

HILGAY PARISH COUNCIL  
Minutes of the Full Council Meeting

held on Thursday, 7th of September 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, Councillor  
Clerk Mr D R Williams

Member(s) of public 0

**78/23 To receive and accept apologies and reasons for absence.**

- There were apologies from Cllr M Storey Norfolk County & KL&WNB.

**79/23 Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation**

- **To receive application for the Casual Vacancy and consider and resolve the Co-option for the position of Councillors (circulated with agenda) If elected, to resolve that the Councillors are granted a dispensation until the end of their term in May 2027.** Councillors Dix and Munday were duly coopted on to the Parish Council signing their acceptance of office and given dispensation.
- Councillors P Mesher and C Wills declared a non-pecuniary interest under item 94/23 of the agenda as members of the Hilgay Charities.

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

**80/23 To agree the minutes of the Council Meeting held on the 06th of July 2023 (Items 61/23 to 77/23).**

**Proposed by Cllr A Greening and seconded by Cllr M Orwell all present agreed.**

**81/23 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 KL&WNB Councillor had nothing to report. Cllr Wills raised the issue of both the potholes and School Dyke and asked if Cllr Hodson could raise the issues. Cllr Hodson requested if he could have a map of the dyke. He would raise it with Cllr M Storey Norfolk County Council. Councillor S Annan raised the matter had Cllr P Hodson heard anything more about Fairfield Garage in Hilgay at which point Councillor J Heatrick stated she had received an email which she read out to the meeting. Cllr R Munday asked had the garage tanks and soil been decontaminated. Cllr Heatrick and Annan thought this had been done when the garage ceased trading. There was nothing further raised with Cllr Hodson.

**82/23 Chair’s announcements and matters for consideration.**

**Discussion Community Infrastructure Levie (CIL) bid.**

- The Chair informed the meeting that the Parish Council had submitted their bid but as the closing date for bid submissions was the 31st of August 2023. There would not be an announcement until possibly the beginning of October 2023.

**Discuss Ten Mile Bank School playing field.**

- The Chair informed the meeting with regards to the school and the schedule that was sent to them. Their legal department have not been back to the school. So, it has been three months, and this was very disappointing. The Chair requested the Clerk to contact Mr Potter as well as the Parish Council in a two pronged attack to resolve this matter as soon as possible

**Discuss riverside toilet block.**

- The Chair informed the Council a meeting with the accepted contractor had taken place. The decision could now be placed in the public domain. It being the only tender out of six sent out.
- **To make good was Sub Total: £18673.00**  
**VAT: £3734.60**  
**Total: £22407.60**
- **To demolish the toilets Sub Total: £3900.00**  
**VAT: £780.00**  
**Total: £4680.00**
- After discussion it was decided that the Parish Council ask the Clerk to write and accept the quotation for the cost of demolition. The Clerk to seek the cost of

removing the electricity meter and the water meter also. Cllr Greening commented that it could sometime for this to occur.

- The utilities disconnection was discussed, and the Clerk gave an update. The Clerk advised that this was an issue which would not be resolved quickly.

**Proposed Cllr A Greening and Seconded Cllr M Orwell All present agreed.**

#### **Discuss Highways meeting.**

- The Chair informed the meeting that Cllr C Wills and himself had met with Andy Wallce about placing white barred gates at 3 locations in Ten Mile Bank and there was only one issue being that if the Highways team did the works for the six gates, then it would cost £4000+ yet this maybe reduced to £2000 if the Parish Council submitted an application to the Parish Partnership. Cllr C Wills had offered to make the gates and the Parish Council to provide the materials. After their construction was completed the issue Andy Wallace raised was that it would have to be a contractor who held a highways licence to oversee the works. The Chair passed round a diagram of a gate and requested if any Councillor knew of a contract to get in touch with him or Councillor Wills. Cllr M Orwell was happy to do some research and report back to the next meeting.
- Councillor P Hodson left the meeting at 19:28.

