

HILGAY PARISH COUNCIL
Minutes of the Full Council Meeting

held on Thursday, 1st of February 2024 at 7.00pm in Ten Mile Bank Village Hall.

Present:

Councillors

Cllr P Mesher – Chair
Cllr J Dix
Cllr J Heatrick
Cllr R Munday
Cllr M Orwell
Cllr C Wills
Cllr M Storey Norfolk County & KL&WNBC
Cllr P Hodson KL&WNBC.

Clerk Mr D R Williams

Member(s) of public 0

162/23 To receive and accept apologies and reasons for absence.

- There were apologies from Cllr A Greening (work), Cllr S Annan (personal).

163/23 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 172/23 on the agenda.

164/23 To agree the minutes of the Council Meeting held on the 4th of January 2024 (Items 145/23 to 161/23).

They were accepted with an amendment to item 151/23 There was further discussions needing to take place at item 167/23 of the minutes.

Proposed by Cllr C Wills and seconded by Cllr J Dix all present agreed.

165/23 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.

- No members of the public present.

- Councillor P Hudson gave a short update on matters at Kings Lynn & West Norfolk Borough council. He stated that he had requested an email from the deputy Leader stating what the Borough Council had achieved since taking office. This was brought about due to the full council meeting giving the appearance of a shambles. Cllr P Hodson also gave a short update on the meeting he had with Elizabeth Truss MP, and he did raise the issue of Ten Mile Bank Village school closure. He was told that there could be a possibility that this will be extended for another year. This was to give parents the time to arrange transport etc when moving schools. He believed that this was a small significant step. Cllr J Dix asked a question would free transport be assured for young siblings who will attend Hilgay School as DEMAT have said they will not provide this service only to those already at the school. Cllr P Hodson replied saying he thought that Elizabeth Truss MP would be writing to Norfolk County Council and DEMAT for clarification. Cllr J Dix reminded the Council that at the parents meeting DEMAT were of the opinion they would not change their minds. There would be families within the next 2-3 years who could not get their children to school. Cllr C Willis to send email about the history of the School Building to Cllr P Hodson. The Clerk put forward another proposal to use the building as a respite care centre to relieve bed blocking at the QEH in King's Lynn. This would need detailed proposals and could form part of the topics discussed at a joint meeting.
- Councillor M Storey Norfolk County & KL&WNBC gave a report on a site meeting on the A10 / A1122 flooding which was caused by the developers blocked drain. Cllr M Storey stated that members of the County Council will work with the members of the Borough Council to help achieve a constructive outcome for the school building and playing field. He requested the Clerk to arrange a meeting for all interested parties and for them to view the school building and surrounding area. Cllr M Storey informed the Parish Council that he had held a meeting with Highways Officers from NCC and He had approved funding of a thousand pounds out of his allowance towards the six wooden gateways. Cllr M Storey also stated that Modney Bridge Road would hopefully have £80,000 allocated towards repairs. Mr Wallace Highways Area manager was also reminded and would be looking at the street in Ten Mile Bank and would hopefully address the issues there. Cllr M Storey briefed the Council on the status of the 4,000 people who rely on monies for their support. There could be strong discussions on cuts to budgets. Alpha Nurseries had gone into liquidation, and this has affected the Willows in Downham Market. Cllr J Dix asked a question around the short fall of 31 school places in Downham Market Academy.

Councillor P Hodson left the meeting at 19:37hrs.

166/23 To Update on the Budget and Precept for fiscal year 2024 to 2025.

- The Clerk informed the Council that the Borough Council had received the completed form within plenty of time and it had been accepted and the precept will be paid into the Parish Councils account in April 2023.

167/23 Chair’s announcements and matters for consideration.

Update on Ten Mile Bank school public meeting.

- The Chair informed the meeting that this item had been extensively discussed in the open forum. The Clerk to arrange a meeting and viewing of the school building and playing field after meeting with the School Headmistress.

Update Highways responses.

- The Chair requested Cllr R Munday and Cllr C Wills pothole project could be presented to Cllr M Storey with the detailed pictures. Cllr R Munday would email all details to Cllr M Storey.

Update Closed Church yard wall.

- The Clerk informed the meeting that no response had been received from the Borough Council Officer.

Documents for viewing on the Parish Council website under (GDPR).

- The Clerk advised that the Parish Council that when anyone viewing all documents on the Council website. They should conform to The Data Protection Act 2018, which controls how your personal information is used by organisations, businesses, or the government. The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR). The General Data Protection Regulation (GDPR) is a comprehensive legal framework that governs the collection, processing, storage, and transfer of personal information. It applies to individuals residing both within and outside the European Union (EU).

