

HILGAY PARISH COUNCIL

Minutes of the Full Council Meeting

held on Thursday, 1<sup>st</sup> of September 2022 at 7.00pm in Hilgay Village Hall.

Present:

Councillors Cllr G Carter - Chair  
Cllr E Hall – Vice Chair (note taker)  
Cllr S Annan  
Cllr P Bates  
Cllr A Greening  
Cllr N Highnam  
Cllr P Mesher  
Cllr J Heatrick  
Cllr M Storey Norfolk County & KL&WNB, Councillor

Clerk Mr D R williams

Member(s) of public 0

**57/22 Apologies for absence**

- There were apologies from Cllr P Bates and Cllr A Holmes KL&WNB, Councillor.

**58/22 Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation**

- None declared

**59/22 Approval of the minutes of the Council meetings**

- Cllr Highnam raised the point that he and Cllr Mesher were recorded as proposing and seconding the item 50/22 the Clerk said this was an error the names were copied across from previous minutes.
- The minutes for 9<sup>th</sup> of June 22 and 7<sup>th</sup> of July 22 were proposed by Cllr Greening and seconded by Cllr Mesher that with amendments the minutes could be accepted as a true record.
- The Chair Cllr Carter to sign the minutes at the next meeting.

**60/22 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 19:15pm for the public participation County / Borough Councillors to give reports.

No members of the public were present.

## **Cllr M Storey Norfolk County Council & KL&WNB, Council gave a report.**

- Update on the 'Big Norfolk Holiday Fun' scheme (Norfolk's Holiday Activities and Food Programme) Summer 2022
- **Background**
- As previously reported, following the Government's extension of the holiday activities and food programme, we are now in the second year of delivering this scheme following a successful national rollout in 2021, despite the challenges of the pandemic.
- HAF funding has been allocated to local authorities to enable children aged 5-16 and who are eligible for means tested free school meals to access free holiday activities over a week at Easter, 4 weeks over the summer and a week at Christmas, with a nutritious lunch included.
- Active Norfolk is continuing to coordinate our 'Big Norfolk Holiday Fun' programme, working with wider NCC colleagues and providers.
- During Easter we saw 1828 children participate in BNHF activities with approximately 70 providers across the county with 21137 sessions on offer.
- **The Summer Offer**
- The summer programme will run from 25 July to September 3 and is open to children aged five to 16 (or four if they turn five in August).
- For the summer we have places for around 3,400 children with over 95 providers offering in excess of 68,000 sessions over the 6 weeks of the holidays and activities include sport, circus skills, arts and craft, dance, music, cookery and film making and lots more!
- Booking for our Big Norfolk Holiday Fun summer programme opened on Monday 27 June, with hundreds of free activities on offer to children.
- Families can book by visiting Big Norfolk Holiday Fun - Active Norfolk or via the county council's webpages: [www.norfolk.gov.uk/bignorfolkholidayfun](http://www.norfolk.gov.uk/bignorfolkholidayfun)
- This summer we have made it simpler for families to book onto BNHF sessions and removed the need for schools to issue codes to families. Families can book directly through the website and confirm their eligibility.
- Providers are required to ensure activities are inclusive and accessible for all children and young people. This includes those with special educational needs or disabilities. Providers are offered free workshops on inclusion, and wider SEND needs before the programme starts. To ensure reasonable adjustments can be made, details are requested at the time of booking and providers will discuss with parents and carers any specific requirements that their children have.
- Whilst BNHF is targeted at 5–16-year-olds eligible for means tested free school meals, we have some flexibility to offer a small number of free places for children who are vulnerable and might really benefit from BNHF activities. These places are being offered on a first come first served basis and we have asked schools or services working with children to contact BNHF to request a place.

- We are encouraging providers to offer blended sessions, with eligible children accessing activities free of charge, alongside some families who are not eligible for means tested free school meals, paying for the session.
- The BNHF team at Active Norfolk has worked hard to expand the offer in rural communities, as we know it can be difficult for some families to travel. In general, we cannot fund transport for families to access activities. However, on an exception basis, where there are particular and exceptional circumstances, we may be able to support families. Each situation is considered based on whether or not families have access to transport of their own, public transport, alternative family transport or options to lift share, the specific needs of the parent and the vulnerability of the child. Families can contact the Big Norfolk Holiday Fun team directly to discuss their particular situation via [bnhf@norfolk.gov.uk](mailto:bnhf@norfolk.gov.uk)

