

## MINUTES of the Town Council meeting held on Tuesday 02 February 2016

### Present

#### Councillors

Mr Eldridge – Chairman

Mr Flaxman, Mrs Riley, Mr Bendle, Mrs Chan, Mrs Maltby, Mr Shingfield, Miss Lys and Dr Stickland

There were 11 members of the public present.

### 1. Apologies for absence -. Miss Thomas and Mrs Dore

### 2. Public participation

- 2.1 **Abel Homes Development – Drainage:** A query was raised as to who had written the notes appearing on South Norfolk Councils website “Notes from drainage meeting applicant/local residents/pc” -as the meeting was not open to the public, and it appeared that the notes were being used as supporting evidence for the discharge of conditions planning application. The Clerk explained that the notes were forwarded to her by Paul Lagrice from Abel Homes – and that they had been forwarded to South Norfolk Council at the same time, and therefore appeared on the planning portal and that no agreement had been given by the representatives of the Town Council (who attended the meeting), that the notes were a correct record of the discussions which took place.

It was explained that a request for the water pipe (from the pond to the ditch) to be replaced had been made and agreed prior to the drainage strategy proposal, (as it was feared that excavations for the foul sewer would damage the existing pipe which was likely to be 100 years old and the route of which was not known.

Reference was made to a case of severe flooding in Watton (2009), which it is believed to have been the result of excess surface water from a new development, resulting from homeowners installing concrete paths, plinths for sheds, patios and extensions to their homes – it was suggested that a caveat should be placed on the Norwich Road development to prohibit such additions to homes and gardens therefore not increasing to the amount of surface water, and not decreasing the area available for infiltration.

### 3. The minutes of the Town Council meeting of 05 January 2016 were agreed as correct and signed.

#### 4. Declaration of interest

- 4.1 Mrs Riley declared an interest in agenda items 7.6, 10 and 11
- 4.2 Mr Shingfield declared an interest in agenda item 11.1
- 4.3 Miss Lys declared an interest in agenda item 7.6

5. **Matters arising** (delivered as a written report – with verbal updates – see appendix A). The Clerk advised that Unity Trust Bank now charge for holding an account with them - £5 per account per month, there are also fees associated with paying in cheques and cash (although cheques can be paid in for free via freepost envelopes). Banking arrangements are to go on the next agenda.

#### 6. Working party reports

##### 6.1 Events Working Party

It was reported that takings raised from the Mediaeval fair totalled £1050.70, with money raised from grants, donations and stall fees (including the £186 left over from a previous event and £250 given by the Town Council), the total income generated was £3947.70 - Mediaeval Fair expenditure totalled £2950.29, resulting in £1433.41 remaining in the “event fund”. It was questioned whether the £250.00 was “given” by the Town Council or should be returned to general Town Council funds, it was agreed that the £250.00 should remain in the “events fund”.

The Working Party proposed to organise a day of celebration on 11th June 2016 (co-ordinating with other organisations and charities in Hingham, to celebrate the Queens 90th Birthday. Agreed.

##### 6.2 Finance Working Party

There was no report from the finance working party.

##### 6.3 Highways Working Party

The Highways Working party had not met during January. The Clerk was asked why the email from Norfolk County Council regarding the AIP safety study had not been forwarded to the Working Party for their discussion, prior to the Town Council meeting. The Clerk advised that as the email was addressed to the Town Council, it was added as an agenda item to be discussed by the Town Council as a whole.

##### 6.4 Cemetery Working Party

It was noted that the expenditure was a helpful addition to the quarterly cemetery financial report. The handyman was congratulated on an excellent job of clearing weeds from the drive and path and keeping the cemetery looking nice, he will “top up” the older subsided plots through the winter. Three recent burials have resulted in subsidence, the Clerk is dealing with this. Outstanding issues include the installation of a stone to mark the deconsecrated area, the

new sign and a meeting to discuss the ideas for a planting scheme at the entrance to the cemetery.

