

HINGHAM TOWN COUNCIL

MINUTES of the Town Council meeting held on Tuesday 02 January 2018

Present

Councillors

Cllr P Eldridge - Chairman

Cllr P Dore – Vice Chair

Cllr G Maltby, Cllr K Chan, Cllr A Lys, Cllr S Riley, Cllr R Bendle, Cllr G Shingfield, Cllr D Stickland

Clerk – Alison Doe

There were 9 members of the public present including County Cllr Margaret Dewsbury and District Cllr Yvonne Bendle

- 1. Apologies for absence** were received from Cllr D Foord and Cllr C Dunnett
- 2. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**

Cllr Maltby declared an interest in agenda item 15.

3. Public participation session

- 3.1 Concerns were raised regarding issues at the specialist accommodation construction site on Hardingham Road. It was reported that there were large amounts of mud being left on the road and the construction site staff using loud foul language. District Cllr Bendle will bring these issues to the attention of the relevant officers at South Norfolk Council. Concerns were also raised regarding the missing lamp post at the entrance to the site which was knocked down by a delivery lorry. The Clerk confirmed that the Street light will be replaced but confirmation is needed from the developer regarding any realignment needed of the grass verge, as they had advised that the lamp post would need to be moved.
- 3.2 Concerns were also raised regarding parked cars causing an obstruction of the highway and pavement on the slip road between Fairland Garage and Dereham Road (it was also noted that this road is now prone to flooding). It is recommended that residents experiencing difficulties with obstruction of the highway address these issues with the Police.
- 3.3 It was reported that hedges were obstructing the narrow pavement on Norwich Street by Beaconsfield House and on Bond Street. The Clerk explained that these have previously been reported to Norfolk County Council Highways who advised they were going to look into the issue.
- 3.4 District Cllr Bendle raised a query regarding the accuracy of the minutes of the Town Council meeting of 05 December 2017, with regard to the Greater Norwich Local Plan, the minutes omitted reference to the fact that the GNLP will set out the amount of new homes to be built across the total area of all three districts. Cllr Bendle also commented that she did not recollect the concerns raised regarding the need for small developments that would be sustainable for smaller communities, she added that South Norfolk Council are raising the point that smaller villages would like some small development, but do not have the infrastructure to deal with larger developments.
- 3.5 A representative from the Hingham Society gave an outline of the proposed project to create a wildflower/wildlife area at the west end of the Watton Road playing field (ref: correspondence item 8.8), and explained that the Hingham Society had prepared a draft proposal for a Memorandum of Understanding to be signed by the Hingham Society, Hingham Town Council and Hingham Playing Field Association. It was explained that the planting would need to take place in Autumn 2018, but prior to this, soil sampling would need to place (to establish a suitable planting scheme for the soil type) and the land would need to be cleared as soon as possible. Cllr Shingfield had offered to do this work but would require access to the land. The Hingham Society requested that the access gate from Watton Road be replaced,

as the existing gate does not work properly and would not be able to give adequate access for the heavy machinery required. It was pointed out that the gate (and therefore its replacement) was the responsibility of the HPFA, a representative from the HPFA advised that they would not have the funds for replacing the gate. It was noted that if the HPFA wished for the Town Council to consider funding the replacement of the gate they would need to request a proposal to be included in the agenda for a future Town Council meeting. It was asked if CIL money could be used to replace the gate (the Clerk will check with SNC regarding this). It was requested that a plan of the proposed area to be included in the project be made available for consideration at the next Town Council meeting.

4. Accuracy of the Minutes of the Town Council meeting of 05 December 2017

The minutes were agreed as correct and signed by the Chairman with the amendments to item 9, District Councillor's report to read as follows (as per the request from District Cllr Bendle)

- Cllr Bendle also reported that there will be a consultation on the Local Plan for South Norfolk, Broadland and Norwich districts (the Greater Norwich Local Plan). This regulation 18 consultation on the plan being developed by the Greater Norwich Development Partnership will set out the amount of new homes to be built across the total area of all three districts. It will give people the opportunity to comment on the vision and objectives for the whole area and the strategic policies and it will cover the period to 2036. It will also allow residents to view the land submitted by developers that could be made available for development in Hingham. The GNDP are hoping to have a roadshow event in Hingham, with regard to potential development land (date to be confirmed). The consultation is due to be held between January and March 2018 and will be available via the GNDP website. Concerns were raised from the Town Council that the development plans would not include provisions for small developments which would be more sustainable for smaller communities, rather than the large developments currently being built. There was also concern expressed regarding the continued development of Watton which has a knock on effect of increasing traffic on the B1108 through Hingham.

