

## MINUTES of the Town Council meeting held on Tuesday 05 July 2016.

### Present

Councillors

Mr Eldridge – Chairman

Mrs Dore – Vice Chairman

Mr Bendle, Mrs Chan, Mr Stickland, Mrs Maltby, and Miss Lys

There were 7 members of the public present.

1. **Apologies for absence** – received from Mrs Riley, Miss Thomas and Mr Shingfield
2. **Guest Speaker – Steve Beckett - South Norfolk Council – proposed revisions to the conservation area boundary**  
Mr Beckett was welcomed to the meeting and outlined the draft proposals for re aligning the conservation area in Hingham, which will have the effect of removing some of the modern housing from the area (for example Lonsdale Crescent and Rectory Gardens). It was asked as to whether any of the trees falling within these areas are protected by TPO's (as, if not, once they are no longer within a conservation area, they would not be subject to the protection currently applied).
3. **Public participation session**  
Concerns were raised regarding the overgrown state of the public footpaths between Norwich Road and Seamere Road and Norwich Road and Hardingham Road. It was also mentioned that the “no cycling, no horses” sign on Norwich Road/Lincoln Avenue footpath is unreadable and the yellow directional sign on Seamere Road (approach to Mill Corner) is obscured by vegetation. Vegetation on Ringers Lane/ Norwich Street and by the School House is also overgrown. (The Clerk to report these the relevant authorities). Concerns were also raised regarding flooding to the lower parts of Hingham in particular Seamere Road, where ditches in private ownership are overgrown, preventing water from flowing away. County Cllr Dewsbury suggested that if possible photographic evidence of flooding could be sent to Norfolk County Council.
4. **Accuracy of the Minutes of the Annual Town Council meeting of 07 June 2016** - The minutes were agreed as correct and signed by the Chairman.
5. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations - Item 12.1, all Councillors, as planning application 2016/1519 is made by Hingham Town Council.**
6. **Matters Arising - (delivered as a written report – with verbal updates – see appendix A)**
7. **Working party reports**
  - 7.1 Highways Working Party – reported that the Community Speed Watch meeting on June 20<sup>th</sup> was a success and there was now 10-12 potential volunteers – and a willing

co-ordinator had come forward – The Clerk is to progress the training of the volunteers by Norfolk Constabulary.

**7.2 Events Working Party** – reported that the Queen’s Birthday Celebrations were a great success – the draft accounts for the event showed that it was close to “breaking even”. Mrs Maltby was thanked for her hard work and South Norfolk Council were thanked for the grant toward the cost of the event.

**7.3 Cemetery Working Party** – reported that 2 plots had been “enhanced” with unauthorised stone garden edging, electric blue stone chippings and white plastic railings. The Clerk is to seek the removal of the railings which had already been damaged by strimming and the stone edging (as a fee is payable for kerbing), the terms and conditions of the cemetery need to be tightened to make it clearer as to what is permitted. The planting scheme for the cemetery entrance still needs to be agreed. It was reported that the stone to mark the de-consecrated area is with the stone masons – who had quoted a 13 week time scale. The issue of moles activity is to go on the next agenda.

## **8. Correspondence**

- 8.1 Norfolk County Council - From the Chairman of the County Council’s Environment, Development & Transport Committee – Parish Partnership funding 2016/17 (closing date 16 December 2016) – Clerk to circulate letter**
- 8.2 South Norfolk Council - Greater Norwich Local Plan - Sustainability Appraisal (SA) Scoping**
- 8.3 South Norfolk Council / Local Government Boundary Review - Electoral Review of South Norfolk**
- 8.4 Geoff Young - St Andrews Heritage Fund – Request for placing of temporary toilets and parking for concert – agreed, no objections to the request.**
- 8.5 Paul Hendrix – request to move bench at Ringers Lane – (to go on the next agenda – the Clerk to make enquiries)**
- 8.6 Vicky Newrick – Hingham Primary School – Thanks, for Queens Birthday Celebrations**

## **9. District Councillor's report**

Cllr Yvonne Bendle reported that out of the 16 Councils 4 had voted against and 12 had voted for devolution. A public consultation will take place and Norfolk County Council will leaflet every household to explain the consultation details.

South Norfolk Council will be undertaking a “scoping analysis” and will be asking for details of services available in the local area.

Cllr Bendle offered congratulations for the success of the Queen’s Birthday celebrations and the Tennis Club open day event.

## **10. County Councillor's report**

Cllr Margaret Dewsbury apologised that it was taking so long to remedy Highway defects, explaining that a new pothole repair machine is now in use which should make the process faster and cheaper. A new on line Highways defect reporting system is now up and running which allows progress of the reports to be tracked.

Norfolk Libraries are again doing a Summer Reading Challenge – with a Roald Dahl theme and are working with the EDP on a story writing competition.

