

HINGHAM TOWN COUNCIL**MINUTES of the Town Council meeting held on Tuesday 04 April 2017.****Present****Councillors****Cllr P Eldridge - Chairman****Cllr P Dore – Vice Chairman****Cllr Bendle, Cllr Dunnett, Cllr K Chan, Cllr D Foord, Cllr A Lys, Cllr G Maltby****Clerk – Alison Doe**

There were 4 members of the public present including County Cllr Dewsbury and District Cllr Bendle

- 1. Apologies for absence** were received from Cllr Shingfield, Cllr Riley and Cllr Stickland
- 2. Declarations of interests with regard to items on the agenda and to consider requests for dispensations** – none.
- 3. Public participation session**
It was asked what the procedure is for dealing with horse waste on pavements, it was explained that horse waste is not covered by the legislation used to deal with dog fouling. The Chairman explained that he had spoken to the gentleman who had been riding his horse on the footway between Oak Lane and Copper Lane, and advised that he would now refrain from doing so.
- 4. Accuracy of the Minutes of the Town Council meeting of 07 March 2017**
The minutes were agreed as correct and signed by the chairman.
- 5. Matters Arising (written report circulated prior to the meeting, see Appendix A)**
The Clerk also added that due a restructure at Norfolk County Council highways Paul Sellick was no longer the Highways Engineer for Hingham, the new contact was Robert West.
- 6. Working party reports (written reports circulated prior to the meeting)**
 - 6.1 The Events Working Party** reported that 20 Stalls were booked for the Easter Market on 8th April, 4 had already booked for the Market in the Market Place and 5 had booked for the Christmas Market. Hingham Town Council will be raising funds by holding a hamper raffle and a “guess the weight of the cake” competition.
 - 6.2 The Cemetery and Churchyard Working Party** reported that there are still a number of items requiring Archdeacon permission. The Clerk advised she will write to Rev. Reed listing all outstanding actions. The work to straighten the leaning memorials in the cemetery is still awaited but it is hoped this will be done during April. 2 Interments and 1 Interment of ashes have taken place since the report was written
- 7. Reports from representatives on external bodies**
The Hingham Playing Field Association reported that 2 new bins had been ordered for the Welcomme Playspace, and all the benches had been painted. Concerns were raised regarding dogs being let loose in the Playspace, parents who were concerned about safety and dog fouling, were afraid to confront the individual who was allowing the dogs to run loose without proper supervision. This will be reported to South Norfolk Council.

It was reported that the Norfolk Citizens Advice are in the process of looking for a permanent replacement CEO.

8. Correspondence

- 8.1 **Mark Webster - Mid Norfolk Workout Group conservation volunteers** – invitation for volunteers to join the group, information to go into the parish magazine.
- 8.2 **NALC - Become a Charter Branch (Charter for Trees, Woods and People)**
It was agreed to join the Tree Charter Scheme.
- 8.3 **Police Connect - Rogue Trader Alert – Telephone & doorstep cold calls about 'Free Boilers'**-
Information to go into the parish magazine
- 8.4 **Police Connect - Op Randall Rural Crime Newsletter**
- 8.5 **Community Action Norfolk's Funding Newsletter**
- 8.6 **South Norfolk Council - Community Governance Review**
- 8.7 **Saffron Housing - Contact Care and Share Volunteer Event**
- 8.8 **J Anderson – Dog Fouling**
- 8.9 **Police and Crime and Commissioner - Introducing Norfolk's Police & Crime Plan**
- 8.10 **The Local Boundary Commission for England – Electoral Review of South Norfolk – Final Recommendations**
- 8.11 **South Norfolk Council – forthcoming local elections**
- 8.12 **Post Office – advising there are no plans to remove the post office service from Hingham**

9. District Councillor's report

District Cllr Bendle reported that there were 40 entrants for the children's competition to design posters to deter dog fouling. The winning designs will now be made into stickers to be placed around town. It was also reported that the final recommendations for Hingham and Deopham, for the electoral boundary review, would see no boundary changes for this ward. South Norfolk Council are trying to get some smaller parishes who are struggling to fill councillor vacancies to join together, as this would also help them to reduce their administration costs.

