

**HINGHAM TOWN COUNCIL****MINUTES of the Annual Town Council meeting held on Tuesday 02 May 2017.****Present****Councillors****Cllr P Eldridge - Chairman****Cllr P Dore – Vice Chairman****Cllr Bendle, Cllr K Chan, Cllr G Shingfield, Cllr A Lys, Cllr G Maltby, Cllr S Riley, Cllr R Stickland****Clerk – Alison Doe****There were 9 members of the public present including County Cllr Dewsbury and District Cllr Bendle****1. To elect the Chairman. The newly elected Chairman to sign the Chairman's Declaration of Acceptance of Office**

Cllr Eldridge was proposed and elected (unopposed) as Chairman of the council and the Chairman's Declaration of Acceptance of Office was signed.

**2. To elect the Vice- Chairman. The newly elected Vice - Chairman to sign the Vice-Chairman's Declaration of Acceptance**

Cllr Dore was proposed and elected (unopposed) as Vice-Chair of the council and the Vice-Chair's Declaration of Acceptance of Office was signed.

**3. Apologies for absence – were received from Cllr Dunnett (business) and Cllr Foord (unwell)****4. Public participation session**

Concerns were raised regarding the following parking issues in the town –

- Parking on verges

- Parking on junctions

- Parking the wrong way on roads

- Vehicles being parked all day while occupants travel on the Norwich bus

- Parked vehicles blocking pedestrian access to the chemist and the newsagents

It was explained that the Town Council have no powers regarding parking enforcement and these issues have been brought to the attention of Norfolk County Council (parking on verges) and Norfolk Constabulary, furthermore that there are no parking restriction on the parking areas in the Market Place. It was also explained that South Norfolk Council previously undertook a survey regarding parking in Hingham and it was concluded that people would not be prepared to use an out of town parking area as the overall opinion expressed was that people wanted to park near to the amenities they wished to use. It was noted that some years ago there was a request made by Hingham Town Council for the provision of disabled parking spaces near to the toilet and the chemist. It was requested that the Town Council undertook a full review of parking within the town. The Council agreed to contact South Norfolk Council to arrange a meeting.

**5. Accuracy of the Minutes of the Town Council meeting of 04 April 2017**

The Minutes were agreed and signed by the Chairman, with the amendment to the numbers of members of the public present – confirmed as 4.

**6. Accuracy of the Minutes of the Annual Town Meeting of 18 April 2017**

The minutes of the Annual Town Meeting were agreed as accurate but will be formally agreed and signed at the next Annual Town Meeting – in 2018.

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

Cllr Riley declared an interest in agenda item 15.

Cllr Eldridge declared an interest in agenda item 37.

**8. Matters arising from the Minutes of 04 April 2017 (written report circulated prior to the meeting, see Appendix A)**

**9. Working party reports**

**The Events Working Party (written report circulated prior to the meeting)** also reported that the Easter Market had raised £308.70. The next event is on 10 June 2017 – Market in the Market Place. It is hoped that the Police Beat Manager Gary Owen will be able to attend the market, the retained fire fighters are also being invited to attend.

**The Cemetery Working Party (written report circulated prior to the meeting)** also reported the resignation of both Mr Mayer and Mr Cooper (the volunteers on the working party), a letter of thanks is to be sent to both. The Clerk reported that the leaning memorial stones in the cemetery had been re set. It was agreed to ask the handyman to continue to trim the overgrown area of the churchyard and to paint the gates. “Church” permissions are still awaited for the various work to be carried out at the churchyard.

**10. Reports from representatives on external bodies**

No reports.

