

HILGAY PARISH COUNCIL  
Minutes of the Annual Full Council Meeting

held on Thursday, 11th of May 2023 at 7.00pm in Ten Mile Bank Village Hall.

Present:

Councillors

Cllr P Mesher (Vice Chair) – Chaired meeting  
Cllr S Annan  
Cllr A Greening  
Cllr J Heatrick  
Cllr M Orwell  
Cllr C Wills  
Cllr P Hodson KL&WNB, Councillor

Clerk Mr D R Williams

Member(s) of public 0

**18/23 Councillors Declaration and Acceptance of Office for the term 05/2023 to 05/2027**

- All Councillors duly signed their acceptance of Office, and the Clerk counter signed it.

**19/23 Election of Chair of the Council and Declaration of Acceptance of Office**

There being no other nominations, Cllr P Mesher was duly elected. Cllr P Mesher signed and dated his Declaration of Acceptance of Office, and the Clerk countersigned it.

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

**20/23 Election of Vice Chair of the Council and Declaration of Acceptance of Office**

- There being no other nominations, Cllr S Annan was duly elected. Cllr S Annan signed and dated her Declaration of Acceptance of Office, and the Clerk countersigned it.

**Proposed Councillor P Mesher and Seconded by Councillor A Greening all present agreed.**

**21/23 Apologies for absence**

- There was an apology from Cllr M Storey Norfolk County & KL&WNB, Councillor.

**22/23 Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation**

Cllr P Mesher, and Cllr C Wills as members of the Hilgay Charities Board both made a non-pecuniary interest declaration.

**23/23 Approval of the minutes of the Council meetings**

- To approve the minutes of the Council Meeting held on the 6th of April 2023 (Items 01/23 to 17/23).

**Proposed by Cllr C Wills and Seconded by Cllr A Greening All there agreed.**

**24/23 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.**

Councillor P Hodson newly elected councillor for the Denver Ward in the King's Lynn & West Norfolk Borough Council, introduced himself to the council. He explained that at the time of the meeting the Borough Council was in a position as a hung council with no one party with an overall majority. Therefore, negotiations were proceeding, and it would be interesting times. Councillors Annan and Heatrick did raise the matter of Fairfield Garage and the lack of communication and effectiveness from the Borough council to resolving the risks associated with the site. Councillor Dobson requested the clerk email a summary to him, and he would take the matter up on their behalf.

**25/23 Chair's announcements and matters for consideration.**

**Discussion on insurance for TMB Playing field.** The Chair informed the meeting of his strategy for negotiating with the school about the insurance for Ten Mile Bank playing field. The parish Council decided that the Chair and Clerk should meet with the school as a first step. Mr Keith Porter was to be informed as to any issues relating to his

**Proposed Cllr S Annan and Seconded Cllr C Wills all agreed.**

**To receive minutes for Riverside toilets discussion.** The Clerk had written the minutes these had been sent to Councillors. The tender would reflect the letter read out by the Chair and would be sent to three contractors for them to tender.

**Discuss Wildflower Meadow.**

- The Clerk informed the meeting that there as no realistic way of gathering a party of helpers to move the old logs as this was a very long distance to travel with them and the Parish Councils insurance would not be sufficiently protective of individuals or the Parish Council. So, the Parish Council decided to request Online play to move the logs as part of the works being completed on the Hilgay Play area. Thus, adding to the cost to the overall invoice. Also, the Clerk to purchase more seed to replant in the autumn. This would be stored by Cllr C Wills.

**Proposed Cllr P Mesher and Seconded by Cllr C Wills all agreed.**

**Discuss update on Online playgrounds Hilgay Play Area works.**

- As stated earlier the extra monies would need to be added to the overall invoice to enable online playgrounds to move the Logs.

**Proposed Cllr P Mesher and Seconded by Cllr A Greening all agreed.**

**26/23 Review of membership and Updates from working parties.**

The working party membership was reviewed, and this will stay as is apart from Finance will lose Cllr Graham Carter who is no longer a Councillor after the last election.

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)

**Proposed Cllr P Mesher and Seconded Cllr S Annan All agreed.**

- **Finance:** The Clerk informed the Parish Council that the Community Bank account stood at £35,675.72 and the Business account stood at £31,885.80 and that all invoices had been pad to date.
- **Planning:** Cllr Heatrick stated nothing to report.
- **Allotments:** Cllr Wills informed the meeting that there might be two allotments handed back at the end of the year, everything ok.
- **Footpaths:** Cllr S Anna asked are all footpaths under the no mow may from the County Council (NNC)? The Clerk to contact NCC / Borough to enquire if needed the Clerk to ask.
- **Communications:** Cllr Orwell gave the Clerk some text on Ten Mile Bank Village to update on the Parish Council website. Cllr M Orwell was going to publish some text both about the banking hub in Downham Market and the Milk Deliveries were ceasing from Dairy Crest (Milk & More). Also, another attempt to recruit Parish Councillors. There was a discussion around St Mark's Church, and this would be on the agenda for the next meeting.

- **Asset Register.** Councillor A Greening nothing to report, other than a new audit was due of the asset register.

