

# Hingham Town Council

## MINUTES of the Annual Town Council meeting held on Tuesday 03 May 2016.

### Present

Councillors

Mr Eldridge – Chairman

Mrs Dore – Vice Chairman

Mrs Riley, Miss Thomas, Mr Bendle, Mrs Chan, Mr Stickland, Mr Shingfield and Miss Lys

There were 7 members of the public present.

#### 1. Apologies for absence - Mrs Maltby

#### 2. To Elect a Chairman and Vice-Chairman

Mr Eldridge was nominated and elected as Chair and Mrs Dore was nominated and elected as Vice Chair – both were elected un-opposed.

#### 3. Public participation session

3.1 Cllr Yvonne Bendle was thanked for her advice regarding the business rate relief not available to Hingham Businesses and for investigating this further with South Norfolk Council.

3.2 Mr Leonard Burt was congratulated on being awarded the Legion d'Honneur, with a celebration ceremony taking place in the Lincoln Hall on 9 May 2016.

3.3 It was reported that the Fire Service are looking for retained fire fighter volunteers in Hingham.

3.4 Concerns were raised that the Tennis Club would not be open to the public. It was confirmed that a "Pay and Play" system would be put in place for non-members.

#### 4. Accuracy of the Minutes of the Town Council meeting of 05 April 2016

Agreed and signed as correct with the following typing errors corrected:

6.3. replace "soul" with "soil"

23. replace "He" with "The"

#### 5. Accuracy of the Minutes of the Annual Town Meeting of 19 April 2016

Agreed as correct but will remain draft until formally approved at next year's Annual Town Meeting.

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

Mr Shingfield declared an interest in agenda item 13.5 and 27

Miss Lys declared an interest in agenda item 29

Mrs Riley declared an interest in agenda item 13

Mrs Dore declared an interest in agenda item 29

#### 7. Matters arising from the Minutes of 05 April 2016 (delivered as a written report See Appendix A – with verbal updates)

Various blocked drains were highlighted to the Clerk for her meeting with the Highway Engineer.

The Clerk explained that South Norfolk Council had requested that the tree in the sports field carpark, (which the Town Council had agreed to have felled), not be felled, and that the Council consider Picus testing on the tree.

## 8. Working party reports

**8.1 Highways Working Party** – reported that they are arranging a meeting (date to be confirmed) to try to get more volunteers and a co-ordinator for the Community Speedwatch – it is hoped that the police will attend. Posters will be placed around the town advertising the meeting. The working party are also going to request that a speed survey be undertaken on Hardingham Street.

**8.2 Events Working Party** – reported that the arrangements for the Queen's Birthday celebrations are progressing well. There will be a Queen's Corgi trail from 04 June. Arrangements for "Market in the Market Place" on Saturday 9 July are also underway.

**8.3 Cemetery Working Party** – reported that the slab to mark the deconsecrated area is still outstanding – The Chairman advised that this was being made. The planting scheme for the entrance needs to be progressed, Mrs Chan has some suggestions for suitable plants. The Clerk advised that there had been some new (minor) mole activity and that she would monitor this. The cemetery financial report stated that the annual income (2015/16) for the cemetery was £5060 and expenditure (not including grass cutting, employee wages and Water rates) as £2118.77.

## 9. Correspondence

**9.1 Norfolk County Council - Changes to Pay As You Throw for DIY waste to be piloted - and new Trade Waste service to start - at selected recycling centres** – (concerns were raised that the changes would result in an increase in fly tipping).

**9.2 South Norfolk Council - Community Infrastructure Levy (CIL) Payment to Hingham Parish (28th April 2016)** - a payment of £15,004.89 has been made to Hingham Town Council

**9.3 Norfolk ALC - Information about a scam donation request**

**9.4 RoSPA Play Safety Team - Notification of play area inspection for Hingham Town Council**

**9.5 Norfolk County Council – Grahame Bygrave – Highway Matters in Hingham – response regarding request for gritting (Hardingham Street/Road Ringers Lane area) and footpath along Norwich Road ( Hops Development to Bears Lane)** – Hardingham Road/Street are already on the schedule as priority 3 routes. Land Purchase would be required for the building of a footpath, and therefore the cost would be too great for this to be a consideration for NCC. It was agreed that the Clerk should ask how much it would cost.

