**AN ORDINARY MEETING OF THE PARISH COUNCIL will be held on Thursday 1st July 2021 at 7.00pm in Hilgay Village Hall.**

In line with the current Coronavirus restrictions and public health advice in place at this time, social distancing will be observed, masks must be worn and hand sanitisation will be provided.

Currently, the suggested safe number of members of the public permitted in the hall is 12 in addition to attending members of the Parish Council. The permitted number of 12 cannot be exceeded. Therefore, to avoid disappointment, Members of the Public are encouraged to make written representation on issues rather than attend in person where possible, or to email or telephone the Parish Clerk to confirm their intention to attend.

[Hilgayparishclerk@hotmail.co.uk](mailto:Hilgayparishclerk@hotmail.co.uk) mobile 07706345156

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Members of the public are invited to address the Council at Item 53/21.

**AGENDA**

50/21 To receive apologies for absence

51/21 To receive declarations of interest in items of the agenda and any requests for dispensation

52/21 To approve and sign the minutes of the virtual meeting held on 3rd June 2021

53/21 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

54/21 Maintenance Officers Report

55/21 Chairs report on progress of items not on the agenda carried forward from the last meeting and update on progress of War Memorial restoration

56/21 Clerks report and correspondence

57/21 Proposal to install additional bin on moorings at Ten Mile Bank (Cllrs Ryan Coogan and Andy Greening)

58/21 Updates from Working Parties

59/21 Planning Applications

(a) To receive results on applications

(b) To discuss any applications received

21/01158/F Hilgay 560377 296899 Two storey rear extension and single storey side extension to dwelling Jasmine Cottage Engine Road Ten Mile Bank Downham Market Norfolk PE38 0EN

60/21 Finance –

(a) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

(b) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

(c) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

(d) We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.

(e) We carried out an assessment of the risks facing this Parish Meeting and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

(f) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

(g) We took appropriate action on all matters raised in reports from internal and external audit.

(h) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this Parish Meeting and, where appropriate, have included them in the accounting statements. 3.

(i) To approve the payment of accounts for June 2021

61/21 To discuss any Highway’s issues and agree actions to resolve

62/21 Hilgay Parish building improvement projects (Cllr Norman Highnam)

63/21 To discuss formulating a 5 year plan for Hilgay Parish (Cllr Norman Highnam)

64/21 To update on Speed Watch 2021 (Cllr Jane Hetrick)

65/21 To discuss concerns about the Fairfield Garage area in Hilgay (Cllr Jane Heatrick)

66/21 To discuss the handover from NCC, of TMB playing field, to ensure the statutory rights of the Parish are maintained (Cllr Carter)

67/21 To receive items for the next meeting agenda and agree date of next meeting.

Signed: Diane Farrow (Hilgay with Ten Mile Bank Parish Clerk)

Dated: 27-06-2021