

HINGHAM TOWN COUNCIL

MINUTES of the Town Council Meeting held on Tuesday 02 January 2019.

Present

Councillors

Cllr P Eldridge - Chairman

Cllr Dore - Vice Chair

Cllr K Chan, Cllr Dunnett, Cllr Lys, Cllr Maltby, Cllr Riley

Clerk – Alison Doe

There were 4 members of the public present including District Cllr Bendle and County Cllr Dewsbury.

1. **Apologies for absence** were received from Cllr Foord, Cllr Bendle, Cllr Shingfield, Cllr Stickland.
2. **Public participation session**
 - 2.1 Concerns were raised regarding the position of the new footway light column on Hardingham Street in relation to the removal of the old post, which is still in situ. The Clerk confirmed that the contractor had advised that UK Power Networks had scheduled the power transfer work to be carried out at the end of January, (the quoted lead in times for UK Power Network are very lengthy and are subject to delay if there is other higher priority emergency work that needs to be undertaken).
3. **Accuracy of the Minutes of the Town Council meeting of 04 December 2018**
The Minutes of the meeting of 04 December 2018 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 Riley declared an interest in agenda item 12.
5. **Matters arising from the Minutes of 04 December 2018 (written Clerks report circulated prior to the meeting – See Appendix A)**
The Chairman advised the Council that with regard to MIN 16 – Accident at the Fairland- it was believed that the accident occurred between a vehicle exiting Attleborough Road and a vehicle approaching from Watton Road, the Chairman offered thanks to the residents that helped by directing traffic and to the Fire Service and Police who arrived very quickly at the scene.
6. **Working party reports**
 - 6.1 **Proposal to NOT have Markets in 2019 (to avoid the additional work load being that it is an election year, and the Clerk undertaking the CiLCA qualification).**
 - 6.2 **Proposal to dissolve the current Events Working Party**
Items 6.1 and 6.2 were discussed in tandem
The Clerk requested that the Town Council do not organise any markets during 2019, as they create additional workload that it will not be feasible for her to accommodate due to needing to complete the CiLCA qualification (which involves a substantial amount of work). It was also requested that the current Events Working Party be dissolved as being that Parish elections are due in May, it is currently impossible to quantify who would be elected as Councillors to the Town Council and as such who would be willing to be

members of the working party and to assist in arranging the Markets in the future. It was also noted that there was a lack of volunteer help for the 2018 Christmas market despite pleas in the parish magazine and via social media. The Chairman advised that he was aware of 2 people that may be willing to volunteer to organise markets and requested that these proposals were carried over to the following Town Council meeting (05 February 2019) to allow him to talk to these individuals. It was agreed that the proposals should be carried forward to the February meeting.

7. To receive reports from representatives on external bodies

7.1 The representative for Citizens Advice confirmed that the Mid Norfolk Citizens Advice will be merging with Norfolk Citizens Advice, it is expected this will take place by the next financial year.

8.1 General Correspondence (information/circulars etc)

- 8.1.1 Norfolk County Council - Norfolk - Highways - Additional surfacing works**
- 8.1.2 The Electoral Commission - Timetable for local elections in England: 2 May 2019**
- 8.1.3 Norfolk Constabulary - Norfolk Rural Communities Newsletter**
- 8.1.4 South Norfolk Council - Parish Council Precept Requirements for 2019/20**
- 8.1.5 Archant - Freedom Of Information request regarding numbers of burial plots remaining and prices for interment over the past 5 years**

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

- 8.2.1 A resident's concerns regarding the planning application 2018/2678 Land South East Of Rectory Gardens Hingham Norfolk**

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

- 8.3.1 With regard to 8.1.5 - Archant - Freedom Of Information request regarding numbers of burial plots remaining and prices for interment over the past 5 years. The Clerk to respond within the statutory time period (20 working days).

9. District Councillor's report

District Cllr Bendle reported that Broadland District Council and South Norfolk Council have appointed Trevor Holden as their first joint Managing Director, the new management structure is still to be agreed. It is hoped that the merger will result in joint savings and make it easier to apply for government funding due to the joint larger population.

South Norfolk Council, by still having an in house Leisure Centre team are hoping to be able to provide leisure services via an outreach initiative, therefore offering the service to those in the community who would benefit from the service but may otherwise not be able to access it.