**9.6 Gabriele Maltby – Santa's Grotto – non-profit making organisation** – request that Hingham Town Council take over the grotto if the organisation is dissolved. - Agreed

## 10. District Councillor's report

Cllr Yvonne Bendle advised that she had spoken to officers at SNC regarding the rate relief and confirmed that retail rate relief (now withdrawn) had masked an anomaly which meant that businesses in communities of less than 3000 were penalised as they could only claim rural rate relief and not business rate relief. SNC were looking at how the effected businesses could be supplemented to bring their rate relief in line with those claiming business rate relief.

Cllr Bendle reported that SNC were in liaison with Abel Homes regarding the provision of exercise equipment on the Hops development, but Abel Homes had advised that there was not a suitable site for such equipment on the development, but would however consider some funding toward the equipment if a suitable location could be found within the town. The representatives of the Hingham Playing Field Association agreed to pursue this.

The refuse/recycling bin days are to be changed from 6 June - as the refuse collectors are moving to a four day rota. Concerns were raised if this meant that the workers were to lose some of their wages.

## 11. County Councillor's report

County Cllr Dewsbury reported that Norfolk County Council had agreed the budget and that there were now many meetings taking place regarding devolution.

Cllr Dewsbury also reported that the AGM was on 9<sup>th</sup> May.

## 12. Planning Decisions

### 12.1 2016/0738 - 5 Primrose Road Hingham Norfolk NR9 4HQ

Single storey extension and new conservatory - Approval with Conditions

### 12.2 2016/0610 - Teats Barn Little Ellingham Road Hingham Norfolk NR9 4NE

Retrospective application for discharge of conditions 3 - materials, 4 - Window details, 8 - Boundary treatment, 9 - Structural details and 13 - Water efficiency details of permission 2014/1578 - Approval with Conditions

### 12.3 2016/0611 - Teats Barn Little Ellingham Road Hingham Norfolk NR9 4NE

Variation of condition 2 of permission 2014/1578/F (Conversion of barn to dwelling) - minor alterations to conversion of barn and erection of a general store building. - Approval

### 12.4 2016/0585 - Ashwood 10 Chapel Street Hingham Norfolk NR9 4JH

T1 - Ash - Remove branches no greater than 3" diameter to clear wires by 3' - T2 - Oak - Remove single lowest branch over wire. - No Objections

### 12.5 2016/0552 - 2 Park Close Hingham Norfolk NR9 4JA

Cut down Eucalyptus tree in front boundary of property (marked 1 on sketch) to ground level. - No Objections

### **13. Planning Applications**

- 13.1 2016/0737 - 1 Baxter Road Hingham Norfolk NR9 4HY**  
**Proposal - Replacement boiler and flue**  
 The Council agreed to recommend approval
- 13.2 2016/0809 - The White Hart 3 Market Place Hingham NR9 4AF**  
**Proposal - Addition of 8 Patris plates to the front of the building.**  
 The Council agreed to recommend approval
- 13.3 2016/0867 - White Lodge Farm Hardingham Road Hingham Norfolk NR9 4LY**  
**Proposal - Alterations to approved scheme - ref 2015/0195/H (Alterations and extensions to dwelling)**  
 The Council agreed to recommend approval
- 13.4 2016/0873 - White Lodge Farm Hardingham Road Hingham Norfolk NR9 4LY**  
**Proposal - Alterations to approved schemes - ref 2015/0197/LB**  
 The Council agreed to recommend approval
- 13.5 2016/0913 - Unit 4 Hall Farm Dereham Road Hingham Norfolk**  
**Proposal - Change of use of Unit 4 from light industrial/storage use (B1/B8) to car repair workshop and MOT testing facility**  
 The Council agreed to recommend approval

### **14. To review Standing Orders**

Agreed – that the current document is up to date.

