

HINGHAM TOWN COUNCIL

MINUTES of the Town Council Meeting held on Tuesday 03 July 2018.

Present

Councillors

Cllr P Eldridge - Chairman

Cllr P Dore – Vice Chairman

Cllr K Chan, Cllr A Lys, Cllr S Riley, Cllr Stickland, Cllr Dunnett, Cllr Maltby

Clerk – Alison Doe

There were 6 members of the public present including County Cllr Dewsbury and District Cllr Bendle

1. **Apologies for absence** were received from Cllr Shingfield, Cllr Foord and Cllr Bendle
2. **Public participation session** - No issues were raised.
3. **Accuracy of the Minutes of the Town Council meeting of 05 June 2018**
The minutes were agreed as correct and signed by the Chairman.
4. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
Cllr Eldridge declared an interest in agenda item 23
Cllr Riley declared an interest in agenda item 12
5. **Matters arising from the Minutes of 05 June 2018 (written Clerks report circulated prior to the meeting - See Appendix A)**
6. **Working party reports**
The **Cemetery Working Party** had not met and there were no updates.
The **Events Working Party** had not met but the Clerk gave the following updates:
The Market in the Market Place on 16 June 2018 was attended by 4 private stalls and 11 clubs/organisations. The South Norfolk Council Community Connector also attended and reported that she had made some good connections from the town's organisations. The Community Speed Watch undertook a demonstration of the roadside speed checks and had spoken to 7 new potential volunteers.
The Clerk reported that she had been contacted by a few clubs/organisations asking for their events to be placed on the Community Events Facebook page. The Working Party will now be working toward the Christmas Market and potentially looking to put on an alternative event in 2020. The Clerk also suggested looking to have a display to commemorate the end of World War 1, possibly in conjunction with the Open Evening in October, and possibly involving the children at the primary school.
7. **To receive reports from representatives on external bodies**
The Hingham Playing Feld Association reported that they had undertaken their annual "walk about" which had identified some low hanging tree along the boundary hedge, and a tree possibly suffering from disease. The HPFA thanked the Town Council for the skate park sign and noted the area looked clean and tidy, they also reported that they would like to consider changing the name of the sports centre.

8.1 General Correspondence (information/circulars etc)

- 8.1.1 **MetroRod Drainage Services – Hingham Public Toilets** – The Clerk advised that she had raised concerns with South Norfolk Council following receipt of the email from Metrorod, that any routine scheduled work should be

undertaken by SNC until the toilets are formally handed over to the Town Council.

8.1.2 Norfolk Constabulary - Hingham, Deopham and Wicklewood Newsletter

8.1.3 Community Action Norfolk's Funding News

8.1.4 Norfolk County Council - Press Release - Norfolk - Your guide to care and support for adults 2018/19

8.1.5 Norfolk ALC newsletter – 21 June 2018

8.1.6 Norfolk County Council - Temporary traffic restrictions in the Town of Hingham - electrical connection works – Bears Lane

8.1.7 Post Office – Hingham Post Office – The Post Office had written to confirm they were looking at a long term solution with regard to the provision of a Post Office service in Hingham and are committed to maintaining the service in the town.

8.1.8 Greater Norwich Local Plan – Additional Sites – during the consultation for the GNLP additional sites had been suggested within Hingham, a further consultation will take place later in the year to enable comments to be made on the new sites/suggested settlement boundary changes.

8.2 – Correspondence (not for public inspection) as addressed directly to Hingham Town Council

8.2.1 B1108 Norwich Road - flooding at The Hops and other issues

The Clerk is to write and thank the resident for the information provided. It would appear from the information within the resident's report that the issues raised are already being dealt with by Able Homes and NCC Highways.

8.3 – To discuss any required responses/actions in relation to any item(s) of correspondence

No additional action required.

9. District Councillor's report

District Cllr Bendle reported that South Norfolk Council's and Broadland Council's Cabinets had approved a feasibility study on collaborative working between the two councils (this had not yet been ratified by full Council). Collaborative working would mean the existing number of members would continue and the Councils would retain both office premises, but it would allow for the streamlining of some Council services and functions. It is also hoped that it would enable the Councils to apply for bigger grants for the benefit of the residents of both districts.