### **DEBATE NOT HATE**

- Seven in 10 councillors reported experiencing abuse and intimidation within the last 12 months, with 1 in 10 experiencing abuse frequently, a new Local Government Association (LGA) Councillor Census, published on 30 June 2022, has revealed.
- The LGA said councils are calling for government to work with local authorities and partners to urgently address toxic discourse and abuse against councillors or risk long-term impacts on local democracy and representation.
- The report Debate Not Hate: the impact of abuse on local democracy, highlights how councillors are facing increasing abuse and intimidation from the public, with little power to deter perpetrators or support to tackle the issue. This is leading to the expectation that councillors must tolerate high levels of sometimes extreme abuse and threats, discouraging prospective candidates from engaging with local politics.
- The support available to protect the safety and wellbeing of councillors is limited and inconsistent across the sector and can be uncoordinated between agencies. As a result, the LGA is calling for government to prioritise a change in legislation to put it beyond doubt that councillors can proactively withhold their home address from the public register. The LGA is urging local government leaders, the Government, partners, political parties and social media companies to sign up to a public statement, pledging to come together to develop and implement an action plan to address the issue of abuse of local politicians and their safety.

### **Local Transport Plan for Norfolk**

- The Local Transport Plan (LTP) was agreed at a meeting of Norfolk County Council's cabinet on 6 June and will now need to be signed off by the full council.
- The Local Transport Plan (LTP) sets out the county council's overall approach to transport, showing how transport can deliver wider ambitions including a

growing economy, strong communities and reducing the impact on the environment.

- Transport is now the biggest emitter of carbon of any sector in the UK and this plan is important in setting out the council's policy framework for achieving carbon reduction of the transport network.
- The plan includes the council's vision for improving transport between now and 2036 and is intended to encourage walking, cycling, bus and rail use as well as deliver major projects like the Western Link and Long Stratton bypass.
- As part of the plan, the county council wants to investigate the possibility that the network of abandoned railway lines, many of which were closed in the 1960s, could become 'greenways', for use as walking and cycling routes, or even see the return of trains. Parts of several former Norfolk railway lines have already been converted into footpaths and cycle routes, such as the Marriott's Way, Weavers' Way and Lakenham Way. However, there are other stretches, particularly in rural areas, that the council believes should be protected from development, to allow them to eventually be revived for transport use.
- The LTP does not have the power to stop developers building on the routes, but the council hopes that by including the possibility of greenways and even future rail use in the plan, it could help to deter them and keep the options open.

#### **Norfolk Access Scheme**

- Message from Suzanne Dunwoody, Client Finance Services Manager
- The Norfolk Assistance Scheme which the public may or may not be aware of. The scheme is available to any Norfolk resident who is experiencing financial difficulties and the team can provide information and guidance to contact support organisations or provide financial support to assist with the cost of food, energy, water or other essentials including white goods and furniture. NCC has also partnered with AgeUK to provide targeted individuals aged 65 and over as this has been a demographic group, we have received the least applications from.
- If you have any questions about NAS, please do not hesitate to contact Suzanne for further information [Suzanne.dunwoody@norfolk.gov.uk](mailto:Suzanne.dunwoody@norfolk.gov.uk)
- Update: Jubilee Trees for Norfolk - June 2022
- The Jubilee Trees for Norfolk scheme is now live. NCC are offering tree packs at 50% cost, subsidised by DEFRA and NCC, and the scheme is open to everyone. This will enable up to 40,000 more trees to be planted across the county.
- Community groups in my area can approach me to fund the other 50% of the trees and this is entirely at my discretion. There is an application process for the scheme and tree packs will be ready for collection in the planting season between December 2022-February 2023. If applicants have reached the payment stage, this means that their planting has been approved by the 1 million trees Team.