**11. Correspondence**

**11.1 John Onslow – Speed Reduction**

**11.2 Norfolk Constabulary – Police Connect - Information Alert Fraudulent Websites for Blue Badge applications (details to go in the parish magazine)**

**11.3 Norfolk Constabulary - Op Randall Rural Crime Newsletter**

**11.4 Norfolk Constabulary – Hingham, Deopham and Wicklewood Newsletter**

**11.5 Mike Preston, East Anglian Air Ambulance - Recycling in your community in partnership with EAAA and The Salvation Army**

**11.6 Community Action Norfolk – Funding Newsletter**

**11.7 South Norfolk Council - Independent Retailer Awards**

**11.8 South Norfolk Council - Protocol following the death of a senior member of the Royal family**

**11.9 RoSPA Play Safety - Notification of play area inspection for Hingham Town Council (Skate Park)**

**11.10 Richard Bacon - INVITATION: 'How Should Norfolk Grow?' Housing Conference, John Innes Conference Centre, 29 June 2017**

**11.11 Norfolk ALC – News Letter**

**11.12 Yvonne Bendle – Market Place Footway proposal**

**11.13 Sally Blundell – East Of England Co-op Funeral Services – Community Support**

**11.14 Lindsey Read – Hingham Tennis – Award**

**11.15 Police Inspector John Colbert – Speeding in Hingham**

**11.16 Post Office – confirmation of no plans to close the post office counter in Harrods of Hingham**

**11.17 CPRE – Campaign Alliance meeting 19 July 2017**

**11.18 South Norfolk Council - Annual FREE South Norfolk on Show event is taking place on Sunday 2nd July 2017 at South Norfolk Council Offices.**

**12. District Councillor's report**

District Councillor Bendle reported that the legal agreement is in place to allow the finances to be released for the purchase of the gym equipment for the Playing Field. There was no further updates on the public toilet refurbishment.

**13. County Councillor's report**

County Councillor Dewsbury advised that there was nothing to report.

**14. Planning Decisions**

**14.1 2017/0431 - The Cottage 13 Hall Lane Hingham NR9 4JX  
Proposed two-storey rear extension – Withdrawn**

**15. Planning Applications**

**15.1 2017/0824 - Rosebank Bears Lane Hingham NR9 4LL  
Proposed two single storey extensions and associated internal alterations.**  
The council agreed to recommend approval.

**15.2 2017/0868 - The Cottage 13 Hall Lane Hingham NR9 4JX  
Proposed two-storey rear extension.**  
The council agreed to recommend approval.

**15.3 2017/0910 - Teats Barn Little Ellingham Road Hingham Norfolk NR9 4NE  
Variation of condition 2 of permission 2016/2380 (Variation of condition 2 of permission 2016/0611 (variation of condition 2 of permission 2014/157 (Conversion of barn to dwelling) - minor alterations to conversion of barn and erection of a general store building) - design amendments to general store (building)) - change of material for external finishes to render for carports  
AND  
2017/0911 Teats Barn Little Ellingham Road Hingham Norfolk NR9 4NE  
Variation of condition 2 of permission 2014/1578 (Conversion of barn to dwelling) - alterations to elevations**  
The council agreed to recommend approval.

**16. To receive a report from Peter Trett regarding the Church Clock**

Mr Trett reported that considerable hours had been spent investigating the Church Clock to try to find and rectify the fault which prevents the clock from continuing to work once restarted. The clock is going out of beat then stopping. The horologist is hopeful that the clock does not need rebuilding. Mr Trett was thanked for his generous time and help.

**17. To receive a report from Peter Trett regarding the Churchyard kissing gate**

Mr Trett reported that the gate pin in the ground had become worn and the corresponding hole in the gate was mis-shapen – there would be considerable work involved to replace the pin (which would need to be dug out), the gate has been secured by new bolts and now functions. It was proposed and agreed to leave the gate in its current functioning state and re assess the need to remove or replace it if it fails in the future.