#### **83/23 Updates from working parties.**

- **Finance:** The Chair raised the issue of the monies going out and the Clerk informed the meeting he was working on a VAT return to claim monies back but was having difficulty in getting company VAT numbers. He would report back at the next meeting. There was more discussion on the toilet block costs and it was reemphasized that the cost of keeping them open was not financially viable. There was a suggestion from Cllr M Orwell that the boating club might be opened up to use its facilities. This would be researched into.
- **Planning:** Cllr J Heatrick no other
- **Allotments:** Cllr C Wills needed the footpaths. East end footpath really needs a cut to kept in mind. Needs to be trimmed up.
- **Footpaths:** Cllr C Wills informed the meeting that the east End footpath was very overgrown. Contractor to be contacted.
- **Communications:** Cllr M Orwell informed the baby seal is still around. The Chair requested that could an article be placed in the Riverside News. The Banking Hub has a location which will be made public. St Marks is open for services again.
- **Asset Register.** Councillor A Greening nothing to report.

**84/23 Planning Applications**

- (a) To receive results on decisions: **None**
- (b) To discuss applications received: **Planning Applications 23/01483/F and 23/01572/O**. These were discussed by the Council and Councillors had no objections.

**85/23 Finance:** To approve the payment of accounts for July 2023.

To approve payments as per schedule presented.

**Payments from 01/07/2023 to 31/07/2023**

30 August 2023 (2023-2024)

Hilgay Parish Council PAYMENTS LIST										
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
28	01/07/2023		Community Barclays (	Maintenance Contract	Parish Maintenance Contractor	Mason's Home & Garden Ser	S	468.33	93.67	562.00
29	01/07/2023		Community Barclays (	Play area maintenance	Play ground maintenance	Fenland Leisure Products	S	1,907.50	381.50	2,289.00
30	01/07/2023		Community Barclays (	Street lighting mainter	Electricity	K&M Lighting Services	S	42.80	8.56	51.36
33	01/07/2023		Community Barclays (	10039280	Hilgay Silver Band Lease	Norfolk County Council	Z	91.25		91.25
31	01/07/2023		Community Barclays (	Printing of issue numb	Riverside News	Mr Bees FOTOSTOP	S	363.87	72.78	436.65
32	03/07/2023		Community Barclays (	Wage and expenses fo	Clerk Salary	David Williams	Z	720.38		720.38
34	09/07/2023		Community Barclays (	Hilgay Play ground ne	Play ground equipment asser	Fenland Leisure Products	S	32,735.00	6,547.00	39,282.00
35	11/07/2023		Community Barclays (	Downham Building Sup	Maintenance Supplies	Barker DBS	S	34.95	6.99	41.94
36	14/07/2023		Community Barclays (	Grass cutting for June	Grass Cutting	Holly Landscapes	S	174.97	34.99	209.96
37	17/07/2023		Community Barclays (	CIL Bid for Ten Mile Bi	CIL Application consultant	Tim Wall	S	625.00	125.00	750.00
38	19/07/2023		Community Barclays (	Street lighting mainter	Electricity	K&M Lighting Services	S	42.80	8.56	51.36
39	19/07/2023		Community Barclays (	CONTROLLED WASTE	Annual Subscription	BOKLWN	Z	428.20		428.20
40	20/07/2023		Community Barclays (	Street lighting mainter	Electricity	K&M Lighting Services	S	42.80	8.56	51.36
41	22/07/2023		Community Barclays (	HMRC for payment pe	PAYE	HMRC	Z	443.23		443.23
<b>Total</b>								<b>38,121.08</b>	<b>7,287.61</b>	<b>45,408.69</b>

To approve the payment of accounts for August 2023.

To approve payments as per schedule presented.

