

## HINGHAM TOWN COUNCIL

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MINUTES of the Town Council meeting held on Tuesday 06 June 2017.

Present

Councillors

Cllr P Dore – Acting as Chairman

Cllr Dunnett, Cllr K Chan, Cllr D Foord, Cllr A Lys, Cllr G Maltby, Cllr Riley, Cllr Stickland

Clerk – Alison Doe

There were 5 members of the public

1. **Apologies for absence** were received from Cllr Bendle, Cllr Eldridge, Cllr Shingfield, County Cllr Dewsbury and District Cllr Bendle
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations** – there were no declarations of interest.
3. **Public participation session** - concern were raised regarding the encroachment of soil and vegetation over the Stone Lane footpath, a request is to be made to Norfolk County Council to clear the footpath.
4. **Accuracy of the Minutes of the Town Council meeting of 02 May 2017** - the minutes were agreed as correct and signed by the Acting Chairman.
5. **Matters Arising (written report circulated prior to the meeting) (written report circulated prior to the meeting, see Appendix A).** The Clerk also advised that the re setting (with cement) of the stone crosses in the cemetery had not been successful, they were due to be reset that day with resin, but this had been postponed due to the heavy rain.
6. **Working party reports (Events Working Party) (written report circulated prior to the meeting)**  
The Town Council would be holding an information stall at the Market on the Market Place on 10<sup>th</sup> June., 22 stalls are booked.
7. **Reports from representatives on external bodies**  
The Hingham Playing Field Association reported that the Tennis Club had won a national club of the year award.
8. **Correspondence**
  - 8.1 **NALC - Battle's Over – A Nation's Tribute** – Clerk to send to the History Centre to see if they wish to arrange a lighting of the beacon.
  - 8.2 **Norfolk Constabulary – Hingham, Deopham and Wicklewood newsletter**
  - 8.3 **Norfolk Constabulary - Not sure? Don't open the door! – Operation Rogue Trader** – information to go in the parish magazine
  - 8.4 **Norfolk Constabulary - Public urged to stay alert**
  - 8.5 **Community Action Norfolk's Funding Newsletter**
  - 8.6 **South Norfolk Council – Community Recycling Centre**
  - 8.7 **PA to Chairman of Norfolk County Council - New Chairman of Norfolk County Council**
  - 8.8 **NorfolkALC Newsletter**
  - 8.9 **Mark Webster, Norfolk Health Projects Officer - A wild summer in central Norfolk - series free events**
  - 8.10 **Frances Eke –in favour of the Proposed Footway – Market Place**

**8.11 Mr & Mrs P Smith – Well Done! – Tidy appearance of Hingham**

**8.12 Mr M Pritchard – regarding planning application for 17 Bond Street**

**8.13 Anglian Water – Improvement Notice for the Fairland Standpipe –** Quotations to be sought – the clerk to liaise with Anglian Water regarding rescheduling the date to re inspect the standpipe after completion of the required work.

**9. District Councillor's report**

No report - District Cllr Yvonne Bendle sent her apologies for the meeting.

**10. County Councillor's report**

No report - County Cllr Margaret Dewsbury sent her apologies for the meeting.

**11. Planning Decisions**

**11.1 2017/0980 Rectory Lodge 17 The Fairland, Hingham NR9 4HW**  
**Removal of Lime tree**  
**No objections**

**11.2 2017/0868 - The Cottage 13 Hall Lane Hingham NR9 4JX**  
**Proposed two-storey rear extension**  
**Approval with Conditions**

**11.3 2017/0824 - Rosebank Bears Lane Hingham NR9 4LL**  
**Proposed two single storey extensions and associated internal alterations.**  
**Approval with Conditions**

**12. Planning Applications**

**(as notified by SNC for consultation)**

**12.1 2017/1028 & 2017/1027 - 17 Bond Street Hingham NR9 4HA**  
**Proposal: New front screen and roof on conservatory**  
 The council agreed to recommend approval

**12.2 2017/1162 -& 2017/1118 Manson Green Farm Dereham Road Hingham Norfolk NR9 4PX**  
**Proposal: Replacement front porch & new first floor window opening to front elevation.**

The council agreed to recommend approval

*Applications for information, where Town Council is not consulted for comment*

**12.3 2017/1131 - 5 Lonsdale Crescent Hingham Norfolk NR9 4ND**  
**Horse chestnut - reduce overhanging limbs into 32 Greenacre Road to 1.5m**

**13. Update on the Anti Dog Fouling Poster project.**

Children from Hingham Primary School had designed posters for the campaign the winning poster was chosen and used as a design for stickers to be placed about town, some sticker will be available in the Library and the children's posters will be on display in the library for 2 week.

**14. To receive a copy of the updated Risk Assessment and Policy documents**

A copy of the updated risk assessment was circulated to all councillors.

**15. To review the Cemetery Rules and Regulations**

A copy of the cemetery rules and regulations was forwarded to all councillors prior to the meeting with highlighted suggested amendments which had been discussed previously by the Cemetery and Churchyard Working Party. It was agreed to update the cemetery rules and regulations as per these amendments and for the working party to undertake a review of the fees at a later date.

