

HINGHAM TOWN COUNCIL

MINUTES of the Town Council meeting held on Tuesday 06 September 2016.

Present

Councillors

Mr Eldridge – Chairman

Mrs Dore – Vice Chairman

Mr Bendle, Mr Stickland, Mrs Maltby, Miss Lys, Mrs Riley, Mrs Foord (nee Thomas),

Clerk - Mrs Doe

There were 13 members of the public present.

1. **Apologies for absence** – were received from Mr Shingfield and Mrs Chan

2. **Guest Speaker – Representatives from Abel Homes (Paul LeGrice), South Norfolk Council (Keith Mitchell) and Saffron Housing (Matt Davidson) – to talk about the Hops Development – Affordable Housing**
 Mr LeGrice, Mr Davidson and Mr Mitchell were welcomed to the meeting and thanked for their attendance.
 It was reported that there will be a total of 29 affordable properties within The Hops development, 18 of which will be rented and 11 being shared equity. The rented accommodation will comprise of 2 and 3 bedroom houses and 1 bedroom flats (prices ranging from £420 - £600 per calendar month). The shared equity housing will be available at 75% of the market value. The 25% share of the property will be owned by Saffron Housing Trust. The purchaser will have the option to purchase the remaining 25% once they have owned the property for 5 years, although there is no obligation on them to do so. There is no rent charged upon the 25% share. It is anticipated that the affordable rented accommodation will be available from October and the shared equity housing from early next year. Applicants for affordable housing will be assessed on a priority criteria as set down through the planning agreement (with top priority being given to residents of Hingham) further information is available from South Norfolk Council and Saffron Housing Trust.

3. **Public participation session**
 It was asked if there was to be a compulsory purchase of land at the top of Bear's Lane to provide a foot path. It was explained that Norfolk County Council had advised that this was not feasible but should the land be developed the Town Council could ask for a footpath to be included through planning conditions.
 It was also asked if the bus stop (Watton bound) by the entrance to the Hops development would be moved. The Town Council are not aware of any plans for this to be done.

4. **Accuracy of the Minutes of the Town Council meeting of 05 July 2016** - The minutes were agreed as correct and signed by the Chairman, with the removal of the word "Annual" from the title.

5. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
 Mrs Riley declared an interest in agenda item 12
 Mrs Dore declared an interest in agenda item 32

6. **Matters Arising (delivered as a written report –see appendix A)**

7. Working party reports

Events Working Party- reported that the Market in the Market Place had generated a lot of interest from stall holders in attending future events held in Hingham. The working party are now organising a pre-Christmas “Fayre on the Fairland” on Saturday December 10th 2016, 3pm – 7pm. The “events funds” now totals £1714.21 and it was agreed that a booking could be made for Connections Entertainment to attend the event to provide music/disco (£225.00 plus VAT).

Cemetery Working Party – reported that a planting scheme for the cemetery entrance had been agreed by the working party. Some weeding by the cemetery entrance and trimming of the beech hedge is required. Lord Ironsides plot will be topped up and then seeded when the crass cutting has ceased, the Clerk has been notified that the family are making arrangements to have the memorial stone re-set. Regarding the “enhancements” to Horsfall and Green plots, a family member is being contacted. In the old part of the cemetery, several headstones are now leaning at severe angles, families will be contacted if they can be traced, if not quotations will be sought to have the stones re-set.

8. Correspondence

- 8.1 **Christine Dunnett – Request to approach Norfolk County Council Highways regarding extending the 30MPH speed limit on Attleborough Road-** Concerns were expressed at the speed of traffic travelling on the Attleborough Road, in particular with the cemetery exit/entrance and junctions for Low Road and Gurneys Manor being of poor visibility, the Highways Working Party are to look at this in more depth.
- 8.2 **CPRE Norfolk – “Join us in opposing damaging new housing targets”** -There was some debate over the discrepancy between figures quoted in the letter compared with those as stated by South Norfolk Council. The Clerk is to scan and email the letter to all Councillors for further discussion at the next meeting.
- 8.3 **Police Connect Message – Warning that Fake Irish Notes have been in circulation in the Norfolk area.**

8. District Councillor's report

Councillor Yvonne Bendle reported that South Norfolk Council are expanding the “Handy Persons Scheme”, offering it to a wider range of people. The work man is now working for SNC which has resulted in a better service, with more work resulting from an increased disability facility grant scheme.