Here are the key points about GDPR:

Purpose: The GDPR aims to protect individuals’ privacy rights and enhance control over their personal data.

Scope: It applies to organizations worldwide if they process data related to people in the EU.

Principles:

- Personal data must be used fairly, lawfully, and transparently.
- Data should be collected for specific, explicit purposes.
- Data processing should be adequate, relevant, and limited to what is necessary.

- Accuracy and timely updates of data are essential.
- Data retention should be minimal.
Security measures must protect against unauthorized access or loss.

Rights of Individuals:

- ❖ Right to be informed about data usage.
- ❖ Right to access personal data.
- ❖ Right to rectify incorrect data.
- ❖ Right to erasure (in certain cases).
- ❖ Right to restrict data processing.
- ❖ Right to data portability.
- ❖ Right to object to processing under specific circumstances.

Enforcement:

Organizations failing to comply with GDPR can face substantial fines.
In summary, the GDPR sets stringent standards for data protection, ensuring individuals' privacy rights are respected and safeguarded.

Publishing of draft unconfirmed minutes on the website.

- The Chair had received an email from former Cllr E Hall that explaining an error occurred in the minutes published on the Parish Council website for November /December 2023. The same finance dates and records were used twice which related to September 2023. This minute is to correct that error and ensure this is addressed in future with Draft Unconfirmed minutes sent to Councillors prior to publication.

Proposed Cllr C Wills and Seconded Cllr R Munday all present agreed.

168/23 Updates from working parties.

- **Finance:** The Chair informed the Council that two months of salaries and a few other financial commitments were needed to be carefully watched as we draw up to the years end. The Parish Council had purchased 44 privet hedging plants. The Clerk informed the Council that Cllr S Annan and himself had completed the VAT126 reports and sent in one small one first if this is paid within a reasonable time then they will put in two furthers of claims.
- **Planning:** Cllr J Heatrick gave an update on Fairfield garage and had not heard from the Norfolk County Council environment officer.
- **Allotments:** Cllr R Munday reported the allotments were looking good. The Clerk stated there had been several changes and not heard from the School and FOHS about theirs, but one allotment has been kept back.
- **Footpaths:** Cllr R Munday reported the footpath at Hubbards Drove had a new gate was there a problem with the footpath sign which was indicating the wrong

direction for walkers. Cllr R Munday to email the Clerk with details and he will report it to County Council footpaths Officer.

- **Infrastructure:** Cllr C Wills reported that a further 44 hedging plants (Privet) had been purchased at a cost of £330.00.

Proposed by Cllr C Wills and seconded by Cllr J Heatrick and agreed by all present.

- There were several lights reported not working by Cllr C Wills and the Maintenance Officer after they did a survey. Cllr J Dix reported that a road sign had been knocked over to NCC Highways who said they would come out to inspect it. Cllr C Wills reported that a Lynx Bus had knocked over a sign in St Steven's Crescent. It had been reported but nothing further has happened. The Clerk to write to Lynx and request what action they intend to take. Cllr J Heatrick reported that the 30mph sign on the road to Woodhall Farm had been knocked down nowhere to be seen. The road sign had been found in the field by Cllr Heatrick. Put back to be repaired by Highways. Cllr C Wills informed the Parish Council Anglian water repaired a leak and filled in with wet soil and hence has sunk down four inches which is now turning into a large pothole.
- **Communications:** Cllr M Orwell informed the Council there was nothing to report at this meeting.
- **Asset Register.** Councillor A Greening not present. The Clerk was on webinar Scribe asked if the Parish Council were open to being part of an electronic assets register beta testing the product. There will be no fee for being part of the testing cohort.

Cllr M Storey left the meeting.

169/23 **Planning Applications**

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

170/23 **Finance:** To approve the payment of accounts for December 2023 and January 2024.

To approve payments as per schedule presented.

Payments from 21/12/2023 to 20/01/2024

20 January 2024 (2023-2024)

**Hilgay Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
94	02/01/2024		Community Barclays	For privet hedging plan	Maintenance Supplies	Bay Tree GC	S	151.63	30.33	181.96
95	04/01/2024		Community Barclays	electric supply for stre	Electricity	Npower street lighting	L	425.74	21.29	447.03
96	04/01/2024		Community Barclays	Clerks salary Decembe	Clerk Salary	David Williams	Z	604.44		604.44
97	04/01/2024		Community Barclays	Maintenance Officers	Maintenance - Salary	HPC Maintenance Officer	Z	726.12		726.12
98	04/01/2024		Community Barclays	Boomerang 1 tonne B	Maintenance Supplies	Barker DBS	S	9.97	1.99	11.96
99	15/01/2024		Community Barclays	PAYE payment	PAYE	HMRC	Z	338.56		338.56
100	15/01/2024		Community Barclays	Silver band Rent	Hilgay Silver Band Lease	Norfolk County Council	Z	91.25		91.25
101	20/01/2024		Community Barclays	Keys cut x6	Maintenance Supplies	AT Johnson	S	25.02	5.00	30.02
Total								2,372.73	58.61	2,431.34

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

171/23 To discuss the D-Day 80 event.

