

HILGAY PARISH COUNCIL
Minutes of the Full Council Meeting

held on Thursday, 2nd of November 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 P Hodson KL&WNB
Clerk Mr D R Williams (arrived at 1930hrs)

Member(s) of public 1

112/23 To receive and accept apologies and reasons for absence.

- There were apologies from Cllr M Storey Norfolk County & KL&WNB.
- David Williams Clerk would be arriving later in the meeting due to hospital appointment.
- The Chair introduced Mr Marcus Everitt as the new Maintenance Officer and wished him well.

11323 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. Items 121/122 on the agenda.

114/23 To agree the minutes of the Council Meeting held on the 5th of November 2023 (Items 112/23 to 127/23).

Spellings were discussed and these had been corrected in the amended minutes sent out prior to the meeting.

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

115/23 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.

- Cllr M Storey Norfolk County & KL&WNB had given his apologies.

Cllr P Hodson KL&WNB said he that there was little to report on from the Borough Council. Cllr Wills raised the issue of the state of the Modney Bridge Road and Station Road in Ten Mile Bank with numerous large potholes. Highways repair team had been to Stevens Crescent and just repaired one hole. There is one which is opposite the sewage works entrance and the farm, if a car went down there, they would lose their axle it is that deep. Cllr Dix stated that she had seen a vehicle swerve on the Modney Bridge to avoid a pothole and had forced a cyclist off their bike. The Cyclist was ok. The Chair stated he had a near miss with a lorry that toppled over and ended up in the field. The road is now very dangerous. Cllr P Hodson to take up the issues raised.

116/23 Chair's announcements and matters for consideration.

Update CIL Bid for Ten Mile Bank play equipment.

- The Chair informed the meeting that the Parish Council had been successful in gaining the funding having made the CIL bid. The Chair had been sent a chain email between Diocese of Ely Multi Academy Trust (DEMAT) and Norfolk County Council (NCC). NCC own the land and lease it to DEMAT. NCC had no objections to the installation of the play equipment. They did request an answer to a couple of things. 1. Does the play equipment fall within planning regulations and meets GDP guidelines. If it is over a certain size, then we may need to go to county planning, and this might be refused therefore being a waste of funds. 2. Could the Parish Council ensure the security of the school site if the Community Children are using the site after schools' hours. NCC do not accept liability for the play equipment placed on its land and will not accept any responsibility, for the maintenance, upkeep, or for accidents through use of the play equipment. DEMAT accepted that there should be planning investigations. As for the security of the school this was not an issue as field already housing play equipment was separated from the school.

Discuss Highways responses.

- The Chair informed the Council that they now have a cost for the Consultant of £700 and £500 for materials. The budget would be agreed in principle £1200. There had been no response from Cllr M Storey, and so it would be sensible to put off the project until the spring. Cllr J Dix said a few of the men would volunteer to dig out for the posts and place them in.
- The Chair informed the Parish Council that the Dyke has been cleared and the Clerk had some grass seed that could be used to plant for the new growing season.

Proposer Cllr J Dix and Seconder Cllr M Orwell all present agreed

Update Closed Church yard wall.

- The Chair asked Cllr C Wills to inform the Parish Council as to how the meeting with Allison Bingham, Senior Building Technician on site at the cemetery. Looked at the wall after some discussion the lady said she will email. If the Borough Council were to do anything it would not be until the spring.

117/23 Updates from working parties.

- **Finance:** The Chair informed the Council that he had viewed the current balances and the Community account stood at £14513.86 and the business account stood at £20470.71. There was approximately around 15K allocated to various projects which would see balances fall significantly. A discussion was raised over more lights needing repair, but these could be replaced by ones already out for repair. The Chair was satisfied that we were on the right tracks, but the budget was getting hit more this year than last. It was decided that the demolition of the toilet block would now also move back to the spring as well. There needed to be a small working party to discuss setting the budget.

Cllr P Hudson left the meeting.

- **Planning:** Cllr J Heatrick nothing other than the planning application already discussed earlier in the meeting that had been approved.
- **Allotments:** Cllr S Annan had nothing to report. Cllr R Munday wanted to raise about the Friends of Hilgay School (FHS) wanting an allotment space, this was down for discussion later in the agenda.
- **Footpaths:** Cllr R Munday and Cllr S Annan gave a report, and the footpaths were not growing as fast as they were. Some had been cut back. A map would be produced and given to Cllr R Munday.
- **Infrastructure:** Cllr C Wills reported he had been on to highways about the state of the roads. Cllr A Greening reported the fence around the wooded part of the

Bridge at TMB (on Bridge Farm Lane) has got various bits of missing and broken woodwork, and there is also a bit of fence broken on the opposite site of Modney Bridge Road, where the footpath joins the road. Cllr A Greening had emailed the Clerk to pass on to the Rangers and he would also forward on to Cllr C Wills and Cllr J Dix.

- **Communications:** Cllr M Orwell informed the meeting there was very little happening but would draft a message about poor parking in the Parish. Clerk had sent an email out about Careline Scams, and this would be placed on the sites. Cllr M Orwell to place a note about the roads and the lack of highways responses.
- **Asset Register.** Councillor A Greening informed the Council that he had now completed the asset register for Ten Mile Bank and had removed about £15k's worth of assets which the school have taken over. A file had been sent to the Clerk. There was now going to be a review of Hilgay given the new play equipment and war memorial which does push the assets to over £100K in a replace like for like position.