Regarding the Post Office service in Hingham, Cllr Bendle advised that the current Post Master is classed as an outreach service, and that the Post Office would continue to look for suitable premises for a Post Office Counter.

10. County Councillor's report

County Cllr Deswbury advised that Barnham Broom were visited by a mobile Post Office service and that a request could be made to The Post Office, that this could visit Hingham if the current Post Office service was to close (and there was no alternative). It was reported that Norfolk County Council are looking at ways to improve resilience for small businesses during an emergency (e.g prolonged power outages). Trading standards had prosecuted several businesses (various offences).

It was also reported that the 3 year contract with NALC had now been renewed and tightened up to provide more support to Parish Councils.

11. Planning Decisions

- 11.1 **2017/0437 - 11 Rectory Gardens Hingham Norfolk NR9 4RG**
T1, Silver Birch, Raise to 4m by removing 4 lowest branches. T2, Holly, 6m tall, 6m spread, reduce crown height and diameter to 4m to improve light into house, Silver birch is to give clearance to road and parking. - Approval with Conditions
- 11.2 **2017/0376 - 37-39 Hardingham Road Hingham Norfolk NR9 4LX**

Discharge of conditions 6 - surface water drainage details and 11 - bat licence of permission 2016/1796 (Part demolition and redevelopment of site for 17 one-bedroom specialised supported living apartments (Use Class C3) and Higher Complex Care and Autism accommodation comprising seven bedrooms and ancillary staff/communal areas (Use Class C2), together with car parking and amenity space. - Approved

**11.3 2017/0352 - Southernwood House 9 Market Place Hingham Norfolk NR9 4AF
Fell wild cherry tree – No Objections**

**11.5 2017/0302 - 10 Bond Street Hingham Norfolk NR9 4HA
Reduce Holly Oak tree height by 4m to approx 10m, spread of tree to remain the same. – No Objections**

**11.6 2017/0255 - 37 - 39 Hardingham Road Hingham Norfolk NR9 4LX
Discharge of conditions 8 - fire hydrant location, 12 and 13 - remediation of planning permission 2016/1796. - Approved**

12. Planning Applications

(as notified by SNC for consultation)

**12.1 2017/0484 - The Co-operative Group - 27 Norwich Street Hingham NR9 4LJ
Installation of AC & Mechanical Plant, externally mounted ventilation grilles and Satellite Dish (relating to Planning Consent 2016/0474)
The council agreed to recommend approval.**

**12.2 2017/0633 - 11 Chapel Street Hingham NR9 4JH
Variation of Condition 2 of planning permission 2014/0039/F - amendments to previous drawings
The council agreed to recommend approval.**

13 Confirmation of receipt of the form and additional information sent by Mazars for the external Audit

A copy of the information and form received from Mazars had been sent to all councillors. The Clerk was working with the Internal Auditor on a time table, it is expected that audit will take place in mid May, the results for approval at the June Council meeting.

14 To agree the asset register for year ending March 2017

The asset register was agreed (see Appendix B). A stock take if items will be undertaken to ensure items on the asset register are listed correctly.

15 Proposal to review the Hingham Town Council Risk Policy document

A copy of the Risk Policy and Risk Assessment documents were sent to all councillors prior to the meeting. It was requested that any comments/suggested changes to these documents be forwarded to the Clerk in advance of the next meeting.

16 Confirmation that Hingham Town Council were successful in their bid for (NCC) Parish Partnership funding to construct a Footway on the south green of the Market Place.

The Clerk will now seek clarification from the planning department regarding any permission needed. It was also suggested that further public consultation should take place, holding an open meeting for residents to attend was suggested, a date is to be arranged. The Clerk will advise NCC of these plans as they are requesting the parish 50% of the costs of the project in advance of the work taking place (before the work is programmed).

