

MINUTES of the Town Council meeting held on Tuesday 01 March 2016.

Present

Councillors

Mr Eldridge – Chairman

Mr Flaxman, Mrs Riley, Mr Bendle, Mrs Chan, Mrs Maltby, Miss Thomas, Dr Stickland and Miss Lys

There were 12 members of the public present.

1. Apologies for absence - Mrs Dore and Mr Shingfield

2. Public participation session

2.1 The householder spoke in support of the planning application for 35 Lincoln Avenue, advising that the extension to the property was essential to provide appropriate living accommodation for their son due to his health care needs.

2.2 Concerns were raised that the gardening company who tidied up the footpath along the new development have thrown the brambles into the ditch.

2.3 Concerns were also raised that the tables outside the White Hart pub are still blocking safe pedestrian access – The Clerk explained that a letter had been sent to the pub 3 times - The Clerk will now pursue this through Norfolk County Council Highways.

2.4 A request was made for a letter of congratulations to be sent to Janet Raybould for being awarded the South Norfolk Council Business Community Champion of the Year Award for Bond Street Greengrocers. The Clerk will send a letter.

2.5 It was reported that an accident had taken place at the Ringers Lane/Hardingham Street junction, a vehicle slipped on the ice and skidded into a stationary vehicle. The Clerk is to write to Highways to request that this area be included in the gritting schedule. A letter is to be sent to the gentleman who had the accident advising him that the request will be made with Norfolk County Council.

3. Accuracy of the Minutes of the Town Council meeting of 02 February 2016 - were agreed as correct and signed with the removal of reference to “smaller desks” in the County Councillors report.

4. Declarations of interests with regard to items on the agenda and to consider requests for dispensations

4.1 Mrs Riley declared an interest in agenda items 11 and 24

4.2 Miss Thomas declared an interest in agenda items 20, 10.2, 11.4, 11.2

4.3 Miss Lys declared an interest in agenda item 24

4.3 Mrs Maltby declared an interest in agenda item 12

5. Matters arising (delivered as a written report – with verbal updates – see appendix A)

The Chairman advised that he had spoken to some companies that would be able to provide a service for removing sanitary waste from the toilets at a lesser cost than PHS the current provider. The Chairman will discuss this with the handy man to see if he is prepared to empty the sanitary bins as part of his duties.

6. Working party reports

6.1 Events Working Party

The events working party reported that the planned arrangements for the Queens 90th birthday celebration event over the weekend of 11 & 12 June include, Saturday from 3pm – Children's afternoon tea and disco, ice cream, face painting, dog show, hog roast and other refreshments.

Sunday – from 8.30am Breakfast on the Fairland's – (tickets available from Lincolns Bistro) – Church Service. There will also be a children's trail and decorations around the town and floral displays in the church.

It was agreed that a small Easter Market could be held in the Market Place on 19th March.

6.2 Highways Working Party

A request was made that the notes of highways working party meeting be changed to include the discussion regarding the need for a Vice Chair for the working party. Clarification was sought as to whether a working party had to have a Vice Chair and if so should it be a Councillor. The Chairman stated that the Council had agreed that the Chair of a working party should be a Councillor but as it was not stated that there should be a Vice Chair it would be down to the working party to decide if there was the need and who the Vice Chair should be.

The working party recommended accepting Norfolk County Councils proposals for the extended 20mph zone. It was agreed to pursue the inclusion of the Bond Street/Hardingham Street and Ringers Lane area in the scheme, and to write to ask the doctor's surgery and school if they would be supportive of the idea.

The working party raised concerns that there is no path proposed on the south side of Norwich Road and felt that this could cause a hazard to pedestrians walking from the Hops development into town. The Clerk is to pursue this with Norfolk County Council highways.

The working party asked if they would still be needed after the 20mph improvements had been completed. The Chairman confirmed that the working party would most definitely still be needed.

6.3 Cemetery Working Party

The working party reported that the stone to mark the de-consecrated area was still outstanding. The Clerk reported that the mole catcher had caught 3 moles and has seen no new activity so has submitted her invoice. A meeting needs to take place to discuss the proposed planting around the bank at the entrance to the cemetery. The new entrance sign has been ordered.

