

HILGAY PARISH COUNCIL

Minutes of the Full Council Meeting

held Thursday, 5th of May 2022 at 7.00pm in Hilgay Village Hall.

Present:

Councillors            Cllr G Carter  
                              Cllr A Charlesworth  
                              Cllr P Bates  
                              Cllr A Greening  
                              Cllr E Hall  
                              Cllr J Heatrick  
                              Cllr N Highnam  
                              Cllr Z Hipsey  
                              Cllr P Meshier  
                              Cllr J Heatrick  
Parish Clerk Mr D R Williams

Member(s) of public 0

**01/22 Election of Chairman of the Council and Declaration of Acceptance of Office**

The Clerk took the meeting for the election of the Chair of Hilgay Parish Council for the ensuing year 22/23. Proposed by Councillor A Charlesworth and Seconded by Councillor E Hall. Councillor G Carter was duly elected as Chair and signed the declaration.

The Chair thanked everyone and especially thanked Councillor Annabel Charlesworth as she informed the Council she was no longer going to stand as a Parish Councillor. The Chair thanked her for her long service to the parish and the families kind donation to the proposed replacement of the grave diggers hut. This was supported by all present.

**02/22 Election of Vice Chairman of the Council and Declaration of Acceptance of Office**

The Chair took the meeting for the election of the Vice Chair of Hilgay Parish Council for the ensuing year 22/23. Proposed by Councillor G Carter and Seconded by Councillor P Meshier . Councillor E Hall was duly elected as Vice Chair and signed the declaration.

**03/22 To receive and accept apologies**

Apologises were received from Cllr P Carter, Cllr S Annan, Cllr M Storey Norfolk County & KL&WNB Councillor, Cllr A Holmes KL&WNB.

04/22 **To receive declarations of interest for items on the agenda (under the Borough Council of King's Lynn & West Norfolk code of conduct) and any requests for dispensation.**

Cllr E Hall and Cllr P Mesher declared that they held allotment plots on Hilgay Village Allotment site.

05/22 **To agree the minutes of the Council Meeting held on the 7th of April 2022 (Items 223/22 to 244/22).**

The minutes of the meeting held on the 7th of April 2022 (Items 223/22 to 244/22). Were approved and signed as a true and accurate record

**Proposed Cllr A Greening Seconded Cllr A Charlesworth All agreed**

The Chair Cllr Carter signed the minutes for the record.

06/22 **To review the representatives on Council Working groups**

The Chair went through with those present the make up of the Council working Groups which remained the same for the ensuing year 22/23.

**Finance and Resources** (Cllr Susan Annan, Cllr Graham Carter, Cllr Peter Mesher)

**Planning** (Cllr Jane Heatrick, Cllr Andy Greening)

**Allotments and Footpaths** (Cllr Elaine Hall, Cllr Peter Bates Cllr Susan Annan)

**Technology Communications** (Cllr Norman Highnam, and Zara Hipsey)

**Assets Register** (Cllr Greening)

07/22 To review the Councils Polices and Procedures

**7.1 Standing Orders**

The Clerk was to amend the finish time to 21:30pm **All agreed**

**7.2 Financial Regulations**

To remove Councillor A Charlesworth as signatory with Councillor P Mesher. Check on mandate for Councillor J Heatrick as signatory. **All agreed**

**7.3 Code of Conduct**

To be updated by the Clerk with NALC April 2022 version **All agreed**

**7.4 social media Policy**

Cllr E Hall raised the names on the policy required amending. **All agreed**

**7.5 Equality & Diversity Policy**

No action

**7.6 Compliments, Comments & Complaints Policy**

The address to write a complaint required amending and the address changed. **All agreed**

**7.7 Lone Worker Policy**

New policy to be published when amended with PPE and First Aid.

### **7.8 Environmental Policy**

No action

### **7.9 Privacy Notice**

No action

### **7.10 Cemetery Fees 2019**

Fees item to be added to the next agenda

#### **08/22 Chairman's announcements and matters for consideration**

- The Chair updated the meeting on two agenda points letters to the Diocesan and the signage for the playing field

#### **09/22 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.**

Mr Wills did emphasized very poor road pot holes. The Chair said there would be another meeting arranged with Area Manger.