17 To discuss the idea of setting up a community emergency plan/group

South Norfolk Council had advised that they are able to provide a questionnaire to be sent to residents, which would ask for details of those who would be able to offer assistance and those who would require assistance during an emergency. The questionnaire would be provided with a return envelope and SNC would collate the responses, (the Town Council would have to arrange for the questionnaires to be delivered. It was agreed in principle to go forward with this.

18 Proposal to have an annual Chairman's Award/Certificate for "Services to the Community"

This proposal was agreed. The recipients of such an award would be decided by the Chairman.

19 To receive and discuss the results of the speed survey in the Market Place

Norfolk Constabulary had undertaken a speed survey again in the Market Place, to assess the effectiveness of the white line works undertaken by NCC as a speed reduction measure. The results of the survey showed there had been no reduction in speed compared with the survey undertaken prior to the white lining works. The Clerk had asked the new Highways Engineer if there were any other options available from NCC to help reduce speed (in light of this information), he had advised that the chicanes either end of the Market Place should mean the 20mph limit is self-enforcing, hence there being no need for additional traffic calming measures. The Clerk will forward the survey data to the Engineer. The SAM2 sign will now be deployed in the Market Place. Data obtained from the SAM2 sign showed a high occurrence of speeding in the 30mph approach to the Market Place, on both Watton Road and Norwich Road, (the highest recorded speed was 85mph on the Watton Road). District Cllr Bendle advised that the pedestrian island to be installed on Norwich Road would go ahead (the legal agreement was still being finalised) and that the permanent flashing speed sign would also be installed (o/s number 39 Norwich Road) as part of the agreement for the Hops development.

20 To discuss the proposal from South Norfolk Council to charge a separate rate fee for the Tennis Club

It was clarified that it was the Valuations Office who had issued a separate rate for the Tennis Club resulting in the separate rate demand. The Hingham Playing Field Association are challenging this. The land is leased to the HPFA and the clubs only rent the assets from the HPFA therefore the Tennis Club building should not be rated separately. It was agreed that the Town Council would submit a supporting letter (to be drafted by the Hingham Playing Field Association).

21 To receive an update on the refurbishment of the public toilets

South Norfolk Council had confirmed that there was no option for retaining the current arrangements with the toilets, and they would be closed if the Town Council did not take them on. The tender specification had been altered to reflect the requests made by the town council (regarding number of soap dispensers/mirrors, and an option for retaining sanitary wear still in good condition). No further updates have been received regarding the tender process or timeframe for the work to be completed.

22 Proposal to purchase a tree guard for the young oak tree on the Fairland

It was agreed to obtain some prices metal for tree guards, it was also suggested to contact Peter Trett who may be able to make such items.

23 To discuss the proposal by Mr Trett to fix the broken kissing gate in the Churchyard (and estimated cost)

Mr Trett had offered to remove and fix the gate (if possible) at an estimated cost of £50-£100. It was agreed to accept Mr Trett's offer.

24 A reminder of the Annual Town Meeting on 18 April 2017 – all reports to be received by the Clerk by 08th April 2017 please.

The Clerk advised that the Police and Crime Commissioner had sent his apologies. The Clerk will arrange some refreshments.

FINANCE

25 Receive a copy of the financial work book for year end March 2017 (complete as far as available bank statements allow)

A copy of the Financial Workbook 2016/17 (including the budget monitoring document and cashbook) was sent to all councillors prior to the meeting. It was explained that this is still draft as all bank statements to cover until March 31st had not yet been received.

26 Accounts for Payment

In addition to the items listed for accounts for payment on the agenda, invoices had been received from Lincoln Social Centre (£100 for hire of the hall) and from WPS Insurance (£73.62 for insurance for the SAM2 sign). The accounts for payment were agreed with these additions – and the cheques were signed (as per below)

D Ramm (wages 4 Weeks)	£725.24
A Doe (Wages £746.40 Stamps £28.56)	£700.23
B Foreman (Wages administration)	£72.00
K and M Lighting Services	£294.19
UK Power Networks (Stone Lane)	£752.40
E-ON	£525.54
Anglian Water (Fairland Standpipe)	£15.81
HMRC	£345.68
WPS Insurance (SAM2)	£73.62
Lincoln Social Centre	£100.00
Total	£3,604.71

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

Agreed – the public were asked to leave.