10. County Councillor's report

County Cllr Dewsbury advised it had been quiet over the Christmas period and therefore was nothing to report. Cllr Dewsbury was thanked for her help in securing a commitment from NCC Highways regarding the Town Council being permitted to apply for Parish Partnership funding for a feasibility/safety study of the Fairland Crossroads, should the Council wish to do so in later in 2019.

11. Planning Decisions

- 11.1 2018/2763 - New general purpose agricultural building
20 Seamere Road Hingham Norfolk NR9 4LW - Prior Approval not required
- 11.2 2018/2529 - Single storey side extension, replacing attached garage
15 Admirals Walk Hingham Norfolk NR9 4JL - Approval with Conditions
- 11.3 2018/2513 - Erection of new garage and shed
Lyngwhite Cottage Attleborough Road Hingham NR9 4NH
Approval with Conditions
- 11.4 2018/2091 - Proposed first floor side extension
2 Admirals Walk Hingham Norfolk NR9 4JL - Approval with Conditions

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

- 12.1 **2018/2808 - 30 Oak Lane Hingham Norfolk NR9 4JY**
Erection of first floor front extension, open porch and single storey side extension
The Council agreed to recommend approval.
- 12.2 **2018/2700 - 9 Springfield Way Hingham Norfolk NR9 4PR**
Proposed loft conversion with new velux rooflights
The Council agreed to recommend approval
- 12.3 **2018/2678 - Land South East Of Rectory Gardens Hingham Norfolk**
Proposed 2 no. detached dwellings with integral garages
Having regard to the details of the application and the concerns raised by residents neighbouring the proposed development, the Council agreed to recommend that the application should be refused –The Council considered that the proposed development, it's density and layout, would have a detrimental effect on neighbouring properties (residents of) with regard to:
Loss of light or overshadowing
Overlooking/loss of privacy
Visual amenity (but not loss of private view)
Noise and disturbance
The development would also result in loss of trees within an area covered by tree preservation order 266.

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

- 13.1 2018/2817 - 24 Admirals Walk Hingham Norfolk NR9 4JL
Remove multi-stemmed sycamore in corner of rear garden

14. To receive an update on/discuss the transfer of the public toilets

The Clerk advised that she had received an email from Mr Wade, Head of Environmental Services at South Norfolk Council, at approximately 5.40pm that evening. The email was as follows: "Please advise your members that we will undertake to resolve any reasonable requests as regards the current drainage questions you have to enable the transfer to occur speedily.

As regards the overage we are willing to reduce this as requested given the particular circumstances of Hingham toilets. We would however ask that you undertake to sign off the transfer agreement in the next week given our undertaking above on the drainage”.

The Council discussed this email and the video footage of the drain survey that had been undertaken by South Norfolk Council prior to the refurbishment (as per the request for the footage to be provided following the previous Town Council meeting). The Clerk advised that SNC had advised via email that the minor root ingress into the drains had been cut back.

The Council agreed that the transfer documents should be signed when new documents were received to reflect the reduced overage period and when all outstanding maintenance issues had been resolved, (the Clerk confirmed there was a window jammed stuck and the cistern in the gents was broken and not flushing, the No Smoking signs had not been installed and the cleaner had reported slow drainage from the floor gully in the ladies toilet). It was questioned whether the wall that was damaged by an SNC officer climbing over it (prior to the refurbishment) had been repaired. With specific reference to the drainage, the Council agreed to request proof that the root ingress had been dealt with and that the slow drainage was investigated and resolved – prior to the completion of the transfer.

15. To receive and discuss the Anglian Water improvement notice (cemetery standpipe)

The improvement notice for the cemetery standpipe demands that an approved backflow prevention device is fitted by 30th January 2019. The Council agreed that the Clerk should contact the plumber that undertook the work to the Fairland Standpipe to arrange for him to undertake the work (if he is willing to do so). The Clerk to advise Anglian Water that the January 30th deadline may not be met.

16. To receive the NALC - EMPLOYMENT BRIEFING E02-18 | 2018-2019 NATIONAL SALARY AWARD

A copy of the briefing notice was forwarded to all councillors prior to the meeting.

17. To receive notification that minimum pension contributions will increase on 6 April 2019

A copy of the information was forwarded to all Councillors prior to the meeting.

