

Hingham Town Council

MINUTES of the Town Council meeting held on Tuesday 07 June 2016.

Present

Councillors

Mr Eldridge – Chairman

Mrs Dore – Vice Chairman

Mrs Riley, Miss Thomas, Mr Bendle, Mrs Chan, Mr Shingfield and Mrs Maltby

There were 6 members of the public present.

1. Apologies for absence were received from Mr Stickland and Miss Lys.

2. Public participation session

2.1 Concerns were raised that there are no areas within the town that dog walkers could let their dogs off the lead, it was asked if the Playing Field could be used for this purpose. It was advised that this decision would be up to the Playing Field Association.

3. Accuracy of the Minutes of the Annual Town Council meeting of 03 May 2016

- The minutes were agreed as correct and signed by the Chairman.

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

Mrs Riley declared an interest in agenda item 11

Mr Shingfield declared an interest in agenda item 11.2

5. Matters Arising from the Minutes of 03 May 2016 (delivered as a written report See Appendix A – with verbal updates) – The Clerk advised that E-on had offered an alternative tariff which would offer a saving to the Town Council – (agreed to be discussed under agenda item 17 – street light contract).

6. Working party reports

6.1 Cemetery Working Party – reported that the stone to commemorate the deconsecrated are and the planting scheme for the cemetery entrance are both outstanding issues, it was also noted that moles had returned to the cemetery, an overgrown rose bush (plot 58) needs trimming and weed growth along the central path and driveway need clearing. It was proposed and agreed to have one working party for the cemetery and churchyard (combined).

6.2 Events Working Party – reported a successful meeting for the Queen's birthday celebrations – unfortunately the dog show had to be cancelled

due to kennel cough – but children were being asked to bring a toy dog/animal “royally dressed up” – prizes would be given for the “best dressed”. It was also reported that there had been a lot of interest for stalls at Market in the Market Place on July 9th.

6.3 Highways Working Party – reported that there was a meeting arranged for 20th June for potential community speedwatch volunteers. A resident willing to act as co-ordinator had already stepped forward.

7. Correspondence

7.1 Tennis Club – Simon Underhill – Hingham Tennis Launch Event & Maintenance around the courts - Pay and Play
7.2 Louise Reed – Good Neighbour Scheme - Thanks from resident

7.3 Vee English - St Andrew’s Church Hingham Harvest Festival – request for permission for the Scarecrow Trail – agreed.

7.4 Anne England - hedges The Fields Hingham / bonfires **7.5 Yvonne Walpole – Parking Springfield Way**

7.6 Chris Bennett – South Norfolk Council – Hingham Street Surfaces
Advice had been received from NCC Highways that coloured road surface would not be recommended by NCC due to the cost of maintaining it.

7.7 Kim Woodhouse – South Norfolk Council - Consultation on the draft South Norfolk Council Statement of Community Involvement (SCI)

7.8 Norfolk County Council - New opening arrangements at Norfolk and Norwich Millennium Library
7.9 Caroline Jeffery - Norfolk County Council - Norfolk Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review-PreSubmission representations period

7.10 E-on – increase in energy prices

7. District Councillor's report

Cllr Yvonne Bendle reported that discretionary business rate discount had now been issued to qualifying businesses – 3 of which are in Hingham.

8. County Councillor's report

Cllr Margaret Dewsbury reported that the bids for 50/50 Parish Partnership funding would be invited again this year.

Norfolk Community Learning had received their OFSTED report – and had improved to a rating of “good” (from “inadequate”), New courses would be launched and there would be a “learning bus” offering taster sessions.

Acle Library has been trailing Open Plus, which was going to be rolled out to NML (allowing the library to be open at certain times “unmanned”). “Shelf Help” has been launched – which offers teenagers a new range of self-help /prescription books.

Gressinghall Workhouse is opening in July.
Some of the money raised at the recycling shops within waste disposal/recycling centres will go to Norfolk Wildlife Trust.