28 To receive and discuss any responses received from the from Forest Health/ Anchor Trust/Care Quality Commission ref: Hassingham House/Pilgrim House -(Storm Doris).

A letter had been sent to Forest Health (re Hassingham House), Anchor Trust (re Pilgrim House) and the Quality Care Commission, regarding concerns raised by the Community Car scheme co-ordinator at the previous town council meeting, following the power outage during storm Doris. Responses had been received from Forest Health and Anchor Trust.

Forest Health advised that they were in constant contact with Hassingham House and their staff for the duration of the power outage and that although a generator is not on site, one could be accessed should it be requires (but this would take some hours to get to site). Emergency Lighting batteries did not last the duration of the outage and have now been replaced.

Anchor Trust advised that the Scheme manager for Pilgrim House had visited tenants before the storm to discuss the possibility of a power outage. It was confirmed that the emergency lighting batteries ran down during the outage and that the provision of a generator would be the responsibility of the electricity supplier if the power outage has lasted more than 8 hours. It was also confirmed that heating is provided via storage heaters which would have been omitting heat during the outage.

Signed **Chairman 02 May 2017**

Clerks Report for 04 April 2017

Min:	Update
	Matters Arising From the minutes of the meeting on 07 March 2017
3.1 & 21	The clerk has requested that the Speedwatch volunteer forms be processed by the police and will be meeting with the Volunteer Co-ordinator soon.
3.2	Post Office – a response is awaited from the Post Office regarding the provision of the Post Office service in Hingham
3.3	The issue of parking on verges in Hardingham Street has been raised with NCC Highways, but their response is there is little they can do.
8.2	The Chairman has spoken to the horse rider using the Oak Lane/Copper Lane footpath, which he will now no longer use.
14, 15,	A letter will be sent to Rev. Reed regarding all outstanding actions for the Churchyard to try to progress the required permissions from the Archdeacon – (or confirmation if a faculty if required) Outstanding actions – <ol style="list-style-type: none"> 1. Rebuilding of the outer Churchyard wall Church Street following RTA 2. Straightening of the leaning Memorial Stone 3. Minor tree works to raise the canopies (SNC permission obtained) 4. Works to Holly Tree as proposed by Mr Strong (SNC permission required) 5. Removal of Yew Tree (SNC permission required) 6. Reducing the Yew Trees along the driveway (SNC permission required) 7. Rebuilding the curved Churchyard wall at the Attleborough Road Entrance (quotations needed for 2,5,6 and 7)
17	The 4 dog waste bins have been removed (Market Place, Ringers Lane, Fairland and 1 from the Playing Field entrance.) 2 litter bins have been re-sited (Ringer Lane and Fairland) , Stickers have been placed on these litter bins and the one by the toilets on the Market Place.
23	A letter has been sent to Luisa Cantera and the Clerk is liaising with her regarding the audit timetable.
	Other Updates
	The Skate Park sign has been collected from the sign makers is awaiting installation
	The contractor has been advised that the Town Council accept the quotations for resetting the light on Chapel Road and replacing the light on Stone Lane – quotation by UK Power network has been received for the Stone Lane light.
	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 – a response was received to say that the hoarding would be repositioned – but this has not yet been done.
	Leaning gravestones in the cemetery – the Clerk met with the Contractor on site it is anticipated that the work will be done in April – weather permitting

	Church Yard overgrowth and tree works – – the application for tree works has been approved by SNC – awaiting Archdeacon permission – n.b the work may not now be undertaken until after the bird nesting season.
	Revision to the speed limit – No further updates on time scales for the implementation of the scheme have been received from NCC – Norfolk police have raised concerns over the scheme due to no traffic calming measures being included in the scheme
	Replacement of Hingham Town sign – to be carried out after the April Market event
	Sign –when the data has been down loaded the sign will be sited in the Market Place
	Stock –requires further investigation as it keeps stopping after a few days of running
	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. – Report Awaited
	OUTSTANDING ISSUES
	Replacement oak trees on the Fairland – will be priced in summer for proposed planting in Autumn.
	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.
	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 –
	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
	Leaning memorial stone in the Churchyard – Quotations to be sought

Report Prepared – 03 April 2017

Crime Figures – reported in January 2017 -

On or Near....

