

HINGHAM TOWN COUNCIL

MINUTES of the Annual Town Council Meeting held on Tuesday 01 May 2018.

Present

Councillors

Cllr P Eldridge - Chairman

Cllr P Dore – Vice Chairman

Cllr Bendle, Cllr K Chan, Cllr A Lys, Cllr G Maltby, Cllr S Riley,

Clerk – Alison Doe

There were 6 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, Cllr Foord, Cllr Shingfield.

4. Public participation session

4.1 Concerns were raised regarding the safety of the Attleborough Road/Dereham Road/B1108 junction, following a recent spate of accidents. It was noted that NCC Highways had previously advised that there was insufficient room for lorries and tractors to negotiate round a roundabout, it was suggested by the Chairman that a "painted roundabout" on the road surface would not reduce the space available for larger vehicles, it was also noted that approximately 6-8 feet of the Fairland is NCC highway land. Officers from Norfolk County Council will be invited to visit the site to discuss the safety issues and any possible safety improvement measures that could be taken.

4.2 A member of the public asked when the white lines would be painted to protect the dropped kerbs from parked vehicles. The Clerk advised that the work had been ordered by NCC highways but there was no date as to when it would be completed.

4.3 It was commented that the Konect bus driver had praised the toilet improvements.

5. Accuracy of the Minutes of the Town Council meeting of 03 April 2018

The minutes were agreed as correct and signed by the Chairman with the following amendment: (£5000 should read £15,000)

9. District Councillor's report

District Cllr Bendle advised that the Community Action Fund was to the value of £50,000 – with between £1000 and £15,000 being available for community groups to apply to fund/ support projects that support local people....

6. To receive a draft copy of the Minutes of the Annual Town Meeting of 17 April 2018

A copy of the draft minutes from the Annual Town Meeting were circulated to all Councillors prior to the meeting (and are, along with the reports submitted for the meeting, available on the Town Council website). The minutes will be agreed and signed at the 2019 Annual Town Meeting.

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

Cllr Eldridge declared an interest in agenda item 37.

8. Matters arising from the Minutes of 03 April 2018 (written report circulated prior to the meeting) See Appendix A

9. Working party reports

There were no working party reports.

10. Reports from representatives on external bodies

The Hingham Playing Field Association reported that there had been a lot of “Facebook activity” regarding the parking issues during the Antiques Fair. Going forward, football matches should not happen on the same day of the fair therefore the numbers of cars should be reduced. The HPFA are looking into ways of increasing the carpark capacity at the sports centre.

11. General Correspondence (information/circulars etc.)

11.1.1 Voluntary Norfolk - Norfolk Community Health and Care NHS Trust Volunteer roles

11.1.2 Norfolk County Council - Temporary Road Closure on Church Road in the Parish of Hardingham due to overhead cable works by BT (STRO1570)

11.1.3 Norfolk County Council - Temporary Road Closure on Hardingham Road in the Town of Hingham due to a new electrical connection (STRO1584)

11.1.4 Norfolk ALC Newsletter - 4th April 2018

Norfolk ALC Newsletter - 13th April 2018

Norfolk ALC Newsletter - 19th April 2018

Norfolk ALC Newsletter - 19th April 2018 (additional)

Norfolk ALC Newsletter - 26th April 2018 -

Norfolk ALC confirmed that the Government had agreed that Town and Parish Councils should not be required to appoint a Data Protection Officer under the new General Data Protection Regulations, an amendment to the regulations will be made.

11.1.5 Norfolk Police - Village Halls and Social Clubs Crime Trend (poster to be forwarded for use at the Lincoln Hall and Sports Centre).

11.1.6 South Norfolk Council - Residents parking Schemes - South Norfolk Council are investigating the potential for introducing residential parking permits. The potential of this scheme was discussed in relation to the Fairland, and it was noted that if such a scheme was introduced it could prove detrimental to the businesses on the Fairland, as it would prohibit staff and visitors to those businesses from parking within the restricted areas. District Cllr Bendle explained that for the scheme to be affordable for residents it would need to be implemented where it would be to the benefit of a large number of residents, due to the cost of setting up such a scheme which is then reflected in the price of a residential parking permit. Such a scheme would prove expensive for residents of the Fairland due to the relatively low numbers of residents in that area.