118/23 Planning Applications

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

This was discussed and this planning application was refused by delegation.

119/23 **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 mainter	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 C Wills and seconded by Cllr J Dix all present agreed.

120/23 To discuss the D-Day 80 event.

- The Chair asked Cllr R Munday if he wanted to lead on this project. The Beacon is still in place. It was decided that Cllr R Munday was to lead a small group of Cllr J Dix, Cllr S Annan, Cllr M Orwell. A meeting would take place and it will be decided what the small budget would be to hold this event.

Proposed Cllr J Dix and Seconded Cllr R Munday all present agreed

121/23 To discuss cost of disconnection of electricity to Riverfield Toilet Block.

- The Clerk informed the Council that the sum of £1,575 would need to be approved for the disconnection of the electricity supply to the toilet block. This would add to the toilet block sum. Cllr A Greening suggested that the utilities are disconnected first and once all is complete and paid for then go ahead with the demolition.

Proposed Cllr S Annan and Seconded Cllr C Wills all present agreed

122/23 To discuss cost of disconnection of the water to Riverfield Toilet Block.

- The Chair stated the water disconnection was also needed to be resolved first. This figure was not available yet to add to the overall budget. Again, as in the previous item, Cllr A Greening suggested that the utilities are disconnected first and once all is complete and paid for then go ahead with the demolition.

Proposed Cllr S Annan and Seconded Cllr C Wills all present agreed

123/23 To approve the cost of street lighting in Ten Mile Bank

- The Chair stated the Street Lighting had been discussed with K&M Lighting and Cllr’s Mesher and Wills had walked the street and then discussed things with Maurice as he and Glyn were replacing the lamps four of which they suspected had been caused by a lightning strike. The Clerk informed the meeting the sum of £1,848.00 for the replacement of 7 LED lamp heads was due to be paid and needed approving by the Parish Council.

Proposed Cllr M Orwell and Seconded Cllr A Greening all present agreed

124/23 Late correspondence

- Cllr C Wills had a request for help from ex Cllr P Bates who sits on the PCC by placing a new toilet at the Church. Cllr C Wills stated he needed to write to the Clerk.
- Cllr C Wills is mentoring the Maintenance Officer (MO) he had a conversation with Chair to see if he could possibly line Manage the MO and the Clerk informed the meeting that it was not just the work but also the HR issues that arise and example is starter and P45 forms given to Coats Payroll Services, and they see

the Clerk as the Line Manager of the MO. Also, if a Councillor leaves the Council this would prove difficult.

- Cllr J Heatrick gave a limited update on Fairfield Garage there has been a little progress, and a court date was being set. Cllr J Heatrick then called Mr Halls on Friday have there been any updates and he managed to walk around. Mr Scott was still selling on the site. That's interesting he commented.
- Cllr J Heatrick could the MO remove the dead Christmas tree. There will be two Christmas trees coming from Baytree one without roots and one with which can be planted and grown on.
- Cllr J Heatrick wanted to ask ex Cllr Carter if he would set up the lights for the Christmas tree. This was approved by the Chair and all present.
- Cllr J Heatrick there was a fallen tree. Cllr J Heatrick to email details to the Clerk and he would pass it on to the Borough Council.
- Cllr R Munday asked could there be a sign directing boats to the nearest sluice. A small discussion followed, and it was felt a sign could not be placed by the Parish Council. But Cllr J Dix would ask the boat Club if they would put a sign directing boats owners.
- There was an update from Cllr J Dix that the form from the War Graves Commission about the plaque, had been given to Reverend Moat and this was in an advanced timeline.
- Cllr J Dix asked about a Christmas Tree in Ten Mile Bank? Cllr C Wills gave an update that there was one which is placed outside the Village Hall at Ten Mile Bank. Cllr C Wills and MO to put the tree.
- Cllr S Annan requested if Cllr M Orwell could produce a note and send it around to Councillors before the 8th of December 2023 re parking in the Parish.
- The Clerk informed the Parish Council he had received a late email from Friends of Hilgay School (FOHS) wanting to purchase an allotment for the Children and FOHS to grow their own food as a youth project. There was a small discussion, and the Parish Council asked the Clerk to invite the FOHS to the next meeting to brief the Parish Council on their idea for the use of the allotment plot. The Parish Council would like more information also how a risk assessment would be used for the protection of the Children when attending the allotment.
- The Clerk informed the Parish Council that there needed to be a proposer and seconder for the Personal Protective Equipment (PPE) which needed to be purchased for the MO.

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

- The Clerk thanked Cllr C Wills for the reminder that the Mower needed servicing this winter. Also, the Steering need to be looked at and a cost for repair accepted which might have gone up from last year. Cllr C Wills also thought the Hedge Pole Cutting and the hedge cutters would need to go to Lawn Boy for servicing.

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

125/23 To discuss Document Management Policy sent out prior to the meeting.

- This item moved to the next meeting. Explanation given by the Clerk.

126/23 To discuss items for information for the social media pages.

- Already discussed under the communications working party item on the agenda.

Agenda items for the next meeting

- Update on the D-Day 80 event.
- Update on the budget
- Allotment plot decision for the FOHS

The date of the next meeting will be on

Thursday **7th of December 2023** at 7.00pm in Ten Mile Bank Village Hall.

127/23 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.

No Business to be transacted.

The meeting closed at 20:41pm