

HILGAY PARISH COUNCIL

Minutes of the Full Council Meeting

held Thursday, 7th of April 2022 at 7.00pm in Ten Mile Bank Village Hall.

Present:

Councillors Cllr G Carter - Chair  
Cllr A Charlesworth – Vice Chair  
Cllr P Bates  
Cllr P Carter  
Cllr A Greening  
Cllr E Hall  
Cllr N Highnam  
Cllr P Mesher  
Cllr J Heatrick  
Parish Clerk Mr D R Williams

Member(s) of public 3

**223/22 Apologies for absence**

- There were apologies from Cllr Annan Cllr Z Hipsey Cllr A Holmes KL&WNB Councillor, Cllr M Storey Norfolk County & KL&WNB, Councillor,

**224/22 Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation**

- Cllr P Mesher informed the Parish Council that he was now a member of the Hilgay United Charities (FEOFFEES).
- There were no requests for dispensation.

**225/22 Approval of the minutes of the Council meeting**

- The minutes of the Council Meeting held Thursday, 7<sup>th</sup> of April 2022 (items 223/22 to 244/22) were approved and signed as a true and accurate record.

**Proposed Cllr E Hall**

**Seconded Cllr J Heatrick**

**All those present agreed**

The Chairman Cllr Carter signed the minutes for the record.

**226/22 Chairman's announcements and matters for consideration**

- Archie Ruskin- Toys for Ukraine. Cllr Highnam informed the meeting the total raised at present was £1305 on the website. After some discussion the Parish Council declined to use public monies towards this cause.
- The Clerk said he had been in touch with Deputy Lord-Lieutenant Nicholas Pratt, and he would like to come and present plaques to Hilgay & Ten Mile Bank villages on behalf of HM The Queen organised by the Norfolk Lord-Lieutenant Lady Dannatt through NALAC.

- The Clerk requested Mrs Jo Raby be appointed to audit the accounts for the year and reimbursed for doing so.

**Proposed Cllr E Hall and seconded Cllr P Mesher all agreed**

#### **227/22 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 19:04pm for the public participation County / Borough Councillors to give reports.
- Mr K Porter and Mr H Porter addressed the Parish Council re public access granted by Mrs Best (recording was not clear) to the school playing field in Ten Mile Bank. Mr K Porter attended a meeting in September 2020 the County Council, Parish Council, and Diocese of Ely Multi-Academy Trust (DEMAT) representing the school intended to hold a site visit and formalise the contract, but this hasn't happened. The Chair did explain the situation and Mr Porter was still positive but need a swift resolution to this matter. The Clerk and the Chair would attempt to arrange another site meeting and ensure Mr Porter was invited.
- Mr Wills did emphasize that there are very poor road repairs and the Chair had stated this was being taken up by Cllr Storey at Norfolk County Council.

#### **228/22 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.
- The Maintenance report from online play
- Monkey frames tightening and eating and drawing into the wood. Pack it out with washers or similar.
- Mr & Mrs Coles bench was beyond repair will be removed by the Chair.
- Concrete bin by the bus shelter is filled halfway with gravel. A decision on obtaining a new bin.
- Ten Mile Bank 3 dog bins haven't been emptied. MO emptied the bin.
- School Dyke needs doing again after six years. Clerk to put on Highways report.
- Cllr E Hall brambles, at the end of Hubbard's drove need cutting back Cemetery entrances are quite slippery and need attention.

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

#### **229/22 Updates from working parties**

- **Finance:** All invoices were up to date for the end of year. 10K was transferred into the savings account from the community account.