7. Correspondence

- 7.1. **Ruth Bateman – Lincoln Social Centre – Thanks for the grant and donation**
- 7.2. **South Norfolk Council - Streamlining the Planning Process - Site Notices and consultations** - The Clerk advised that she and many other Clerks are finding downloading planning applications from the SNC Planning Portal very slow and time consuming and not an efficient use of a Clerks limited working hours, therefore SNC's cost cutting had effectively passed on costs to Parish and Town Councils. The Clerk asked District Councillor Bendle to pass these comments back to SNC.
- 7.3. **South Norfolk Council - South Norfolk Older People's Forum. The meeting will be held on Wednesday 16 March 2016 at 10am at South Norfolk House**
- 7.4. **Norfolk County Council - Council sets budget 2016-17 to protect range of key services and invest in the future**
- 7.5. **Broadland Tree Services - Fairland Oak – condition of the felled tree.** – Confirmation that the tree was in very poor condition.
- 7.6. **Jane Mackie – Abel Development – request to ask South Norfolk Council for work to cease until the planning/drainage issues are agreed** - District Cllr Bendle confirmed that the developer had been warned that continuing to develop the site was at their own risk.
Harrods of Hingham - request to write to welcome the new proprietors - The Clerk to write to Mr Karavadra.
- 7.7. **Sarah Davis – The Hingham Society – concerns regarding the new daffodil bulbs – request that the grass contractor be asked not to mow them** - The Clerk to pass on the request to the chosen grass cutting contractor.
- 7.8. **Chris Brown – Co-op – Notification that the planning application has been submitted to South Norfolk Council**

7. District Councillor's report

District Councillor Bendle reported that the Co-Operative Planning Application had been submitted on Friday 26 March, and would soon appear on the planning portal. The plans include a free to use cash machine and a new pathway along the frontage of the premises. It is hoped that the Co-op will provide 20-25 full and part time jobs for local people, and that the store will open in Spring 2017.

Mrs Bendle reported that the new proprietors of Harrods of Hingham were in negotiations with the Post Office to allow a Post Office counter to now be opened within the shop. She was also very pleased to report that Janet Raybould had been named as Community Business Champion of the year, and that a grant had been awarded to the art group for the purchase of lights.

South Norfolk Council have a 28% cut in government grant so have made the difficult decision to increase the Council Tax by 3.31% - ways of making savings are still being looked at including back office cuts, and cutting the Market Town Initiative. The funding for the disabled facilities grants will be increases and no services will be cut.

The CIL payments to Hingham Town Council from the Hops development will be paid in 2 parts £15,000 in April 2016 and £45,000 in 2017.

8. County Councillor's report

County Councillor Dewsbury reported that Norfolk County Council have decided to increase the Council Tax - equating to 88p per week on a band D property. Savings of 100 Million are needed over the next 3 years. The County Council have been given a £4.6 Million "Invest to Save" grant from government but this cannot be used to cover the required savings that need to be made.

Officers are investigating mis-use of the blue badge scheme.

Cllr Dewsbury added that getting additional areas to be included in the gritting schedule may not be possible.

10. Planning decisions

- 10.1. 2015/0254 - Frost Row Farm Watton Road Hingham Norfolk NR9 4NW**
Proposal - Discharge of Condition 3 and 4 of planning consent 2014/2271 - Pollution prevention and disposal of foul drainage - Approved
- 10.2 2015/2909 - On Playing Field Recreation Ground Watton Road Hingham Norfolk**
Proposal - To build a new single story tennis hut (clubhouse).
- Approval with Conditions
- 10.3 2016/0103 - Hall Farm Dereham Road Hingham Norfolk NR9 4PX**
Proposal - Garage block with studio above.
- Approval with Conditions
- 10.4 2016/0120 - 16 Hardingham Street Hingham Norfolk NR9 4JB**
Proposal - Proposed two storey extension/loft conversion including front dormers. External material alterations and provision of detached front garage.
- Approval with Conditions

