

HILGAY PARISH COUNCIL  
Minutes of the Annual Full Council Meeting

held on Thursday, 1 of June 2023 at 7.00pm in Hilgay Village Hall.

Present:

Councillors

Cllr P Mesher – Chair  
Cllr S Annan – Vice Chair  
Cllr A Greening  
Cllr J Heatrick  
Cllr M Orwell  
Cllr C Wills  
Cllr P Hodson KL&WNB, Councillor  
Cllr M Storey Norfolk County & KL&WNB

Clerk Mr D R Williams

Member(s) of public 1

**40/23 To receive and accept apologies and reasons for absence.**

- There were no apologies.

**41/23 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 in Item 44/23.

**42/23 Approval of the minutes of the Council meetings**

- To approve the minutes of the Council Meeting held on the 11th of May 2023 (Items 18/23 to 39/23). Cllr S Annan amendment to item on Foot Paths missed n off surname. Also, Cllr Hodson's name was miss spelt.

**43/23 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 gave a verbal report to the Parish Council. The QEH hospital news was to be commended. A new leader of Norfolk County Council Kate Mason-Billig who serves as a Councillor on South Norfolk Council. Norfolk County Council Fire Service had 7,175 emergency callouts last year of which 674 were wildfires, 2,748 were fires and 646 were traffic accidents on Norfolk roads. Emissions from estates 3,403 tonnes of CO2 and this was

equivalent to 21/22 figures. 61 million pounds saved over 5 years. In the 12 months between April 2022 and March 2023 the reuse shops raised £22,177 for the Big C cancer charity, prevented 1333 tonnes from materials of being thrown away and saved an estimated 1270 tonnes of CO2. Councillor Storey offered to answer any questions if he could not answer them tonight then he would note it down and get back to the Clerk. Councillor Hodson said he would do the same. Cllr Wills raised a question about a planning application that was approved yet the Parish Council had raised objections. Councillor Storey said he would investigate the matter. Cllr Annan raised the issue of the road surface at Steels Drove in Hilgay is now breaking up. It was resurfaced poorly, and it is now breaking up also the sign to prevent HGV's going down West end was not yet in place it was taking a very long time. Councillor Storey would take it up with Mr Wallace.

Councillor P Hodson of King's Lynn & West Norfolk Borough Council had taken up the issue of Fairfield Garage and there was to be further discussions with the owner of the site. Councillor P Hodson would also take up the grass cutting issue on behalf of the Parish Council. Accurate details would be emailed by Cllr S Annan to Councillor P Hodson.

The Clerk was to write to both Councillors to request support for a Community Infrastructure Levy (CIL) bid for Ten Mile Bank Play area.

#### **44/23 Chair's announcements and matters for consideration.**

**Discussion on talks with TMB School.** The Chair informed the meeting that his schedule proposal which was emailed out to Councillors prior to the meeting, needed to be ratified by the Parish Council and then another meeting would be arranged with the school to put the schedule to them. The Parish Council would offer a similar amount of recompense to previous years when the Parish council paid towards the grass cutting of the playing field. This amount would be between £450 - £500 per year.

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

**Discuss Wildflower Meadow.**

- The Clerk requested the Parish Council approve the spending of monies to purchase metal stakes to drive through the logs at the wildflower meadow to prevent them moving about and someone being hurt because they moved.

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

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

- The Chair informed the meeting that there had been some children who used the play area before the resin flooring around the equipment had time to set and left marks in the surface. The Area had been fenced off but somehow, they had

gained access. The Chair and Clerk would meet with Baz from Online Play and discuss options.

**Proposed Cllr A Greening and Seconded by Cllr m Orwell all agreed.**

#### **Update on Riverside toilets**

- The Clerk informed the meeting that the tender letters had gone out to potential contractors to bid for the work. Cllr Wills had keys cut for the building and should contractors want access then someone is available. Mentioned that a resident had sought clarification as to the weight limit on vehicles using the slipway. This would be something discussed with contractors when they visit.

#### **Discuss CIL bid for Ten Mile Bank Play equipment.**

- The Chair informed the meeting that The Clerk and He had a meeting with Tim Wall who the Parish Council used his services for the Hilgay Play Area bid. The Chair requested that the parish Council approve paying Tim Wall again and his fee is the same. Three quotes were needed and letters of support of were needed. Looking for a slide, set of swings, and traversing wall like at Hilgay play area. The Hilgay Charities would be approached to maybe support the scheme through a donation.

**Proposed by Cllr A Greening and Seconded by Cllr S Annan All there agreed.**

#### **45/23 Updates from working parties.**

- **Finance:** The Clerk informed the Parish Council Annual Governance for the Accounts 2022/2023
- Internal Audit Report 2022/2023 The Internal Audit will be carried out on Thursday the 22<sup>nd</sup> of June 2023.
- Accounting Statements 2022/2023 (Section 2 Annual Return) The Clerk had circulated a copy of the Accounting Statements for the financial year 2022/2023 with the agenda. The Accounting Statements were a means of presenting the financial position of this Council and properly presenting its receipts and payments. The accounting statements were as follows:

Hilgay Parish Council Annual Return

Accounts for Year from 01/04/2022 to 31/03/2023

\* Note: - An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report. Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis. This is

prepared based on the information in "Governance and Accountability for Local Councils: a Practitioners' Guide"

