

HILGAY PARISH COUNCIL
Minutes of the Annual Full Council Meeting

held on Thursday, 6th of July 2023 at 7.00pm in Hilgay Village Hall.

Present:

Councillors

Cllr P Mesher – Chair
Cllr A Greening
Cllr M Orwell
Cllr C Wills

Clerk Mr D R Williams

Member(s) of public 1

61/23 To receive and accept apologies and reasons for absence.

- There were apologies from Cllr S Annan – Vice Chair, Cllr J Heatrick, Cllr P Hodson KL&WNB, Councillor, Cllr M Storey Norfolk County & KL&WNB.

62/23 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 65/23.

63/23 Approval of the minutes of the Council meetings

- To approve the minutes of the Council Meeting held on the 1st of June 2023 (Items 40/23 to 60/23).

Proposed by Cllr C Wills and seconded by Cllr A Greening all present agreed.

64/23 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.

- Due to the absence of both the County and Borough Councillors there were no reports at this meeting.
- A member of the public attended and stated the verges in Ten Mile Bank were overgrown the Councillors noted this and stated it would be discussed further into the meeting. Also, they were interested in the way the Parish Council functioned

and this was explained by the Chair, and they stated they would stay to observe the meeting.

65/23 Chair's announcements and matters for consideration.

Discussion on meeting with Ten Mile Bank School.

- The Chair informed the meeting that the Clerk and he had a very fruitful meeting with the school. A schedule of agreement was sent to the school by the Clerk. The Chair read this out. The Clerk was hoping another meeting would be held before the 20/07/2023 when the school breaks up.

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 had met with Online playgrounds and the Clerk received an email stating they were willing to offer 50/50 covering the cost of the repair which the Parish Council after some discussion accepted this offer. The work is planned to commence in October 2023.

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

Update on Riverside toilets

- The Chair informed the meeting that He and the Clerk had met with Centaurs Construction, who had submitted a tender. letters had gone out to potential contractors to bid for the work but only one quotation was received. Given the commercial in confidence nature of the tender it would be discussed later in the meeting.

Discuss CIL bid for Ten Mile Bank Play equipment.

- The Chair informed the meeting that The Clerk and He had a meeting with Online Playground, and they duly returned a quote as was requested. The Clerk had written to two other companies and was awaiting quotations back from them. Further discussions later in the meeting.

Discuss issues raised by Resident around website.

- The clerk had been informed that minutes had not been placed on the website by a resident. The Parish Council discussed the matter and were informed the minutes in question had been placed on the website in a timely basis. The Chair thought that there was nothing further to discuss and the meeting moved on.

66/23 Updates from working parties.

- **Finance:** The Clerk informed the Parish Council Annual Governance for the Accounts (AGAR) 2022/2023 had been received and they were in line to be audited and PKF would be in touch if they required any information. The Notice of Appointment of Date of Exercise of Electors rights for the financial year 2022/2023 would be published by the Clerk.

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

- **Planning:** Cllr J Heatrick was not present items discussed earlier.
- **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. Contractor to be contacted.
- **Communications:** Cllr M Orwell informed the meeting
- **Asset Register.** Councillor A Greening reported still on going and will.

67/23 Planning Applications

- (a) To receive results on decisions: **None**
- (b) To discuss applications received: **23/00824/FM**. This was discussed by the Councillors and there was some discussion on access and the Councillors had no objections.

68/23 Finance: To approve the payment of accounts for June 2023.

To approve payments as per schedule presented.

Payments from 25/05/2023 to 30/06/2023

1 July 2023 (2023-2024)

**Hilgay Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
22	Parish Maintenance	05/06/2023		Community Bardays		Monthly bill for wv	Parish Maintenance Con	Mason's Home & Garde	S	468.33	93.67	562.00
23	Salary	05/06/2023		Community Bardays		Wage and expere	Clerk Salary	David Williams	Z	662.06		662.06
24	Electricity	05/06/2023		Community Bardays		electric supply for	Electricity	Npower street lighting	L	397.04	19.85	416.89
26	Grass Cutting Contra	22/06/2023		Community Bardays		Grass cutting for	Grass Cutting	Holly Landscapes	S	174.97	34.99	209.96
25	Defibrillator	22/06/2023		Community Bardays		Defib Pads adult	Defibrillator pads and ch	Andrew Deptford	S	140.00	28.00	168.00
27	Play ground maintainers	23/06/2023		Community Bardays (Current)		Play ground maintenanc		Fenland Leisure Produx	S	1,150.00	230.00	1,380.00
Total									2,992.40	406.51	3,398.91	

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

69/23 To receive update on Parish Council grass cutting equipment.