5. Matters Arising (written report circulated prior to the meeting see Appendix A)

6. Working party reports

- 6.1 There was no report from the Cemetery and Churchyard working party as they had not met and there were no updates to report.
- 6.2 The Events Working Party reported that the Fayre on the Fairland (9th December) was a success and well supported. 34 business made donations (prizes and equipment). Although the accounts for the fair were still to be finalised, there was an approximate income of £1700 and approximate expenditure of £900. Thanks was given by the working party and the Chairman for all of the volunteer help, and the Chairman also expressed his thanks to the working party for organising the event and that he had received many positive comments about the event.

7. Reports from representatives on external bodies

- 7.1 The Hingham Playing Field Association reported that there had been a breakdown in the sewage system at the sports centre. The system is now working and safe but further costly work is needed to install a new tank.

8. Correspondence

- 8.1 Breckland District Council - Notification of Submission - Breckland Local Plan
- 8.2 Norfolk ALC - Grants and other funding sources
- 8.3 Norfolk County Council - Norfolk County Council Budget Consultation
- 8.4 Norfolk Constabulary - Hingham, Deopham and Wicklewood Newsletter
- 8.5 Norfolk Playing Fields Association – Membership Information
- 8.6 South Norfolk Council - Parish Council Precept Requirements for 2018/19

8.7 South Norfolk Council - Greater Norwich Local Plan Parish Councils briefing, 16th January 2018 – Cllr Roger Bendle offered to attend.

8.8 Hingham Society, Tom Cowin – Wildlife Conservation Area

9. District Councillor's report

District Cllr Bendle advised there was little to report on (other than the Greater Norwich Local Plan consultation) due to the Christmas period.

10. County Councillor's report

County Cllr Dewsbury advised there was little to report on due to the Christmas period, but offered a reminder that the consultation on the Norfolk County Council budget savings proposals for 2018/19 was due to end at midnight (02 January 2018).

11. Planning Decisions

- 11.1 2017/2562 - 2A Hardingham Road Hingham Norfolk NR9 4LX**
Demolition of flat roof garage and erection of pitched roof double garage
Approval with Conditions
- 11.2 2017/2510 - 37 - 39 Hardingham Road Hingham Norfolk NR9 4LX**
Variation of condition 2 of permission 2016/1796 (Part demolition and redevelopment of site for 17 one-bedroom specialised supported living apartments (Use Class C3) and Higher Complex Care and Autism accommodation comprising seven bedrooms and ancillary staff/communal areas (Use Class C2), together with car parking and amenity space.) - demolish of existing building and rebuild on the same footprint with revisions.
Approval with Conditions
- 11.3 2017/2468 - 6 Market Place Hingham NR9 4AF**
Replacement of 2 existing sash windows
Approval with Conditions
- 11.4 2017/2175 & 2017/2174 - Pearces Farm Seamere Road Hingham NR9 4LP**
Use of barn as ancillary to main dwelling, repairs and alterations to barn and erection of new garden wall. Inclusion of surrounding land within residential curtilage (retrospective).
Approval with Conditions

12. Planning Applications

(as notified by SNC for consultation)

- 12.1 2017/2821 - 2 Frost Row Bungalow Watton Road Hingham Norfolk NR9 4NW**
Erection of single storey extension to bungalow
The council agreed to recommend approval.

(Applications for information, where Town Council is not consulted for comment)
- 12.2 2017/2830 - The Cottage 2 Dereham Road Hingham Norfolk NR9 4HU**
2 x Holly - fell
- 12.3 2017/2770 - Land South Of Norwich Road Hingham Norfolk**
Discharge of conditions 3 and 23 of planning permission 2014/2322/F - (3) management and maintenance of streets (23) Fire Hydrant positions

FINANCE

13. To agree the 2018/19 budget

The draft budget (as prepared by the Finance Committee at their meeting in November 2017) was circulated to all councillors prior to the Town Council meeting of 05 December 2017.

The Clerk explained that the accounting for the toilets would have to change once the toilets were handed over to the Town Council. As currently an annual figure is paid to the Town Council by SNC to offset the expenditure on the toilets. When the toilets are transferred a lump sum will be also be transferred to the Town Council, therefore initially the toilet expenditure will not form part of the budget (required by the precept) but will be plotted against that lump sum payment. Once the annual cost of running the toilets can be established, plans can be made to incorporate the cost of the toilets into the budget required from the precept and to look at other funding options such as business sponsorship.