10. County Councillor's report

County Cllr Dewsbury reported that the County Council were looking toward more collaboration with District Councils rather than an overall Unitary Authority and are continuing to look at ways to save money.

The Libraries are hosting the children's reading challenge again throughout this summer and a warning has been issued regarding the fire risk of BBQs following the recent very dry weather.

11. Planning Decisions

11.1 2018/1028 - Location: 6 Oak Lane Hingham Norfolk NR9 4JY

Proposal: - Single storey side wet room extension. Approval with Conditions

- 11.2 2018/1017 - Location: Poultry Sheds East Of Ivy House Victoria Lane Deopham Norfolk
 Proposal: - Demolition of existing poultry buildings and erection of replacement poultry buildings, egg packing building, hard-standings and drainage attenuation pond. - **Withdrawn**

12. Planning Applications (as notified by SNC for consultation)

- 12.1 2018/1299 Location: 7 Hall Lane Hingham NR9 4JX
Proposal: Sub-division of 7 Hall Lane, Hingham into two dwellings
 The Council agreed to recommend approval.

(other planning applications where the Town Council is not a consultee – for information only)

- 12.2 2018/1362 - Oakley House Hardingham Road Hingham Norfolk NR9 4LX
 T1-Oak- Crown lift to approximately 6m over highway and removal of epicormic growth from stem

- 13 **To receive an update on/discuss the request to move the litter bin in the Market Place**
 The Clerk reported that she and Cllr Shingfield had looked at the bin and it would require a new concrete pad with bolts to be installed and the existing bolts to be cut of in order to move the bin. The Clerk to investigate if any one locally is willing to do this.
- 14 **To receive an update following the meeting with Nick Tupper, Norfolk County Council Highways (ref: Fairland Crossroads and Norwich Road pedestrian island)**
 The Clerk advised she had met with Nick Tupper and they had looked at and discussed the safety concerns regarding both the Fairland Crossroads junction and the pedestrian island/bus stop on Norwich Road. Mr Tupper was going to discuss these issues with the safety team and come back with some suggestions on what may be feasible in both cases.
- 15 **To agree the document for requesting resurfacing quotations for the access driveway to the Lincoln Hall carpark**
 The Clerk forwarded a request for quotation document to Cllrs prior to the meeting. The document asks for advice on resurfacing the area and quotations for 3 different options with regard to the extent of the area to be resurfaced. It was agreed to obtain quotations based on the document. There was also some discussion regarding the potential to remove the slab pathway through the rose garden.
- 16 **To receive and discuss the response from South Norfolk Council regarding the size of replacement oak trees to be planted on the Fairland**
 In response to the Town Council's request to South Norfolk Council, to be permitted to plant a smaller size tree (than specified in the SNC decision notices to fell the diseased oak trees), to give the replacement trees a better chance of survival, SNC advised, - *"Our common goal is to ensure a continuity of specimen trees on the Fairland however achieved, so if initially smaller oaks are planted (and they survive) then my view is that it would be not in the public interest to quibble over the minutiae of the specification"*.
- 17 **To receive and discuss the invitation to submit a bid for NCC Parish Partnership funding**
 A copy of the invitation from Norfolk County Council, to apply for (local highway improvements) Parish Partnership funding for a 2019/20 project, was forwarded to Cllrs prior to the meeting – the Clerk asked that suggestions be brought to the next meeting, so that they may be investigated, and a final decision made at future meeting, in time for the application to be agreed in December and submitted by the December 7th deadline, (should the Town Council wish to bid for funding).

- 18 To receive an update on/discuss the transfer of the public toilets**
The design of the signs (as produced by South Norfolk Council) for the exterior of the public toilets was approved by the Council.
The Council also agreed to engage Spire Solicitors to act on the Councils behalf with regard to the transfer of the public toilets from SNC to the Town Council. The fees quoted being in the region of £750 plus VAT plus land registry fees.
- 19 To receive an update on/ discuss the churchyard wall (Church Street)**
The Clerk advised the Council that the builder appointed to undertake the repairs to the church wall on Church Street had now declined to undertake the work, concerned that the repair work to the wall would inevitably be visible and therefore his workmanship would come under scrutiny. The recent influx of larger jobs also meant it was not financially viable for him to undertake the work. The Clerk is to obtain further quotations from an alternative builder.
- 20 To receive and discuss the RoSPA Skate Park report**
A copy of the RoSPA Skate Park inspection report was forwarded to Cllrs prior to the meeting. The Clerk explained that on requesting recommendations for Skate Park maintenance companies from South Norfolk Council, only EPS had been suggested. Hingham Playing Field Association reported that they had experienced issues with the service received from EPS. The Clerk will find alternative companies and request quotations for remedial works based on the RoSPA report and some further advice/quotations for a more extensive refurbishment of the skate park.