Norwich Road - - Public order (1) Lincoln Avenue - Anti-social behaviour (1)

Hingham Road - Violence and sexual offences (1) Low Common - Violence and sexual offences (1)

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

KEY	Removed during year	Added during year	ASSET REGISTER - HINGHAM TOWN COUNCIL					Mar-16	Mar-17
No.	Description	Site	Acquired	Value (2015)	Custodian	VALUE 2016	VALUE 2017		
			(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	97.99		
1	Laptop computer	Clerk's office	2010	340.00	Clerk	340.00	340.00		
1	Laptop computer	Cemetery officer	2015	225.00	Cemetery officer	225.00	225.00		
3	Memory Sticks	Clerks Office	2017		Clerk		9.50		
1	Scanner/printer	2015 scrapped beyond repair							
4	Fairy lights @ 8.97 each	Clerks Office	2016		Clerk	35.88	35.88		
5	Litter pickers @ 4.96 each	Clerks Office	2016		Clerk	24.80	24.80		
6	Hi Vis vests Large @ 2.79 each	Vice Chairs Office	2016		Town Council	16.75	16.75		
4	Hi Vis Vests XXL @ 1.59 each	Vice Chairs Office	2016		Town Council	6.37	6.37		
4	Hi Vis Vests Medium @ 1.59 each	Vice Chairs Office	2016		Town Council	6.37	6.37		
2	A Frame Clip Display Boards @ 40.03 each	Vice Chairs Office	2016		Town Council	80.06	80.06		
2	Pump Pot Flasks @ 29.90 each	Vice Chairs Office	2016		Town Council	59.98	59.98		
6	Buckets @ 2.49 each	Lincoln Hall Room	2016		Town Council	14.94	14.94		
1	Banner	Lincoln Hall Room	2017		Town Council		48.12		
4	Banners (Christmas) @ 46.73	Lincoln Hall Room	2017		Town Council		186.92		
12	Camping lights @10.66	Lincoln Hall Room	2017		Town Council		127.90		
1	100m electric cable	Lincoln Hall Room	2017		Town Council		£118.75		
3	Sanibins @ 21.99 each	Public Toilets	2017		Town Council		65.97		
1	SAM2 Sign + Attachments	Clerks Office or on site	2017		Clerk		3431.00		
2	Padlocks for SAM	Clerks Office or on site	2017		Clerk		9.57		
1	Playing field	Watton Road	1984	40000.00	HPFA (leased to)	40000.00	40000.00		
	Skatepark equipment	Watton Road	2004	44300.00	Town Council	44300.00	44300.00		
	Fence round skate park		2004	4242.00	Town Council	4242.00	4242.00		
	Skatepark sign	Watton Road Playing Field	2017		Town Council		49.99		
1	Litter bin	Watton Road Playing Field	2004	192.00	Town Council	192.00	192.00		
1	Dog waste bin	Watton Road Playing Field		75.00	Town Council	75.00	75.00		
1	Cemetery	Attleborough Road	2003	350.00	Town Council	350.00	350.00		
1	Shed	Attleborough Road		1.00	Town Council	1.00	1.00		
2	Compost bins	Attleborough Road		1.00	Town Council	1.00	1.00		
1	Dog Waste bin	Attleborough Road		75.00	Town Council	75.00	75.00		
	Rails round ashes site	Attleborough Road	2005	750.00	Town Council	750.00	750.00		
	Gates to old cemetery	Attleborough Road	2009	2142.00	Town Council	2142.00	2142.00		
1	Waterbutt/stand/parts	Attleborough Road	2016		Town Council	70.25	70.25		
1	Lectern	Attleborough Road	2016		Town Council	55.24	55.24		
1	Entrance Sign	Attleborough Road	2016		Town Council	460.00	460.00		