The Council asked District Cllr Bendle if South Norfolk Council could provide a carpark. Cllr Bendle advised that this would be something that could be lobbied for and put forward for discussion when SNC undertake their next Local Plan.

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

11.2.1 Local Business – The new Market Place sign - a local business had offered to contribute to the cost of a Market Place sign more in keeping with the conservation area.

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

11.2.1 Local Business – The new Market Place sign – The Clerk explained the sign was originally intended to be of an alternative design and include a 20mph roundel, (being part of the scheme to try to reduce speeding through the town), unfortunately there was no suitable location to site such a sign so that it would work within the requirements of the regulations, therefore a sign to identify the Market Place was erected in its current location. It was agreed to ask Norfolk County Council to remove the sign and to decline the offer from the local business with regard to partial funding of an alternative sign.

12. District Councillor's report

District Cllr Bendle reported that the Annual General Meeting was to take place on 14th May 2018 and that South Norfolk Council had increased the Council Tax precept. South Norfolk Council are working towards making services cost neutral wherever possible, with Wymondham Leisure Centre already making a profit after its recent refurbishment. SNC are also looking at going into partnership with Broadland Council.

South Norfolk Council have purchased a hare from the Norwich GoGo Hares trail. The hare will be placed in Wymondham and will be digitally interactive and be used for signposting local businesses/ accommodation/ places to visit etc. (businesses have to apply to be included), with its scope just reaching the Hingham area.

Cllr Bendle was asked about litter picking on the roadside verges, and advised that litter picking is done on the main roads, but it is difficult and dangerous, and the litter problem soon returns after an area has been done.

13. County Councillor's report

County Cllr Dewsbury reported that the Annual General Meeting was taking place on 8th May 2018.

14. Planning Decisions

- 14.1 2018/0531 - Proposed single storey rear extensions
7 The Fields Hingham Norfolk NR9 4JG - Approval with Conditions
- 14.2 2018/0339 - Proposed garden room extension to rear
Millside Mill Corner Hingham Norfolk NR9 4L - Approval with Conditions
- 14.3 2018/0271 - Replacement of three sash windows to front elevation
13 The Fairland Hingham NR9 4HN - Approval with Conditions

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

- 15.1 **2018/0780 - Location: 23 Greenacre Road Hingham NR9 4HG**
Proposal: Front porch - The Council agreed to recommend approval
- 15.2 **2018/0867 - Location: The Coach House, The Fairland Hingham NR9 4HW**
Proposal: Removal of existing shed/garage and construction of cart lodge
The Council agreed to recommend approval
- 15.3 **2018/0899 Location: Manson Lodge, Norwich Street Hingham Norfolk NR9 4LJ**
Proposal: Side and rear extension with house remodel plus detached double garage - The Council agreed to recommend approval

(other applications where the Town Council is not a consultee)... None

16. To consider annual membership renewal of the Norfolk Association of Local Councils

The Clerk advised she had received helpful advice when using the service and that the Town Council's website is provided by way of membership to Norfolk ALC. The membership fee now includes £30 for the website charge. It was proposed and agreed to renew the membership to Norfolk ALC.

17. To review the Hingham Town Council Code of Conduct/Proposal to adopt the NALC model Code of Conduct

A copy of the existing Code of Conduct and the NALC model Code of Conduct was forwarded to all Cllrs prior to the meeting. It was agreed to adopt the NALC Code of Conduct as it is clearer with regard to the issue of Declaration of Interests.

18. To consider/agree amendments to the Risk Assessment/Policy Documents

A copy of the existing Risk Assessment/Policy Documents were forwarded to all Cllrs prior to the meeting. It was agreed to amend the Risk Assessment to reflect the review of cemetery fees in 2017/18.

19. To review Standing Orders – with reference to the (changes introduced in the) Model Standing Orders published by NALC (2018)

Cllr Dore had produced a document showing the suggested changes to the existing Standing Orders (as effected by the NALC model Standing Orders), the document was circulated to all Cllrs prior to the meeting. The changes were agreed. It was agreed to replace reference to the Data Protection Act 1998 with relevant references to the new Data Protection legislation when it is introduced. It was also agreed to amend standing order 5L, to remove the direction for the non-mandatory review of Council Policy Documents to have to take place at the Annual Town Council meeting in May (this will enable flexibility for reviewing the policies in particular during an election year when new Cllrs may have been elected, to prevent an "information overload" at their first meeting).