- The Clerk informed the meeting that the Mower has ben repaired but no invoice was received from the contractor. The Clerk to follow up with contractor.

70/23 Update on Speed Signs in the Parish.

- Cllr A Greening informed the meeting that he would like the speed signs to be fixed instead of as is due to H&SE for Hilgay the two signs in Ten Mile Bank one was fixed and one moveable. The Chair thought that gateway fencing could be included with speed cameras to be included in a CIL bid. This item would be

71/23 To discuss School Playing Field Dyke / Wildflower verge / Street Lighting in Ten Mile Bank.

- Street lighting had been repaired. The Wildflower verge had been discussed earlier and the Dyke to be discussed when Cllr Storey is present.

72/23 Late Correspondence not on the agenda.

- Reverend Moat had requested permission to use the field next to the school for an end of term fate by Friends of Hilgay School. The Clerk informed the

meeting that any liability for equipment on the field (i.e., bouncy castle) should be held by those providing them. The Council's own insurance would not cover this event.

- Movement of dog bin sited on Ely Road Hilgay was approved, and the Clerk would inform the Borough Council.
- Notice boards at the Church needed to be replaced. After some discussion it was decided that the board was refurbished, and use metal work and it was proposed. The Chair proposed that £250 towards the refurbishment and the metal support costs. Cllr Wills kindly offered to refurbish the boards and this was accepted.

Proposed Cllr P Mesher and Seconded Cllr A Greening all present agreed.

73/23 To discuss Trees placed in the Parish / Common Land.

- Item moved to next meeting.

74/23 To discuss Hedge planting in the Parish.

- The Clerk would purchase some plants in October for Cllr Wills and himself to plant. Item moved to October meeting.

75/23 To discuss Document Management Policy.

- The Clerk informed the meeting that he required councillors' assistance with archiving minutes etc in the filing cabinets in Hilgay Village Hall office. Also, financial document schedule needed to be raised for the time limits for holding on to documents and minutes. Clerk to update the Council at the next meeting.

76/23 To discuss items for information for the social media pages.

- CIL bid starting to be published and send in letters of support.
- 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 7th of September 2023 at 7.00pm in Hilgay Village Hall.

77/23 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.

1. Discuss Riverside Toilet Block – Hilgay quotation received

- The Clerk informed the meeting that a tender quotation had been received from Centaurs Construction. It being the only tender out of six sent out this quotation was accepted by the Parish Council.
- 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.

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

2. Discuss CIL bid for Ten Mile Bank Play equipment

- The capital quotation costing for the following equipment.

2 x Traversing Wall with graphics and user information sign. Produced in treated. With laminated Safalog with steel post feet.

1 x Double Junior / Toddler Swing with two cradle and flat seats. Manufactured with stainless steel swing hangers and Safalog frame on steel post feet.

To remove existing turf or vegetation to form a 50mm deep tray to

receive Fibrefall resin bound rubber surfacing.

1 x 1.25m-1.5m Free Stand Slide

50mm Forest Green Fibrefall resin bound recycled rubber mulch encapsulated with colour PU polymer pigment tested to EN1177 providing up to 1.5m CFH

1 x Carousel Picnic Table.

1x Motorbike & Sidecar Spring Rocker produced in low maintenance HDPE with a set of ground anchors. TUV certified to EN1176. Suitable for age range 1 to 6.

Total (ex. tax) £22,854.00

Tax £4,570.80

Total (inc. tax) £27,424.80

This capital quotation costing was accepted as the basis for the CIL bid and would be sent in if there were no others received or of a significant large quote from the others sent to companies to quote for the works.

Proposed Councillor P Mesher and Seconded by Councillor A Greening all present agreed.

3. Contractor termination of contract

- The Clerk informed the Parish Council that the contract was not going well and following discussions by the Councillors it was agreed to terminate the contract and give 4 months' notice as per the contract details. The contract would end 31st of October 2023.

Proposed Cllr P Mesher and Seconded by Cllr C Wills all present agreed.

4. Maintenance Officer

- There was a conversation between the contractor and the proposed new maintenance officer at the cemetery. Following these discussions Mr Everitt informed the Clerk he could not work with the contractor. To this end he would not accept a contract which stipulates that he had to work with the contractor. This item was moved to the next meeting and the Clerk would have further discussions with Mr Everitt as the things could develop.

The meeting closed at 21.16pm