### **15. To review Standing Orders for Working Parties**

Agreed – that the current document is up to date.

### **16. To review Financial Regulations**

Agreed to defer to the next meeting and check the content against information provided on the NALC website.

### **17. Review of representation on external bodies and arrangements for reporting back**

Agreed to continue with the current arrangements: Hingham Education Trust – Richard Stickland, HPFA – Daisy Thomas, CAB – Peter Eldridge, Lincoln Social Centre – Graham Shingfield, Hingham Charity – David Burt.

### **18. Review existing Working Parties and membership to them**

Current Working Party memberships to continue (Kate Chan having already stepped down from the Events Working Party) It was agreed to discuss the Finance Working Party and consider that it should be a Finance Committee at the next Town Council meeting – (to go on the next agenda)

**19. Consider the requirement for any additional Working Parties**

It was agreed that the Churchyard Working Party should be re-instated – Mrs Dore and Mrs Chan agreed to be on the working party.

**20. To receive a copy of the updated Asset Register**

The Clerk explained that the new items purchased through the financial year had been added without VAT – and some items had been removed from the previous year figures – it was agreed to accept the asset register. (Appendix B).

**21. Review of the council's complaints procedure**

Agreed – that the current document is up to date.

**22. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

Agreed – that the current document is up to date.

**23. Proposal to have a "summer recess" – i.e No meeting in August**

Agreed.

**24. To note the time and place of meetings of the Council up to and including the next annual meeting of the council**

Agreed to continue to hold the Town Council meetings on the first Tuesday of the month – (with the exception of August) and for the Annual Town Meeting to be held on the third Tuesday in April 2017 (Tuesday 18<sup>th</sup> April). *(N.B a list will be circulated at the June meeting – for agreement with the inclusion of the mid November budget meeting).*

**25. To Agree and sign off the Year End Accounts**

The Clerk explained that the final bank statement for one account had not arrived and there would be a small amount of interest to add to the income before handing over to the auditor. It was agreed to accept the accounts with this amendment to be made when in receipt of the bank statement.

**26. To Appoint a Financial Scrutiniser**

It was agreed that Mrs Chan should remain as the Financial Scrutiniser

**27. Proposal to purchase 8 replacement oak posts (4' x4"x4") for the Fairland @ £21.60 each (Total £172.80) –**

Agreed– Mr Shingfield to arrange.

**28. To Propose items for the next Agenda**

To discuss/consider undertaking a Higham Neighbourhood Plan

To finalise the review of the Financial Regulations

To discuss the litter bin provided by the newsagents

Proposal to set up a Finance Committee

**29. Accounts for Payment**

<b>A Doe ( wages)</b>	<b>£650.62</b>
<b>D Ramm (4 weeks + £5.98 Bin bags)</b>	<b>£724.44</b>
<b>P Dore (Queens Birthday £32.10 Tableware, £42.00 crisps, £15.00 bunting)</b>	<b>£89.10</b>
<b>K &amp; M Lighting Services</b>	<b>£308.23</b>
<b>E-on</b>	<b>£582.97</b>
<b>Community Car Scheme</b>	<b>£2,047.02</b>
<b>Total</b>	<b>£4,402.38</b>
<b>P Eldridge - Chairs Allowance</b>	<b>£369.00</b>
<b>A Doe - Clerks Allowance</b>	<b>£300.00</b>
<b>New Total</b>	<b>£5,071.38</b>

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

Agreed - the public left the meeting.

