

HINGHAM TOWN COUNCIL
MINUTES of the Town Council meeting held on Tuesday 03 January 2017.

Present

Councillors

Clr P Dore – Vice Chairman – Acted as Chairman

Clr S Riley, Cllr G Maltby, Cllr Chan, Cllr Bendale, Cllr Stickland, Cllr Foord,

Clerk – Alison Doe

There were 5 members of the public present, Including County Cllr M Dewsbury

- 1. Apologies for absence** – were received from Cllr Eldridge (unwell), Cllr Dunnett (unwell), Cllr Lys (unwell) Cllr Shingfield (away), District Cllr Bendale
- 2. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
 Cllr Riley declared an interest in agenda item 10
- 3. Public participation session** (was omitted in error at this point in the meeting and was undertaken after agenda item 14)
 - A member of the public stated they were unable to access minutes and agendas on the internet. The clerk advised that there was a new website for the Town Council under construction and the web address was published in the parish magazine.
 - A member of the public stated that the Town Council would “have a hard time convincing” residents that an increase in the precept was required whilst its reserves were high. It was explained that some money held (the capital and CIL money) were very prescriptive on what it can be used for, and the council had to ensure that they had at least 6 months operational funds in reserve.
 - A member of the public asked if there was any updates on the community car scheme, there was no-one present at the meeting able to offer an update.
- 4. Accuracy of the Minutes of the Town Council meeting of 06 December 2016** - the minutes were agreed as correct (but required correct page numbering) and were signed by the Acting Chairman.
- 5. Matters Arising (written report circulated prior to the meeting) – see Appendix A**
- 6. Correspondence**
 - 6.1 Norfolk County Council - Productive first year for Norwich NDR construction teams**
 - 6.2 Norfolk ALC - Information message regarding Avian Influenza**
 - 6.3 Police Connect - Awareness for Hingham** – warning of an individual agreeing to undertake work and charging inflated prices, leaving before completing the job – this warning is to be placed in the parish magazine.
 - 6.4 South Norfolk Council - Parish Council Allowances** – the recommended allowance for a Chairman of a council where the electorate exceeds 1000 is £370.00.
 - 6.5 N and V Howling – Parked cars – Bond Street/Church Street junction** – a letter is to go to all residents of Church Street and Bond Street to advise that cars

should not be parked within 10 metres of the junction. These concerns are also to be passed to Norfolk County Council highways and Norfolk Constabulary.

7. **District Councillor's report** – District Councillor Bendle was unable to attend the meeting
8. **County Councillor's report** – County Councillor Dewsbury had nothing to report due to the quiet period over Christmas

9. Planning Decisions

- 9.1 **2016/2775 - Church Of St Andrew Attleborough Road Hingham Norfolk**
Work to T32 small leaf lime (within G4 of TPO schedule): remove epicormic growth from the base to a height of approx 5m - Approval with Conditions
- 9.2 **2016/2696 - Church Of St Andrew Attleborough Road Hingham Norfolk**
South west corner of churchyard remove any tree stumps which have already been cut down to 1m above ground level. Remove young sycamore trees within this area to ground level. Large sycamore tree in south west corner - remove suckers growing from root area. Crown lift remaining trees if needed to clear access height of 2m from ground level. Magnolia Seulangliana bushes prune these back throughout the churchyard to enable access to graves. - Approval with Conditions
- 9.3 **2016/2605 - 13 Rectory Gardens Hingham Norfolk NR9 4RG**
Single storey front and side extension - Approval with Conditions
- 9.4 **2016/2532 - Mill Farm Hardingham Road Hingham NR9 4LX**
Replacement of conservatory and corner extension with new extension - Approval with Conditions

10. Planning Applications

- 10.1 **2016/2924 - Moneyhill House Deopham Road Hingham NR9 4NL**
Proposal: Single Storey Rear Extension and Front Porch
The council agreed to recommend approval
- 10.2 **2016/2872 - Land Adj To 8 Lincoln Close Hingham Norfolk**
Proposal: Build a one bedroom bungalow linked with an extension to no. 8 Lincoln Close
The council agreed to recommend approval
- 10.3 **2016/2900 - 3 Greenacre Road Hingham NR9 4HG**
Proposal: Utility room extension to rear of dwelling
The council agreed to recommend approval

11. To discuss/agree the specification for the toilet refurbishment

It was agreed to defer this item until the following meeting – as there was insufficient information contained within the one page outline specification supplied, and the full specification document was received with insufficient time for it to be fully considered by councillors, furthermore it was incomplete as a drawing referred to, was not included.