The Clerk recommended some minor amendments to the draft 2018/19 projected expenditure figures as follows:

Hall Hire – increase (from £600) to £700 (to take into account the hire of the small room)

Website – include - £30 (as advised by Norfolk ALC there will now be a charge for the website which was previously free)

Signs – include £200 (as the council had previously agreed to price some “please do not park on the grass” signs)

This would make the total budget - £72,915

The expenditure figures were discussed and it was noted that there was no expenditure that could be reduced and it was agreed to incorporate the additions as recommended by the Clerk. The 2018/19 budget was agreed – see Appendix B

14. To agree the Parish Precept 2018/19

The grant from South Norfolk Council for 2018/19 is £1008.00

The tax base for 2018/19 is 891

The figures for various precept options were discussed – it was agreed to request a precept of £61,000 which will equate to £66.16 annual charge on a band D property (an increase of £4.44 from 2017/18).

15. Accounts for Payment

The Clerk advised that a further invoice had been received (since the publication of the agenda) from Anglian Water for the cemetery standpipe, making the account for payment as below. The accounts for payment were agreed by the council and the cheques signed.

ACCOUNTS FOR PAYMENT 02 JANUARY 2018		
TOTAL	PAYEE	DETAILS
£736.18	D RAMM	wages 4 wks (726.18)
		toilet cleaning products (10.00)
£719.64	A DOE	Wages (694.64)
		REFRESHMENTS CHRISTMAS AIR (25.00)
£219.00	LINCOLN SOCIAL CENTRE	HALL HIRE
£294.19	K AND M LIGHTING SERVICES	CONTRACT
£605.63	EON	
£13.32	ANGLIAN WATER	FAIRLAND STANDPIPE
£470.28	HMRC	
£50.00	HOCKHAM PLAYING FIELD	STALL HIRE
£101.38	G MALTBY	WINE FOR BAR AT FAIR
£224.92	G FARMER	ALCOHOL/HOT CHOC ETC BAR AT FAIR
£12.10	ANGLIAN WATER	CEMETERY
£3,446.64	TOTAL	

Signed Chairman 06 February 2018

Clerks Report for 02 January 2018

Min:	Update
	Matters Arising From the minutes of the meeting on 05 December 2017
5	A letter of thanks has been sent to the school – to thank the children for the Christmas decorations for the town Christmas tree – the tree is due to be dismantled on Jan 6 th – weather permitting – The grotto on the Fairland has been dismantled
6	The fair on the Fairland was well supported and lots of positive comments were received from stall holders and visitors - final accounts for the event to be completed
13	The bid for parish partnership funding (2018/19) has been submitted to Norfolk County Council (and acknowledgment received) for the project to improve public right of way footpaths 1 and 8
15	The work to refurbish the toilets is due to commence 22 January – it anticipated that the cost of the refurbishment will be £16,000. The Heads of Terms have been amended to include the transfer of any left over money from the refurb budget (£25,000) to be transferred to the Town Council along with the commuted sum (£30,000). Helen Sibley from SNC has advised that there is no legal requirement for a radar lock to be fitted to the disabled toilets. The handyman has been asked to remove the flower planter at the front of the toilets and any plants from the toilet garden (that would be suitable for replanting elsewhere or replanting after the refurbishment)
16	Lincoln Hall request to re-site the car park sign – the Chairman is to arrange a meeting with the Lincoln Hall secretary an update the council accordingly
17	The quotation for the conservation style bicycle racks has been sent to NCC, and approval has been given for the \$106 money to be used to purchase these – the 4 bicycle racks will be ordered in January
20	Draft 2018/19 budget – The Clerk advises some minor amendments as follows Hall Hire – increase (from £600) to £700 (to take into account the hire of the small room) Website – include - £30 (as advised by Norfolk ALC there will now be a charge for the website previously free) Signs – include £200 This would make the total budget - £72,915
21	Internal Auditor – A notice inviting tenders for an internal auditor has been published in the parish magazine - Luisa Cantera to be contacted and invited to tender.
	Other Updates
	GCM Group have been advised that their tender for the tree work was successful – GCM have provisionally programmed the work to start w/c 8 January