- Please note that the 1 million trees team will not be involved in the payment process – applicants must approach me independently and proceed with any agreements and payments directly with me.
- The discretionary Highway Member Fund, from which County Councillors can fund Highway and Environmental works in my area, was recently increased by £4,000 to £10,000 so that I can support tree planting and other biodiversity schemes in my area, but my focus remains highways.
- Guidance notes for the scheme can be found at [www.norfolk.gov.uk/jubileetrees](http://www.norfolk.gov.uk/jubileetrees). Please get in touch with any thoughts or suggestions at [tree.planting@norfolk.gov.uk](mailto:tree.planting@norfolk.gov.uk)
- Norfolk's Carers invited to apply for free Wellbeing Packs
- Norfolk County Council is to provide a further 3,000 free Wellbeing Packs to unpaid carers over the coming months, after previous packs were taken up enthusiastically across Norfolk.
- The packs, which are provided through Covid funding from the Department of Health and Social Care (DHSC), are designed to support unpaid carers and include Personal Protective Equipment (PPE) to support recipients in their role as a carer as well as a range of pick-me-up items for the carer including chocolates, toiletries, and other treats to bring a little joy in these difficult times.
- If you are caring for a friend or loved one, or know somebody that is, you can register your details online to receive a pack. Those who are eligible will have a pack posted directly to their home. To apply for a pack today, please visit:
- [https://forms.norfolk.gov.uk/service/carers\\_wellbeing\\_pack](https://forms.norfolk.gov.uk/service/carers_wellbeing_pack)
- So far, Norfolk County Council has provided over 4,000 packs to unpaid carers since February 2021, working with partners Carers Matter Norfolk, Caring Together and Carers Voice to deliver them to carers across Norfolk.
- The packs have also been made available through Norfolk and Suffolk Foundation Trust, Norfolk and Norwich University Hospital, James Paget University Hospital and Queen Elizabeth Hospital, King's Lynn, all of whom are working in partnership with the Council to support the project.
- Unpaid carers can also find a wide range of support available via Carers Matter Norfolk, a service commissioned by Norfolk County Council. Details of the personalised support available for carers can be found at <https://carersmatternorfolk.org.uk/> or by calling 0800 0831 148 (Monday to Friday 9am to 8pm, Saturday 10am to 2pm).
- The wellbeing packs for unpaid carers were funded through the Infection Prevention and Control Fund which is provided to Local Authorities by DHSC. The scope of the funding was limited and used to prevent the spread of Covid-19 infections. Norfolk County Council took the decision to use a small proportion of the overall funding towards supporting Carers to keep themselves and their loved ones safe during the pandemic. The majority of the funding was used to prevent the spread of Covid-19 infections in care homes and other care settings.

- The Carers Matter Norfolk service is commissioned by Norfolk County Council to offer a range of support for carers of all ages and the people they care for. These include weekly 'Virtual Cuppas' during which Carers can share their concerns and successes and support each other, especially in difficult times.
- £13 million savings proposals considered
- Proposals to save £13 million will be considered next month (July), as the first step towards meeting next year's £60 million target.
- Norfolk County Council's cabinet will discuss the first batch of proposals, with a further £47 million due to be considered in October.
- Councillor Andrew Jamieson, cabinet member for finance, said: "Like all councils, we were facing higher costs and demand for services, even before the recent rise in inflation.
- Cabinet will consider proposals to save:
  - £6.45 million from adult social services, including use of reserves and more savings from existing programmes
  - £3 million from children's services, including withdrawing from the Professional Development Centre in Woodside
  - £2.1 million from community and environmental services, including a review of the mobile library service, Wednesday closures of recycling centres and reduction of weedkilling on highways to one treatment per year
  - £200,000 from strategy and transformation, through professional leads
  - £50,000 from governance, by increasing income from the registration service
  - £1 million from finance and commercial services, through annual income from the council's company, Repton Property Developments Ltd
- If cabinet supports the proposals, the public will be consulted over the summer to inform a redesign of the mobile library service, to save £200,000 from its £422,000 per year budget. Further consultations on other budget proposals will take place in the autumn.
- The council will propose a Council Tax level for 2023/24 later this year, once it has received guidance from the Government. Until then, the council's planning assumption is 2.99 per cent, including a one per cent adult social care precept.
- Finalised budget proposals will be considered by cabinet, early next year, before the full council takes a final decision in February 2023

#### 61/22 **Chairman's announcements and matters for consideration**

- The Chair informed the meeting that the Gravediggers hut had been taken down, and the bricks saved to hopefully use for the new building at the cost of £150. The area had been made safe.
- The Chair stated Environment Agency (EA) had repaired the river field bank owned by the feoffees.
- New signs had been ordered and old ones to be renewed the Parish Council delegated this to the Chair as proposed by Cllr Highnam and seconded by Cllr Greening.

- The Chair commented that the bridge was looking very good and thanked all who took the time and energy to clean it and put the flower boxes in place.