#### **10/22 Maintenance Officer's report**

- The Councillors had received all the reports from the previous month prior to the meeting and there were no questions from Councillors.
- Online play no date as such for the starting of the works.
- Concrete bin by the bus shelter is filled halfway with gravel. A decision on obtaining a new bin.
- Ten Mile Bank dog bin on the river should be replaced as a whole been damaged. The Borough has not emptied the designated bins. MO emptied the bins. The Clerk to contact Councillor Holmes re this item.
- Cllr P Meshier stated the bin at Saint Stephens Close to by moved to the Bin near the school.
- Bin by the Cemetery to be moved or not? Parish Council to discuss.
- Two bins to be purchased and two grit bins.
- Key safe to be purchased and keys cut. **Proposed Cllr A Greening  
Seconded Cllr E Hall All agreed**

Nothing further to report, the Maintenance Officer left the meeting.

#### **11/22 Updates from working parties**

- **Finance:** Nothing to report
- **Planning:** The Chair requested that Freebridge Housing be invited to the next Parish Council meeting to update the Council on planning application with regard to the houses being proposed. This could alter the area and the Councillors should have good questions ready.

- **Allotments:** Cllr Hall informed the meeting that she had attended a highways webinar organised by NALC on the 20/04/2022 and Cllr S Annan and the Clerk also attended the online event in the afternoon.
- **Footpaths** Cllr Hall stated no observations. It had been wet, and they needed some dry weather.
- **Communications** Cllr Highnam reported that the Riverside News had been published. Cllr Highnam to send the lists of advertisers to send out invoices. Cllr S Hipsey to taken on Cllr A Charlesworth's delivery area for the riverside news.
- **Asset Register.** Cllr Greening still ongoing with updating.

## 12/22 Planning Items

- (a) To receive results on decisions None
- (b) To discuss applications received: 22/00323/F **No objections**

## 13/22 Finance: To approve payment of accounts for March 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. All bills dated after the meeting on day of payment as per statement.

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
01.04.2022	AGOA Business Publishing	H&SE advice sheet loan working	BACS	0	0	44.95	0
01.04.2022	Coates Business Sevices	Quarterly Payroll Services	BACS	49.5	9.9	59.4	0
01.04.2022	NAUTRESIGNDESIGN	lecturn construction and information sheet	BACS	900	180	1080	0
05.04.2022	Claire Dornan	1 x Funeral Payment	BACS	0	0	80	0
05.04.2022	Colin Wills	Wage for March 2021	BACS	0	0	371.44	0
05.04.2022	David Williams	Clerks Wage	BACS	0	0	498.35	0
06.04.2022	Steve Jackman	IT website training for Clerk invoice	BACS	0	0	90	0
07.04.2022	Borough Council of King's Lynn & West Norfolk	Precept payment	BACS	0	0	0	28000
12.04.2022	Norfolk County Council	Direct Debit	BACS	0	0	85	0
12.04.2022	Stoke Ferry Timber	12mm Marine Ply	BACS	59.5	11.9	71.4	0
12.04.2022	Holly Landscapes	Invoice 4475	BACS	152.15	30.43	182.58	0
12.04.2022	Glebe Management	Playing field Hilgay rent	BACS	282.55	70.63	353.18	0
12.04.2022	HMRC	PAYEE Payment	BACS	0	0	357.6	0
19.04.2022	Norfolk County Council	Band Room Rent	BACS	0	0	91.25	0
26.04.2022	Anglian Water	Direct Debet	BACS	0	0	37.41	0
29.04.2022	Npower Street lighting	Direct Debet	BACS	318.89	16.39	335.28	0
Totals for 01.04.2022 to 01.05.2022 no outstanding invoices				<b>1762.59</b>	<b>319.25</b>	<b>3737.84</b>	<b>28000</b>

**Proposed Cllr E Hall**

**Seconded Cllr P Mesher**

**All those present agreed**

**14/22 Village 5 Year Plan.**

Cllr Highnam updated the meeting Cllr Storey road safety on A10 and the dip in road had been fixed. Mr Nicholas Pratt to look at linking the footpaths. Toilet was disability friendly. Bollards out of all the footpaths the Chair said it will be caught up at the meeting with highways area manager. The access for disability scooters is very poor within Hilgay.