- Councillor R Munday informed the meeting there had been another meeting in the good companions meeting hall. Planned 18:30 to 21:30 for the evening. The Silver Band will be. Cllr Orwell Nathan who is Manager of the Bar & Restaurant will supply food and tentage. But possibly using Baytree Garden centre as a fall back for inclement weather, as proposals which need to be ratified. The Chair asked if the Methodist Church are included and this along with Hilgay and Cllr M Orwell said they and Reverend Moat would be contacted. The Clerk to draw up generic risk assessment for events. The Clerk to try an apply for a grant for the event.

172/23 To update disconnection of water to Riverfield Toilet Block.

- The Clerk informed the meeting that he was in the process of completing the Wave disconnection form and after it was accepted there would be 20 days until disconnection.

173/23 Discuss dyke which has been filled in and is causing issues, in Ten Mile Bank.

- Cllr C Wills informed the meeting next to the old schoolhouse known as Apple tree cottage has a dyke running behind it which it also runs on to farmland. There has been a sewage plant built in the corner and they have put some pipe work in but it is still releasing effluent into the Dyke. The land is going back up for sale and might have a planning application with it. So, the Parish Council need to be aware if planning is applied for the Dyke should not form part of it. The Borough Council Planning team would need to be contacted by the landowners to resolve matters.

174/23 Approve the use of the recreation ground for an exercise class.

- There was a short discussion and approval was given. The Clerk just to check with the Council insurers.

Proposed by Cllr J Dix and seconded by Cllr C Wills all present agreed.

175/23 To approve cost of street light repairs in Hilgay (7).

- The Clerk informed the Council that there was not to be an invoice as there had been some returns and these should cover all the repairs.

176/23 To be updated on the Green Space application.

- Cllr M Orwell gave an update to the meeting. Cllr M Orwell had contacted the person carrying out a smaller version of a green Space application and it had taken so far two years. There are 2 routes a short one, and long one. Cllr M Orwell has been advised to speak with a senior Officer at Norfolk County Council to find if application is appropriate. The application form itself is 123 pages in length. Also, a statement of justification is required. The whole village must be surveyed with a questionnaire. Also, if there was an application for the land we could not apply. Check over conditions of the DEMAT lease. The easiest way forward would be the Parish Council taking over the lease from DEMAT. The Chair suggested that this item was taken at a slow pace until further information was forthcoming.

158/23 Late correspondence not on the agenda.

- The Chair had received a letter from a member of the good companions committee requesting monies towards the purchase of a name sign and a notice board. After some discussion it was felt that the Clerk should write back to explain as they had approached the Feoffees Charity first, and they had yet to decide if they were going to support the request. The Parish Council would not allocate any funding at this time but will wait to see the outcome of the Feoffees meeting. The Clerk to write to the author of the letter.
- The Chair referred to an email he sent round received from the school about the playing field equipment. The Chair would write to the headmistress.
- Cllr J Heatrick stated the sign at the bottom of Westend was not correct and there should be a sign to stopping HGV's from going down a dead end. The Clerk to write to Mr Wallace about the issue.
- Cllr J Dix raised the point of motorists failing to adhere to the red stop light at the Village Hall which has a long timing synchronisation and could be faulty. After some discussion the Clerk was to write again to Mr Wallace about the issue.

159/23 To discuss Document Management Policy sent out prior to the meeting.

- The Chair signed those presented and Councillors would read and inform the Clerk of amendments to outstanding ones, and these would be changed and it would be brought back to the next meeting for ratification of all before publication.

172/23 To discuss items for information for the social media pages.

- Nothing to place on the pages at the time of the meeting.

Agenda items for the next meeting

- Update on the D-Day 80 event.
- Update on the Water disconnection.
- Ten Mile Bank School meeting

The date of the next meeting will be on

Thursday **7th of March 2024** at 7.00pm in Hilgay Village Hall.

161/23 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.

The Chair to ask for a proposer and Seconder to move this item.

Nothing to discuss.

The meeting closed at 21:15pm