## 7. Correspondence

- 7.1. **Tennis Club – Simon Underhill - Thank you for the Tree work and continued support**
- 7.2. **South Norfolk Council– Big Litter Pick 2016 is launching soon.** It was mentioned that the Town Council have some Hi –Vis jackets and 5 litter pickers available for use.
- 7.3. **South Norfolk Council – Owen Pugh - Parish Councillor Allowances.** It was agreed that the Chairman’s allowance should be reduced to £369.00 to abide by the advice as given by South Norfolk Council
- 7.4. **Breckland Council - Breckland Local Plan Consultation -** Consultation ends on 22<sup>nd</sup> February 2016
- 7.5 **Pam Cooper - Church Warden St Andrews Church – Welcome Pack for Norwich Road, New Houses –** It was agreed that information on the Town Council should be included in the welcome pack.
- 7.6. **Bonnie Divers – HPFA – Antisocial behaviour – Welcomme play space/sports centre.** It was agreed that the Clerk will write to the police regarding these matters, and to add the provision of height barriers to the next agenda for discussion.
- 7.7 **Maggie Abel – 106 Agreement – Play Equipment – Development Norwich Road – would the Town Council agree to adopt play equipment –** The Chairman had responded to say that an answer couldn’t be given without more information. It was mentioned that other play areas had not been adopted by the Town Council.

## 8. District Councillor's report

Councillor Bendle reported that the provision of play areas, in new developments were part of planning laws, for health and enjoyment, and that South Norfolk Council send a Welcome pack to all new Council Tax payers. She encouraged participation in the litter pick as it was very successful last year, there would need to be a nominated person as point of contact to take delivery of materials for taking part.

Small grants are available for the organisations of events for the Queen’s birthday celebrations, events must be open to all and incorporate the community. A workshop is planned for March to provide information on organising a street party.

South Norfolk Council are still discussing their budget as 28% of income from central government will be lost, there are no plans to cut services at the moment and it is planned to continue to award grants, to help keep communities alive, although the Community Action Fund was likely to be cut.

The Planning department are not satisfied with the proposal for the landscaping of the new development, regarding the number of trees, the discussions are ongoing.

Cllr Bendle said that she was pleased to see that Mirus had placed a job advertisement in the parish magazine, and that they are keen to employ local people.

A grant had been promised to the Hingham and Hardingham art group and Cllr Bendle advised that there was a small amount of grant money left that could be awarded to a local project that hadn't already benefitted.

## 9. County Councillor's report

Councillor Dewsbury was pleased that the Church Street drain had been fixed and was sorry that it had taken so long.

She reported that the Committees were still looking at budgets and that Norfolk County Council did not want to close libraries and fire stations.

Cllr Dewsbury was asked why the council were spending money replacing desks that were still in good order, when services were being cut, Mrs Dewsbury advised that staff were being moved into one building rather than having satellite offices, therefore making the Council more economical to run.

## 10. Planning Decisions

**10.1. 2015/0763** - Location : The Rectory Attleborough Road Hingham Norfolk NR9 4HP

Proposal : Construct new Pump Room with Rectory garden to house plant associated with Ground Source Heat Pump –

Approval with Conditions

**10.2 2015/2653** - Location : Cushing House 7 The Fairland Hingham Norfolk NR9 4HN

Proposal : Installation of Dimplex A12M Air Source Heat Pump at the rear of the property on the East side. - Approval with Conditions

**10.3 BRECKLAND DISTRICT - Thornalley Funeral Services Ltd ,Erect new crematorium, car park, access roads, ancillary buildings & gardens of remembrance, SCOULTON Land at Norwich Road**

Following the high court judgement to quash the decision to grant the planning application - This application was determined at a NEW Committee Hearing (Jan 2016) - All comments previously submitted were taken into consideration - The application was granted with conditions.

## 11.Planning Applications

**11.1 2016/0103 Householder**

Location : Hall Farm Dereham Road Hingham Norfolk NR9 4PX

Proposal : Garage block with studio above.

The Council recommended approval.