**15/22 Gravediggers hut.**

The Cllr A Charlesworth informed the meeting that there has been general approval in the village and Cllr A Charlesworth with the Parish Council will get three tenders for the work. The Chair requested that a decision is made about the proposal and it was **Proposed by Cllr E Hall and Seconded by Cllr A Greening and agreed by all present to accept the scheme.**

Councillor A Charlesworth left the meeting

**16/22 Discuss the Riverside toilets and Insurance update.**

Previously discussed under Maintenance Officers report. Contract would be reviewed in 2 months time.

**17/22 To discuss Parish common land and update on Ten Mile Bank playing field from the Chairman.**

The Chair stated the Common Land ownership issue had new evidence all their maps show queens dyke to be the boundary from Wood hall gate way the did not own the land. There was a line drawn and this was a mistake as indicated by the land registry. Cllr Highnam thought that talking to Mr Topham and introducing him to the village groups, might be away forward. The Chair stated there has been no comment from the previous owner. This was a difficult situation. The Ten Mile Bank playing field was still ongoing.

**18/22 To receive update on the playground signage costs and for these to be approved by the Parish Council.**

The Chair informed the meeting that he was still awaiting the costs. The Council delegated this matter to the Chair who would send the invoice to the Clerk. Taken off the agenda.

**Proposed Cllr E Hall    Seconded Cllr A Greening    All agreed**

**19/22 Discuss any further updates on the Queen's Platinum Jubilee**

Cllr Highnam informed the meeting that the Children will get a coin from the Mayor of West Norfolk. Cllr P Bates requested a pole 3.5 meter length out of the ground. A small scaffold platform would be used to erect the pole and it was stated that the best location would be at the rear of the flower meadow. A discussion followed on lighting the basket. The request for 250 meters bunting had now been published. Silver Band will attend and the children will sing.

Palmer fish & chip van will be available. Also desert UK will be there also. Marquees to be erected and cakes and teas will be in the church. The flowers are ready for the bridge and the Hilgay boat club will have a flotilla on the Saturday. The Pub will do a BBQ that day. Methodist Church will have a meal in the Church. Street parties will be encouraged.

**20/22 To discuss Highways Matters**

Cllr A Greening informed the meeting that Wimbotsham had seen a number of 30 mph roundels placed on the road. Cllr S Annan had informed the Clerk a resident had informed her that a post office van was speeding excessively on Steels Drove matter to be raised with highways.

**21/22 To receive any Councillors issues and /or village matters**

**Cllr S Hipsey** raised the purchasing of a zip wire for the play area at Hilgay. The Clerk was to investigate the costings and if a grant could be applied for through the CIL monies from the Borough Council.

**Cllr Highnam** residents thought another mini international food festival in the village would be a good idea. Ideas for the placement of food vans and locations of street food vendors would be a starting point.

**Cllr J Heatrick** thought the Parish Councillors should sign a thank you card and purchase a bunch of flowers on behalf of residence and the Council.

**Proposed Cllr J Heatrick and Seconded Cllr E Hall that £25 be spent all agreed who were present.**

**Cllr P Bates** There was an issue with teachers cars at Hilgay Academy parking in front of the church gate and blocking the funeral vehicles two lines put to stop the parking. The Clerk will write to the school to stop the two cars being parked in the area.

**Cllr P Mesher** play equipment for Ten Mile Bank field can we think about purchasing more equipment and allocate some money. The Clerk to send Councillor Holmes email with request on updating of CIL grants.

The Clerk had applied for a Jubilee grant of £200 from the Borough Council.

**23/22 Agenda items for the next meeting**

- Grave diggers hut
- Update on polices
- Insurance and Toilet Contract
- Confirmation of contact ref Parish Land at TMB
- The Queens Platinum Jubilee review
- Signage for playing field for information
- Playground inspections / new equipment update
- Highways update

The next meeting will be on **Thursday the 9<sup>th</sup> of June 2022 at Hilgay Village Hall starting at 7pm.**

**24/22 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.**

None transacted

The meeting closed 20:52pm