**16. Proposal to explore the possibility of setting up a Friends of Hingham Cemetery/Churchyard**

It was agreed to explore setting up a friends of Hingham Cemetery/Churchyard and to the purchase of an advice booklet published by the National Federation of Cemetery Friends.

**17. To receive the Internal Auditors report for 2016/17**

A copy of the Internal Auditor's report was forwarded to all councillors prior to the meeting. The Clerk explained that she preferred to be consistent and therefore continue to write receipts for both cash and all cheques received. The auditor recommended that VAT claims should be made 6 monthly and quarterly checking of the finances should take place.

**18. To approve the Annual Governance Statement for the annual return 2016/17**

Questions 1-9 on section 1 of the annual return form were read out and it was agreed and answered as follows: questions 1 – 8 YES, question 9 Not Applicable. Section 1 of the annual return form was signed by the Acting Chairman.

**19. To approve the Accounting Statement for the annual return 2016/17**

The Accounting Statement (section 2) on the annual return as completed by the Clerk, it was agreed as correct and signed by the Acting Chairman. A copy of the annual return form was forwarded to all councillors prior to the meeting.

**20. To consider the cost of provision by E-on for Un Metered Supply (Street Lighting Electricity)**

The current one year fixed price (11.892p p/kWh plus standing charge of 57.810 per day) agreement is due to expire on 30 June 2017 - returning to standard un metered charge would see the price increase to 15.75p p/kwh with a standing charge of 70p/per day. It was agreed to sign for a 3 year deal fixing the price at 12.860p p/kWh plus standing charge of 57.808p per day.

**FINANCE****21. To finalise the review of the Financial Regulations**

The Financial Regulation had been amended to allow for the Finance Committee to act as financial scrutiniser (reg. 2.2) and to alter reg. 11.1 (h) as per the model regulations published by Nalc (ref: £25,000 - contracts/quotations).

**22. Consideration of the grant application made by Hingham Youth Café**

It was agreed to award the Youth Café a grant of £150 (as applied for) toward their Bubble Football event in July 2017.

**23. To confirm a date for the next meeting of the Finance Committee**

It was agreed to hold the next meeting of the Finance Committee on 20 June 2017.

**24. Accounts for Payment**

CHEQUE NO	TOTAL	PAYEE	DETAILS	VAT(IF ANY)
103697	<b>£897.14</b>	<b>D RAMM</b>	WAGES 5WK (£878.17) PLUS	
			( £5.98) BINBAGS	<i>£1.00</i>
			(£ 12.99) WOODSTAIN	
103698	<b>£672.63</b>	<b>A DOE</b>	WAGES	

103699	<b>£563.47</b>	<b>EON</b>	ELECTRICITY MAY 2017	£ 93.91
103700	<b>£115.31</b>	<b>XEROX FINANCE</b>	PRINTER LEASE	£ 18.49
103701	<b>£294.19</b>	<b>K AND M LIGHTING</b>	CONTRACT	£ 49.03
103702	<b>£260.00</b>	<b>P TRETT</b>	TREE GUARDS X 4	
103703	<b>£1,170.00</b>	<b>TTSR LTD</b>	MEMORIAL STONES RE SETTING	£ 195.00
103704	<b>£54.46</b>	<b>EUROFFICE</b>	TOILET PAPER/ENVELOPES	£ 9.08
103705	<b>£2,852.27</b>	<b>TTSR LTD</b>	GRASS CONTRACT 1 QUARTER	£ 475.39
103706	<b>£9.34</b>	<b>ANGLIAN WATER</b>	FAIRLAND STANDPIPE	
103707	<b>£157.50</b>	<b>NORFOLK PARISH TRAINING AND SUPPORT</b>	INTERNAL AUDIT 2016/17	
103709	<b>£150.00</b>	<b>HINGHAM YOUTH CAFÉ</b>	GRANT	
DIRECT DEBIT	<b>£16.48</b>	<b>NEST</b>	PENSION	
<b>TOTAL</b>	<b>£7,212.79</b>		<i>VAT TOTAL</i>	<b>£ 841.90</b>

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

Agreed – the public were asked to leave.

**26. Working party reports (Cemetery and Churchyard Working Party)**

Matters regarding the outstanding permissions required from the Archdeacon and some maintenance issues were discussed.