10. Planning decisions

10.1 2016/0867 - White Lodge Farm Hardingham Road Hingham Norfolk NR9 4LY Alterations to approved scheme - ref 2015/0195/H (Alterations and extensions to dwelling) - Approval with Conditions

10.2 2016/0873 - White Lodge Farm Hardingham Road Hingham Norfolk NR9 4LY - Alterations to approved schemes - ref 2015/0197/LB - Approval with Conditions

10.3 2016/0809 - The White Hart 3 Market Place Hingham NR9 4AF
Addition of 8 Patris plates to the front of the building. - Approval with Conditions

10.4 2016/0737 - 1 Baxter Road Hingham Norfolk NR9 4HY Replacement boiler and flue. - Approval with Conditions

10.5 2016/0474 - 27 Norwich Street Hingham Norfolk NR9 4LJ
Demolition of existing garage building (including the forecourt canopy) and construction of a new food convenience store (Use Class A1) with alterations to the car parking area. - Approval with Conditions

10.6 2016/0289 - Southernwood House 9 Market Place Hingham Norfolk NR9 4AF
Erection of a single storey glazed veranda to the rear of the property - Approval with Conditions

10.7 2016/0288 - Southernwood House 9 Market Place Hingham Norfolk NR9 4AF
Erection of a single storey glazed veranda to the rear of the property - Approval with Conditions

11. Planning Applications

11.1 2016/1226 & 2016/1227- 31 Dereham Road Hingham NR9 4HH Renovation of original building with double and single storey extension following demolition of existing single storey extension with attached garage and workshop. – The Council agreed to recommend acceptance

11.2 (BRECKLAND) 3PL/2014/1204/F - Erect new crematorium, car park, access roads, ancillary buildings & gardens of remembrance - SCOULTON: Land at Norwich Road - Thornalley Funeral Services

Ltd - The Council agreed to reiterate all previous concerns regarding this application – in particular those relating to road safety.

12. Licensing Application –

12.1 Co-operative – 27 Norwich Road Hingham - Sale of Alcohol for consumption off the premises - The Clerk explained that any objection to the application must be relevant to the Licensing Objectives and the information/conditions set down in the operating schedule/application must have been taken into account – The Council agreed that there were no grounds to make a relevant objection but would look to seek a review of the Premises Licence if the sale of alcohol at the premises proved to be problematic.

13 To receive the list of dates for the 2016 - May 2017 Town Council meetings, including agreement of the mid November meeting

Councillors were given a copy of the meeting dates and agreed they are correct.

14 Proposal to purchase - 'The Good Councillor Guide' at a cost of £2 for each Councillor – Agreed

15 To discuss the condition report on the Fairland Oak and agree the way forward

It was agreed that another application to fell the tree should be made due to poor condition of the tree as highlighted in the report (root and stem base decay), which recommends that the tree be “dismantled and felled without undue delay”.

16 To discuss the oak tree at the sports field car park

It was agreed to undertake the “pruning” of the tree reducing by no more than 2m in height and 2m on lateral growth, as Ravencroft had advised that this (and further careful maintenance) would be likely to preserve the tree (their concern being that if the tree was poorly maintained it would increase its decline).

17 To consider the renewal of the Street light contract

It was agreed to obtain further quotes for the street light maintenance contract. E-on had offered an alternative tariff to reduce the street lighting energy costs, it was agreed to sign up to the new tariff for 1 year and to ask how the costs are calculated, with regard to investigating using low energy/LED lighting.

18 To discuss Norfolk County Council’s response to the request for the costs of a footway for Norwich Road

NCC had advised that the estimated cost a footway (design, build and legal fees for land purchase) would be between £50,000 and £100,000, without the cost of the land required, which may not be made available for purchase. A public enquiry would be needed for compulsory land purchase, which, as there is already a footway on the other side of the road, and a pedestrian island being provided due to the Hops development, would be unlikely to be deemed in the public interest.