20. To review Standing Orders for Working Parties

A copy of the Standing Orders for Working Parties was forwarded to all Cllrs prior to the meeting. It was agreed that no changes are necessary.

21. Review of representation on external bodies and arrangements for reporting back

No Changes were made to the Council representatives on external bodies and remain as: Citizens Advice – Cllr Eldridge, Lincoln Social Centre – Cllr Shingfield, Hingham Non Ecclesiastical Charity – Cllr Dunnet, Education Trust – Cllr Eldridge, Hingham Playing Field Association – Cllr Eldridge.

As "to receive reports from representatives on external bodies" is now an item included on the agenda, no changes were made to the arrangements for reporting back to the Council.

22. Review existing Working Parties and the Finance Committee and membership to them

No changes were made to the existing Cllr membership to the working parties or Finance Committee – and therefore remains as:

Finance Committee – Cllr Dore, Cllr Eldridge, Cllr Chan, Cllr Riley, Cllr Bendle.

Churchyard and Cemetery Working Party – Cllr Dore, Cllr Eldridge, Cllr Maltby, Cllr Chan.

Events Working Party – Cllr Dore, Cllr Eldridge.

23. Review of the council's complaints procedure

A copy of the Complaints Procedure was forwarded to all Cllrs prior to the meeting, it was agreed no changes were required.

24. 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 forwarded to all Cllrs prior to the meeting. It was agreed to defer the review of these documents until after the new Data Protection legislation had come into force.

25. Proposal for the Clerk to undertake the Data Audit as required by the GDPR

It was agreed that the Data Audit should be undertaken by the Clerk, the results of which will be fed back at a future meeting.

26. 26.1/26.2 to be discussed in tandem:

26.1 To discuss/agree the details of the transfer documents for the public (from South Norfolk Council to Hingham Town Council)

26.2 To consider appointing a Solicitor to undertake work on behalf of the Town Council – with regard to the transfer of the public toilets

It was proposed and agreed to instruct a solicitor to act on the Town Council's behalf.

27. 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)

The following was agreed:

HINGHAM TOWN COUNCIL MEETINGS 2018/19

TO BE HELD IN THE LINCOLN HALL (SUBJECT TO AVAILABILITY) - AT 7.30PM

DATES FOR SCHEDULED MEETINGS (1ST TUESDAY OF THE MONTH)

05 JUNE 2018, 03 JULY 2018, AUGUST – NO SCHEDULED MEETING, 04 SEPTEMBER 2018

02 OCTOBER 2018, 06 NOVEMBER 2018, 04 DECEMBER 2018

JANUARY 2019 – (the first Tuesday of the month is 01 JANUARY 2019) – the Council agreed to hold this meeting on **WEDNESDAY 02 JANUARY 2019** in the Lincoln Hall if available (or the Methodist Hall)

05 FEBRUARY 2019, 05 MARCH 2019, 02 APRIL 2019 (LAST scheduled meeting for this council, as Elections are due to take place on 02 May 2019)

07 MAY 2019 - ANNUAL TOWN COUNCIL MEETING - (being the first meeting of the new Council)

ANNUAL TOWN MEETING **16 APRIL 2019**

28. To Propose items for the next Agenda

No items were proposed for the next agenda

FINANCE

29. To review the Financial Regulations

The regulations need to be cross referenced to the changes to the Standing Orders, with reference to financial matters, any changes to be brought back to a future Town Council meeting.

30. To agree and sign off the Year End Accounts

A copy of the Year End Accounts Summary was forwarded to all Cllrs prior to the meeting. The Account Summary, Cash Book, Bank Reconciliation and VAT paid information was available at the meeting. The Accounts were agreed and signed by the Chairman.

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

The Clerk confirmed she had received the remittance advice from South Norfolk Council for payment of half of the precept (£30,500) and the Government Grant (£1008).

32. To Receive South Norfolk Council notification of the Community Infrastructure Levy (CIL) Payment to Hingham Parish (£5908.78 28 April 2018)

The Clerk confirmed she had received the remittance advice from South Norfolk Council for payment of the Community Infrastructure Levy (CIL) payment (£5908.78, 28 April 2018) and that payment was resulting from the specialist accommodation development on Hardingham Road.