**The meeting ended at 8.30pm**

**Signed ..... Chairman – 04 July 2017**

Min:	Update
	<b>Matters Arising From the minutes of the meeting on 02 May 2017</b>
4	<p>Parking Issues - the issue of Parking on the junction of Bond Street/Church Road, have again been brought to the attention of the police, who have asked to be notified of any repeat offenders. SNC has advised that there can be no enforcement of parking areas in the Market Place as they are unrestricted, request for disabled bays could be made to NCC but SNC would not enforce the bays. SNC advised any car parks they provide are pay and display, and this would not be suitable for Hingham where there is unrestricted parking areas, which people are more likely to use. Enquiries are being made to NCC regarding the (past discussions regarding) provision of disabled parking by the Chemist and Public Toilets. Parking restrictions would have to be agreed through NCC who had already previously advised that they do not now have a budget for such traffic management as the funding was cut. NCC have previously also advised that they would not take measures to restrict (or prevent ) parking on verges.</p>
17	<p>Four tree guards have been made, (for young oak on the Fairland and the new oaks that will be planted later this year</p>
34	<p>Community Infrastructure Levy money - South Norfolk Council have advised that this money cannot be used to fund investments. It should be kept within a bank account until it is spent on a relevant project or the time to do so expires (in which case hr money may be reclaimed by South Norfolk Council). A public meeting date to be arranged.</p>
	<b>Other Updates</b>
	<p>The work to straighten the memorials in the cemetery has been undertaken – the stone crosses did not adhere well with cement and are going to be re set with resin – work due 06.06.17</p>
	<p>Details of the proposed footway on the south Market Place green was included in the report for the Annual Town Meeting and comments have been invited via the parish magazine – details of further consultation to be arranged. SNC planning department have been contacted and have advised that planning permission is not needed.</p>
	<p>The clerk has contacted the relevant officer at SNC regarding setting up an Emergency Plan/Group for Hingham, The Officer would be happy to come to a Town Council Meeting to give some further advice. Date to be arranged</p>
	<p>Refurbishment of Hingham Town sign – the sign has been removed and the works started</p>
	<p>A letter regarding the separate rate for the Tennis Club being drafted by the HPFA is awaited</p>

	<b>Public Toilet refurbishment – No further updates.</b>
	<b>Speedwatch – The training for 6 speedwatch volunteer has taken place on 02 June 2017</b>
	<p>Relevant permissions are still awaited following the letter sent to Rev. Reed regarding all outstanding actions for the Churchyard -</p> <p><b>Outstanding actions –</b></p> <ol style="list-style-type: none"> <li>1. Rebuilding of the outer Churchyard wall Church Street following RTA</li> <li>2. Straightening of the leaning Memorial Stone</li> <li>3. Minor tree works to raise the canopies (SNC permission obtained)</li> <li>4. Works to Holly Tree as proposed by Mr Strong (SNC permission required)</li> <li>5. Removal of Yew Tree (SNC permission required)</li> <li>6. Reducing the Yew Trees along the driveway (SNC permission required)</li> <li>7. Rebuilding the curved Churchyard wall at the Attleborough Road Entrance</li> </ol> <p>(quotations needed for 2,5,6 and 7)</p>
	The Clerk has asked the Co-op construction manager If the hoarding can be re-positioned – a response was received to say that the hoarding would be repositioned – but this has not yet been done. – This had been chased but there has been no response
	Provision of outdoor Gym equipment – The Clerk has received the quotations from South Norfolk Council and is Liaising with Bonnie from the HPFA prior to ordering the equipment
	Extension to the 20 mph speed limit – NCC have advised that the extension is still undergoing legal process before public consultation – no further updates
	The Clock –requires further investigation as it keeps stopping after a few days of running
	The street light column on Chapel Road has been reset and new column on Stone Lane is in place and working, ( the old column is still to be removed but the contractor has been unable to do this due to a vehicle failure)– The Contractor has been asked to visually inspect lighting stock and advise of any defects found (even those previously reported) and to give the defects a risk indicator. – Report chased and Awaited

<b>OUTSTANDING ISSUES</b>	
	The Skate Park sign has been collected from the sign makers is awaiting installation
	Replacement oak trees on the Fairland – will be priced in summer for proposed planting in Autumn.
	Complaint to the bank /banking arrangements - no response to date
	Bank Account – a form needs to be signed by all signatories to link the accounts to telephone banking.

<b>No Parking Signs – for the small green on the Fairland – temporary signs have been placed on the 2 largest small greens and at the entrance to the green by the bowls club – the request not to park on the grass seems to be well observed.</b>
<b>Lincoln Hall Driveway – laying of Tarmac Planings – the potholes leading to the Lincoln Hall have been filled – some nearer to the library remain</b>
<b>Review/update of the Handyman’s contract – to be completed.</b>
<b>Commemorative Plaque for the Fairland Bus shelter – To be ordered.</b>
<b>Request for a clear Bus Shelter – Norwich Road – By Hops development – to be looked at when the development is complete</b>
<b>Neighbourhood Plan – Councillors need to read through the information (website links) previously provided to enable a decision to be made at a later date</b>
<b>Leaning memorial stone in the Churchyard – Quotations to be sought</b>

Report prepared on 05.06.17

Crime Figures – reported in March 2017 - On or Near...

Springfield Way - Shoplifting (1)

Bell Meadow - Violence and sexual offences (1)

Hardingham Street - Public order (2)

Ringers Lane - Violence and sexual offences (1)

Lincoln Avenue –

Anti-social behaviour (1)

Drugs (2)

Public order (1)

Violence and sexual offences (1)

Norwich Road - Violence and sexual offences (1)

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