	Description Year ending	
	31/03/2022	31/03/2023
1 Balances brought fwd.	46585.39	44698.75
2 Annual precept	32401.82	28000.00 *
3 Total other receipts	8224.57	2793.96 *
4 Staff Costs	8302.77	14328.80 *
5 Loan interest/capital repayments	0.00	0.00
6 Total other payments	37684.34	24642.43 *
7 Balances carried forward	44698.75	36521.48 *
8 Total Cash and Short-Term Investments	44698.75	36521.48 *
9 Total Fixed Assets and Long-Term Investments	51041.00	51041.00
10 Total Borrowings	0.00	0.00

### **Notice of Appointment of Date for the Exercise of Electors' Rights**

The Clerk had circulated a copy of the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2022/2023 with the agenda. The Council had a duty to inform the electorate of a 30-working day period during which electors' rights may be exercised. The dates would be as follows:

The dates for the period for the exercise of public rights are as follows:

Dated 30<sup>th</sup> of June 2023

Commencing Monday the 3<sup>rd</sup> of July 2023

And ending on Thursday the 11<sup>th</sup> of August 2023

**The Parish Council approves the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2022/2023 as detailed.**

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

The Clerk would advertise the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2022/2023 as detailed.

- **Planning:** Cllr J Heatrick stated items previous discussed.
- **Allotments:** Cllr C Wills informed the meeting the allotments were ok.
- **Footpaths:** Cllr C Wills informed the meeting that the east End footpath was very overgrown. The Clerk to inform the contractor to get it cut.
- **Communications:** Cllr M Orwell informed the meeting about the response she has had reference the Lloyds Bank Closure in Downham Market. The response from Downham Market Town Council was that they had written to the CEO of the bank and heard nothing back. Recruitment to the Parish Council was not getting many responses. Posters would be put up and one placed in the Riverside news.
- **Asset Register.** Councillor A Greening reported that some streetlights which had been converted to LED's are now failing. These were going back to the manufacturer and then replaced.

#### 46/23 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**

47/23 **Finance:** To approve payments for 30.04.2023 to 24.05.2023.

- To approve payments as per schedule presented.

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
02.05.2022	Anglian Water	Riverside Public Convience 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 HPCMWAPRIL23	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.**

**48/23 To receive update on Parish Council grass cutting equipment.**

- The Clerk informed the meeting that the Mower wheel needed repairing and was seeking authorisation from the Parish Council before the contractor to do this.

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

**49/23 To discuss St Marks Church in Ten Mile Bank.**

- The Reverend Moat gave a briefing to the Parish Council on the future of St Marks Church. Services stopped as no one was coming. It is not unreasonable for a church to stop for 6 to 12 months. PCC depleted to no members. People are still raising money. Looking to relaunch informal services once a month. A review will take place with the Diocese. A festival Church is one option. Once Reverend Moat has had conversations with diocese a clearer picture might come along.

**50/23 Update on Speed Signs in the Parish.**

- Cllr A Greening informed the meeting that the signs were around £3000 including fitting. Cllr S Annan thought it might be better to wait and maybe apply for another CIL bid in 2024. Cllr A Greening to draw up a scheme that could be supported by Councillor Storey.

**51/23 To discuss Parish Council Signage in Hilgay and Ten Mile Bank.**

- The Clerk informed the meeting the signage at Ten Mile Bank play area will be taken down by Cllr C Wills. The Chair said that the assets are scrapped of the list. Signage for Hilgay Play Area was to be placed.

Councillor Storey left the meeting at 20:45pm

**52/23 Late Correspondence not on the agenda.**

- Planning application already discussed.
- TOR for Monday Bridge at Ten Mile Bank.

**53/23 To discuss Trees placed in the Parish / Common Land**

- Councillor S Annan this item was on-going to be placed on the next agenda.

**54/23 To debate Sue McDowell project brought over from the last meeting. Email sent out prior to the meeting.**

- There was a discussion around the effectiveness of the proposal for a call out system in the Parish to assist when people fall and cannot get back up. This was felt to be happening and there were risks and responsibility which will the Parish Council felt would be too onerous on volunteers. The Clerk to email that the item was discussed, and it was thought there would not be any support for the scheme in the Parish.

**55/23 To discuss pathway grass cutting.**

- The Chair informed the meeting, that this Item was discussed earlier in the meeting and there was nothing further to comment on.

**56/12 To discuss hedge replacement top of Hilgay Playing Field**

- Cllr S Annan raised the point that the Hedge running along the cemetery edge of the playing field Hilgay, across from the Avenue on the righthand side there was a hedge that it was taken out. Pushchairs using the footpath. After some discussion it was felt that a privet hedging might be a good replacement. Cllr C Wills to put the hedging in and the Clerk will investigate with Baytree.

**Proposed Cllr S Annan Seconded Cllr A Greening All agreed.**

**57/23 To discuss 3 boats moored illegally on riverside mooring.**

- The Parish Council discussed the issue of the boats, and it was felt that with the Hilgay Charities also raising the issues with the Environment Agency (EA) and Clerk to follow up with an email in a couple of weeks.

**58/23 To discuss items for information for the social media pages.**

- The note about play equipment and an electronic version of the Councillor poster.

**59/23 To discuss Fairfield Garage response from Councillor Hodson.**

- This item was discussed earlier in the meeting no-further comments.

**Agenda items for the next meeting**

- Riverside toilets update.
- Discuss CIL bid for Ten Mile Bank Play equipment.

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

Thursday the **6<sup>th</sup> of July 2023** at Hilgay Village Hall starting at 7pm.

**60/23 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 A Greening proposed and seconded by Cllr P Mesher** that items on the maintenance contract, and Maintenance Officer Role to be discussed under the resolution.

Discussions did take place as per agenda.

The meeting closed at 21.16pm