

HILGAY PARISH COUNCIL

Minutes of the Full Council Meeting

held on Thursday, 3rd of November 2022 at 7.00pm in Hilgay Village Hall.

Present:

Councillors Cllr G Carter - Chair
Cllr E Hall – Vice Chair
Cllr P Bates
Cllr A Greening
Cllr P Mesher
Cllr J Heatrick

Clerk Mr D R williams

Member(s) of public 2

98/22 Apologies for absence

- There were apologies from Cllr S Annan, Cllr M Storey Norfolk County & KL&WNB, Councillor and Cllr A Holmes KL&WNB, Councillor.

99/22 Declarations of interest (under the West Norfolk Borough Council Code of Conduct) and any requests for dispensation

- None declared

100/22 Approval of the minutes of the Council meetings

- To approve the minutes of the Council Meeting held on the 6th of October 2022 (Items 78/22 to 97/22).

Proposed by Cllr A Greening and Seconded by Cllr P Mesher All there agreed

- The Cllr Greening signed the minutes as the Chair for the meeting.

101/22 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 19:03pm for the public participation County / Borough Councillors to give reports.

two members of the public were present.

Mr Wills stated that items he wanted to raise were to be addressed in the agenda so had nothing new to add.

The Reverend Moat introduced himself having been invited by the Clerk to the meeting. He became the Vicar for the Ouse Valley Benefice 3 months ago.

102/22 **Chair's announcements and matters for consideration**

- Vehicles parking on Parish Council land adjacent to Hilgay cemetery. There would be word relevantly. After some discussion it

Proposed by Cllr E Hall seconded by Cllr P Bates

- The Chair informed the meeting there was an incident involving dogs off leads and there should be signs to make dog owners aware of the legalisation. It was decided that the signage should be purchased to. The Parish Council would take back the issue of the gate to the Hilgay united Charities Trustees next meeting.

Proposed by Cllr A Greening seconded by Cllr P Mesher All agreed

- The Chair commented that the repairs at the school, to the drainage along Lawrences Lane was flooding again. Never cleared the drains out whilst completing the works. Clerk to email Cllr Storey.
- The Chair informed the meeting that there was to be a remembrance service at the Methodist Chapel at 10:15am and then on to the war memorial on the 13th of November 2002.

103/22 **Maintenance Officer's report**

- Ten Mile Bank was ok and Hilgay was Ok.
- The play area inspection would be due soon in hand.
- Blue bin needed to be replaced. Clerk to speak with Borough Council.
- Key and key safe to be removed from riverside toilet.
- Opposite the entrance to the Cemetery the post covered in ivy which was left needed removing.
- The Maintenance Officer offered his registration, and this needed to be dealt with later in the agenda.
- Equipment needed housing. This needed discussing later as well.

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

104/22 **Updates from working parties**

- **Finance:** Clerk updated the meeting that the AGAR was completed and sent off before the 15th of September 2022. The finance working party were to have a meeting to discuss the budget and the Clerk stated the precept had not been sent out yet. So, the meeting had been put off. The street lighting maintenance contract had not been finalised. It needed amending but was in hand. Refuse collection and extra Dog Bin debt, along with the maintain St Marks church, a credit for not doing this work.
- **Planning:** Cllr A Greening noted the application for Willow Close was emailed to the Councillors as it was at the first stage of planning. The Chair proposed

that a letter to Freebridge Housing from the Parish Council stating the new development required careful management of tenants who rent properties. This was to prevent the whole area from being affected by anti-social behaviour. As there was incidents in other villages throughout Norfolk.

**Proposed by Cllr G Carter Chair and seconded by Cllr E Hall Vice Chair
All agreed**

- **Allotments:** The Clerk informed the meeting that all but one plot had paid their fees. Cllr P Bates asked about if water could be provided. The Clerk requested Councillors who own plots canvass
- **Footpaths:** Cllr Hall stated no observations had been reported.
- **Communications:** Membership on hold.
- **Asset Register.** Cllr Greening – Grit Bins and Dog Bin to be added at next meeting.