11. Planning Applications

- 11.1 2016/0191 - Location: Halesowen 3 Folly Lane Hingham Norfolk NR9 4JE**
Proposal: Front single storey extension to dwelling
 The Council agreed to recommend acceptance
- 11.2 2016/0326 - Location: 35 Lincoln Avenue Hingham Norfolk NR9 4NA**
Proposal: Single storey rear extension
 The Council agreed to recommend acceptance
- 11.3 2016/0351 - Location: 3 Dereham Road Hingham Norfolk NR9 4HU**
Proposal: Renovations and minor alterations to a listed building following permission 2014/1163
 The Council agreed to recommend acceptance

11.4 2015/2678 - Discharge of condition 14 of permission 2014/2322 - Hard and soft landscaping scheme - Land South of Norwich Road Hingham Norfolk.

The Council agreed to recommend acceptance

11.5 2016/0425 - Tree works - Church Of St Andrew Attleborough Road Hingham - Lime Tree - Reduce height by 6-7m to a finish height of 15m and spread not reduced beyond 5m. Reduce laterals of retained upper 5m of crown by 2m. (Application made on behalf of the Town Council)

11.6 2015/2463 - Land South Of Norwich Road Hingham Norfolk Variation of condition 10 to allow revised drainage strategy of planning permission 2014/2322 - Erection of 88 dwellings.

After considering the Lead Flood Authorities comments and counter comments made at the meeting by the representative from Abel Homes – the Council did not agree to recommend acceptance – as concerns still remain on the grounds previously stated.

12. To discuss concerns regarding Pottles Alley "No Entry" signs

It was reported that the current “No Entry” signage for Pottles Alley was in poor condition, with one sign not being illuminated, and was not effective enough in preventing vehicles being driven the wrong way down the alley, hence causing a danger to pedestrians. It was suggested that “No Entry” written on the road would help. The Clerk is to bring this up with NCC Highways.

13. To discuss the Norfolk Constabulary speed survey results data

The report from Norfolk Constabulary showed compliance with the 20MPH speed limit through the Market Place was very poor – The Clerk had written to the Speed Safety Officer to advise that the speed of traffic may have been reduced during the time of the survey due to the barriers protecting the drain in Church Street and temporary Traffic Lights on Norwich Road - both would have altered the “normal” flow of traffic through the town – no response had been received on these points.

14. Proposal to undertake a Promoting Hingham project

The Hingham Playing Field Association had met with Mr Handford from Naked Marketing – he had noted that there were a number of notice boards in the town with out of date information and no centralised/co-ordinated approach to advertising for Hingham organisations or promoting the town, he had suggested a larger centralised notice board in the Market Place. It was agreed to invite Mr Handford to the Annual Town Meeting to give some guidance on promoting Hingham.

15. To discuss the banking arrangements

Barclays Bank had set the Clerk up with view only access to the account and another mandate form is required to resolve this. The Chairman advised that the banks he had spoken to would charge the Town Council holding an account. The Chairman asked if the Councillors could make enquiries with their own banks to see if any would be suitable.