**Proposed by Cllr E Hall**

**Seconded by Cllr P Mesher**

**All those present agreed**

- **Planning:** Nothing to report.
- **Allotments:** Cllr Hall informed the meeting that Cllr P Mesher and Cllr E Hall and the Maintenance Officer had put on the numbered pegs to identified all the Allotments. New Holders
- **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. The Clerk did publish two articles on the Facebook page and Parish Council website.
- **Asset Register.** Cllr Greening

### 230/22 Planning Items

- (a) To receive results on decisions None
- (b) To discuss applications received: None

### 231/22 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 £   |
|--|----------------------------|--|-------------|----------------|---------------|----------------|-------------|
| 02.03.2022   | H Battersby                | Plot 18  | BAC         | 0              | 0             | 0              | 12.5        |
| 02.03.2022   | Bridget Balac              | Plot 20  | BAC         | 0              | 0             | 0              | 12.5        |
| 04.03.2022   | Dai Farrow                 | Plot 7   | BAC         | 0              | 0             | 0              | 12.5        |
| 14.03.2022   | A+E Hall                   | receipt for allotment number discs                 | BAC         | 0              | 0             | 22.5           | 0           |
| 14.03.2022   | Borough Council Kings Lynn | Dog bin emptying 01.03.2021 to 28.02.2022          | BAC         | 905.67         | 181.13        | 1086.8         | 0           |
| 14.03.2022   | Zurich Municipal           | Policy YLL-2720865913                              | BAC         | 1015.64        | 121.87        | 1137.51        | 0           |
| 18.03.2022   | Downham Building Supplies  | invoice 217050                                     | BAC         | 33.07          | 6.62          | 39.69          | 0           |
| 18.03.2022   | K&M Lighting               | Street Light Maintenance                           | BAC         | 37.5           | 7.5           | 45             | 0           |
| 18.03.2022   | Hilgay Village Hall        | Office & Storage of Documents Plus meetings x 3    | BAC         | 60             | 0             | 60             | 0           |
| 31.03.2022   | Coates Business Services   | Quarterly Payroll Services                         | BAC         | 49.5           | 9.9           | 59.4           | 0           |
| 31.03.2022   | Transfer                   | From community account to Business Savings Account | BAC         | 0              | 0             | 10000          | 0           |
| Totals from 2nd March 2022 to the 31st of March 2022 no outstanding invoices for the end of year |                            |  |             | <b>2101.38</b> | <b>327.02</b> | <b>12450.9</b> | <b>37.5</b> |

**Proposed Cllr P Mesher**

**Seconded Cllr A Charlesworth**

**All those present agreed**

**232/22 To discuss update from the Clerk on Parish Council website.**

- The Clerk informed the meeting that all minutes had been updated and placed on the website and that he had received an email from Mr Dornan thank him for getting things up to date. The Chair thanked the Clerk for completing this work.

**233/22 Village 5 Year Plan.**

- Cllr Highnam updated the meeting Cllr Storey was now pressing County Hall in the campaign to level up Hilgay and Ten Mile Bank. The Government have given Billions to improve the Bus Fleets around the country and was hoping to influence the County Hall Freebridge Housing and Willow Lodge development.

**234/22 Discuss Gravediggers hut.**

- The Vice Chairman informed the meeting that there was progress and the architect had produced primary drawings and these found favour with Councillors and was agreed in principle subject to the need for planning to be explored. Cllr P Bates to put drawings up on a poster board at the Church and the Clerk put it on as article on the website and Facebook page.

**235/22 Discuss the Riverside toilets and Insurance update.**

- Cllr Highnam informed the meeting he had sent the Clerk the Contract for signature by the Chair for the mobile toilet to be installed. It was signed by the Chair at the meeting. The Clerk would then email it to the Contractor and ask to receive the first invoice after placement of the Mobile Toilet on the Riverside Field. An email to the Clerk of Hilgay United Charities informing the Parish Council had signed the contract and the toilet had no liability to them. The riverside toilets would be put back on the agenda in 3 months.

**Proposed Cllr N Highnam      Seconded Cllr P Mesher    All agreed**

**236/22 To discuss replacement dog bin in Ten Mile Bank and purchase of another waste bin next to bus stop at the School in Ten Mile Bank.**

- After some discussion it was decided to move the Dog Bin from St Stevens close, the Maintenance Officer to move the Dog bin.

**Proposed Cllr S Mesher Seconded Cllr A Greening    All agreed**

- The additional waste bin to be attached Manley Close Bus Stop at Hilgay this was agreed by the Parish Councillors and a sum of £100 would be assigned to the Maintenance Officer to purchase the waste bin.