- 18. To discuss to cost of purchasing Tree Guards and proposal for Peter Trett to make them**  
Mr Trett had designed a prototype tree guard which he could reproduce for £45 each – or for the cost of £65 each stronger guard made of angle iron could be made – It was proposed and agreed that 4 tree guards of the stronger design should be made and purchased.
- 19. To consider annual membership renewal of the Norfolk Association of Local Councils**  
The Clerk and Vice Chair both reported that they had received a good response from NALC when making enquiries. The Clerk confirmed that the price of membership (£387.29) was worked out by NALC depending upon the electorate. It was proposed and agreed to renew the membership with NALC.
- 20. To consider/agree amendments to the Risk Assessment/Policy Documents**  
The Risk Assessment and policy documents were circulated prior to the meeting with suggested amendments and additions. It was proposed and agreed to update these documents with these amendments.
- 21. To review Standing Orders**  
A copy of the standing orders were circulated prior to the meeting – it was agreed that no changes were required to the document.
- 22. To review Standing Orders for Working Parties**  
A copy of the standing orders for working parties were circulated prior to the meeting – it was agreed that the standing orders should include that working parties should be reviewed annually.
- 23. Review of representation on external bodies and arrangements for reporting back**  
It was agreed to continue with the current councillor representation on external bodies as follows  
Cllr Shingfield – Lincoln Hall  
Cllr Foord – HPFA  
Cllr Eldridge –Norfolk Citizens Advice and Hingham Education Trust
- 24. Review existing Working Parties and membership to them**  
It was agreed to continue with the current councillor membership to the Working Parties as follows:  
Events Working Party – Cllr Maltby, Cllr Bendle, Cllr Eldridge, Cllr Dore.  
Cemetery and Churchyard Working Party – Cllr Dore, Cllr Chan, Cllr Eldridge, Cllr Maltby.
- 25. To receive a copy of the updated Asset Register**  
The updated asset register for year ending March 2017 was circulated prior to the meeting.
- 26. Review of the council's complaints procedure**  
A copy of the council's complaint procedure was circulated prior to the meeting – it was agreed that no changes were required to the document
- 27. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**  
A copy of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 was circulated prior to the meeting – it was agreed that no changes were required to the documents.

**28. To note the time and place of meetings of the Council up to and including the next annual meeting of the council (to include the date of the next Annual Town Meeting)**

A schedule of dates was circulated prior to the meeting up to and including the next Annual Council Meeting on 01 May 2018. It was agreed to continue to ordinarily meet on the first Tuesday of the month – (with the exception of August when there is no scheduled meeting of the council); that the next Annual Town Meeting should take place on 17 April 2018. It was proposed and agreed to remove the mid November Council budget meeting from the schedule of dates in favour of the Finance Committee undertaking the preliminary budget setting suggestions.

It was also brought to the council's attention that the first Tuesday in January 2019 would fall on January 1<sup>st</sup>, and alternative date for this meeting would need to be agreed.

**29. To Propose items for the next Agenda**

No items were suggested

**FINANCE**

**30. Proposal for the Finance Committee to act as Financial Scrutiniser**

It was discussed that the Finance Committee had undertaken a check and cross referencing of documents (bank statements, invoices, minutes, cheque book, paying in book and receipt book) at the Finance Committee meetings and this was a more effective way of undertaking the financial scrutiny. It was agreed to continue with this arrangement.

**31. To review the Financial Regulations (including as requiring amendment if agenda item 30 is agreed)**

A copy of the council's Financial Regulations was circulated prior to the meeting – it was agreed that the Clerk would re word regulation 2.2 to reflect the agreement of the Proposal for the Finance Committee to act as Financial Scrutiniser.

**32. To agree and sign off the Year End Accounts**

A copy of the council's Year End Accounts (summary (see Appendix B) and cashbook) 2016/17 was circulated prior to the meeting. The Clerk explained that a statement for one bank account had not been received but the balance in the account had been confirmed with Barclays in Attleborough. The accounts were agreed and signed by the Chariman.

**33. To receive South Norfolk Council notification of payment of the grant and precept**

It was confirmed that a remittance notice had been received from South Norfolk Council on 24 April 2017 for £27,500 precept and £1861 grant.

**34. To Receive South Norfolk Council notification of the Community Infrastructure Levy (CIL) Payment to Hingham Parish (28th April 2017)**

It was confirmed that a remittance notice had been received from South Norfolk Council on 26 April 2017 for £45014.67 CIL. It was proposed and agreed to arrange a public meeting later in the year by means of consultation with the residents on potential projects to be funded by the CIL money. It was also suggested to investigate the potential for investment of the CIL money.