- 16. To discuss the need to prevent unwanted vehicular use of the Sports centre car park (the need for Height barriers/ lockable gates/bollards)**
It was agreed that the lockable bollard already owned by the Council could be used at the Playing Field – and that the HPFA could investigate what other options were available for preventing antisocial use of vehicles in the car park – The Clerk advised that the PCSO seemed keen to help but the PCSO needed to be contacted by somebody representing the Playing Field to give her more information on the incidents that are occurring.
- 17 Proposal for the Events Working Party to set up a Facebook page to promote events**
Agreed – it was also noted that there is a link to a calendar on the Town Council website – although this does not appear to be used.
- 18. To discuss the South Norfolk Litter Pick initiative**
It was reported that the Hingham Society is planning a litter pick on 24 April 2016. The Clerk will register with South Norfolk Council for a litter pick and the Town Council will try to arrange on for the end of May.
- 19. To consider the proposed specification for the toilet refurbishment**
The Chairman explained that he and the Clerk had met with Andy Sheppard from SNC to discuss the extent of the refurbishment and what was achievable for £20K whilst still preserving the £35k for future (5 years) costs. A schedule of works had been drawn up to provide the basis for putting the work out to tender. It was suggested that the Town Council could do this themselves – this was not agreed. It was agreed to ask SNC for the tenders to be requested based on the specification, but for Hingham Town Council to be closely involved in the decision making process to ensure that the budget is not exceeded.
- 20. The discuss the proposal by Abel Homes for the sale of Hops Ale at the White Hart with proceeds to be given to the Town Council for the council to manage and fund local amenity projects**
Mr Tony Abel attended the meeting to present the proposal that he would like to donate funds to Hingham Town Council from the sale of Hops Ale at the White Hart Pub, he hoped that this would generate £1000 to fund an amenity project to benefit the whole community. It was suggested that the Sports and Social Club bar may also be agreeable to selling Hops Ale.
- 21. To discuss the way forward with the Fairland Oak tree (Attleborough Road junction) and consider new tests to be carried out on the tree**
The Clerk had sought some advice from Ravencroft who had carried out the tree surveys in which the oak tree had been condemned and was awaiting a price for a “detailed condition report”.

22. Accounts for Payment

D Ramm (4 weeks wages £718.46)	£718.46
A Doe	£650.42
C Cowles (grass cutting)	£833.00
E-on	£582.97
K & M Lighting	£308.23
Easton College	£200.00
Broadland Tree Services	£1,680.00
ESPO	£96.60
Anglian Water (Fairland Standpipe)	£15.78
P Dore – (website)	£71.28
It was agreed to add the payment for the services of the County Mole Catcher	£180.00
Total	£5,336.74

23. 'Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:'

Agreed

24. To consider the tenders for the grass cutting contract

7 tenders were submitted for the grass cutting contract, the Clerk advised that Norfolk County Council had confirmed that they require £5million public liability insurance for the cutting of the grass verges/vision splays. The quality and content of all tenders was assessed and it was agreed to award the contract for the 2016/17 grass cutting (to start on 01 April 2016) to TTSR Ltd and to accept the quoted price with the additional cuts for the cemetery – a total of £9321.18.

25. To consider the tenders for the Internal Auditor

2 tenders were submitted for the position of Internal Auditor, one of which stated that they would “bow out” if any other tenders were received. In view of this the tender for the Internal Audit year ending March 2016, was awarded to Luisa Cantera – estimated work load 10-12 hours @ £15/hour.