19 To discuss/consider undertaking a Hingham Neighbourhood Plan –

It was noted that there would be a lot of work involved and would take some years to complete. It was also noted that other parishes (Easton, Mulbarton and Cringleford) had or were undertaking a Neighbourhood Plan. It was agreed to investigate this further and to invite the relevant SNC officer to a Town Council meeting to provide some further information.

20 To discuss the litter bin provided by the newsagents

A request had been made that the Council's handyman empty the bin provided by the Newsagent (as dog waste was being placed in the bin), putting the refuse in the Town Council wheely bin. Concerns were raised that this was not permitted – and the Town Council could not provide this service to businesses within the town.

21 Proposal to accept the offer to use the room at Lincoln Hall for Town Council storage/purposes and to negotiate terms.

It was agreed to accept the offer in principle and enquire as to the cost.

22 Proposal to set up a Finance Committee

Agreed – Membership and terms of reference to be included in the next agenda.

23 To finalise the review of the Financial Regulations

It was agreed to amend the Financial Regulations with the changes as highlighted, (in line with NALC model financial regulations).

24 To receive the Internal Auditors report for 2015/16

Councillors were given a copy of the report by the Internal Auditor. The Auditor had highlighted a high level of reserves – it was explained that there should be at least 6 months' worth of funds held in reserve, Parish Partnership and S106 money had been returned to the Town Council for the bus stop, and some S106 money was being held for the HPFA. Further tree work is likely to be required and is costly, and street lighting replacements will need to be undertaken.

25 To approve the Annual Governance Statement for the annual return 2015/16

All statements were read out and it was agreed to answer all points as "yes" – the Annual Governance Statement was signed by the Chairman.

26 To approve the Accounting Statement for the annual return 2015/16

A copy of the Annual Accounting statement, as completed by the Internal Auditor, and explanation of variances, was given to Councillors. The Annual Accounting statement were approved by the Council, and signed by the Chairman.

27 Accounts for Payment

D Ramm Wages - 5 weeks)	£877.92	
A Doe (wages £650.42 + Dog Waste Bin £103.06)	£753.48	
E-ON	£564.38	
K & M lighting Services Ltd (contract)	£308.23	
K & M lighting Services Ltd (Norwich Road s/l)	£1,212.80	
TTSR Ltd (grass cutting)	£3,005.38	
B Foreman (wages admin Dec15-Mar16)	£36.00	
Ravencroft (Consultancy and tree condition report/testing)	£450.00	
Easton College (Part 2 pesticide course)	£250.00	
Luisa Cantera (internal audit 15/16)	£180.00	
Xerox Finance Limited (printer rental Jul-Sep 16)	£115.31	
Connections Entertainment (disco – Queen’s birthday)	£177.60	
Community Action Norfolk membership	£20.00	
Jane Gutteridge (hats/ decoration Queens Birthday)	£74.95	
Special Branch (tree work – sports field and church yard)	£2,100.00	
Anglian Water - Fairland Standpipe	£17.54	
	Total	£10,143.59

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

Agreed

29 To discuss the review of the Handy Man Job Description

A meeting had taken place with the Handyman who had agreed the content of the revised job description – The terms of the contract now need reviewing and updating.