FINANCE

12. To agree the 2017/18 budget

The budget for 2017/18 was agreed, (see Appendix B), with the alteration that the £3000 for street light replacements be moved to show as capital expenditure.

13. To agree the Parish Precept 2017/18

The grant from South Norfolk Council for 2017/18 is £1861

The tax base for 2017/18 is 891

The figures for various precept options were discussed – it was agreed to request a precept of £55,000 which will equate to £61.73 annual charge on a band D property (an increase of £3.75 from 2016/17).

14. Accounts for Payment

The invoice awaited from Walton Associates had not yet been received, one additional invoice had been received – from First Copy – amended Accounts for Payment as below:

D Ramm (£725.22 wages 4 weeks, £4.45 cleaning products, £2.99 binbags)	£732.66
A Doe (wages £671.67, Hazard Tape £13.47, Stamps £28.56)	£713.70
HMRC	£426.00
E-on	£563.08
Anglian Water	£12.77
K and M Lighting Services	£294.19
Broadland Tree Services	£1,824.00
Lincoln Social Centre (hall hire)	£269.00
<i>Sub Total</i>	£4,835.40
First Copy (metered printing)	£42.51
TOTAL	£4,877.91
Walton Associates (Church Clock repairs (INVOICE AWAITED))	TBC

The accounts for payment were agreed and cheques signed

Signed Chairman
07 February 2017

Clerks Report for 03 January 2017

Min:	Update
	Matters Arising From the minutes of the meeting on 03 December 2016
6	Fayre on the Fairland took place on 10 th December – and was well supported – the accounts for the event are to be completed.
8.9	The Clerk has contacted Lincoln Social Centre Committee (Ruth Bateman) to advice that it is difficult for the Town Council representative to attend meeting held during the day.
13	Response send to Norfolk County Council in support of the extension of the 20MPH speed limit , reiterating the importance of reducing speed at the Fairland B1108 junction, following the recent accident.
15	Parish Partnership Funding – the application has been submitted to Norfolk County Council for funding to pave the edge of the south green in the Market Place. The Clerks report in the Parish Magazine has requested comments regarding this proposal. Following concerns raised regarding the Councils powers – the Clerk is to check with NALC regarding the power to provide a pavement and the effect of providing a pavement with reference to the Inclosure Act/Commons Act
16	The Clerk has advised the resident that they would have to obtain permission from Norfolk County Council to site a mirror on the highway – Highways have since advised that they do not give such permissions – The Clerk has asked the Co-op construction manager is the hoarding can be re-positioned – awaiting response.
17	The Clerk has spoken to the grass cutting contractor who has confirmed that he is happy to continue with the contract. Agreement to be made in writing.
19	Internal Audit – notification of the invitation for tenders has been placed in the parish magazine – the Clerk will contact Luisa Cantera to ask if she wishes to submit a tender.
20	The Clerk has contact TTSR Ltd to advise that their quotation to rectify the leaning gravestone was successful. A date to meet on site and for the work to be undertaken is to be arranged.
OTHER UPDATES	
	Public Toilets a meeting with SNC officers took place on 12 December 2016
	Church Yard overgrowth and tree works – – the application for tree works has been approved by SNC – awaiting advice from Rev. Colin Reed
	Fairland Oak — the tree was reduced on 03 December and felled 05 December 2016
	Highway matters –Regarding the broken directional sign on Bond Street, NCC highways to look to see if they can reset it – (replacement would be with a plastic type directional arm). (Clerk to check is this has been fixed).
	SAM2 sign – was installed on Watton Road for the “Fayre on the Fairland” - the battery life is quoted as approximately 8 days – it is a 2 person job to change the battery (as the sign is on the pavement it must be at least 1.8m above the ground) moving the sign will also be a 2 person job – so there will be periods of time where the sign is in position but not working.
	The Clock –the clerk has spoken to Colin Walton the Clock repair man has attended the clock, a piece of loose wire from previous work (possibly by Smiths) had got caught. The resulting problem with the clock has caused damage to the batteries working the winding mechanism.