## 11. Planning Decisions

- 11.1 2016/1296 - Land South Of Norwich Road Hingham Norfolk  
Non material amendment of planning permission 2014/2322/F - changes in floor area and changes to window and doors- Approval with no Conditions
- 11.2 2016/1150 - Fairland House 2 The Fairland Hingham Norfolk NR9 4HN  
Oak tree - reduce southern side of crown approaching on buildings by 2m to leave approx 8m - Approval with Conditions
- 11.3 2016/0913 - Unit 4 Hall Farm Dereham Road Hingham Norfolk NR9 4PX  
Change of use of Unit 4 from light industrial/storage use (B1/B8) to car repair workshop and MOT testing facility - Approval with Conditions
- 11.4 2016/0613 - Teats Barn Little Ellingham Road Hingham Norfolk NR9 4NE  
Proposed carports and conversion of existing attached carports to garden room. Approval with Conditions
- 11.5 2016/0563 & 2016/0564 - 1 Bond Street Hingham Norfolk NR9 4HA  
Proposed single storey rear extension - Approval with Conditions

## 12. Planning Applications

- 12.1 **2016/1519 - (APPLICATION MADE BY HINGHAM TOWN COUNCIL) Following part refusal of 2015/2625 to fell the Mature Oak Trees - Tree - South Of The Fairland, Watton Road, Hingham, Norfolk**
- 12.2 **2016/1379 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwelling house (QA and QB) - Barn At Pearces Farm, Seamere Road, Hingham Norfolk NR9 4LP**  
The Council agreed to recommend approval
- 12.3 **2016/1526 - Single storey side extension - to replace 2 storey side extension approval (ref: 2016/0170) - 3 The Fields, Hingham, Norfolk NR9 4JG**  
The Council agreed to recommend approval
- 12.4 **2016/1533 – New Dwelling – land west of Gurney Manor Barn, off Attleborough Road , Hingham. As this application had only been received before the meeting - It was agreed that Councillors should look at the details on line and forward responses to the Clerk - (N.B the Clerk subsequently has forwarded the following response to SNC – “ Hingham Town Council would like to submit the following comments regarding this application - it is not considered a suitable or sustainable location for a new development being outside of the development boundary and contrary to the local plan Policy DM 1.3”)**

## 13. To discuss the terms of use the room at Lincoln Hall for Town Council storage/purposes

It was agreed to accept the offer from the Lincoln Social Centre Committee to hire the small self-contained room at the side of the hall at the cost of £250 per annum. The

proviso being that when the Hall is being used for the performance of a play, the room must be made available for use as a “green room”.

**14. To discuss concerns over refuse being left on the toilet gardens**

It was agreed that the Clerk should pass these concerns on to South Norfolk Council as the responsible authority for waste and the toilets.

**15. Proposal to remove the seat around the Rose Garden Lime tree**

The fabric of the bench is now in poor condition and the position of the bench is dangerous as branches fall from the tree – the bench’s removal was agreed.

**16. To discuss the CiLCA qualification (cost - £250 for course registration and £250 for tutor led course)**

It was agreed that the Clerk should undertake the tutor led course as this will provide valuable support and networking opportunities. The Clerk advised that the study would be done in her own time – but wishes course attendance to form part of her working hours – agreed.

**17. Proposal to extend the current insurance policy to April – (to reinstate the renewal date/policy to run with the Financial Year)**

It was agreed that the Clerk should arrange this with the insurance company.

### FINANCE

**18. To agree terms of reference for the Finance Committee**

Councillors were provided with a draft proposed terms of reference, it was agreed that these should be given some thought and brought back to Council in September for suggestions/amendments and agreement.

**19. To agree membership to the Finance Committee**

It was agreed that there should be 5 members on the committee (and a quorum of 3 required for meetings). Agreed membership, Mrs Dore, Mr Eldridge, Mrs Chan, Mr Bendle. It was also agreed to approach Mrs Riley to be the 5<sup>th</sup> member. (Mrs Maltby would stand if Mrs Riley did not wish to).

**20. To agree that the Finance Committee are to approve “Accounts for Payment” for invoices due in August.**

Agreed

**21. To adopt the revised Financial Regulations**

It was agreed to adopt the revised/amended financial regulations as circulated to Councillors

**22. Accounts for Payment**

<b>D Ramm ( Wages 4 weeks)</b>	<b>£718.46</b>	
<b>A Doe ( Wages)</b>	<b>£650.42</b>	
<b>HMRC</b>	<b>£296.33</b>	
<b>Barry Drewery - Queens Birthday sausages</b>	<b>£31.39</b>	
<b>Chalfonts Tea Rooms - Queens Birthday lunch</b>	<b>£100.00</b>	

Anglian Water ( Attleborough Road)	£15.44	
E-on ( charges for May)	£583.20	
K and M lighting Services Ltd	£308.23	
G Maltby - reimbursement for First Aid payment (queens birthday)	£50.00	
Lincoln Hall Social Centre - hall hire (£100 tc meetings, £40 Speedwatch, £144 Queens birthday)	£284.00	
Norfolk Parish Training and Support ( CilLCA course tutor fees)	£250.00	
First Copy - ( metered printing)	£84.66	
<b>Total</b>		<b>£3,372.13</b>
<u>additional invoices received (after the agenda was published)</u>		
Ed Boydell Special Branch tree services ( yew trees/holly in churchyard)	£450.00	
Ed Boydell Special Branch tree services ( Sports field car park oak)	£1,200.00	
Euro Office - paper, toilet paper	£117.43	
e-on ( charges for June )	£564.38	
<b>REVISED TOTAL</b>	<b>£5,703.94</b>	

