agreed, and the Clerk would email the relevant paperwork. The Chair indicated there was £4k for the demolishing of the toilet block along with the costs for disconnection of utilities. Also, if successful with the CIL bid there would be another £3k the Parish Council will have to pay towards the final costs. The Chair said that the Council were ok financially at the moment. The Clerk did indicate that there should be a meeting of the Finance working party to draft a budget for the 24/25 financial year and setting the precept. The finance working party should meet late in November to bring the budget back to the December meeting. The Clerk was asked by the editor of the Riverside news magazine to go back to four issues a year instead of three. The reason being contributors are not getting all their events advertised in a timely manner. There was a discussion, and the number of copies would reduce by 50 for the next publication. The Chair thought this item could carry over to the next meeting in November prior to the next issue deadline of 8th of December 2023. Also, the budget would need to reflect what percentages the Parish Council would give the school as part of the agreed schedule.
- **Planning:** Cllr J Heatrick nothing other than the planning application to be discussed later in the meeting.

- **Allotments:** Cllr C Wills had nothing to report. The Clerk did say that all except one on the waiting list now had an allotment.
- **Footpaths:** Cllr C Wills said the items from the last meeting were ongoing.
- **Communications:** Cllr M Orwell informed the baby seal is still around. The Chair thanked Cllr Orwell's husband for his article about the Seals in the Riverside News. Cllr Orwell informed the meeting that the Chair's report for the Riverside News that did not get included was published on social media pages. There was discussion about flower boxes on Modney Bridge. Cllr Orwell put a few questions out on the Parish Council website page and the responses were of the 150 people that saw the message ten replied, out of all the replies only six mentioned the flower boxes, then out of the six only two volunteered to help with the upkeep of the flower boxes. The decision was made to put this on hold for the time being.
- **Asset Register.** Councillor A Greening requested that he take things of the asset register. The Chair suggested that Cllr Greening bring a list to the next meeting, but Cllr Greening had a list, so he read from it.
 1. The old gravediggers hut had been demolished in the Parish Council Cemetery. **Removed.**
 2. Old bench that had rotted away. **Removed.**
 3. Concrete Bin on Hilgay playing field broken. **Removed.**
 4. One old salt Bin **Removed.**
 5. All play equipment at Ten Mile Bank playing field **Removed but kept on a separate schedule as part of the agreement with TMB School.**

Proposed Cllr A Greening seconded Cllr P Mesher all agreed

102/23 Planning Applications

- (a) To receive results on decisions: **None**
- (b) To discuss applications received: **Planning 23/01702/LDE.**

This was discussed by the Council and Councillors had no objections.

103/23 **Finance:** To approve the payment of accounts for September 2023.

To approve payments as per schedule presented.

2 October 2023 (2023-2024)

Hilgay Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
50 Electricity	04/09/2023		Community Barclays		electric supply for stre	Electricity	Npower street lighting	L	338.02	16.90	354.92
51 Payroll	05/09/2023		Community Barclays		Clerks salary August	Clerk Salary	David Williams	Z	534.50		534.50
52 Wild Flower Meadow	05/09/2023		Community Barclays		seed for Wildflower me	Maintenance Supplies	Frontier Agriculture Ltd	S	71.67	14.33	86.00
53 Grass Cutting Contract	25/09/2023		Community Barclays		Grass cutting for Augu	Grass Cutting	Holly Landscapes	S	194.97	38.99	233.96
54 Maintenance	25/09/2023		Community Barclays		Street lighting mainte	Streetlight Maintenance	K&M Lighting Services	S	42.80	8.56	51.36
Total								1,181.96	78.78	1,260.74	

Proposed by Cllr J Heatrick and seconded by Cllr J Dix all present agreed.

104/23 To discuss IT support for Council Website.

- The Clerk informed the Parish Council that he had issues with the Council’s website. Steve Jackman was contacted, and his services would be £30 this forced the Clerk to do more self-training so requested if the site did look abnormal it was because it was being worked on.

105/23 To discuss AGAR final report.

- The Clerk informed the Council that the Annual Governance and Audit Report was complete, and the Chair read out the wording that would be published on the notice boards.

106/23 To discuss Street Lighting in Ten Mile Bank.

- The Chair stated the Street Lighting had been discussed with K&M Lighting and this was explained earlier in the meeting.

107/23 Late Correspondence not on the agenda.

- Cllr Orwell reported that parking at the Village Hall. The Hilgay Charities will put up a sign made by Cllr Orwell and an article in the Riverside News.

- The Parish Council thanked Arron Rolph and Neil Bradley for their help in refurbishing the Church notice board at Ten Mile Bank. The Hilgay Charities would need to be invoiced to donate their part of the costs.
- Cllr R Munday had contacted the war graves commission, and they will install and maintain a plaque on the wall. Cllr R Munday will get in touch with the Reverend Moat to complete a form.
Cllr Storey left the meeting at 20:50hrs.
- Cllr J Dix raised the issue of no remembrance wreath being laid by the Parish Council at Ten Mile Bank. There was a discussion, and it was decided that two wreaths would be purchased for the schools and one each for Ten Mile Bank and Hilgay villages. It was also decided that Cllr J Dix and Cllr C Wills would lay the wreath at Ten Mile Bank on Saturday the 11th of November and Cllr R Munday would lay a wreath at Hilgay on the remembrance Sunday the 12th of November. The Clerk would purchase 4 x wreaths from Downham Royal British Legion. Cllr Orwell to place an announcement on the Council Facebook page.
- Cllr S Annan stated that the Good Companions would like to put a notice board up by the good companion's hall wall. A discussion ensued the borough Council Street Scene team. Cllr P Dobson

108/23 To discuss Trees placed by the Parish on Common Land / Fairfield Garage / Boat moored on Riverfield / School Dyke Ten Mile Bank.

- Cllr S Annan emailed Mr Topham came back that Mr Topham is not interested at this time and would not give permission. Need to wait and go back to him in 6 months after the harvest.
- The boat has been removed from the Riverfield by the environment agency.
- The Dyke has been discussed earlier in the meeting.
- Fairfield garage was still on going.

109/23 To discuss Document Management Policy sent out prior to the meeting.

- This item moved to the next meeting.

Councillor A Greening left the meeting at 8:33pm

110/23 To discuss Document Management Policy.

- Moved to the next meeting.

111/23 To discuss items for information for the social media pages.

- The Clerk would send out useful numbers.
- The New notice board.
- The repair to Hilgay Playing field.

- Remembrance Days.

Agenda items for the next meeting

- CIL bid for Ten Mile Bank Play equipment update.

The date of the next meeting will be on

Thursday **2nd of November 2023** at 7.00pm in Hilgay Village Hall.

112/23 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.

Cllr C Wills proposed and seconded by Cllr M Orwell that items on the maintenance officer contract, and Maintenance Officer Role to be discussed under the resolution.

Maintenance Officer

The meeting closed at 21.15pm