	Employer minimum contribution	Staff contribution	Total minimum contribution
New rate: 6 April 2019 onwards	3%	5%	8%
Current rate: 6 April 2018 to 5 April 2019	2%	3%	5%

FINANCE

18. To agree the 2019/20 budget

The draft budget (as prepared by the Finance Committee at their meeting in November 2018) was circulated to all councillors prior to the Town Council meeting of 04 December 2018. No further changes were proposed to the draft budget, therefore the 2019/20 budget was agreed. (See Appendix B)

19. To agree the Parish Precept 2019/20

The grant previously passed on from South Norfolk Council is no longer available.

The tax base for 2019/12 is 930.

The figures for various precept options were discussed – it was agreed to request a precept of £67,000 which will equate to £72.04 annual charge on a band D property (an increase of £5.88 from 2018/19).

20. Accounts for Payment

The accounts for payment were agreed by the council and the cheques signed.

ACCOUNTS FOR PAYMENT 02 JANUARY 2019			VAT
TOTAL	PAYEE	DETAILS	
£ 754.94	D RAMM	734.49 wages (4w)	
		binbags	£0.82
		cleaning products	£1.00
		mopheads 9.50	
£ 869.40	A DOE		
£ 606.28	EON	STREET LIGHT ENERGY	101.05
£ 294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
£ 71.05	J SQUIRES	TOILET/ BIN COVER	
£ 244.00	LINCOLN SOCIAL CENTRE	HALL HIRE	
£ 1,200.00	LINCOLN SOCIAL CENTRE	GRANT	
£ 861.21	HMRC	TAX/NI	
£ 13.32	ANGLIAN WATER	FAIRLAND	
£ 11.97	ANGLIAN WATER	CEMETERY	
£ 4,926.36	TOTAL	TOTAL VAT	£151.90

The meeting ended at 8.30pm

Signed Chairman 05 February 2019

Clerks Report for 02 January 2019

MIN	Update
	Matters Arising From the minutes of the meeting on 04 December 2018
6	Due to the high winds the market stalls were not used during the Fayre on the Fairland. Thanks goes to the bowls club for the use of their building to accommodate stall holders.
8.4	Correspondence regarding surface water from the Hops to be passed to Cllr Dewsbury and the Flood Authority
16	It has been noted that there has been a further accident at the Fairland Crossroads on 20th December 2018 – it is understood to have been between vehicles coming from Watton Road and Attleborough Road
17	Report to be made to the Hingham History Centre group with regard to the information discussed following the visit to the Attleborough Archive Centre and the Town Councils discussions at their meeting on 04.12.18.
18	Representation was submitted to the GNLP consultation regarding the plot proposed for development on Hardingham Road.
19	Talley Alley Light – no further contact has been received from UK Power network with regard to supply to the light
22	Laptop and software to be purchased
25	An advert for an internal auditor has been submitted for publication in the parish magazine
28	Permission is being sought from the Lincoln Social Centre Committee to undertake resurfacing work within their boundary as part of the larger project to resurface the access driveway serving the bowls club, library and Lincoln hall.
	Other Updates
	<p>Insurance Claim against the Council – the information has been forwarded to the insurance company who are investigating –</p> <p>The insurance company are asking for further information on the precise location of the alleged incident from the claimant and have requested photographs of the access driveway and Lincoln Hall Carpark - BUT have requested that if the alleged incident took place within the access driveway, to have authority to settle the claim as prior to the date of the alleged incident the Town Council minutes of 6th March 2018 recorded that “it was proposed and agreed to obtain some advice and quotations.....to improve the surface of the driveway”.</p>
	Refurbishment of the Skate Park – the Clerk to liaise with the chosen contractor regarding a start date, (who will be in touch with proposed dates early in the new year)
	Church Wall – Church Street- Contact has been made with an individual who may be able to undertake this work, a site meeting took place on 08.10.18. A quotation will be provided but the work will need to be carried out in warmer weather - the builder has emailed the Clerk to advise that he will contact her to “discuss bricks”. Quotation still awaited - although builder has apologies for the delay.
	The new lighting columns have been installed – the supply transfer date is awaited from UK Power Networks – The lanterns will be installed and columns painted black just prior to/ at the time of the supply being switched to the new columns (scheduled for the end of January)
	A quotation has now been supplied by the street lighting contractor to replace the street light on Hardingham Road – this will now be forwarded to the insurance company.