**27/23 To review the Council policies and procedures. (sent to Councillors prior to the meeting)**

- 7.1 Standing Orders – to be adopted.
- 7.2 Financial Regulations
- 7.3 Code of Conduct – to be adopted.
- 7.4 Social media Policy
- 7.5 Equality & Diversity Policy
- 7.6 Compliments, Comments & Complaints Policy
- 7.7 Lone Worker Policy – Dormant
- 7.8 Environmental Policy
- 7.9 Privacy Notice
- 7.10 Cemetery Fees 2022

New Items 7.1 and 7.3 to be adopted all other to be placed in a schedule and reviewed at their allotted time.

**Proposed Cllr C Willis and Seconded Cllr P Mesher**

**28/23 Planning Applications**

To receive results on decisions: **None received**

To discuss applications received: **23/00729/F** Sent to Councillors prior to the meeting. **No objection**

**29/23 Finance:** To approve payments for 30.04.2023 to 24.03.2023.

- To approve payments as per schedule presented.

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
02.05.2022	Anglian Water	Riverside Public Convenience 08 Jan 23 to 28 April 2023	DD	369.39	0	369.39	0
04.05.2022	David Williams	Clerks Wage and expences for April 2023	BACS	0	0	642.8	0
05.05.2023	JL Services	Wild flower meadow cut	BACS	50	0	50	0
05.05.2023	Downham Building Supplies	Door Lock and Keys	BACS	16.01	3.2	19.21	0
09.05.2023	Npower	Street Lighting	BACS	318.12	15.91	334.03	0
09.05.2023	Mason's home & Garden Services	Invoice HPCMWAPRI L23	BACS	219.2	54.8	274	0
24.05.2023	K&M Lighting	Street lighting maintence invoice No	BACS	42.8	8.56	51.36	0
24.05.2023	K&M Lighting	Street lighting maintence invoice No	BACS	42.8	8.56	51.36	0
24.05.2023	Borough Council of KL&WN	Dog bin charge	BACS	1040	208	1248	0
24.05.2023	Mr Bees Fotostop	Riverside News printing	BACS	35.2	88.8	444	0
Totals for payments from 30.04.2023 to 24.05.2023				<b>2133.52</b>	<b>387.83</b>	<b>3484.15</b>	0

**Proposed by Cllr S Annan seconded by Cllr J Heatrick all present agreed.**

**30/23 To appoint internal auditor.**

- The Parish Council appointed Mrs Pamela Bailey as the internal audit for the 22/23 years.

**Proposed Cllr C Wills Seconded Cllr S Annan All agreed.**

**31/23 To view PKF Littlejohn, LLP timing for Annual Governance & Accountability Return (AGAR) submission.**

- PKF Littlejohn, LLP appointed to audit the Parish Council accounts as per the Annual Governance & Accountability Return (AGAR) submission.

**Proposed Cllr A Greening and Seconded Cllr S Annan all agreed.**

**32/23 To receive update on Parish Council grass cutting equipment.**

- The Clerk informed the meeting that there was an issue with the belt cover and belts on the Parish Council owned mower, which Zac has reported. TNS have been contacted and an engineer has been called out. The mower has recently been serviced. The Clerk stated he would not expect the Council to be invoiced for this visit.

**33/23 To discuss inclusions into the Riverside News.**

- The Parish Council to place a piece into the riverside news about 'About becoming a Parish Councillor'.
- It was stressed that there would be three publications a year as budgeted for.

**34/23 Update on Play equipment repairs for Ten Mile Bank play area.**

- The Clerk informed the meeting that the repairs were now going ahead and would write to the school.

**Proposed by Cllr A Greening Seconded Cllr C Wills all agreed.**

**35/23 Update on Speed Signs in the Parish**

- This item was on-going.

**36/23 To discuss Trees placed in the Parish / Common Land**

- Councillor S Annan stated it was really time that she talked with Mr Topham and requested the authority to act on behalf of the Council **all agreed**. The Clerk would accompany Cllr S Annan as a note taker.

**37/23 To discuss St Marks Church in Ten Mile Bank**

- There was a discussion around St Mark's Church, This item to be on the agenda for the next meeting as the reverend Moat was not present to give an update.

**38/23 To discuss items for information for the social media pages.**

- Cllr M Orwell to publish some text both about the banking hub in Downham Market and the Milk Deliveries which were to cease at the end of May 2023 from Dairy Crest (Milk & More). Also, another attempt to recruit Parish Councillors.

**39/23 Agenda items for the next meeting**

- Riverside toilets update.
- To debate Sue McDowell project.
- Discuss hedge replacement top of Hilgay Playing Field.
- Discuss 3 boats moored illegally on riverside mooring.
- Discuss CIL bid for Ten Mile Bank Play equipment.

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

Thursday the **1<sup>st</sup> of June 2023** at Ten Mile Bank Village Hall starting at 7pm.

**193/22 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.**

**Cllr A Greening proposed and seconded by Cllr P Mesher** that items on Proposed Tender for the Riverside toilets, maintenance contract, Hilgay Play Area contract and the Clerks Contract to be discussed under the resolution.

Public issue discussions confidential.

The meeting closed at 21.00pm