1	Market Place Green	Market Place		1.00	Town Council	1.00	1.00		
1	Village Sign and post	Market Place green		750.00	Town Council	750.00	750.00		
1	Notice Board	Market Place	2008	1198.00	Town Council	1198.00	1198.00		
1	Notice board	Market Place		1.00	Town Council	1.00	1.00		
2	Grit / salt bins	Market Place/Church Street	2010	334.40	Town Council	334.40	334.40		
1	Dog Waste bin	Market Place/Church Street	2008	91.00	Town Council	91.00	91.00		
6	Victorian style street lights	Market Place	2006	4900.00	Town Council	4900.00	4900.00		
1	Litter Bin	Market Place		432.00	Town Council	432.00	432.00		
1	Bus Shelter	Market Place		1.00	Town Council	1.00	1.00		
1	Defibrillator	Market Place bus shelter		1.00	Town Council	1.00	1.00		
3	Metal seats	Market Place	2006	893.00	Town Council	893.00	893.00		
1	Clock	St Andrews Church		100.00	Town Council	100.00	100.00		
1	Lockable bollard			120.00	Town Council	120.00	120.00		
1	Fairland green	The Fairland		1.00	Town Council	1.00	1.00		
4	Victorian style street lights	Fairland green	2010	6286.00	Town Council	6286.00	6286.00		
1	Notice board	Fairland green	2008	1198.00	Town Council	1198.00	1198.00		
1	Litter Bin	Fairland green	2006	195.00	Town Council	195.00	195.00		
4	Seats	Fairland green	2008	1852.00	Town Council	1852.00	1852.00		
1	Bus shelter	The Fairland	2016		Town Council	9639.47	9639.47		
2	Dog Waste bins	Fairland/footpath to Rectory Gardens		150.00	Town Council	150.00	150.00		
1	Wheeled strimmer		2013	494.00	Hingham Society	494.00	494.00		
1	Digital projector	during 2015 scrapped - beyond repair	2010	421.00	Carol Harris				
3	Grit/salt bins	Greenacre Road/Hall Lane/Hardingham S	2009	502.00	Town Council	502.00	502.00		
3	Grit / Salt bins	Ringers Lane/Bond Street/Hall Lane	2010	557.00	Town Council				
	1 old grit bin scrapped 2016 leaving 2@ 185.67 = 371.33					371.33	371.33		
1	New Heavy Duty Grit bin Ringers Lane		2016			159.30	159.30		
3	Grit / Salt bins	Bears Lane/Rectory Gdns/Lincoln Ave	2012	538.00	Town Council	538.00	538.00		
1	Victorian Style street light columns	Bond Street	2014	2304.00	Town Council	2304.00	2304.00		
10	Painted steel street lights columns			1.00	Town Council	1.00	1.00		
45	Galvanised columns		various	12237.00	Town Council	12237.00	12237.00		
5	Dog waste bins		various	380.00	Town Council	380.00	380.00		
6	Finger pointer arms		2013	1320.00	Town Council	1320.00	1320.00		
3	Litter bins		various	780.00	Town Council	780.00	780.00		
5	Seats - Metal		various	750.00	Town Council	750.00	750.00		
1	10 string Christmas tree lights cable and t	Lincoln Hall Room			Town Council		194.17		
	Christmas tree lights			150.00	Town Council	150.00	150.00		
1	Wheelbarrow			60.00	Mr Ramm	60.00	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 stil in situ					107.50	107.50		
1	Leaf Blower		2014	195.00	Mr Ramm	195.00	195.00		
	Paul Revere Pewter Bowl	GIFT	St Andrews Church		St Andrews Church PCC		GIFT		
	Total Value of Assets			£132,124.40		£142,134.63	£146,356.52		