

Minutes of the Annual General Meeting of Hillington Parish Council held on Tuesday 17th May 2016, 7.30pm in the Dining Room, Ffolkes Arms, Hillington.

Present: Chairman Jane Hill; Cllrs: Mike Matthews; Terry Kivlin and Ben Wallace. Also present: John Dobson (County Councillor), The Clerk and seven members of the public.

Before the Meeting was officially started Cllr. Hill, on behalf of The Council offered sincere condolences to the family of the late Borough Cllr. Mike Tilbury. She expressed grateful thanks for the dedicated and loyal service shown by Mike and said his memory will live on through his many achievements and quiet acts of generosity. He will be sorely missed by all.

1. To receive & consider nominations for:-

1.1 **CHAIRMAN:** Cllr. Kivlin proposed that Cllr. Hill should be elected as Chairman, the proposal was seconded by Cllr. Worsley, there being no further nominations a vote was held on the proposal and the vote was carried unanimously. **Cllr. J. Hill was duly elected Chairman of the Parish Council and signed her Declaration of Acceptance of Office.**

2. **Election of Vice-Chairman:** Cllr. Hill proposed that Cllr. Worsley should be elected as Vice-Chairman, the proposal was seconded by Cllr. Matthews, there being no further nominations a vote was held on the proposal and the vote was carried unanimously. **Cllr. J. Worsley was duly elected Vice-Chairman of the Parish Council and signed his Declaration of Acceptance of Office.**

The Meeting closed at 7.40 pm.

Dated

Chairman

Minutes of the Meeting of Hillington Parish Council held on Tuesday 17th May 2016, 7.41pm in the Dining Room, Ffolkes Arms, Hillington.

Present: Chairman Jane Hill; Cllrs: Mike Matthews; Terry Kivlin and Ben Wallace. Also present: John Dobson (County Councillor), The Clerk and seven members of the public.

1. **Apologies for absence and approval of reasons for absence.** There were no apologies.
2. **Declarations of Interest. The Chairman declared a personal interest in agenda item 10 Tapping House.**
3. **Crime Report.** Monitoring of Police Connect emails and phone messages between 17/03/16 and 17/05/16 showed no crimes specific to Hillington have been reported.
4. **Borough Council of King's Lynn and West Norfolk.** There will be a By-Election in Valley Hill Ward for a King's Lynn and West Norfolk Borough Councillor on Thursday June 16th 2016. Details have been published on the Parish Council Noticeboard.
5. **Norfolk County Council.** Cllr. Dobson congratulated Cllr. Hill on her re-election as Chairman. NCC is no longer controlled by the rainbow coalition because Green Party Councillors have withdrawn their support for the previous Leader of the Council. This was because of the decision to proceed with the Northern bypass in Norwich. The new Leader is Cllr. Jordan (Conservative). Due to a loss of £33m on the incinerator contract NCC is challenged financially and now has a Committee system instead of a Cabinet. Adult Social Service finances are particularly concerning because the requirements of the new Care Act have resulted in new commitments for care providers. Additional finance from The Chancellor will help for a few months but strategic problems remain in the medium to long term. The plans for Devolution continue. This is the merging of Suffolk, Norfolk, Cambridgeshire and Peterborough under a single Mayor. Cllr. Dobson does not believe the current plans are viable.

Cllr. Dobson then left the meeting at 7.45pm.

Date.....Signed.....Minutes approved and signed as a true and accurate record of the meeting.