**31. To Consider and agree the Chairman's Allowance**

It was proposed and agreed that The Chair should continue to receive £450.00, HOWEVER, the Chair explained that the information received from South Norfolk Council regarding allowances was very specific and that he would only accept £369.00

**32. To Consider and Agree The Clerk's Allowance**

It was proposed and agreed that the Clerk should be given £300 to cover the cost of heating/lighting/electricity/phone and broadband etc. for the period of time she had been employed by the Council – (the annual figure to be checked). Mr Shingfield asked for his thanks to the Clerk for her hard work to be recorded in the minutes.

**33. To Consider the Draft revised Job Description for the Handy Man**

The Clerk explained that the current job description extended to 5 pages with lots of repeated sentences, and now had been condensed to 2 pages. It was agreed to accept the amended job description with the addition of cleaning around the bench on the Oak Lane/Hall Moor Lane corner and amend the wording regarding offenders of dog fouling. A meeting is to be set up with the Handyman to discuss the job description.

## Appendix A – Clerks Report

### Clerks Report for 03 May 2016

Min:	Update
	<b>Matters Arising From the minutes of the meeting on 05 April 2016</b>
2.1	<b>Highway Matters - Potholes - The Fairland – Road condition Copper Lane - Blocked Drains – The Clerks meeting with the Highways engineer (13<sup>th</sup> April) was postponed until 04 May – this matters will be discussed then (Fairland potholes already reported to NCC)</b>
2.2	<b>Hedge – Hops Development – The Clerk has requested (Abel Homes) that the vegetation cutting (from the hedge) placed in the ditch be investigated.</b>
2.8	<b>Request for a clear Bus Shelter – Norwich Road – By Hops development – to be discussed with the Highway Engineer</b>
6.2	<b>Locations for SAM 2 Sign – To be discussed with the Highway engineer</b>
6.3	<b>Syringes at the cemetery – has been reported to the PCSO</b>
12	<b>No Entry signs – Pottles Alley - To be discussed with the Highway engineer</b>
14	<b>Fairland Oak – Tests/ Condition report - Ravencroft have been asked to carry out the detailed condition report and resistograph testing on the tree</b>
17	<b>Internal Audit – The Clerk has had an initial meeting with the Internal Auditor – and will hand over the required documentation for the Audit – W/C 16 May 2016</b>
19	<b>Nomination of Pension provider - To be done</b>
20	<b>Speedwatch – Highways working party are organising a meeting</b>
21	<b>Outdoor exercise equipment request – Hops Development – Councillor Yvonne Bendle has advised that SNC are already in negotiations with Abel homes regarding play/exercise equipment – and will keep the Town Council informed with any further information.</b>
22	<b>Lincoln Hall Driveway – Tarmac Planings – A provisional date of 8<sup>th</sup> May is a possibility for the work to be carried out</b>
23	<b>Repairs/Service to the Clock – Peter Trett has spoken to Walton Associates, and has managed to get the clock striking quarterly again – an annual service will be arranged later in the year</b>
24	<b>Commemorative Plaque for the Fairland Bus shelter – To be ordered.</b>
25	<b>Cancelation of services from PHS – The Clerk has written to PHS to Cancel their services – and email was received in return advising of the 90 Day cancelation notice requirement and fee for cancelling the “contract” – The Clerk has requested a copy of “the contract” as signed by a representative of Hingham Town Council – no response has been received to date.</b>
	<b>OTHER UPDATES</b>
	<b>Tables outside White Hart Pub – this has been brought to the attention of NCC Highways</b>