**Payments from 01/08/2023 to 30/08/2023**

Hilgay Parish Council PAYMENTS & RECEIPTS LIST										
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
42	04/08/2023		Community Barclays (	Hedge cutting as main	Payment - Hedge cutting and	F S Services	S	-130.00	-26.00	-156.00
43	04/08/2023		Community Barclays (	Maintenance Contract	Payment - Parish Maintenance	Mason's Home & Garden Ser	S	-652.33	-130.47	-782.80
44	04/08/2023		Community Barclays (	electric supply for elec	Payment - Electricity	evon	S	-349.96	-70.39	-420.35
45	04/08/2023		Community Barclays (	Clerk Wage and expen	Payment - Clerk Salary	David Williams	Z	-552.75		-552.75
46	11/08/2023		Community Barclays (	Receipt - Street Fenc	Receipt - Street Fences	10 Brook Adams	Z	33.60		33.60
47	30/08/2023		Community Barclays (	July grounds maintenan	Payment - Grass Cutting	Holly Landscapes	S	-174.97	-34.99	-209.96
48	30/08/2023		Community Barclays (	Charterity Training	Payment - Clerk Training	Heath's Association of Local C	S	-30.00	-6.00	-36.00
49	30/08/2023		Community Barclays (	Janets Invoice	Payment - Maintenance Repar	Barker DBS	S	-28.54	-5.70	-34.24
49	30/08/2023		Community Barclays (	Parish Council member	Payment - Parish Maintenance	Mason's Home & Garden Ser	S	-436.67	-87.33	-524.00
<b>Total</b>								<b>-2,153.99</b>	<b>-274.38</b>	<b>-2,428.38</b>

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

**86/23 To discuss flower boxes placement on Modney Bridge.**

- The Chair asked for Cllr J Heatrick to recap on how flower boxes were placed on Hilgay Bridge. EV and Highways had to be. Flower boxes on Ten Mile Bridge highways would need to give permission the Clerk to contact Andy Wallace at Highways.

**87/23 Update grass cutting at riverside field and on boat at moorings.**

- The Clerk informed the Council that the grass around the toilet block and on the mooring down from the boat had been cut. Cllr C Wills had sent the Clerk some pictures. But after a sight visit, they were not sent to the contractor. Boat on moorings to be discussed at next meeting.

**88/23 To discuss Street Lighting in Ten Mile Bank.**

- Street Lighting had been discussed earlier.

**89/23 Late Correspondence not on the agenda.**

- At a site meeting Cllr C Wills raised the issue of the roadway up to Bridge Street from the Riverside fields grumbling and sliding towards the river. Cllr Wills thought the Clerk should write to the Environmental Agency (EV) reporting this and asking for action to be taken. This was agreed by all.
- There was an email received from Mrs Louis Brooke wondering if there had ever been any discussion at the Parish council of lobbying for, or helping to fundraise for, a **small footbridge**, somewhere a bit before the sugar factory. Is this something the Parish Council has discussed, or would be willing to support? After some discussion it was identified that intended crossing in question was not within the Parish of Hilgay therefore the Parish Council could not support it. But the person could ask Methwold Parish Council if they would support it.
- Cllr M Orwell informed the Parish Council that this matter was discussed some time ago, now another email forwarded by the Clerk sent by Susan Andrews had an agenda for the West Norfolk Falls Project first meeting (which fell on the same night as the Parish Council meeting). After some debate again it was felt that there was not a need at present in the Parish.
- Cllr S Annan made some requests for the rangers when they visit the Parish in October. The Village sign coming into the village from Southery end was overgrown. Cllr A Greening mentioned that the direction sign coming off the A10 to that junction has fallen off. The Chair said that when speaking with Andy Wallace, they informed him about the 30mph sign coming into Hilgay you cannot read it and it was pointed out that also had the Hilgay Village sign on it. The Turning point down Steeles Drove was overgrown again. All the verges are grown.

**90/23 To discuss Trees placed in the Parish / Common Land.**

- Cllr S Annan would send an email to Mr Topham to request permission to plant trees for the Queens canopy.

**91/23 To discuss Hedge planting in the Parish.**

- The Chair asked had these hedging Plants been purchased. The Clerk had said he would purchase them in October for planting. The wildflower meadow we have more seed and JL services will cut it back and picks up the failing.

Councillor A Greening left the meeting at 8:33pm

**92/23 To discuss Document Management Policy.**

- Moved to the next meeting.

**93/23 To discuss items for information for the social media pages.**

- Bonfires in back gardens notice to be placed on the site.

**Agenda items for the next meeting**

- CIL bid for Ten Mile Bank Play equipment update.

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

Thursday **5th of October 2023** at 7.00pm in Ten Mile Bank Hall.

**94/23 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.**

**Cllr C Wills proposed and seconded by Cllr P Mesher** that items on the maintenance contract, and Maintenance Officer Role to be discussed under the resolution.

**1. Maintenance Officer**

The meeting closed at 20.55pm