105/22 Planning Items

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

106/22 Finance: To approve payment of accounts for October 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 £
03.10.2022	B C Crane	Allotment payment	BACS	0	0	0	12.5
03.10.2022	B Barrett	Allotment payment	BACS	0	0	0	12.5
03.10.2022	CN Bunt + EM	Allotment payment	BACS	0	0	0	12.5
04.10.2022	Thompson KJ	Allotment payment	BACS	0	0	0	25
06.10.2022	Npower	Electricity Invoice	DD	135.04	6.75	141.79	0
06.10.2022	Harris GB	Allotment payment	BACS	0	0	0	25
10.10.2022	J Claxton	TMB Bus shelter repair (sent in error)	BACS	144	36	180	0
10.10.2022	J Claxton	TMB Bus shelter repair	BACS	144	36	180	0
10.10.2022	Colin Wills	Maintenance Officer Wage for September 2022	BACS	0	0	424.34	0
10.10.2022	David Williams	Clerks Wage for September 2022	BACS	0	0	507.24	0
10.10.2022	Waterloo hire	Portloo riverside field	BACS	120	24	144	0
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10.10.2022	Battersby H	Allotment Payment	BACS	0	0	0	12.5
11.10.2022	Colin Wills	PPE equipemt	BACS	35.98	9	44.98	0
12.10.2022	HMRC	PAYEE CUMBERNAULD	BACS	0	0	422.6	0
14.10.2022	B2 Kings Lynn	Allotment Payment	BACS	0	0	0	12.5
17.10.2022	Norfolk CC	Bandroom payment	DD	0	0	91.25	0
25.10.2022	Norfolk CC	Allotment land	DD	0	0	85	0
25.10.2022	Anglian Water	Water payment	DD	0	0	39.44	0
25.10.2022	Hollylandscaps	invoice number 4967	BACS	152.15	30.43	182.58	0
25.10.2022	Glebe Management	invoice number M006	BACS	0	0	396.34	0
Totals for 01.10.2022 to 31.10.2022 no outstanding invoices				851.17	166.18	2983.56	112.5

Proposed by Cllr P Mesher seconded by Cllr A Greening all present agreed

107/22 To discuss Ten Mile Bank Church yard.

- The Reverend Moat and Councillor P Bates would take the matter to the next Hilgay PCC meeting. An outcome will be made in the new year and transfer to the Borough Council would be sort at the earliest opportunity.

108/22 To discuss Playing Field Ten Mile Bank.

- Councillor Storey informed the Clerk that the lease agreement written by nplaw in January 2016 will be emailed to the Clerk next week.
- There was no resolution for the Dyke at present.

109/22 To discuss cutting Hilgay Church Avenue and Wildflower meadow by contract

- The Chair stated that the hedges around the playing field to high and cut them back to give a clear view across the vista. The Maintenance Officer had spoken to Mr Lloyd the contractor and reduce the tallest point at the entrance to the playing field and keep it all level. Holy hedge is to reduce the height again. On other side is an ivy hedge and scrub this out. The single gate area and scrub that out. The avenue would be left to the Maintenance Officer, and he would complete this. The litch gate area would be quoted for. The wildflower meadow would be a quote for it to be completed for 3 years 3 cuts.

Proposed by Cllr E Hall seconded by Cllr A Greening all present agreed

110/22 To discuss plaque for Past Councillors in both village Halls

- Councillors discussed this and the Clerk was to gain a quote from Charlotte Howarth of Making Marks Ltd and bring it back to the next meeting.

111/22 Update by Clerk purchase of Grit Bins / Dog Bins TMB

- The Clerk informed these were on-going and would update the next.

112/22 To discuss contingency planning cost of living crisis

- There was discussion and the view was to wait to see how the Norfolk County Council Hotspots were supported.

113/22 To discuss Trees placed in the Parish / Common Land

- Councillor S Annan was not at the meeting and so this item would be moved to the next meeting.

20:40pm Councillor A Greening left the meeting

114/22 To discuss Coronation Bridge renaming at Ten Mile Bank

- It was discussed and the renaming was rejected. The idea of having a day of celebration was also to be looked at if

115/22 CIL update / Fairfield Garage update / Signage update.

- Cllr Heatrick informed the meeting that Steve Halls Norfolk County Council seems to count for nothing. The owner is not moving quickly.

116/22 Agenda items for the next meeting

- Commemorative Plaques
- SAM2 speed signs
- Website
- Grit Bins TMB

The date of the next meeting will be on

Thursday the **1st of December 2022** at Ten Mile Bank Village Hall starting at 7pm.

117/22 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.

Proposed by Cllr E Hall seconded by Cllr P Mesher all present agreed

Parish Council discussed HR issues and advertising the Maintenance Officer's post.

The meeting closed at 21.00pm