#### 62/22 **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.
- It was noted that the work had not been started on the playing field equipment yet. This was on going.
- Sam 2 locations in Ten Mile Bank it was placed on the verge, and this was at an acceptable height. In Hilgay the SAM 2 was deemed to be too low and this was also becoming an issue for the maintenance officer working at height. Cllr Highnam was to email quotations he had obtained to various new speed warning signs, but it was noted that the Parish Council had spent something around £5000 on those already in the Parish. This would be an on-going item.
- The portable toilet on the Riverfield now had hand sanitizer. Cllr Highnam reported that the toilets were clean when he visited the area.
- The avenue required cutting again this would need to be discussed with the PCC as it was a very time consuming, (in the past we have trimmed the sides and cut back the suckers) the top was not cut as this was a very high hedge. It was decided that the maintenance officer should go ahead and cut the avenue
- About the church yard at TMB should this become a closed church yard. There is significant cost to the Parish Council. There are weak tall trees which if they fell would break the headstones. The graves people visit are now being smothered with vegetation. With the surface now soft under foot.
- The Dyke at Ten Mile Bank by the school has two possibly three elders whose roots are eroding the bank. This was a County Council highways issue and had not been addressed for years. Cllr Annan asked the Maintenance Officer to trim gate to main road to Watermans Lane. A tree also needed the ivy cutting to stop it growing this was authorised by the Council. Cllr Story was asked to take up the speed of vehicles in the Parish and the Dyke with County Council.

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

#### 63/22 **Updates from working parties**

- **Finance:** Clerk updated the meeting that the AGAR would be completed and sent off before the 15<sup>th</sup> of September 2022. The finance working party members would meeting during the day using teams arranged by the Clerk for 1pm on the 28/09/2022. The Clerk requested the Street lighting maintenance contract with K&M lighting is reviewed by the finance members on behalf of the council, and the clerk is then authorised to sign the renewal. Proposed by Cllr A Greening and seconded by Cllr E Hall
- **Planning:** Cllr J Heatrick noted the application at Sedge farm, Ten Mile Bank there were no objections. The Clerk to reply on behalf of the Parish Council.

- **Allotments:** Cllr E Hall informed the meeting, all the plots are ok overall, and the invoices are to go out end of September 2022 for the new year October to September.
- **Footpaths:** Cllr Hall stated no observations had been reported.
- **Communications:** Cllr Highnam 25% increase in participation of the Parish Council website really good response.
- **Asset Register.** Cllr Greening - ongoing

#### 64/22 Planning Items

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

#### 65/22 Finance: To approve payment of accounts for August 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. Also, the Clerks' Manual published by the Society of Local Council clerks had been approved for purchase.

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
02.08.2022	TW + KM	Williamson interment	BACS	0	0	0	240
03.08.2022	Colin Wills	order id 6811854	BACS	62.2	12.44	74.64	0
04.08.2022	Npower	Electricity Invoice	DD	131.84	6.59	138.43	0
08.08.2022	Colin Wills	Wage and expenses for July 2022	BACS	0	0	384.92	0
08.08.2022	David Williams	Clerks Wage and expences for July 2022	BACS	0	0	470.75	0
19.08.2022	Holly Landscapes	July 22 Invoice 4883	BACS	152.15	30.43	182.58	0
19.08.2022	Walton loo Hire	INV - 48120	BACS	100	20	120	0
19.08.2022	Walton loo Hire	INV - 48510	BACS	120	24	144	0
19.08.2022	Lawn Boy Farm Services	INV - 182547	BACS	66.61	13.32	79.93	0
19.08.2022	Lawn Boy Farm Services	INV - 182609	BACS	44.07	8.81	52.88	0
19.08.2022	K&M Lighting	Street lighting maintence invoice No 6916	BACS	37.5	7.5	45	0
19.08.2022	Thurlow Nunn Standen Ltd	Lawn mower full winter service	BACS	608.78	121.77	730.55	0
19.08.2022	AT Johnson	2 x Mortice keys cut	BACS	9.16	1.83	10.99	0
Totals for 01.08.2022 to 31.08.2022 no outstanding invoices				<b>1332.31</b>	<b>246.69</b>	<b>2434.67</b>	<b>0</b>

#### Proposed by Cllr N Highnam seconded by Cllr P Mesher All present agreed

#### 66/22 To discuss Parish Council vacancies.

- The Clerk informed the Parish Councillors that he had spoken to Mr Stonach who was interested in becoming a parish councillor. After a short discussion it was decided to invite him to the next meeting and the Clerk to ask for a short CV from him and will be sent out to Councillors. A decision on co-option would be made when he attended the next meeting.



**67/22 To discuss signage for playing field.**

- The Chair was delegated to spend no more than £250 on updating signage in the parish. Cllr Greening raised the point that all signs should say Hilgay Parish Council. Cllr Greening to ascertain how many dog fowling small signs needed replacing.