**11.2 2016/0120 - Householder**

16 Hardingham Street Hingham Norfolk NR9 4JB

Proposal : Proposed two storey extension/loft conversion including front dormers. External material alterations and provision of detached front garage. - The Council recommended approval

**11.3 2016/0169 Householder PD Prior Notification**

35 Lincoln Avenue Hingham Norfolk NR9 4NA

Proposal : Propose single storey rear extension, extending 4.3m from the rear wall of the original dwelling house, with a maximum height of 3m and an eaves height of 3m. - The Council recommended approval

**11.4 2016/0170 Householder**

3 The Fields Hingham Norfolk NR9 4JG

Proposal : 2 storey side extension - The Council recommended approval

**11.5 2015/2463 - Removal/Variation of Condition**

Land South Of Norwich Road Hingham Norfolk

Proposal: Variation of condition 10 to allow revised drainage strategy of planning

permission 2014/2322 - Erection of 88 dwellings.

Taking into consideration the concerns raised by the members of the public and the information given at the meeting with representatives from Abel Homes – the Council did not agree to recommend the application be approved – the Chairman used a casting vote.

The following points were raised:

It is understood that the presence of a Hydro-break would attenuate the flow of water from the “tank system” into the pond. Concerns were raised regarding future maintenance of the pond and pipe , as this would remain the responsibility of the land owner (s) - whilst it is acknowledged that the developer proposes to excavate the pond to increase its capacity (to an extra 87m<sup>3</sup>) and install a new pipe leading from the pond into the ditch system, in time, the potential remains for the pond to become silted, and capacity to be reduced and for the pipe to become blocked and therefore become incapable of expelling water from the pond at the equivalent or greater rate of flow than the 5L/S that water will be attenuated into the pond, thus leading to the system to become overwhelmed in the case of prolonged heavy rainfall. (Any such issues may not become apparent until flooding occurs).

It is understood that permeable surfaces are proposed for un-adopted areas (driveways, shared surfaces and parking courts) (drainage by infiltration), therefore the surface water entering the tank system is estimated to be 10% of the total surface water from the development. Concerns were raised that this percentage will increase, (and therefore leading to flooding of the development itself) as over time home owners install extensions, patios, concrete hard-standing for sheds/greenhouses or addition parking (e.g under 5m<sup>2</sup> impermeable materials permitted without planning permission).

Another point of concern was that there appeared to be no planned improvement to, or assessment of, the suitability or capacity of the ditch system beyond the pond and pipe. It is unclear as to whether the system

would be sufficient to contain long term increased water capacity or become overwhelmed.

It was also noted that at the time of the meeting there had been not response from the lead flood authority, so no expert opinion was available for reference and guidance.

It was also raised that the adoption by Norfolk County Council of the tank system (by means of a Section 38 agreement) had not yet been formalised, and although had been confirmed as agreed in principle, the adoption of the system is not finalised and therefore not an absolute guarantee.

**11.6 2016/0173 - Land Around 42-52 Rectory Gardens Hingham Norfolk NR9 4RG**

Yew (T5 & T8) Reduce crown spread to 2 metres all around to limit encroachment into garden and to facilitate further maintenance, Sycamore Group (G5) Fell due to complaints from neighbours about shading and leaves, Holly (T7) Fell to limit encroachment into the garden and to favour the Yew (T8), Holly and Elder Scrub - Fell to favour the Yew (T5), Sycamore (G1) raise crown to 5.2metres to allow adequate clearance for vehicles, reduce crown spread by 2.5metres all around to limit encroachment into the garden and to allow adequate space for vehicles. - The Council recommended approval

**12. Outcome of the meeting with representative of Abel Homes to discuss the drainage aspect of the planning applications for the Norwich Road development**

A meeting between representatives of Abel Homes (and their engineers), Hingham Town Council and Hingham Society, had taken place. At the meeting the drainage strategy was discussed, and explained by Abel Homes. Concerns were raised that it was the land owners' responsibility to maintain the pond and ditches proposed to take the surface water from the development. Concerns were also raised that the adoption by Norfolk County Council highways of the pipe and tank system was not finalised, and that currently, due to lack of resources, there were delays in maintenance of existing roads and drains within the town. The notes of this meeting had appeared on the South Norfolk Council planning portal, as an agreed consensus, before others attending that meeting had a chance to pass comment, or make any additions or amendments to reflect their opinions or concerns.