	<b>Skate Park Sign – Awaiting response from RoSPA regarding the wording required for a sign</b>
	<b>Folly Lane dog waste bin - on order</b>
	<b>Tree Works – churchyard and sports field (to be overseen by Ravencroft) - Awaiting confirmation of a date for the work to the lime tree in the Churchyard - (and Holly/Yew trees) Work to remove the trees and trim tree along Watton Road had been started. – South Norfolk Council have requested that a PiCUS test be carried out on the oak in the Playing Field carpark.</b>
	<b>Training/certification requirements for the position of Handyman/gardener - The Chairman is arranging part 2 of the Pesticide course with the handyman</b>
	<b>Hingham Public Toilets - Andy Sheppard from SNC is finalising the specification with the procurement advisor – and will be in touch when the tenders are submitted. The tenders have to be decided in line with SNC procedure – the Clerk has requested that the Town Council be consulted before a final decision is made to ensure the budget for the maintenance of the toilets if preserved. Nothing further has been heard</b>
	<b>Bank Account – The mandate changes have now been made – BUT – the bank has set the Clerk up with View only access – Confirmation received 04.04.16 that changes have been made following the new mandate form being sent– and will take effect 05.04.16 – The Clerk will try to transfer monies on that date – After another 45 minute telephone call to the bank – the Clerk was able to transfer funds between accounts on 26 April.</b>
	<b>OUTSTANDING ISSUES</b>
	<b>Complaint to the bank /banking arrangements - no response to date</b>
	<b>CiLCA Training Pack – To be ordered</b>
	<b>Letter to the White Hart pub regarding the placement of tables blocking pedestrian access –No response has been received from the pub.</b>
	<b>Damaged Street Light – Norwich Road – 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 has been sent – awaiting scheduled work date.</b>

Reported Crime – February 2016  
 Crime on or near Lincoln Avenue  
 Anti-social behaviour 4, Criminal damage and arson 1  
 Vehicle crime 1, Violence and sexual offences 2  
 Crime on or near Baxter Road - Burglary 1  
 Crime on or near Rectory Gardens - Burglary 1  
 Crime on or near Glebe Close - Robbery 1  
 Crime on or near Watton Road - Criminal damage and arson 1