	The Clock is now working although there are some issues with the chiming on the hour – Peter Trett has informed Colin Walton
	No Parking Signs – for the small green on the Fairland – temporary signs have been placed on the 2 largest small greens and at the entrance to the green by the bowls club – the request not to park on the grass seems to be well observed.
	Lincoln Hall Driveway – laying of Tarmac Planings – the potholes leading to the Lincoln Hall have been filled – some nearer to the library remain
	Provision of outdoor Gym equipment – HPFA to update as appropriate – (Update received from District Cllr Bendle on 06.12.16 – that there has been some progress on this)
	Painted on road bus stop bay, Norwich Street – a request has been made with NCC Highways for this to be done – work outstanding but should be completed before Christmas – (Clerk to check if this has been carried out)
	Ravencroft hope to undertake the tree survey on 10.01.17
	OUTSTANDING ISSUES
	Complaint to the bank /banking arrangements - no response to date
	Bank Account – a form needs to be signed by all signatories to link the accounts to telephone banking.
	Green Street Lights – the 2 on Dereham Road are very close to telegraph poles enquiries will be made with BT to see if a lamp can be sited on the these, there are 4 other green light remaining, in 1 in Pottles Alley, 2 on Baxter Road and 1 on Hardingham Street.
	The Fairland (Lincoln Hall driveway) – the clerk and Cllr Eldridge have looked at the area and think 2 reasonable sized oak trees could be planted to the left of the entrance (and possibly a smaller tree in between) and the hedge to the right of the entrance could be extended, plants to be priced
	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
	Skate Park sign - quotations requested and awaited
	Leaning memorial stone in the Churchyard – Quotations to be sought

Report Prepared – 02 January 2017

Crime Figures – reported in November 16On or Near....

Lonsdale Crescent – Public Order (1)

Rectory Gardens - Violence and sexual offences (1)

Ringers Lane - Violence and sexual offences (1)

<https://www.police.uk/norfolk/D12/crime/>

PROJECTED INCOME		Projected income 2017/18			
Precpt		55,000.00			
Government grant allocated by SNC		1,861.00			
Interest		40.00			
Cemetery charges		3,000.00			
HPFA rent		100.00			
Rent from Fair		40.00			
Fee from SNC for cleaning toilets		3,427.00			
Fee from NCC for grasscutting		3,527.56			
Donation from NCC for Community Car Scheme		180.00			
		67,175.56			
PROJECTED EXPENDITURE		2017/18			
Footway lighting			CAPITAL		
Energy		£7,000.00			
Maintenance		£4,000.00			
Repairs		£1,000.00			
Replacements			£3,000.00		
	TOTAL	£12,000.00			
Open spaces					
Handyman salary		£7,000.00			
Grasscutting		£12,000.00			
Trees, ditches		£4,000.00			
Maintenance/equipment		£100.00			
Church Yard repairs/Maintenance		£500.00			
Cemetery refurbishment		£500.00			
Cemetery /memorial repairs		£3,000.00			
Skatepark		£100.00			
Church Lights		£60.00			
Parish Partnership footway church car park drain			£5,000.00		
	TOTAL	£27,260.00			£4,000.00
Amenities					
Church clock repairs, maintenance		£500.00			
Bus shelters		£500.00			
Community car scheme		£2,500.00			
Christmas tree, lights		£400.00			
Town sign		£1,000.00			
Toilet cleaning products/ holiday cover		£655.00			
Toilet cleaning salary		£2,775.00			
cem refurb moved to open spaces					
Rates, cemetery, water inc fairland stand pipe		£140.00			
Dog bin emptying		£180.00			
replacement dog bins		£180.00 (2 bins)			
replacement grit bins		£160.00 (1 bin)			
	TOTAL	£8,990.00			
Administration					
Clerk's salary		£9,500.00			
Stationery,post, phone (INC SOFTWARE)		£500.00			
Chair's allowance		£369.00			
NI – employers contribution		£250.00			
Insurance		£2,400.00			
Hall hire		£500.00			
Subs/training		£750.00			
Audit		£600.00			
Advertising/publicity		£800.00			
Elections		£800.00			
Payroll admin fees		£120.00			
Printing costs lease and metered printing)		£600.00			
PENSION		£50.00			
CLERKS ALLOWANCE					
HEATING/ELEC ETC		£200.00			
	TOTAL	£17,439.00			
Grants and Donations					
		£2,000.00			
	TOTAL	£2,000.00			
S137					
general		£100.00			
Automated Defibrillator		£200.00			
	TOTAL	£300.00			
Events					
<i>income generated at evens will provide for event expenditure</i>					
MARKET					
Christmas					
other					
	TOTAL	£67,989.00			£12,000.00
					£79,989.00