(n.b – legislation states - *A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—*

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

(b) anything else that is concerned with addressing the demands that development places on an area.)

**35. To receive notification of the section 137(4)(a) of the Local Government Act 1972 (“the 1972 Act”) for 2017-2018 ( £7.57 per Local Government Elector)**

The Clerk advised Councillors of the amount (permitted to be spent via S137) per elector as notified by NALC (Legal Briefing LO1-17). It was noted this figure was the maximum permitted amount set by Government – not the figure set in the Council’s budget.

**36. To Discuss the change of arrangements to the payments of the Norfolk County Council community transport grant (Community Car Scheme)**

Norfolk County Council have advised that they South Norfolk Council and Breckland Council are working in partnership to streamline the payments of transport grants. The grant will be paid in 2 instalments **directly** to the Community Car Scheme (not via the Town Council).

**37. Accounts for Payment**

The Clerk advised that there was an additional invoice from First Copy for metered printing for £88.76- making the accounts for payment as below – the accounts for payment were agreed up to the sub total – with amounts for agenda items 40 and 41 being agreed later in the meeting – the cheques were signed (checked against invoices)

D Ramm (£14.00 toilet cleaning products £726.18 wages 4 wks)	£740.18
A Doe (£42.48 Stamps £672.83 wages)	£715.31
J Squires (toilet cleaning cover)	£60.80
Eon	£581.84
K and M lighting Services (contract)	£294.19
Anglian Water (Attleborough Road)	£16.99
P Trett ( Churchyard gate repairs )	£15.00
Norfolk ALC - Membership	£387.29
Hingham & District Community Car Scheme (Jan-Mar 17)	£423.50
First Copy Metered printing	£88.76
<i>Sub Total</i>	<i>£3,323.86</i>
<b>Agenda Items 40 and 41</b>	
P Eldridge - Chairman’s Allowance	£369.00
A Doe - Annual expenses - heating/ lighting/ electricity etc	£216.00
<b>Total</b>	<b>£3,908.86</b>

**38. '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

**39. To Receive and discuss the response from the Care Quality Commission (ref; Storm Doris/Pilgrim House /Hassingham House)**

A letter had been sent to the Care Quality Commission (re Hassingham House and Pilgrim House), regarding concerns raised by the Community Car scheme co-ordinator at a previous town council meeting, following the power outage during storm Doris. The response from

Care Quality Commission was forwarded to councillors prior to the meeting. The CQC advised that Pilgrim House is not registered with the CQC. Forest Healthcare had informed CQC on 23 March 2017 that Hasingham House (which is registered with the CQC) was subject to a power outage on 23 February 2017 and that residents were kept comfortable and warm during the outage, also that plans had been put in place prior to the storm as the power outage was expected. Information was provided by the CQC entitled "How to complain about a health or social care service".

**40. To Consider and agree the Chairman's Allowance**

It was agreed to pay the Chairman's annual allowance in line with advice from South Norfolk Council – amount to be paid - £369.00

**41. To Consider and Agree The Clerk's Allowance**

It was agreed to pay the Clerk's annual allowance in line with amounts permitted by HMRC – amount to be paid - £216.00.