6. **Confirmation of the Minutes. Resolved that the minutes of the Parish Council Meeting held on 16th March 2016 be approved and signed as a true and accurate record of the meeting.**
7. **Matters arising from the Minutes.** Item 3 Public Forum. **The signs to Tapping House** were approved and put up by the BCKLWN. A **Fakenham Road** sign has been ordered from BCKLWN and should be installed in the next three months.
8. **Anglian Water Pasture Close Water Treatment Works outfall issue.** Cllr. Wallace reported that he had had a site meeting on March 29th with Sarah Collier the manager of the Pasture Close Water Treatment Works. Anglian Water is going to clear out the ditch and cut back the vegetation along their boundary. Sarah Collier is currently on leave so Cllr. Wallace could not obtain an update from her. Parishioners reported that this work appears to have started.
9. **To consider Highways issues**
9.1 Community Speed Watch Scheme. Six parishioners have expressed an interest in the scheme. Ideally a few more names would secure the scheme. **The Clerk will email Hillington Round Robin Recipients with an update seeking additional volunteers and then contact the Norfolk Community Speed Watch Administrator.**
9.2 Items for Highway Rangers Highways have been informed about the mud on the pavement and ruts in the verge near the gate on the A148 between Pasture Close and Station Road and have been asked to trim the vegetation behind the bus shelter. Cllr. Kivlin reported the Flitcham Road path needs clearing of debris; there is a hole in the middle of the pavement that joins the Old Fakenham Road, opposite Station Road and a hole in the surface of the A148. He had photographed the items. **Cllr. Kivlin to send photographs to The Clerk so she can send them to Highways.**
10. **Tapping House: Meeting on 6th May 2016 with Councillors.** Cllr. Kivlin gave a report on the meeting. The **lights** are now dimmer, the **weeds** behind the bunds have been trimmed and the **brambles** cut back. Unfortunately, Tapping House had thought they were being seen as the cause of the **outfall issue** from the Pasture Close Water Treatment Works. This was not the case as the fault lay with Anglian Water for allowing another drainage system to add to an existing issue. Regarding the **new bus service**, the previous CEO of Tapping House had been in conversations with Norfolk Green that had faded and come to nothing. West Norfolk Community Transport had approached them many months later. Tapping House was in favour of a service to improve public travel. A **Defibrillator** for inside the hospice would cost £800 and could be covered by a grant from The British Heart Foundation. A Community Access Defibrillator housed in a heated box on the outside of the hospice would cost £1700 and would not be eligible for a BHF grant. Would the Parish Council consider funding this? Tapping House declined the request for a **representative from the Parish Council to sit on a Hospice Committee.** Tapping House will be added to the Hillington Round Robin to receive agendas of Parish Council Meetings. The draft minutes are already available on the Hillington website. The décor and furnishings in the **Hospice In Patient Units** are finished. A number of **future events** are planned including The Queen's 90th Birthday Party Picnic.

Laura Worsley outlined the plans for The Queen's 90th Birthday Party Picnic on Sunday June 12th from 12noon until 4.00pm. Tickets are free but there is a charge for the barbeque, bar, teas and coffees. Fliers will go out to everyone in the village. **Details to be put on the website by The Clerk.**

11. **Issues at the Petrol Station Shop.** Roger Loasby, Area Manager MRH Retail, had been contacted and he said there was no question mark over the long-term future of the shop. The sometimes erratic supply of newspapers was an issue to do with the supplier outside the control of the shop. Regarding the Post Office closure he couldn't say whether it would be a temporary or permanent closure because MRH Retail were currently in negotiations with The Post Office. As soon as it was possible more information would be displayed in the shop.
12. **Village Link Bus Scheme.** Cllr. Hill and Cllr. Matthews had attended a meeting with West Norfolk Community Transport in April. The new 16 seater mini-bus service calling at Tapping House would travel along Wheatfields 28 times a day but WNCT believed the bus would diminish private traffic along Wheatfields. Councillors had suggested an alternative route stopping on Station Road and then going on to Grimston Medical Centre instead of calling in directly at Tapping House. This would have benefitted Hillington residents who use Grimston Medical Centre and benefitted Grimston residents by providing them with a direct route to King's Lynn. WNCT agreed to consider this.

A letter from WNCT on May 5th stated that they had decided not to reroute the new bus service along Station Road to Grimston. Councillors expressed disappointment with this. **Resolved to reply**

Date.....Signed.....Min
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to the letter of 05/05/16 from West Norfolk Community Transport. Cllr. Kivlin will draft the letter.

Discussion then took place regarding the merits of a traffic survey. It was queried if Hillington residents would be able to catch the bus at Tapping House as the bus stop would be on private land and also if Tapping House had insurance for that.

13. Public Forum

On May 6th fields in Hillington had been sprayed with chicken/turkey manure just before the Bank Holiday Weekend. The smell was so pungent that residents were forced to retreat indoors and abandon barbeques. Following discussion it was **resolved to contact Environmental Health seeking advice about the matter and if necessary to write to the farmer requesting that these activities were not carried out prior to a bank holiday.**

A parishioner congratulated The Council on moving the Public Forum to the end of the meeting and then volunteered for the Community Speed Watch Scheme.