33. To receive notification of the section 137(4)(a) of the Local Government Act 1972 ("the 1972 Act") for 2018-2019 (£7.86 per Local Government Elector)

Noted.

34. To receive a copy of the new official LGA pay scales from April 2018 (2018-2020 pay award)

A copy of the new official LGA pay scales from April 2018 (2018-2020 pay award) was forwarded to all Cllrs prior to the meeting.

35. Accounts for Payment

The Clerk explained a typing error on the agenda, and that an invoice had been received from First Copy – the Accounts for Payment (as below) were agreed and the cheques signed.

ACCOUNTS FOR PAYMENT 01 MAY 2018				
CHEQUE NO	TOTAL	PAYEE	DETAILS	VAT
103813	£734.49	D RAMM	WAGES	
103814	£829.72	A DOE	WAGES	
103815	£625.81	EON	STREET LIGHT ENERGY	£ 104.30
103816	£294.19	K AND M LIGHTING SERVICES	MAINTENANCE CONTRACT	£ 49.03
103817	£430.31	NORFOLK ALC	ANNUAL MEMBERSHIP AND WEBSITE	
103818	£54.81	J SQUIRES	TOILET CLEANING COVER	
103819	£369.00	P ELDRIDGE	CHAIRMAN'S ALLOWANCE	
103820	£216.00	A DOE	ALLOWANCE - HEATING/ELECTRICITY ETC)	
103821	£43.33	FIRST COPY	METERED PRINTING	£ 7.22
	£3,597.66	TOTAL		
			TOTAL VAT	£ 160.55

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

It was agreed to ask the public to leave as personal reference may be required to discuss agenda items 37 and 38. The Public were asked to leave the meeting.

37. To Consider and agree the Chairman's Allowance

Cllr Eldridge left the room. The Clerk confirmed that she had not received any further notification from South Norfolk regarding Chairman's Allowance figure. It was proposed and agreed to the payment of the allowance of £369.00

38. To Consider and Agree The Clerk's Allowance

It was proposed and 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 9.05pm

Signed.....Chairman 05 June 2018

MIN	Update
	Matters Arising From the minutes of the meeting on 03 April 2018
3.2	– Request to move the bin on the south Market Place green closer to the new path – the bin is attached to a concrete plinth – the feasibility of moving it is to be investigated
8.3/ (8.1.6) –	Dog waste bins to be checked for volumes of waste prior to emptying - to see if it is feasible to take up the discount scheme offered by South Norfolk Council for a once weekly emptying rather than twice a week
18	The Annual Town Meeting took place on 17th April and was well supported (52 members of the public attended)
	Other Updates
	Safety concerns regarding the Bus stop (and overtaking traffic) on Norwich Road by the pedestrian Island – the request to Norfolk County Council to look into the safety concerns raised and to consider moving the bus stop has been chased, as yet there has been no response from the relevant officer .
	Replacement Trees on the Fairland – a letter has been sent to SNC requesting that the Council be permitted to plant smaller trees than stipulated on the planning decision notices – the letter quoted previous advise given by SNC (dated) 1979 to plant replacement trees in readiness for the felling of the mature oaks, and that so far 3 trees have already been planted. No response from SNC
	Ravencroft have been asked to carry out the tree survey in 2018
	Maintenance of the Lincoln Hall driveway – a plan of the area to be resurfaced needs to be drawn up and photographs taken for quotations to be obtained – In the meantime – The Clerk has ordered 3 tonnes of crushed asphalt to fill holes on the driveway to the Lincoln Hall/Library, a resident had fallen due to a pot hole. This is an interim measure until a longer term solution is undertaken – the Potholes were filled on 07 March , some crushed asphalt is left to re fill holes
	Lincoln Hall request to re-site the car park sign — the sign has been placed in the rose garden
	The 4 bicycle racks have been received
	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.
	Extension to 20mph speed limit – The Fairland –The new signage is now in place
	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 – (this will be investigated after the heating works have been undertaken)

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.

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 -

Quotations are being sought to replace the 6 green street light columns with Victorian style columns.

Quotation is also being sought for the replacement of the street light that was knocked down on Hardingham Road –

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 on 30/04/2018

Crime Figures –no updates since February 2018 figures
<https://www.police.uk/norfolk/D12/crime/>