South Norfolk Council are supporting Silver Sunday Week, an event will be held at Lincoln’s café on 4th October which will include speakers from local organisations.

The results of the consultation on devolution showed that people are mostly in favour, it is likely that the devolution plans will be submitted to government and it is hoped that the Councils who voted against devolution will re-consider.

Another re-cycling event is due to take place at the Lincoln Hall on 17 October 2016.

9. County Councillor's report

Councillor Margaret Dewsbury reported that Norfolk County Council have started to look at the budget for 2017/18.

The children’s Big Summer Read challenge run through Norfolk libraries has been a great success, a medal ceremony will take place in Hingham Library on 13th September 2016.

11. Planning Decisions

- 11.1 **APPLICATION WITHDRAWN 2016/1533 - Land West Of Gurney Manor Barn Attleborough Road Hingham Norfolk. New dwelling**

- 11.2 **2016/1816 & 1815 - 8 The Fairland Hingham Norfolk NR9 4HN**
Discharge of Conditions 3 and 4 of planning consent 2015/2573 - External Materials and Roof Light Details & Discharge of conditions 3, 4 and 5 of planning permission 2015/2629 - External Materials and Timber Gate Finish - Approval
- 11.3 **2016/1649 - 3 Lonsdale Crescent Hingham Norfolk NR9 4ND**
Single storey side extension and front porch - Approval with Conditions
- 11.4 **2016/1545 - The White Hart 3 Market Place Hingham NR9 4AF**
Remove part of the chimney and build it back up in its original condition
Approval with Conditions
- 11.5 **2016/1526 - 3 The Fields Hingham Norfolk NR9 4JG**
Single storey side extension - to replace 2 storey side extension approval (ref: 2016/0170) - Approval with Conditions
- 11.6 **2016/1519 - The Fairland Hingham Norfolk**
Following part refusal of 2015/2625 to fell the Mature Oak Tree
Approval with Conditions (agenda item 15)-
- 11.7 **2016/1226 & 2016/ 1227 - 31 Dereham Road Hingham NR9 4HH**
Renovation of original building with double and single storey extension following demolition of existing single storey extension with attached garage and workshop.
Approval with Conditions
12. **Planning Applications**
- 12.1 **2016/1923 – Location: 12 Primrose Road Hingham NR9 4HQ**
Proposal: Single storey rear and side extension – The Council agreed to recommend approval, it was noted that the neighbour had objected to the application.
- 12.2 **2016/1796 - HB Villages Developments Ltd and South Norfolk Development**
Location: 37 - 39 Hardingham Road Hingham Norfolk NR9 4LX
Proposal: Part demolition and redevelopment of site for 17 one-bedroom specialised supported living apartments (Use Class C3) and Higher Complex Care and Autism accommodation comprising seven bedrooms and ancillary staff/communal areas (Use Class C2), together with car parking and amenity space. –
The Council agreed to forward concerns to South Norfolk Council regarding highway issues, in particular concerns regarding adequate space for the proposed widening of the road, and installation of a footpath, concerns over safety for both residents and visitors accessing/exiting the site and for residents safety when walking toward the town centre/doctors surgery. It was also stated that the road is not a quite lane, but a busy road, which includes being a route for the large school bus.
- 12.3 **2016/1893 – Location: 16 Hardingham Road Hingham Norfolk NR9 4LX**
Proposed single storey rear extension, extending 3.9m from the rear wall of the original dwelling house, with a maximum height of 3.229m and an eaves height of 2.3m - The Council agreed that there was insufficient information to make a decision on this application and to request a site plan (as there was not one available on the planning portal) to show the effect that the extension would have on any neighbouring properties.