The meeting ended at 9.10 pm

Signed..... Chairman 06 June 2017

Min:	Update
	<b>Matters Arising From the minutes of the meeting on 04 April 2017</b>
6.1	Events Working Party – the Easter Market held on the 8 <sup>th</sup> April was well supported and the weather was lovely!
6.2	The work to straighten the memorials in the cemetery was due to take place in April but was delayed due to staff sickness – this now should take place in May – apologies sent from the contractor.
7	Dog fouling/dogs loose in the Welcomme Space – no further complaints have been received, this has not yet been reported to South Norfolk Council – but will be if it is reported that the problem persists.
8.1 & 8.3	Mid Norfolk Workout Conservation Group call for volunteers and Rouge Trader (free boilers) Alert – information has gone in the Parish Magazine
8.2	The Clerk has registered the Council as a Tree Charter Branch
8.12	The Post Office have confirmed that there are no plans to close the post office counter in Harrods of Hingham
16	Details of the proposed footway on the south Market Place green was included in the report for the Annual Town Meeting – details of further consultation to be arranged. SNC planning department will be contacted in the next week .
17	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.
18	A Chairman’s Award certificate was Presented to Nancy and Dennis Playford in recognition of their many years’ service with the community car scheme
19	The SAM2 speed sign has been deployed in the Market Place – The police have also visited Hingham with the speed display boards and in been present the Market Place with the radar gun.
20	A letter regarding the separate rate for the Tennis Club being drafted by the HPFA is awaited
21	Public Toilet refurbishment – No further updates.
24	The Annual Town Meeting on 18 <sup>th</sup> April was attended by 26 members of the public – and 22 Hingham Clubs/Organisations/Charities submitted reports.
	<b>Other Updates</b>
	Speedwatch – the Clerk and volunteer co-ordinator have met with the Police Co-ordinator and 8 sites for the speed watch were agreed.
	A letter has been sent to Rev. Reed regarding all outstanding actions for the Churchyard to try to progress the required permissions from the Archdeacon – (or confirmation if a faculty if required) Outstanding actions – <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 (quotations needed for 2,5,6 and 7)</li> </ol>
	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
	<b>Provision of outdoor Gym equipment</b> – the HPFA have advised that the agreements are now in place and the money is ready to be released for the purchase of the equipment.–

	<b>Extension to the 20 mph speed limit</b> – NCC have advised that the extension is still undergoing legal process before public consultation
	<b>Refurbishment of Hingham Town sign</b> – to be carried out after the April Market event – Cllr Shingfield to update
	<b>The Clock</b> –requires further investigation as it keeps stopping after a few days of running
	The lighting contractor has been advised that the Town Council accept the quotations for <b>resetting the light on Chapel Road and replacing the light on Stone Lane</b> – quotation by UK Power network has been received for the Stone Lane light and paid for – the work now needs to be programmed in between the contractor and ukpower network . The Contractor has been asked to visually <b>inspect lighting stock and advise of any defects</b> found (even those previously reported) and to give the defects a risk indicator. – Report chased and Awaited
	<b>OUTSTANDING ISSUES</b>
	<b>The Skate Park sign</b> has been collected from the sign makers is awaiting installation
	<b>Replacement oak trees on the Fairland</b> – will be priced in summer for proposed planting in Autumn.
	<b>Complaint to the bank /banking arrangements</b> - no response to date
	<b>Bank Account</b> – a form needs to be signed by all signatories to link the accounts to telephone banking.
	<b>No Parking Signs</b> – 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>Lincoln Hall Driveway</b> – laying of Tarmac Planings – the potholes leading to the Lincoln Hall have been filled – some nearer to the library remain
	<b>Review/update of the Handyman's contract</b> – to be completed.
	<b>Commemorative Plaque for the Fairland Bus shelter</b> – To be ordered.
	<b>Request for a clear Bus Shelter</b> – Norwich Road – By Hops development – to be looked at when the development is complete
	<b>Neighbourhood Plan</b> – Councillors need to read through the information (website links) previously provided to enable a decision to be made at a later date
	<b>Leaning memorial stone in the Churchyard</b> – Quotations to be sought

Report prepared on 30.04.17

Crime Figures – reported in February 2017 - On or Near...  
Springfield Way - Anti-social behaviour (1) Other theft (1)  
Lincoln Avenue - Anti-social behaviour (1) Other theft (1)  
The Fields - Violence and sexual offences (1) Market Place – B1108 - Anti-social behaviour (1)  
<https://www.police.uk/norfolk/D12/crime/>