## Appendix B Asset Register

ASSET REGISTER - HINGHAM TOWN COUNCIL							Mar-16
No.	Description	Site	Acquired	Value (2015)	Custodian	VALUE 2016	
			(register updated year ending March)				
		Maintenance register / record					
1	Filing cabinet	scrapped beyond repair 2016		1.00	Clerk		
1	Filing Cabinet	Vice Chairs Office	2016		Town Council	97.99	
1	Laptop computer	Clerk's office	2010	340.00	Clerk	340.00	
1	Laptop computer	Cemetery officer	2015	225.00	Cemetery officer	225.00	
1	Scanner/printer	2015 scrapped beyond repair					
4	Fairy lights @ 8.97 each	Clerks Office	2016		Clerk	35.88	
5	Litter pickers @ 4.96 each	Clerks Office	2016		Clerk	24.80	
6	Hi Vis vests Large @ 2.79 each	Vice Chairs Office	2016		Town Council	16.75	
4	Hi Vis Vests XXL @ 1.59 each	Vice Chairs Office	2016		Town Council	6.37	
4	Hi Vis Vests Medium @ 1.59 each	Vice Chairs Office	2016		Town Council	6.37	
2	A Frame Clip Display Boards @ 40.03 each	Vice Chairs Office	2016		Town Council	80.06	
2	Pump Pot Flasks @ 29.90 each	Vice Chairs Office	2016		Town Council	59.98	
6	Buckets @ 2.49 each		2016		Town Council	14.94	
1	Playing field	Watton Road	1984	40000.00	HPFA (leased to)	40000.00	
	Skatepark equipment	Watton Road	2004	44300.00	Town Council	44300.00	
	Fence round skate park		2004	4242.00	Town Council	4242.00	
1	Litter bin	Watton Road Playing Field	2004	192.00	Town Council	192.00	
1	Dog waste bin	Watton Road Playing Field		75.00	Town Council	75.00	
1	Cemetery	Attleborough Road	2003	350.00	Town Council	350.00	
1	Shed	Attleborough Road		1.00	Town Council	1.00	
2	Compost bins	Attleborough Road		1.00	Town Council	1.00	
1	Dog Waste bin	Attleborough Road		75.00	Town Council	75.00	
	Rails round ashes site	Attleborough Road	2005	750.00	Town Council	750.00	
	Gates to old cemetery	Attleborough Road	2009	2142.00	Town Council	2142.00	
1	Waterbutt/stand/parts	Attleborough Road	2016		Town Council	70.25	
1	Lectern	Attleborough Road	2016		Town Council	55.24	
1	Entrance Sign	Attleborough Road	2016		Town Council	460.00	
1	Market Place Green	Market Place		1.00	Town Council	1.00	
1	Village Sign and post	Market Place green		750.00	Town Council	750.00	
1	Notice Board	Market Place	2008	1198.00	Town Council	1198.00	
1	Notice board	Market Place		1.00	Town Council	1.00	
2	Grit / salt bins	Market Place/Church Street	2010	334.40	Town Council	334.40	
1	Dog Waste bin	Market Place/Church Street	2008	91.00	Town Council	91.00	
6	Victorian style street lights	Market Place	2006	4900.00	Town Council	4900.00	
1	Litter Bin	Market Place		432.00	Town Council	432.00	
1	Bus Shelter	Market Place		1.00	Town Council	1.00	
1	Defibrillator	Market Place bus shelter		1.00	Town Council	1.00	
3	Metal seats	Market Place	2006	893.00	Town Council	893.00	
1	Clock	St Andrews Church		100.00	Town Council	100.00	
1	Lockable bollard			120.00	Town Council	120.00	
1	Fairland green	The Fairland		1.00	Town Council	1.00	
4	Victorian style street lights	Fairland green	2010	6286.00	Town Council	6286.00	
1	Notice board	Fairland green	2008	1198.00	Town Council	1198.00	
1	Litter Bin	Fairland green	2006	195.00	Town Council	195.00	
4	Seats	Fairland green	2008	1852.00	Town Council	1852.00	
1	Bus shelter	The Fairland	2016		Town Council	9639.47	
2	Dog Waste bins	Fairland/footpath to Rectory Gardens		150.00	Town Council	150.00	
1	Wheeled strimmer		2013	494.00	Hingham Society	494.00	
1	Digital projector	during 2015 scrapped - beyond repair	2010	421.00	Carol Harris		
3	Grit/salt bins	Greenacre Road/Hall Lane/Hardingham St	2009	502.00	Town Council	502.00	
3	Grit / Salt bins	Ringers Lane/Bond Street/Hall Lane	2010	557.00	Town Council		
	1 old grit bin scrapped leaving 2@ 185.67 = 371.33					371.33	
1	New Heavy Duty Grit bin Ringers Lane		2016			159.30	
3	Grit / Salt bins	Bears Lane/Rectory Gdns/Lincoln Ave	2012	538.00	Town Council	538.00	
1	Victorian Style street light columns	Bond Street	2014	2304.00	Town Council	2304.00	
10	Painted steel street lights columns			1.00	Town Council	1.00	
45	Galvanised columns		various	12237.00	Town Council	12237.00	
5	Dog waste bins		various	380.00	Town Council	380.00	
6	Finger pointer arms		2013	1320.00	Town Council	1320.00	
3	Litter bins		various	780.00	Town Council	780.00	
5	Seats - Metal		various	750.00	Town Council	750.00	
	Christmas tree lights			150.00	Town Council	150.00	
1	Wheelbarrow			60.00	Mr Ramm	60.00	
	Brooms			20.00	Mr Ramm	20.00	
	Signs (cemetery/skatepark)		2005	215.00	Town Council		
	skate park sign has been removed (during 2015) - small cemetery sign still in situ					107.50	
1	Leaf Blower		2014	195.00	Mr Ramm	195.00	
	<b>Total Value of Assets</b>		<b>Mar-15</b>	<b>£132,124.40</b>		<b>£142,134.63</b>	
						<b>Mar-16</b>	