13. To receive the good councillor guide

All councillors attending the meeting were given a copy of the guide. (Copies will be forwarded to Mrs Chan and Mr Shingfield, the Clerk also has a copy).

14. To confirm attendance of a Councillor at the Greater Norwich Local Plan workshop (Sept.12th)

Mr Bendle will attend the workshop and submit a brief report for the next meeting.

15. To discuss the renewal of the Insurance Policy

The Clerk explained that the current policy was taken out on a three year term, ending in September 2017. The insurance company would not extend the policy to end in April 2018 without the policy being extended on a further 3 year deal. The policy will be re-negotiated (and further quotations requested) closer to its expiry.

16. Update on the application to fell the Fairland Oak

The Clerk reported that the contractor (Broadland Tree Services) originally chosen to fell the tree are still able to do so, this will now be arranged. This will be reported in the next edition of the parish magazine, prior to the tree being felled.

17. To discuss the response from PHS and the provision of sanitary bins in Public toilets

The Clerk advised that PHS had not found a copy of a contract signed by Hingham Town Council, and despite the letter being sent in April requesting that provision of service cease immediately, PHS have continued to empty the sanitary bins while "negotiating" this request with regard to the 90 day notice terms of "cancellation of contract". PHS have advised that they have cancelled to contract as of 26 July 2016 and have issued a credit note to the account for the remainder of the current contract (expiry 31 March 2017), making £427.91 payable for the service provided since April 2016. PHS also advised that as Hingham Town Council agreed to an initial 3 year contract and have been paying for the service "since 2004" (therefore it was deemed acceptance of the contract, which rolled on year to year).

The Council agreed that payment should NOT be made, as there was neither proof of a contract, or of the frequency that the service was provided, and that service should not have been provided after written instruction was given in April, for it to cease.

It was also agreed that the Clerk should purchase 3 sanitary bins for the toilets.

18. Proposal to engage the services of the mole catcher to attend to the moles at the Cemetery

It was agreed to engage the services of the Country Mole Catcher if this could be done at the same cost charged previously - £60 per mole.

19. To consider purchasing "No parking" signs for small greens on the Fairland

The Clerk is to investigate what signage is available and to talk to the Highway engineer regarding placement of signs on the small greens.

20. To discuss Parish partnership funding/S106 and CIL funds

The Clerk had emailed details of the funding available to all Councillors:

CIL - so far the Town Council has received £54.00 in October 2015, £15,004.89 in April 2016 (Hops development), with £45,014.67 due in April 2017 (Hops development), (spending must be within 5 years to support the development /addressing the demands of the development of the area).

S106 - approx. £898 remains- this has to be spent by Dec 2017 and should be spent on walking, cycling, public transport, for the benefit of residents of Bell Meadow.

Parish Partnership Funding (through Norfolk County Council) – highways related spending, awarded on a 50/50 basis, applications must be received by 16 December 2016.

The Clerk suggested installation of a bicycle rack within the vicinity of the toilets (for the S106 funding), it was agreed that the Highways Working Party could look at the feasibility of this.

The Clerk reported that the Highways Engineer had provided an approximate quotation for paving the south side of the Market Place green, of between £9000 and £10,000 pounds.

It was agreed to prepare a bid for Parish Partnership Funding for this paving work to be carried out.

21. Proposal to request NCC to provide (on road) Bus stop markings Norwich Street (o/s site of proposed Co-op)

It was agreed to request Norfolk County Council to provide a painted bus stop bay on the road preserve a clear stopping area for the bus.

22. To discuss the Norfolk County Council proposal for Speed Management Measures at B1108 Church Street, Hingham.

Thanks were given to the Highways Working Party for their work which has led to the proposed speed limit changes. Concerns were raised regarding the proposed placement of the signage for “the Market Place” (Norwich bound) as the plan shows this as located by the edge of the Fairland adjoining Church Street, which may lead to confusion for delivery drivers. The Clerk will discuss this with the Highway Engineer.