## APPENDIX B - Year End 2016/17 Account Summary

Hingham Town Council Accounts Year End 31 March 2017			n.b - the last issued bank statement for account 80081094 does not cover until 31 March 2017. The Clerk went to the bank to request a print out of items on this account between 31.01.17 and 31.03.17 and was advised that there was no items to be added and the end balance was still £12150.17 (on 27.04.17) - (£1.51 interest was expected as in previous quarters)- the statement for this period is due to be issued on 04 May 2017.	
			Accounts Prepared by - Clerk/RFO Alison Doe 30 April 2017	
<b>RECEIPTS</b>				
2015/16		2016/17		
£ 46,483.00	PRECEPT	£ 49,000.00	Approved by Council on 02 May 2017	
£ 4,675.00	GOVERNMENT GRANT	£ 3,242.00		
£ 47.32	BANK INTEREST	£ 36.08	Signed.....	
£ 5,060.00	CEMETERY FEES	£ 3,780.00	Chairman	
£ -	RECREATION GROUND LETTINGS	£ 100.00	Signed.....	
£ 54.00	CIL	£ 16,175.46	RFO	
£ 4,430.45	EVENTS	£ 1,894.55	Date.....	
£ 1,940.57	NCC PARISH PARTNERSHIP PROJECTS	£ 11,354.97	Bus shelter and SAM2 sign	
£ 3,482.30	NCC GRASS CUTTING PAYMENT	£ 3,527.56		
£ 2,570.22	SNC TOILET CLEANING PAYMENT	£ 5,140.44	all 2016/17 +2quarters for 2015/16	
£ 9,386.44	MISCELLANEOUS	£ 4,375.61		
£ 78,129.30	TOTAL	£ 98,626.67		
£ -	RECLAIMED VAT	£ 4,230.13	for 2015/16	
£ 78,129.30	GRAND TOTAL	£ 102,856.80		
<b>PAYMENTS (N.B. NET FIGURE SHOWN FOR GOODS AND SERVICES)</b>				
2015/16		2016/17		
£ 16,602.21	STAFF COSTS	£ 18,858.12		
£ 5,540.64	GENERAL ADMIN (EXCLUDING STAFF)	£ 6,566.96		
£ 40.00	S137	£ 93.00		
£ 10,740.33	STREET LIGHTING	£ 9,740.82		
£ 10,000.00	GRASS CUTTING	£ 9,495.38		
£ 2,765.00	TREES	£ 5,990.00		
£ 1,757.97	CEMETERY	£ 1,140.00		
£ 2,401.55	EVENTS	£ 1,708.00		
£ 12,478.60	NCC PARISH PARTNERSHIP PROJECTS	£ 4,616.87		
£ 13,867.21	MISCELLANEOUS	£ 5,199.89		
£ 76,193.51	TOTAL	£ 63,409.04		
£ 4,230.13	VAT	£ 5,885.80		
£ 80,423.64	TOTAL INC. VAT	£ 69,294.84		
The net balances reconcile to the Cash Book for the year 01 April 2016-31 MARCH 2017				
CASH BOOK				
Opening Balance (as per bank reconciliation 31 March 2016)	£	84,110.82		
Add Receipts 01 April 16 -31 MARCH 2017	£	102,856.80		
Less: Payments 01 April 16 -31 MARCH 2017	£	69,294.84		
Closing balance per cash book as at 31 January 2017	£	117,672.78		
<b>EARMARKED FUNDS/RESTRICTED MONEY INCLUDED IN TOTAL END BALANCE</b>				
Capital Fund	£	12,150.17	balance JAN 31 2017	(£6000 )STREET LIGHT REPLACEMENTS (inc £3000 carried over from 2015/16)
CIL	£	16,229.46	Up to Oct 16	SPENDING RESTRICTED/DEFINED BY LEGISLATION
Funds held for HPFA from S106	£	2,222.62		
Events fund	£	2,202.31	up to 31 March 2017	RAISED TO FUND FUTURE EVENTS
Donation from Konnect for bus shelter	£	300.00		COMMEMORATIVE PLAQUE
<b>TOTAL</b>	£	<b>33,104.56</b>		