FINANCE

- 21 A reminder of the date for the next meeting of the Finance Committee, 17 July 2018**
Noted.
- 22 To consider the grant application made by Hingham Rectory Bowls Club**
A grant application was received from the Treasurer of Hingham Rectory Bowls Club, requesting funding toward heating and replacement windows so that the club building may be used to a greater extent as a community venue and so that it may also be used throughout the winter months. The amount applied for is £5193.00.
The Treasurer of the Bowls Club was present at the meeting and was permitted to speak. The Treasurer confirmed that a grant had been awarded to the Bowls Club from South Norfolk Council of £8000, the total cost of the project was to be in the region of £13000. The Treasurer confirmed when asked that the Bowls Club were able to “put in” £2000 from their reserves (standing at £6947.36 – at 30 September 2017). It was noted from the accounts provided that the Bowls Club were running “at a loss” with expenditure being greater than income. The Council agreed to award a grant of £5000. It was also agreed that the £5000 should be awarded from the CIL money held by the Town Council.
- 23 To receive clarification from South Norfolk Council regarding the payment of the Chairman’s Allowance and discuss associated scheme adoption**
Following the query made by the Internal Auditor regarding the Chairman’s Allowance being made as a lump sum payment, the Clerk sought clarification from South Norfolk Council the following advice was received:
“Currently the Council is recommending (on behalf of the Remuneration Panel) a basic allowance of £140.00 per annum for Chairman of smaller parishes (where the electorate is less than 1000). For larger parishes, an allowance of £374.00 is recommended for the Chairman. The Panel is recommending a basic allowance, (expenses are listed separately under travel and subsistence), and such allowances are usually treated like a salary paid in a lump sum (or monthly), with no requirement for receipts etc. So I think that what your PC has been doing is correct, although they do need to formally adopt a scheme”.

It was confirmed by the Vice Chair that such a scheme to make this payment to the Chairman had been adopted by the Town Council.

24 Accounts for Payment

The Accounts for Payment as below were agreed and the cheques signed.

ACCOUNTS FOR PAYMENT 05 JUNE 2018				
CHEQUE NO	TOTAL	PAYEE	DETAILS	VAT
103830	£ 758.97	D RAMM	WAGES (4WKS 734.49)	
			CLEANING PRODUCTS (14.30)	
			MOPHEADS (10.18)	
103831	£ 829.72	A DOE	WAGES	
103832	£ 626.48	EON	STREET LIGHT ENERGY	104.41
103833	£ 294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
103834	£ 167.79	EUROFFICE	TOILET PAPER, URINAL BLOCKS AND PRINTER PAPER	
103835	£ 13.45	ANGLIAN WATER	FAIRLAND STANDPIPE	
103836	£ 13.06	ANGLIAN WATER	ATTLEBOROUGH ROAD	
103837	£ 6,528.00	The CGM GROUP LTD	TREE WORK	1,088.00
103838	£ 225.00	LINCOLN SOCIAL CENTRE	HALL HIRE (2 X QUARTERS)	
103839	£ 79.80	PLAYSAFETY LTD	SKATE PARK INSPECTION	13.30
103840	£ 302.22	ROADWARE LTD	DOG BINS X 3	50.37
	£9,838.68	TOTAL		
			TOTAL VAT	£1,305.11

25 Proposal for the Finance Committee to approve payment of Accounts for Payment due (including wages) for July/August

Agreed

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

The following agenda item is commercially sensitive

It was agreed to exclude the public for agenda item 27. The public were asked to leave.