APPENDIX A
Clerks Report for 07 June 2016

Min:	Update
	Matters Arising From the minutes of the meeting on 03 May 2016
3.4	Tennis Club Pay and Play – a pay and play information sheet has been provided (see correspondence)
8.1	Speed Watch Meeting – Planned for 20.06.16
9.5	Cost of Footway, Norwich Road – Agenda Item
10	Provision of outdoor Gym equipment – HPFA to update as appropriate
16	Review of Financial Regulations – Agenda Item
27	Oak posts for the Fairland – Mr Shingfield to update
32	Clerks Allowance –the Chairman has confirmed that an annual allowance of £204 is permitted for heating and lighting. Other costs (phone, internet, mileage) could also be claimed.
33	Review of Handy Man Job Description – Agenda item
	OTHER UPDATES
	Tables outside White Hart Pub – this has been bought to the attention of NCC Highways – will re assess after works to the pub are complete.
	Skate Park Sign – Awaiting response from RoSPA regarding the wording required for a sign – Clerk to chase response
	Folly Lane dog waste bin - awaiting installation
	Tree Works – churchyard and sports field (to be overseen by Ravencroft) - Sports Field Car Park Oak Tree– agenda item – works still outstanding - pruning Yew trees and Holly in the churchyard – contractor advised that he will be liaising with Rev. Reed regarding a suitable date.
	Training/certification requirements for the position of Handyman/gardener - Part 2 of the Pesticide course for the handyman – booked 14 th June
	Hingham Public Toilets - Andy Sheppard from SNC has confirmed that the tender process will soon take place – the delay is because SNC are also going through a similar process for Loddon toilets

	Bank Account – Still having difficulties transferring money – “due to internal procedure changing” – another form is being sent to the Clerk for signatories to sign
	Damaged Street Light – Norwich Road work is now complete – the paper work will be sent to the insurance company
	Highway Matters - Potholes The Fairland - now filled – Road condition Copper Lane - reported and inspected with the Highways engineer– - Blocked Drains – Drain clearing has been undertaken – The Clerk met with the Highway engineer on 04 May -
	Hedge – Hops Development – The Clerk has requested (Abel Homes) that the vegetation cutting (from the hedge) placed in the ditch be investigated – reported to Paul Lagrice – who could find no problem.
	Request for a clear Bus Shelter – Norwich Road – By Hops development – Highway engineer advised only a small shelter would be possible – which it may be difficult to find one that will fit in the limited space. Clerk has asked for confirmation of maximum size then will look for designs/pricing.
	Locations for SAM 2 Sign – To be ordered – locations agreed with Highway engineer – further locations can be agreed when the safety scheme is complete
	No Entry signs – Pottles Alley – Now replaced
	Fairland Oak – Tests/ Condition report - report received - Agenda Item
	Internal Audit – now complete – report – Agenda Item
	Nomination of Pension provider - Nest has been nominated - on line declaration of compliance started. The Clerk was advised over the telephone that employees cannot be written to offering them the pension – until after the staging date.
	Lincoln Hall Driveway – Tarmac Planings – date to be re-arranged
	Repairs/Service to the Clock –an annual service will be arranged later in the year – but the clock has stopped – The Clerk to speak to Peter Trett
	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 contract has been found – PHS still saying they require 90 days written notice – negotiation – ongoing.
	Street Lighting – SNC have been asked if they would take on the street lights – awaiting a response from Andy Sheppard.
	Energy Costs - Awaiting response from E-on regarding reduced costs for direct debit payments
	OUTSTANDING ISSUES
	Complaint to the bank /banking arrangements - no response to date
	CiLCA Training Pack - Qualification has changed – requires course attendance - Clerk may undertake in September or defer until 2017.
	Commemorative Plaque for the Fairland Bus shelter – To be ordered.

	<table border="1"><tr><td data-bbox="349 219 1241 392"><p>Reported Crime – April 2016 -On or near Bell Meadow - Criminal damage and arson – 1 Baxter Road - Criminal damage and arson – 1 Lincoln Avenue - Anti-social behaviour - 1</p></td></tr></table>	<p>Reported Crime – April 2016 -On or near Bell Meadow - Criminal damage and arson – 1 Baxter Road - Criminal damage and arson – 1 Lincoln Avenue - Anti-social behaviour - 1</p>
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Report Prepared – 06 June 2016 - This report does not contain detailed updates when the subject is a current agenda item – or has been within the remit of a working party and/or the Clerk has not been involved.