	Review of Cemetery Fees and pre-sale of Exclusive right of Burial to be undertaken and brought to full council for further discussion - - this will most likely be in February after the Cemetery Working Party have met (hopefully in January)
	A lamppost on Hardingham Road was knocked over by a lorry visiting the site at 37-39 Hardingham Road - Insurance Claim to be made for the replacement light – the site manager has advised that the light would need to be moved (within the verge) do to the necessary realignment of the grass verge at the entrance to the development -
	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 – this has been chased – but the officer has so far not been able to attend any dates given
	<p>Churchyard/Cemetery –</p> <p>Awaiting contact from the builder with regard to undertaking the repairs to the churchyard wall following the damage from the car.</p> <p>The following permissions remain outstanding from the Archdeacon Straightening of the leaning memorial stone –</p> <p>Fixing of the curved wall by the Attleborough Road entrance – (this will be investigated after the heating works have been undertaken)</p> <p>Rev. Reed has confirmed that the permission granted by the Archdeacon for tree works will cover ALL of the tree work required. The handyman will start to prune the low canopies in the churchyard in November.</p> <p>The handyman has been asked to remove the ivy from the trees in the cemetery to a height of 1.5m as per the advice in the tree survey.</p>
	<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 and 4 of the old painted green columns (2 have been omitted -) the quotation is to replace with galvanised columns -</p> <p>Quotations are being sought to replace the 6 green street light columns with Victorian style columns.</p> <p>A quotation was also supplied to replace the lantern on the column on the Watton rd/Springfield rd junction</p>

OUTSTANDING ISSUES	
	Market Place south green footway project/Parish Partnership - Norfolk County Council have advised that the works have been programmed in for March 2018 - when the work is undertaken, remedial works to the section of footway by the public toilets will also be undertaken, with the addition of edging between the footway and toilet garden.
	Some remedial work has been carried out to the Skate Park – SNC have been contacted regarding suitable companies who may be able to advice 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
Replacement oak trees on the Fairland – priced and sourced ready for planting after the Christmas Fair
Review/update of the Handyman’s contract – to be completed.
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 on 31/12/2017

Crime Figures – reported in November 2017 - On or Near....
<p>Rectory Gardens - Vehicle crime 1 Bell Meadow – vehicle crime 1 B1108 - Violence and sexual offences 1 Hardingham Street - Criminal damage and arson 1, Violence and sexual offences 1 Ringers Lane - Violence and sexual offences 2 https://www.police.uk/norfolk/D12/crime/</p>

Appendix B

2018/19 Budget as agreed 02 January 2018		General income not including CIL and EVENTS or VAT REFUNDS	
General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES			
Contingency	£5,000.00	Precept	£61,000.00
Footway lighting		Government grant allocated by SNC	£1,008.00
Energy	£7,000.00	Interest	£0.00
Maintenance	£4,000.00	Cemetery charges	£3,500.00
Repairs	£1,000.00	HPFA rent	£100.00
Replacements	£3,000.00	Rent from Fair	£40.00
TOTAL	£15,000.00	Fee from SNC for cleaning toilets figure for 2017/18 used	£3,427.00
		Fee from NCC for grasscutting	£3,619.29
		TOTAL	£72,694.29
Open spaces			
Handyman salary	£7,000.00		
Grasscutting	£11,000.00		
Trees, ditches	£4,000.00		
Maintenance/equipment	£100.00		
Church Yard repairs/Maintenance	£500.00		
Cemetery refurbishment	£300.00		
Cemetery /memorial repairs	£1,000.00		
Skatepark	£100.00		
Church Lights	£60.00		
signs	£200.00		
TOTAL	£24,260.00		
Amenities			
Church clock repairs, maintenance	£500.00		
Bus shelters	£500.00		
Community car scheme	£2,500.00		
Christmas tree, lights	£300.00		
Town sign	£0.00		
Toilet cleaning products/ holiday	£655.00		
Toilet cleaning salary	£2,775.00		
Rates, cemetery, water inc fairland	£140.00		
Dog bin emptying	£600.00		
replacement bins (dog/litter/grit)	£200.00		
TOTAL	£8,170.00		
Administration			
Clerk's salary	£10,500.00		
website	£30.00		
Stationery,post, phone	£300.00		
Chair's allowance	£369.00		
NI – employers contribution	£300.00		
Insurance	£2,000.00		
Hall hire	£700.00		
Subs/training	£750.00		
Audit	£600.00		
Advertising/publicity	£800.00		
Elections	£800.00		
Payroll admin fees	£120.00		
Printing costs lease and metered	£650.00		
PENSION	£50.00		
CLERKS ALLOWANCE HEATING/ELEC	£216.00		
TOTAL	£18,185.00		
Grants and Donations			
	£2,000.00		
TOTAL	£2,000.00		
S137			
general	£100.00		
Automated Defibrillator	£200.00		
TOTAL	£300.00		
TOTAL	£72,915.00		