**13. Proposal to purchase a pole for the Beacon**

The Clerk is to investigate if there is already a pole that can be used and if the church tower could be used as a beacon site for the Queen's birthday celebrations as it is a national event, and if other local churches are planning to light a beacon.

**14. To discuss the cost of replacing the posts on Fairland**

The Clerk reported that there are various options for replacing the posts – the ranging from £12.99 plus VAT for a budget post with metal spike ground fixing to £100+ plus VAT for a heritage style post made from recycled polyurethane, to replace like for like with pre-made posts would cost approximately £50 plus VAT per post. It was reported that the current posts were made by the handyman – from larger lengths of wood – this option is to be explored.

**15. To discuss the price of materials for repairs to Lincoln Hall driveway**

The Clerk reported that the best price quoted for 3tonnes (the amount previously purchased) was £135 delivered including VAT. It was considered that 3 Tonnes would not be enough for the area to be covered, Mr Shingfield may have some material available that could be used. The Clerk advised that laying of any new material on the driveway area would be best delayed until the tree felling work had been completed at the driveway entrance.

**16. Update on the meeting with the Mole Catcher and proposal to engage their services for the Cemetery**

The Clerk and Chairman reported on their meeting with the mole catcher, who had estimated that there were a total 8 or 9 moles inhabiting the cemetery. The cost of removing the moles would be £60 per mole. It was agreed to employ the services of the mole catcher.

**17. Reminder of the date/arrangements for the Annual Town Meeting – 19<sup>th</sup> April 2016**

A reminder was given that the Annual Town Meeting is scheduled for 19<sup>th</sup> April 2016, and that this is Town Meeting (not a Council meeting) and an opportunity for the societies and groups in Hingham to deliver a report. It was suggested that the working parties could deliver a report at the meeting to update residents.

**18. To discuss findings of the Norfolk County Council AIP Study (Road Safety)**

Following the safety study by Norfolk County Council, a road safety scheme is being proposed, including extending the 20mph zone on the B1108 through the Fairlands, the removal of some centre lines and addition of edging lines through the Market Place, installation of new 20mph signs and installation of a flashing vehicle activated speed sign on the Fairland. It was queried if the 20mph zone could include outlying roads (Hardingham Street, Ringers Lane, Bears Lane etc), and where the new 20mph signs at the entrance of Pottles Alley would be placed. The Highways working party will look at the proposals in more depth at their next meeting. The Clerk is to investigate the cost of planters, as it was discussed that making the town centre a more defined area may help to reinforce the speed limits.

**19. Update on the planning application to fell the trees on Fairland and to decide the way forward.**

The Clerk explained that the application to fell the two large Fairland oaks had been approved in part and refused in part by SNC. The last date for

determination was 11 January 2016, however, the application was determined on 23 December 2015, despite SNC having requested further information on the tree nearest to the Attleborough Road junction. The Clerk queried this with SNC over the Christmas period, but there was no staff member available to explain why the application had been determined, before the additional information had been submitted (the officer dealing with the application was due back on 06 January). The 2015 Picus test results were sent to SNC but the officer dealing with the application advised that the test results would not alter the decision and the application would still be refused taking these test results in to consideration. The Clerk had not been sent a copy of the decision notice by SNC, and due to officers working part time at SNC, there were delays with queries regarding the appeal process being answered. It was agreed to gather further information regarding the tree (including previous Picus test results) and submit a new application. The Clerk advised that the oak near to the entrance of the Lincoln Hall should be felled during February, and that Fairland Garage have been advised that there would be no parking available there while the work is taking place.

**20. Proposal to obtain quotes for the emptying of the sanitary bins in the public lavatories**

It was advised that the sanitary bins at the sports centre are emptied by the cleaner, (an outside contractor is not used), thus making a financial saving, the use of the Biffa bin at the sports centre for disposal of the sanitary waste was offered. It was agreed that the Chairman could investigate the cost sanitary waste disposal as provided by alternative companies.

**21. Proposal that Hingham Town Council collects the EDP Community Chest Tokens for a proposed Queens Birthday street party.**

It was agreed that the EDP community chest tokens could be collected toward the event. The collection of tokens in the town is being co-ordinated by Carol Harris for the benefit of any Hingham organisations wishing to bid for funding. A request for any unwanted tokens is to go in the parish magazine.