The meeting closed at 10.10pm

..... Chairman 05 April 2016

Appendix A

Clerks Report for 01 March 2016

Min:	Update
	Matters Arising From the minutes of the meeting on 02 February 2016
7.6	Anti – Social behaviour - Playing Field and Welcomme Play Space – a letter has been sent to Norfolk Constabulary advising of the issues reported and asking if these areas can be visited by a PCSO from time to time – also passed on Secretary of the HPFA contact details to enable the PSCO to make contact.
13	Beacon – (Queens Birthday celebrations) - Rev. Reed will look into the possibility/ insurance implications of using the beacon on the church – The Clerk will meet with him to look at the beacon and pole - enquiries to be made with other neighbouring churches.
14	Replacement posts on the Fairland - The Clerk and Mr Shingfield have met to discuss what is needed – Mr Shingfield has nothing suitable but he and the Clerk will look into the best price that posts could be obtained for.
15	Materials for the repair of Lincoln Hall driveway - The Clerk and Mr Shingfield have met to discuss what is needed – it is estimated that 10T would be required – The Clerk has been quoted (best price) £307.56 including VAT and delivery – (Longwater Gravel) Payment would be required via card prior to delivery.
16	Cemetery Moles – the Mole catcher has commenced work – traps set on 17 th Feb - 2 moles caught by 22 nd Feb -
17	Annual Town Meeting – A letter is prepared ready for sending – The Clerk needs to confirm some details with the Chairman.
19	Fairland Trees – The Oak by the Lincoln Hall entrance has been felled – and was very diseased. The Clerk has asked Ravencroft for some advice regarding the tree by the Attleborough Road junction –
20	Public Toilets – Sanitary Bins – Chairman to update
22	Skate Park Sign – City signs (who are producing the cemetery sign) have been asked for a quotation.
23	Folly Lane dog waste bin – to be ordered – The Clerk is going to meet with the householder at the end of Folly Lane to discuss his concerns re the placement of the bin/proximity to his home -
26	Tree Works – churchyard and sports field (to be overseen by Ravencroft) - Ravencroft have appointed Mr Boydell – and an application has been submitted to SNC for the work on the Lime tree in the Churchyard – the Clerk has asked for this to be a priority due to householder (who's property is affected by the tree) concerns.
	OTHER UPDATES
	Norwich Road – Blocked drain by Abels development/ Bus stop- Abel Homes have advised that “current levels of traffic using the entrance will soon be reduced and we will review over the next week to see whether we can make any improvements”. Blocked drain has been reported to NCC
	Training/certification requirements for the position of Handyman/gardener - The pesticide course is booked
	Letter to South Norfolk Council regarding dog waste - No response has been received regarding the request for enforcement for dog fouling– other than a SNC officer stating that she would put some stickers around the town -

	Cemetery Sign - on order
	Hingham Public Toilets - The Chairman and Clerk met with Andy Sheppard (SNC) regarding the toilet refurbishment specification – the specification options depended on the budget the Town Council were willing to spend - the “high end” and “budget” refurbishment was discussed – Mr Sheppard will send a report based on the cost cutting measures discussed.
	Administration of payroll – HMRC have responded to the Wages Administrator regarding the credit on the account - who is confident that the correct payments have been made.
	Damaged Street Light – Norwich Road – the Insurance company has given the go ahead for this to be completed – the Clerk has notified K and M Lighting - Payment to UK Power has been sent – awaiting scheduled work date.
	OUTSTANDING ISSUES
	Update on prices for the unmetered electricity supply for street lighting – enquiries with other parishes have been made – they advised that they also had difficulty as unmetered supply was not available from other companies (other than E-on and N-Power), other parishes did negotiate a slightly better deal and have been replacing lighting to be more energy efficient.
	Bank Account – The mandate changes have now been made – BUT – the bank has set the Clerk up with View only access – so she is unable to transfer money between accounts. – This will require filling out more forms to rectify this.
	Complaint to the bank /banking arrangements - no response to date
	CiLCA Training Pack – To be ordered
	Request for a quotation for larger/additional 20 MPH signs - The Clerk discussed this with Paul Sellick – he verbally quoted a price of £50 per sign (£100 per pair i.e where the signs are back to back on one post) – he was concerned that installing larger signs may only result in a temporary reduction in speed of a limited number of vehicles – regular drivers would soon become accustomed to them. He felt that the use of a movable SAM sign would be more beneficial. – The Clerk suggests waiting to see if the funding bid for a SAM sign is successful, and if such a sign helps to reduce speeding, before deciding on changing to larger general speed limit signage.
	K and M lighting have been instructed to carry out the fitting of the light and power point for the Fairland bus shelter – awaiting a possible start date.
	Job Description for the Caretaker/Gardener – An initial look at the job description highlighted some serious issues – the job description contained instruction that a chainsaw and weed killer should be used, the current handyman has not received training for this, and has therefore been requested to abstain from using either until the situation can be resolved – a re worded job description is being prepared and will be discussed with the handyman.
	Letter to the White Hart pub regarding the placement of tables blocking pedestrian access – No response has been received from the pub.

Crime figures for Hingham as appearing on Norfolk Constabulary website – Latest available information -
3 crimes were reported in December 2015.
Anti-social behaviour - 1
Criminal damage and arson - 1
Public order - 1

Report Prepared – 29 February 2016

This report does not detailed contain updates when the subject is a current agenda item – or has been within the remit of a working party and the Clerk has not been involved.