**Proposed by Cllr A Greening and seconded by Cllr E Hall all agreed**

**68/22 To discuss St Mark's Church yard at Ten Mile Bank.**

- Maintenance Officer requested to spray the paths in St Mark's Church. There was some discussion, and it was decided to give the Maintenance Officer permission.
- The Clerk was to write to Geoffrey Hunter at the Diocese of Ely for clarification as to ST Mark's Church yard becoming a closed church yard. This would hand over responsibility to King's Lynn & West Norfolk Borough Council.

**69/22 To discuss cutting of the wildflower meadow.**

- The Clerk briefed the Parish Council on conversations with the person who aided in the cutting last year. This might need to have an informal agreement or something, so it is carried out each Autumn.

**70/22 To discuss Grit Bins at Ten Mile Bank.**

- Cllr N Highnam proposed moving a grit bin in Hilgay to Ten Mile Bank bridge area and a new one purchased green in colour. Seconded by Cllr A Greening all agreed. Finance

**71/22 To discuss Riverside News.**

- Cllr N Highnam informed the Parish Council articles had to be in by November 2022 for inclusion in the December issue of the Riverside News. Costs were within budget for this year. The finance working group would look to see if an increase was necessary in the budget for 23/24.

**72/22 To discuss Ranger's visit.**

- The Clerk will email Councillors near the end of September so that issues can be raised that are timely for the ranges to complete in the Parish.

**Cllr Storey left the meeting at 20.05pm**

**73/22 To discuss Cemetery Fees.**

- The clerk read out the list. A discussion followed around maintenance of the churchyard, and the extension of the churchyard in the future. The Parish Council decided to raise the fees.
- The Fees to be raised by 20% this year from November 2022.
- The Chair also proposed and it was seconded by Cllr E Hall that the sum of £400 which is the normal payment for five burials excluding payee,

was made to Claire. Also, a card with flowers thanking her for the help with the cemetery management whilst the clerk has been ill. **All agreed.**

**74/22 To discuss Playing Fields Repairs.**

- The Clerk informed the Parish Council that a date had not yet been set but the end of September was forecast by the company completing the repairs. Cllr P Mesher raised the issue of a lack of wood chippings which the maintenance officer would need to add to the base of the equipment and a log needed replacement.

**75/22 To receive any Councillors' issues and/ or village matters.**

- Cllr N Highnam informed the meeting that the porta loo was being used and the hand sanitizer was now in place. There was discussion around the toilet block and its future use or not. Cllr E Hall commented on the replacement toilets could be designed and the Chair thought that there were examples of charging. Cllr A Greening thought there should be a costing survey and usage survey to inform the Parish Council. This would be an on-going agenda item.
- Cllr Highnam requested the Parish Council look at the recharge rate of the work that the Maintenance Officer does for the Hilgay United Charities (FEOFFEES). The Chair suggested that the finance working party looks at this when considering the budget for 23/24 all agreed.
- Cllr S Annan I put an article in the Parish Magazine and put posters in the Parish. One tree ordered. Cllr Annan had been asked could we put trees on the Glenfield this was church land so would need permission. Cllr Annan had been in touch with Norfolk County Council trees officer, and he would be attending a site visit at the common land and would be indicating if the land was suitable and advice on what could be planted. Cllr Annan requested permission from the Parish Council to contact Mr Topham about the planting of trees on the common land. The Chair said it was ok all agreed.
- Cllr Annan asked had the Clerk contacted the speed partnership? The Clerk informed the meeting that the partnership had been contacted. They had visited the area with the safety vehicle.
- Cllr A Greening informed the meeting there had been a planning matter raised by a resident that where "Ray's old wooden shed" site there was thoughts that an application for 3 bungalows would be applied for which is out of keeping.
- Cllr A Greening raised the issue of Anglian Water, closure of Mondey Bridge Road to carry out works. They should have traffic management in place as it is the
- Cllr J Heatrick raised the issue of fair field garage on going.
- Cllr P Mesher Playing field at Ten Mile Bank was that any further along. The clerk informed the meeting that a site meeting was no further.
- Cllr P Mesher raised the issue of Hot spots in the village should the Parish Council should take the lead on this. There should be emergency contingency planning for the winter months ahead if a bad winter. The Clerk to write to Hilgay United Charities (FEOFFEES).

- Cllr E Hall raised the issue of the land between the school and the playing field at Ten Mile Bank. The Chair informed the meeting this issue was on-going.

**76/22 Agenda items for the next meeting**

- Commemorative Bench
- TMB Churchyard
- Contingency Planning
- Grit Bins TMB

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

Thursday the **6th of October 2022** at Hilgay Village Hall starting at 7pm.

**77/22 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.**

Nothing raised

The meeting closed at 21.05pm