**22. Proposal to obtain quotations for a replacement sign for the skate-park**  
Agreed

**23. Proposal to buy a replacement dog waste bin for Folly Lane**

The Clerk explained that she had received complaints regarding dog fouling on Hardingham Street since the dog waste bin had gone missing, and therefore a sign would be placed in its place asking for bagged dog waste to be placed in the litter bin. South Norfolk Council had confirmed that they would collect from a dog waste bin at the far end of Folly Lane – The Clerk advised that the cost of a bin was over £100 – It was agreed that a new bin should be purchased – (for the best price possible).



## 24. Accounts for Payment

D Ramm ( 4 weeks wages£718.46 + £2.99 bin bags)	£721.45
A Doe (wages £650.62+ £15.12 Stamps)	£665.74
C Cowles (grass cutting)	£833.00
E-on	£582.97
K & M Lighting	£308.23
UK Power Network – work to Norwich Road Light	£2,889.40
Lincoln Social Centre – Grant – repairs for gable end	£5,000.00
<b>Total</b>	<b>£11,000.79</b>

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

Agreed

## 26. To consider the quotations for various tree works to be overseen by Ravencroft Tree Services

Three quotations for tree work at the sports field and in the churchyard were received and considered. It was agreed to accept the quotation provided by Ed Boydell of £4170.00.

.....Chairman 01 March 2016

## Clerks Report for 02 February 2016

<b>Min:</b>	<b>Update</b>
	<b>Matters Arising From the minutes of the meeting on 05 January 2016</b>
<b>2.2</b>	<b>Norwich Road – Blocked drain by Abels development</b> - Chairman to update
<b>14</b>	<b>The completed precept notice form has been sent to South Norfolk Council and confirmation given that they have received it.</b>
<b>19</b>	<b>Prices of a mini-projector</b> – there are many mini projectors available around the £60-£70 mark, although many of these are not recommended for business use – “business” mini projectors are priced around £160- upwards
<b>20</b>	<b>Agreement to approach Unity Trust Bank with regard to opening an account-</b> A telephone conversation with Unity Trust – <b>advised of - charge £5 per month per account</b> – Cash and cheques can be paid in via Nat West(set up required and fee payable 45p per credit plus 45p per £100) – and cash only can be paid in at the Post Office (fee payable 63p per credit plus 38p per £100 )- Cheques can be paid in for free using freepost envelopes provided sent direct to Unity Trust.
<b>21</b>	<b>Training/certification requirements for the position of Handyman/gardener</b> – The Chairman is liaising with the Handyman regarding attendance of the training courses -
<b>22</b>	<b>Letter to South Norfolk Council requesting the dog waste collection van does not park on the grass –</b> <b>Letter sent</b> – a telephone call from SNC acknowledged the letter and agreed to ask the van drivers not to park on the grass, the Clerk also requested a “dog waste” clean-up and some enforcement action – the clean-up was agreed by SNC - the request for enforcement was being forwarded to another department. South Norfolk Council have sent some stickers for placement around town.
<b>23</b>	<b>Guard around the Highway tree in the Market Place</b> – this has been straightened by the Handyman
<b>24</b>	<b>Concerns regarding the broken drain on Church Street</b> –Highways have advised that this will be fixed on 02.02.16 (if no other higher priority work occurs).
<b>25</b>	<b>Update on prices for the unmetered electricity supply for street lighting</b> – enquiries with other parishes have been made – they advised that they also had difficulty as unmetered supply was not available from other companies (other than E-on and N-Power), other parishes did negotiate a slightly better deal and have been replacing lighting to be more energy efficient.
	<b>OTHER UPDATES</b>
	<b>Letter to the White Hart pub regarding the placement of tables blocking pedestrian access</b> –As no response was received the letter was resent via email and a copy hand delivered to the pub.
	<b>Cemetery Sign</b> (awaiting information from the manufacturer, regarding placing an order), <b>Mole Removal</b> (a meeting has taken place with the mole catcher) <b>and weed-killing</b> (The Chairman is liaising with the Handyman regarding training).