OUTSTANDING ISSUES
Moving the litter bin on the Market Place – A meeting is to be arranged with an individual who may be able to undertake this work
Outstanding work from the last round of tree works - A copy of the relevant pages of the tree survey has been forwarded to the contractor who undertook the tree work (as per their request) so they can compare with the schedule of work they undertook – this has been chased and has been passed to the department manager The application for the work to reduce the Churchyard Lime tree to be made to SNC – (Church permission also required).
Meeting with NCC Highways and Councillors regarding a resident’s concerns ref: B1108 to be arranged.
3x new larger capacity dog waste bins have been ordered – and received – will be installed ASAP
Re-siting of the Town Council notice board – a suitable place is to be found in the Market Place and an assessment to be made on the usability of the existing notice board if it is possible for it to be moved.
Dropped Kerbs – the white line work has been chased but no date has been given for the work – Cllr Dore has chased this work – and has been advised that NCC will “attend as soon as practicable”, this was also discussed with the Highways engineer who will also chase the work. – this work STILL has not been undertaken by NCC
Replacement oak trees to be sourced and priced
Discretionary policy regarding cemetery fees and investigation into the future provision of a cemetery to be completed by the working party
2 steel liners for the Market Place bins to be ordered – need to re measure the inside of the bin – (liners available at a reasonable price are a slightly different size to the existing ones (by mm’s)
“Please do not park on the grass” signs to be priced/depending location of installation of bike racks
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
Churchyard/Cemetery - 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

Report prepared 01.01.2019

Crime Figures – https://www.police.uk/norfolk/D12/crime/ - November 2018

On or near

Admirals Walk - Violence and sexual offences 1

Lincoln Avenue

Criminal damage and arson 1 Drugs 1 Violence and sexual offences 1

Bears Close - Public order 1

Predicted budget for receipts as agreed 02 January 2019

SUGGESTED BUDGET FOR 2019/20	
	General income not including CIL and EVENTS or VAT REFUNDS
£67,000.00	Precept
£0.00	Government grant allocated by SNC
£100.00	Interest
£3,500.00	Cemetery charges
£100.00	HPFA rent
£0.00	Rent from Fair
£3,427.00	Fee from SNC for cleaning toilets figure for 2017/18 used
£3,619.29	Fee from NCC for grasscutting
£77,746.29	BUDGET TOTAL

Predicted budget for payments as agreed 02 January 2019

SUGGESTED BUDGET FOR 2019/20	General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES
£5,000.00	Contingency
	Footway lighting
£7,000.00	Energy
£4,000.00	Maintenance
£1,000.00	Repairs
£3,000.00	Replacements
	Open spaces
£7,500.00	Handyman salary
£11,000.00	Grasscutting
£4,000.00	Trees, ditches
£100.00	Maintenance/equipment
£500.00	Church Yard repairs/Maintenance
£300.00	Cemetery refurbishment
£1,000.00	Cemetery /memorial repairs
£100.00	Skatepark
£60.00	Church Lights
£200.00	signs

Continued overleaf

	Amenities
<i>£500.00</i>	Church clock repairs, maintenance
<i>£2,000.00</i>	Bus shelters
<i>£2,500.00</i>	Community car scheme
<i>£300.00</i>	Christmas tree, lights
<i>£0.00</i>	Town sign
<i>£569.00</i>	Toilet cleaning products/ holiday cover
<i>£2,858.00</i>	Toilet cleaning salary
<i>£140.00</i>	Rates, cemetery, water inc fairland stand pipe
<i>£600.00</i>	Dog bin emptying
<i>£200.00</i>	replacement bins (dog/litter/grit)
	Administration
<i>£12,700.00</i>	Clerk's salary
<i>£35.00</i>	website
<i>£200.00</i>	Stationery,post, phone
<i>£374.00</i>	Chair's allowance
<i>£600.00</i>	NI – employers contribution
<i>£2,000.00</i>	Insurance
<i>£250.00</i>	storage room hire
<i>£450.00</i>	Hall hire
<i>£750.00</i>	Subs/training
<i>£600.00</i>	Audit
<i>£800.00</i>	Advertising/publicity
<i>£800.00</i>	Elections
<i>£120.00</i>	Payroll admin fees
<i>£650.00</i>	Printing costs lease and metered printing)
<i>£150.00</i>	PENSION
<i>£216.00</i>	CLERKS ALLOWANCE HEATING/ELEC ETC
	Grants and Donations
<i>£2,000.00</i>	
	S137
<i>£100.00</i>	general
<i>£200.00</i>	Automated Defibrillator
<i>£77,422.00</i>	TOTAL