**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 quotations received for the Street lighting maintenance contract**

The two quotations received were considered and it was agreed to continue with the current service provider K and M Lighting Services, for a further 3 years (taking advantage of the discounted price for the longer agreement) at the cost of £2941.95 plus V A T (per annum)

**The meeting closed at 9.30pm**

Signed .....Chairman 06 September 2016

## Clerks Report for 05 July 2016

<b>Min:</b>	<b>Update</b>
	<b>Matters Arising From the minutes of the meeting on 07 June 2016</b>
<b>6.1</b>	Cemetery – overgrown rose bush now trimmed, handy man to carry out weed removal now the pesticide course has been completed. The stone to mark the de consecration area is with the stone masons.
<b>6.3</b>	Speed Watch Meeting – took place on 20th June – a co-ordinator and more volunteers have come forward.
<b>14</b>	Purchase of the “good councillor guide” – on order - will be sent from Norfolk ALC when received from the printers.
<b>15</b>	Fairland Oak – Tests/ Condition report - Application for work on TPO tree , to fell the tree– submitted to South Norfolk Council
<b>16</b>	Tree Works – churchyard and sports field (to be overseen by Ravencroft) - Sports Field Car Park Oak Tree outstanding but due to be completed imminently – pruning Yew trees and Holly in the churchyard - complete.
<b>19</b>	Neighbourhood Plan – provisionally – Adam Nicholls from SNC will hopefully be able to attend the Town Council meeting in October
<b>25/26</b>	Internal / External Audit – annual return form sent to the External Auditor
<b>29</b>	Review/update of the Handyman’s contract – to be undertaken.
	<b>OTHER UPDATES</b>
	<b>Highway issues</b> – 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
	<b>Provision of outdoor Gym equipment</b> – HPFA to update as appropriate
	<b>Oak posts for the Fairland</b> – Mr Shingfield re checking pricing – as thinks he was quoted for treated softwood.
	<b>Bank Account</b> – a form needs to be signed by all signatories to link the accounts to telephone banking.
	<b>Folly Lane dog waste bin</b> - installed
	<b>Training/certification requirements for the position of Handyman/gardener</b> - Part 2 of the Pesticide course for the handyman has been completed and exam undertaken
	<b>Hingham Public Toilets</b> - 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
	<b>Damaged Street Light – Norwich Road work is now complete</b> – the paper work has been sent to the insurance company.

	<b>Request for a clear Bus Shelter – Norwich Road – By Hops development</b> – 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.
	<b>Cancellation of services from PHS</b> – The Clerk has written to PHS to Cancel their services – and email was received in return advising of the 90 Day cancellation notice requirement and fee for cancelling the “contract” – The Clerk has requested a copy of “the contract” as signed by a representative of Hingham Town Council – No contract has been found – PHS still saying they require 90 days written notice – Clerk has re iterated the Town Council’s cancellation of service provision by PHS as per letter sent 07 April 2016.
	<b>Street Lighting</b> – SNC have been asked if they would take on the street lights – awaiting a response from Andy Sheppard, who has referred it to senior management for comment
	<b>Energy Costs – street lighting</b> – The cost of energy use is quoted in “units” – the amount of units used ( unmetered supply) is worked out depending on how many and of what type of lights are used and for how long they are on for each day. If low energy bulbs are used then the “usage” of energy goes down but the “unit” price paid for energy would go up – i.e more is payed per unit of energy for using low energy bulbs BUT the AMOUNT of units used would go down. Using Non low energy bulbs the amount paid per unit of energy is lower – but more units are used (the equivalent of “bulk buying” )– the Clerk has requested a schedule of lights from E-on distribution team.
	<b>OUTSTANDING ISSUES</b>
	<b>Complaint to the bank /banking arrangements - no response to date</b>
	<b>Lincoln Hall Driveway – Tarmac Planings – date to be re-arranged</b>
	<b>Commemorative Plaque for the Fairland Bus shelter – To be ordered.</b>
	<b>Repairs/Service to the Clock –an annual service will be arranged later in the year – but the clock has stopped – service to be arranged</b>
	<b>Locations for SAM 2 Sign – To be ordered</b>
	<b>Skate Park Sign – Awaiting response from RoSPA regarding the wording required for a sign – Clerk to chase response</b>

Crime Figures – reported in May 2016 .....On or Near

Lincoln Avenue - Violence and sexual offences – 1

Ringers Lane - Anti-social behaviour – 1

Hardingham Street - Anti-social behaviour – 1

Fleeters Hill - Anti-social behaviour – 1

Primrose Road - Anti-social behaviour - 1