	<b>Hingham Public Toilets</b> – Nothing further has been heard regarding the refurbishment of the toilets or the proposed leasing/transfer arrangements
	<b>Appointment letter to the internal auditor</b> – sent
	<b>Advertisement for an Internal Auditor (2016/17)</b> – has been advertised in the parish magazine and on NorfolkAIC website
	<b>Letter to Norfolk Constabulary regarding the enforcement of 20 MPH speed limit.</b> Sent- awaiting information - as/when speed survey takes place -
	<b>Grass Cutting Tenders</b> – 13 tender application forms have been sent out – closing date 25 February 2016
	K and M lighting have been instructed to carry out the fitting of the <b>light and power point</b> for the <b>Fairland bus shelter</b> – awaiting a possible start date.
	<b>Bank Account</b> – The mandate changes have now been made – BUT – the bank has set the Clerk up with View only access – so she is unable to transfer money between accounts. – This will require filling out more forms to rectify this.
	<b>Complaint to the bank /banking arrangements</b> – a letter of complaint has been sent – no response has been received – another letter has been sent.
	<b>Job Description for the Caretaker/Gardener</b> – <b>An initial look at the job description highlighted some serious issues – the job description contained instruction that a chainsaw and weed killer should be used, the current handyman has not received training for this, and has therefore been requested to abstain from using either until the situation can be resolved – a re worded job description is being prepared and will be discussed with the handyman. – The Chairman is liaising with the Handyman regarding training -</b>
	<b>Damaged Street Light – Norwich Road</b> – the Insurance company has given the go ahead for this to be completed – the Clerk has notified K and M Lighting - Payment to UK Power must be made before the work can be scheduled in.
	<b>OUTSTANDING ISSUES</b>
	<b>Church Clock</b> – The key (previously used by the person employed as “clock winder”) to the bottom tower door - has not been located, Peter Trett is looking to change one of the padlocks
	<b>Administration of payroll</b> – <b>This should be re visited as an agenda item</b> – (ideally - when a response has been received from HMRC regarding the credit on the PAYE account – and it is clear why the credit has occurred) – no response from HMRC regarding the credit on the account – another letter has been sent.
	<b>Uneven surface around manhole cover in Church Street pavement</b> – Paul Sellick took photos and would try to arrange this to be evened out. <b>Blocked Drains</b> – Paul Sellick spoke to the work crew attending the Attleborough Road path and requested that they hand cleared the Attleborough Road drains. The blocked drains in the Market Place, Church Street, were all inspected and noted to require clearing. (These drains and ones on Hall Lane have also been requested for cleaning during the Ranger visit). A drain in Hardingham Road was also noted as blocked. <b>PLEASE GIVE DETAILS OF BLOCKED DRAINS TO THE CLERK AND AN UP TO DATE LIST CAN BE SENT TO HIGHWAYS</b> <b>Request for dropped kerbs at Lincoln Close</b> – Paul Sellick took photos of both ends of the footpath, and would request that the footpath gradient be changed and dropped kerbs be installed. He did warn that this may take some time. No further action has been taken by NCC Highways (as far as the Clerk is aware).
	<b>CiLCA Training Pack – To be ordered</b>

**Request for a quotation for larger/additional 20 MPH signs** - The Clerk discussed this with Paul Sellick – he verbally quoted a price of £50 per sign (£100 per pair i.e where the signs are back to back on one post) – he was concerned that installing larger signs may only result in a temporary reduction in speed of a limited number of vehicles – regular drivers would soon become accustomed to them. He felt that the use of a movable SAM sign would be more beneficial. – The Clerk suggests waiting to see if the funding bid for a SAM sign is successful, and if such a sign helps to reduce speeding, before deciding on changing to larger general speed limit signage.

Crime figures for Hingham as appearing on Norfolk Constabulary website – Latest available information - November 2015 – Anti-social behaviour - 4      Violence and sexual offences - 1

Report Prepared – 01 February 2016

This report does not detailed contain updates when the subject is a current agenda item – or has been within the remit of a working party and the Clerk has not been involved.