**Proposed Cllr S Mesher    Seconded Cllr A Greening    All agreed**

- A discussion took place about anti social behaviour with waste being thrown out of dog bins and waste bins. The Clerk would place an article on the Facebook and Council website advising about the consequences of acting this way.

**Proposed by Cllr E Hall and Seconded by Cllr N Highnam. All agreed.**

**237/22 Discuss Parish Common land and update on the Ten Mile Bank playing field.**

- The Chair had given an update earlier in the meeting about the playing field at Ten Mile Bank and there was no further update on the Common Land issue.

**238/22 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.

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

**239/22 Discuss any further updates on the Queen's Platinum Jubilee**

- Cllr Highnam informed the meeting that there had been significant changes to the Jubilee Beacon day. The Methodist Church had withdrawn for this particular beacon event. But they would be doing something during the holiday period on the Sunday. They The Boating Club were looking to hold an event on the Saturday now and so they were going to liaise with the Public House. Cllr Heatrick informed the meeting that she has been to bay tree to see if they would assist in planting the boxes. The person she needed to speak to Will was not there. There would be six flower boxes and 3 plaques. The plaques would cost £99 and these as the flower boxes had been agreed at a previous meeting. The new schedule was now 2hours from 8pm to 10pm on Thursday the 02/06/2022. The programme will be published. Cllr Highnam requested a shout out for 250 meters of bunting red/white/blue that was cloth not Plastic.

**240/22 To receive update on allotment numbering and Wild Meadow lectern and display. Cllr E Hall**

- Cllr E Hall informed the meeting the lectern is up and will be a Parish Council asset. It has been erected and Cllr E Hall would put an article in the riverside news. Also the article to be displayed on the Council website and Facebook Page.

**241/22 To discuss the playgrounds invoice for repairs to equipment.**

- The playground inspection reports would be sent out to Councillors and the estimate to consider. The Costings £2811.78p including VAT. Cllr Hall

proposed that we should be getting it down. Discussions on the length and time of inspections. Cost of the inspections if shorter was to be sort. The Activity trail in Hilgay playground needed replacing. The Council would be inviting costings from Online Play for the Activity trail, and matting at the entrance to Hilgay Cemetery near the Wild Meadow .

### **Proposed Cllr E Hall and Seconded Cllr A Greening all agreed**

#### **242/22 To receive any Councillors issues and /or village matters**

- Cllr Hall asked if the two grit bins in Ten Mile Bank could be replaced and a quote for their replacement be sort. Looking at a green colour instead of bright yellow. To be brought back to the next meeting.
- Cllr P Carter would like to see 30mph roundels painted on Foresters avenue and Tower road. Chair asked the Clerk to email Cllr Storey for his assistance.
- Cllr Heatrick requested an update from highways as no sign was yet in place to stop lorries going down Westend road.
- Cllr Highnam the notice board at Dents shop needed restoration. The Maintenance Officer to inspect and source new materials as necessary.
- Cllr Charlesworth bins and recycle bins were full could they be reported? The Clerk to enquire.

#### **243/22 Agenda items for the next meeting**

- Grave diggers hut
- 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 update
- Display Board update
- Highways update

The next meeting will be on **Thursday the 5<sup>th</sup> of May 2022 at Hilgay Village Hall starting at 7pm.**

**244/22 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.**

The Chair sought proposer and seconder to exclude the press & public. Funding for the Clerk to be discussed.

**Proposed Cllr Heatrick and Seconded by Cllr P Mesher.**

- The Clerk requested funding from the Parish Council for his CiLCA training course through NALC and registration fee with SLCC for his CiLCA award. Total funding £710.
- The Clerk also requested that he obtain a new phone to used. Investigating a dual sim phone.
- The Clerk sought to purchase up to date publications which would be Parish Council property used by the Clerk in the function of his duties.

**Proposed Cllr E Hall and Seconded Cllr P Carter All agreed**

The meeting closed 21:09pm