It was agreed that the Clerk should write to Norfolk Constabulary with regard to (request to change) their policy not to undertake speed checks in 20mph zones, or allow this to be done by a community speed watch, and to write to Norfolk County Council to request they also write to Norfolk Constabulary regarding this issue.

23. Request for the bench at the end of Ringers Lane to be moved on to Norwich Road (by the bus stop)

The Clerk advised that she had spoken to the Highway engineer who had advised that there was insufficient room for the bench to be moved closer to the bus stop.

24. Comments requested by South Norfolk Council regarding The White Hart – nomination by CAMRA to include the pub in the “Community Assets” register

(It was noted that the White Hart is the last remaining pub in the town - through the ages there has been 16 pubs in Hingham), the Council agreed that the White Hart should be included on the Community Asset Register.

25. Proposal to use a free Norfolk Parishes website in place of current paid for website

The Clerk advised that she was awaiting further information from Norfolk ALC. The Council agreed that the free website should be undertaken if possible.

26. To nominate a new Town Council representative on the Education Trust (replacing Mr Flaxman)

Mr Eldridge volunteered to represent the Council on the trust. The Council agreed.

27. To decide whether to purchase a Christmas tree for the Market Place

The Council agreed that the Chairman should organise the purchase of a Christmas tree to the maximum cost of £300.

28. To Discuss the ROSPA skate park report

A copy of the report had been forwarded to all councillors prior to the meeting, the Clerk advised that a local company had offered to complete any remedial work it was possible for them to do possible. It was agreed to accept this offer.

FINANCE**29. To agree terms of reference for the Finance Committee**

The terms of reference were agreed (with some minor amendments to the draft document) (see appendix B).

30. To complete and agree membership to the Finance Committee

It was proposed that Mrs Riley be a member of the Finance Committee – Mrs Riley and the Council agreed.

31. Accounts for Payment – Payments made in August 2016 *(details were circulated via email to all Councillors (prior to payments) for agreement, as the Finance Committee was at that point incomplete)*

D Ramm (wages £718.46, £9.45 mileage, £5.98 binbags, £7.80 cleaning products)	£741.69	
A Doe (wages)	£650.42	
G Maltby (market advertising banner)	£57.86	
A Brown (Queens Birthday Cake)	£38.40	
K & M lighting	£308.23	
Playsafety Limited (ROSPA inspection)	£79.80	
Total	£1,876.40	

32. Accounts for Payment – (September)

It was agreed to accept the accounts for payment with the exception of the payment for PHS. The amended total being £11,872.46.

D Ramm Wages (5 weeks)	£877.92	
A Doe (wages)	£650.62	
J Squires (toilet cleaning)	£45.60	
PHS	£427.91	
K and M Lighting Services	£294.19	
Norfolk Association of Local Councils (Good Councillor Guide)	£35.70	
WPS Ltd. (insurance renewal)	£2,288.37	
E-on	£581.84	
Anglian Water (Fairland Stand Pipe)	£13.73	
Xerox Finance Limited (printer rental Oct-Dec16)	£115.31	
Westcotec Limited (SAM 2 Sign, post & extensions)	£4,117.20	
TSSR Ltd (grass cutting)	£2,796.34	
P Dore (web hosting Jan-Jun 16 £35.64 £20.00 refreshments Queens Birthday)	£55.64	
	TOTAL	£12,300.37
	AMENDED TOTAL	£11,872.46