Graham Rogerson, Hillington Village Sports Co-ordinator, showed a sports questionnaire that he would be distributing around the village to find out what sports activities villagers would like and what facilities are available.

14. To consider the need for a Site Visit Risk Assessment The Internal Auditor, William Tawn, had suggested that this might be useful for The Council. **Resolved to pursue the matter. The Clerk will draft a Site Visit and Activity Risk Assessment.**

15. To review and approve the following documents: (Circulated to Councillors)

15.1 Asset Register & Financial Risk Assessment: **Resolved to adopt the Asset Register and Financial Risk Assessment as laid before Council.**

15.2 Financial Regulations: **Resolved to adopt the Financial Regulations as laid before Council**

15.3 Standing Orders: **Resolved to adopt the Standing Orders as laid before Council.**

15.4 Code of Conduct: **Resolved to adopt the Code of Conduct as laid before Council.**

15.5 Register of Interests: **Resolved that Councillors will review their Register of Interests for any changes and notify The Clerk accordingly.**

16. Insurance Policy due for renewal on 01.06.16 (Details circulated to Councillors) **Resolved to confirm the Local Council policy renewal with Came and Company at a cost of £276.49.**

17. To consider the condition of the village sign Jan Newell was invited to address The Council regarding this matter since she was involved in its original purchase and installation in 1996 and had carried out research regarding costings for the repair of the sign. To repair just the sign itself (remove old paintwork, coat of etch primer and undercoat and repainting) would be in the order of £1,175.00. **The Council resolved to fundraise for the costs by holding a Quiz Night Christmas Party, asking for contributions and researching funding opportunities through grant schemes.**

18. Planning:

18.1 Planning Application Consultations:

16/00521/F New Dwelling and garage at rear of 30 Station Road, Hillington. The Council had responded to BCKLWN on 13/04/16 by objecting to the application in its present form.

18.2 Change from paper to electronic planning application consultations. From Summer 2016 BCKLWN will no longer send out paper copies of planning applications. All correspondence will be electronic.

19. Finance:

19.1 To consider the Accounts 01.04.15 – 31.03.16 for approval (Circulated to Councillors) **Resolved to approve the Accounts 01.04.15 – 31.03.16.**

19.2 To complete and approve the Annual Return for the year ending 31.03.16 **Completed the Annual governance statement 2015/16 and Resolved to approve the Annual Return.**

19.3 To confirm the Internal Auditor for the year 2016/17 **Resolved to request William Tawn to act as Internal Auditor for the financial year 2016/17.**

Date.....Signed.....Minutes approved and signed as a true and accurate record of the meeting.

19.4 Accounts. Resolved to approve the following payments:

West Norfolk Community Transport – pledge of support for Village Link Bus Service	£350.00
Norfolk Association of Local Councils – annual subscription 2016/17	£105.06
Came and Company – Local Council Insurance	£276.49
M Duggan - Clerk's salary 06/04/16 – 05/07/16	£447.88
Receipts: 10.04.16 - BCKLWN Precept & Grant 2016/17	£3830.0

20. Correspondence: To consider the following correspondence (Circulated to Councillors

- a) Letter from R. Pengelly, West Norfolk Community Transport Project 06/04/16 **See item 12**
- b) Email from L. Sayer, Anglian Water Services – water treatment works washout pipe 18/04/16 **Noted**
- c) Letter from S. Ashworth, BCKLWN – 5 year supply of housing sites 19/04/16 **Noted**
- d) Letter from R. Greaves, Trading Standards Service – Market Fair Scheme 26/04/16 **Noted**
- e) Letter from L. Osler, BCKLWN – Notification of property address change 29/04/16 **Noted**
- f) Email from C. Copeland, BCKLWN – order for Fakenham Road street sign 03/05/16 **See item 7**

To consider any correspondence received after the compilation of this agenda

- g) Letter from R. Pengelly, West Norfolk Community Transport 05/05/16 **See Item 12**

21. To receive items for the next meeting agenda Tuesday July 19th at 7.30pm in the Dining Room, Ffolkes Arms, Hillington. Anglian Water will be contacted for an update regarding the First Time Sewerage Scheme.

The meeting closed at 9.05pm.

Date.....Signed.....Min
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