- 27 To consider any quotations received for the replacement of the green painted street lights**
 Quotations had been received from 3 companies. The Quotations were inspected by the Council and discussed. It was agreed to appoint Cozens UK Ltd to undertake the work to replace the 6 green street lights. It was also agreed to accept the alternative "Victorian" style of street light column as suggested by Mr Cozens (with LED lighting) as this represented a significant saving over the style previously used in the Fairland and Market Place with very little visual difference. It was agreed that the Clerk should meet with Mr Cozens to discuss the location of the column to be replaced on Hardingham Street (Normandy House) to ensure it is not within the home owners boundary /garden and additional cost would be "paid for" by the saving made choosing the alternative design. The quoted price for the replacement street light columns is £1895.00 plus VAT per column.

The meeting ended at 9.15 pm

Signed..... Chairman 04 September 2018

Matters Arising From the minutes of the meeting on 05 June 2018	
MIN	
2.1	Poor surface of “the Drift” between Hardingham Road and Norwich Road – has been reported to NCC via their website – This path is included in the Parish Partnership scheme for 2018/19 and confirmation of the ownership of this path is awaited from NCC
2.2	Overhanging hedges – Hardingham Street and Norwich Road - the hedges appear to have been cut back.
5	Sinkhole – Chased with NCC highways – who have referred to Anglian Water Anglian Water had previously advised they had passed this to Metrorod for investigation – an email request for an update has been sent to with Metrorod – with no response so far
8.3.1	Response to SNC Planning Policy Consultation (open spaces) submitted as discussed at the last meeting
14 & 15	– Annual Governance and Accounting Statement (Annual Return) – form and supporting information sent to the external auditors by the deadline of 11 June. Notice of elector’s rights displayed on the notice boards and on the Town Council website, the unaudited Annual Return form is published on the Town Council website.
16, 17 & 22	The Hingham Town Council Standing Orders, Code of Conduct and Financial Regulations as adopted at the meeting on 05 June 2018, are published on the website
19	A letter has been sent to The Post Office regarding concerns over the future of the Post Office service within Hingham
21	3x new larger capacity dog waste bins have been ordered
Other Updates	
	Dropped Kerbs – the white line work has been chased but no date has been given for the work –
	Data Audit is ongoing – New Policies will need to be written -
	Ravencroft have been asked to carry out the tree survey in 2018 –Undertaken 21 June 2018 – report awaited
	Norfolk County Council have been requested to remove the sign and post from the Market Place, this has now been done
	Talley Alley street light – investigations regarding the supply to the light are ongoing – the householder (8 Market Place) does not know the location of the supply box or why the light no longer works.
	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. The Officer was invited to attend the Annual Town Meeting on 17 th April, but is not able to – further dates have been suggested
	Churchyard/Cemetery - Awaiting contact from the builder with regard to undertaking the repairs to the churchyard wall following the damage from the car. The following permissions remain outstanding from the Archdeacon Straightening of the leaning memorial stone – Fixing of the curved wall by the Attleborough Road entrance – awaiting contact from Rev. Reed

	<p>The Street Lighting 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.</p> <p>The contractor has sent a quotation for the replacement of 3 concrete columns on Hardingham Street columns -</p> <p>Quotation is also being sought for the replacement of the street light that was knocked down on Hardingham Road – awaited</p>
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OUTSTANDING ISSUES

Discretionary policy regarding cemetery fees and investigation into the future provision of a cemetery to be completed by the working party

Some remedial work has been carried out to the Skate Park – SNC have been contacted regarding suitable companies who may be able to advise and quote on refurbishment of the skate park. – Awaiting advice from SNC

2 steel liners and 1 new bin to be ordered – South Norfolk Council will be advised when the dog waste bin will be removed.

“Please do not park on the grass” signs to be priced

Commemorative Plaque for the Fairland Bus shelter – To be ordered.

Request for a clear Bus Shelter – Norwich Road – By Hops development – to be looked at when the development is complete

Neighbourhood Plan – Councillors need to read through the information (website links) previously provided to enable a decision to be made at a later date

Leaning memorial stone in the Churchyard – Quotations to be sought Permission still required

Report prepared 02/07/2018

Crime Figures –<https://www.police.uk/norfolk/D12/crime/>
 No further information since crimes reported in April 2018 (as per last Clerks report)