The meeting ended at 9.45 pm

Signed.....Chairman - 04 October 2016

MIN	Matters Arising From the minutes of the meeting on 05 July 2016
3	Highway matters – have been reported to NCC via the online web form. – (Clerk and NCC engineer meeting September 14 th)
7.3	Cemetery - Horsfall and Green plots – an address for a (potential) relative has been found and a letter will be sent asking to contact the Clerk – The plastic railings in the meant time may have to be removed in the meantime.
13	Lincoln Hall – small room – the Clerk now has a key
14	Refuse left on the Toilet gardens – reported to SNC and response chased – no response has been given
15	Bench around the Lime Tree in the jubilee rose garden - a local firm has volunteered to remove this – when staffing time allows.
16	CILCA course – first session on 07 September
17	Insurance policy – (agenda item)
20	Accounts for payment August – details of invoices due were circulated to all councillors via email (as the finance committee is not yet complete) - agreement was given and the cheques signed by the Chairman and Vice Chair. – included in the current agenda for formal agreement/minuting.
24	Agreement sent to K and M lighting services to accept the 3 year term for the service contract.
	OTHER UPDATES
	The stone to mark the de consecration area is with the stone masons, Ivan Fisher Funeral directors have advised that this is near completion
	Skate Park sign wording – see attached
	Speed Watch – The Clerk has spoken to the Police speedwatch trainer - forms are to be completed by all volunteers and police checks will be carried out prior to training – the “Speed Watch” will not be able to undertake checks in the 20 MPH zone – as it is Norfolk Constabulary policy that these areas are “not gunned”
	Purchase of the “ good councillor guide ” – received -
	Tree Works – all agreed tree works to be undertaken following the result of the last tree survey have now been completed – with the exception of the large Fairland Oak.
	Neighbourhood Plan – provisionally – Adam Nicholls from SNC will hopefully be able to attend the Town Council meeting in October
	Internal / External Audit – annual return form sent to the External Auditor – this was returned for amending of the year end figure for 2014/15 – due to the uncashed check for £1000 – (a clear explanation was given – but the auditors required the form to be amended)
	Highway issues – although the drains had been cleared further complaints have been received regarding blocked drains – these have been reported to NCC – overgrown Lime Tree in the market place has also been reported to NCC – the Clerk and Paul Sellick plan to meet on 14 September.
	SAM2 Sign – on order

	Bank Account – a form needs to be signed by all signatories to link the accounts to telephone banking.
	Damaged Street Light – Norwich Road work is now complete – Insurance claim has been settled – and a payment made/banked
	Request for a clear Bus Shelter – Norwich Road – By Hops development – Highway engineer advised only a small shelter would be possible – which it may be difficult to find one that will fit in the limited space. Clerk has asked for confirmation of maximum size then will look for designs/pricing. – (too varied in design to accurately price – further advice needed on suitable type/style)
	Street Lighting – SNC have been asked if they would take on the street lights - they have responded to say that they no longer offer this and would not take on the street lighting
	Councillor Vacancy – an advertisement regarding the vacancy has gone in the parish magazine and on 2 TC notice boards - (no request for an election was made so the council can co-opt) – applications have been requested by mid October.
	Hardingham Street – SHED ON VERGE – complaints were received regarding a shed and planters had been placed on the verge on Hardingham Street – NCC were made aware and wrote to the householder – the items were removed.
	OUTSTANDING ISSUES
	Complaint to the bank /banking arrangements - no response to date
	Lincoln Hall Driveway – laying of Tarmac Planings – date to be re-arranged with Mr Shingfield
	Review/update of the Handyman’s contract – to be undertaken.
	Commemorative Plaque for the Fairland Bus shelter – To be ordered.
	Repairs/Service to the Clock –an annual service will be arranged later in the year – (clock is now going again)
	Oak posts for the Fairland – Mr Shingfield re checking pricing – as thinks he was quoted for treated softwood.
	Provision of outdoor Gym equipment – HPFA to update as appropriate
	Hingham Public Toilets - Andy Sheppard from SNC has confirmed that the tender process will soon take place – the delay is because SNC are also going through a similar process for Loddon toilets – no further updates

Clerks Report for 06 September 2016

Crime Figures – reported in June 16On or Near....

Lincoln Avenue - Violence and sexual offences – 1 - - Anti-social behaviour - 1

Pottles Alley - Violence and sexual offences - 2

The Dell – Vehicle Crime – 1 Criminal damage and arson – 1.

<https://www.police.uk/norfolk/D12/crime/>

RoSPA Information

Introduction

There is a legal requirement, under the *Occupiers Liability Act 1957, 1984* to ensure that play areas have correct and adequate signage.

Signage can play an important role in providing information to users for the purposes of reporting accidents and damage.

Signage Contents

Play Area signage should include

- Name of operator of the site
- Contact details to report damage or accidents. Where the authority has a permanent office this should include the telephone number. Where a clerk works from home the use of a telephone number may not be appropriate
- Location of nearest public telephone for contacting emergency services (Not essential)
- Pictogram “No Dog” signs are also strongly recommended
- Where there are overhead electric cables nearby “No Kite Flying” signs are recommended
- Where play area is near a road the use of Road Signs to warn motorists of the presence of a playground should be considered (contact your local Highways Authority for provision of these).
- Any notices regarding age of users should be carefully worded so that it does not imply that the area is safe for all users of that age. For instance a 12 year old may have the mental and physical capabilities of a three year old. Something that implies that the area is safe for all children over the age, say, of 7, would imply that it was also safe for this child and could result in litigation in the event of an accident. A bald statement such as “This area is to be used by children Under 8 only” is to be preferred.

Skate Parks

A sample sign for skate parks is shown below

<p>THE MAYFLOWER PARK SKATE FACILITY HAS BEEN PROVIDED BY SOUTHAMPTON CITY COUNCIL SOLELY FOR BMX BIKES, SKATES AND SKATEBOARDS</p> <p>CONDITIONS OF USE</p> <ol style="list-style-type: none"> 1. ALL PERSONS USE THE FACILITY AT THEIR OWN RISK 2. THIS FACILITY MUST BE USED FOR ITS INTENDED PURPOSE ONLY. 3. APPROPRIATE PROTECTIVE CLOTHING MUST BE WORN AT ALL TIMES. 4. THIS IS A NO SMOKING AREA. 5. IN THE INTEREST OF SAFETY, PLEASE DO NOT BRING DOGS, GLASS OR ALCOHOL INTO THE AREA. 6. THIS IS YOUR FACILITY, PLEASE HELP USE TO KEEP THIS SITE IN GOOD CONDITION. <p>INFORMATION</p> <ol style="list-style-type: none"> 1. THE NEAREST PUBLIC TELEPHONE IS AT 2. A FIRST AID KIT IS AVAILABLE AT 3. PUBLIC TOILETS ARE LOCATED 4. THE EQUIPMENT IS INSPECTED FOR SAFETY ON A REGULAR BASIS. <p>SOUTHAMPTON CITY COUNCIL AND ITS EMPLOYEES CANNOT ACCEPT RESPONSIBILITY OR LIABILITY FOR ANY CLAIM, LOSS OR DAMAGE WHATSOEVER WHICH MAY ARISE RESULTING FROM THE USE OF THIS FACILITY, EXCEPT SO FAR AS PROVIDED BY STATUTE.</p> <p>ENQUIRIES TO: Tel no:</p>
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APPENDIX B

HINGHAM TOWN COUNCIL

Finance Committee

Terms of Reference

1. This committee shall be called the Finance Committee
2. The Finance Committee shall ordinarily meet quarterly on the third Tuesday of the month. Additional meetings may be held as and when appropriate and in accordance with governing legislation and statute.
3. The purpose of the Finance Committee shall be to deal with the following matters;
 - Financial Planning and Management
 - Budget policy
 - Budget control and monitoring
 - Audit matters
 - VAT
 - Insurance
4. The Finance Committee may establish sub committees and working groups from time to time help carry out its work.
5. The Committee shall consist of 5 voting members, elected by full council and its quorate shall be 3 members
6. To assess and monitor financial resources for projects including applications for external funding where appropriate.
7. To schedule and detail works or projects for those areas of responsibility under the remit of the Finance Committee, with reference to associated budget remit allowances
8. To respond to consultations, correspondence and others as appropriate for all matters under the remit of the Committee.
9. To consider strategies and future direction for the Committee and its responsibilities.