

HINGHAM TOWN COUNCIL**MINUTES of the Town Council meeting held on Tuesday 07 February 2017.****Present****Councillors****Cllr P Eldridge - Chairman****Cllr P Dore – Vice Chairman****Cllr S Riley, Cllr G Shingfield, Cllr K Chan, Cllr R Stickland, Cllr D Foord, Cllr A Lys,****Cllr C Dunnett****Clerk – Alison Doe****There were 6 members of the public present**

- 1. Apologies for absence** - were received from Cllr R Bendle, Cllr G Maltby, District Cllr Y Bendle and County Cllr M Dewsbury
- 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 12
Cllr Dore declared an interest in agenda item 12.2
Cllr Chan declared an interest in agenda item 8.9
- 3. Public participation session**
Concerns were raised regarding access to the bus stop on Norwich Road situated by the works access to the Abel Homes development. The area needed by wheelchair users/ pushchairs, to access the bus stop has become muddy and uneven from lorries accessing the site. The Clerk is to contact Norfolk County Highways and Abel Homes.
- 4. Accuracy of the Minutes of the Town Council meeting of 03 January 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**
- 6. Working party reports (written reports circulated prior to the meeting)**
The Events Working Party reported that there has been positive feedback following the Christmas Fair, the event generated £368.10 toward future events (income for the event including a SNC grant £1449.20, expenditure for the event £1081.10), the Event fund now stands at £2082.31, with lots of equipment having been purchased for future events. Proposed dates for following events were agreed (2017 – 08 April, 10 June, 09 December and 2018 - 24 March, 16 June, 08 December. The Hingham Playing Field Association hope to arrange the annual Easter egg hunt in the Welcomme Space on the afternoon of the 08 April to coincide with the Easter Market.

The Cemetery and Churchyard Working Party reported that Archdeacon permission is still awaited for churchyard tree maintenance work and repairing the churchyard wall following the vehicle collision. It was requested that the Clerk ask the highway engineer if NCC could install something other than reflector posts to protect the wall. It was agreed

to obtain a quotation for repairing/rebuilding the curved wall at the entrance to the churchyard.

7. Reports from representatives on external bodies

- The Lincoln Hall Committee had not met.
- Concerns were raised regarding the potential closures of Wymondham and Attleborough Citizens Advice Centres
- The Playing Field Association reported that the hedge behind the tennis courts has been cut and the spring on the play area had been sawn off. £17,000 had been quoted to replace the play equipment.

8. Correspondence

- 8.1 Norfolk ALC - SAAA announcement of appointed auditors by county area 2017/18 - 2021/22**
- 8.2 Norfolk ALC - Norfolk Community Learning Services** (information to go in the Parish Magazine)
- 8.3 South Norfolk Council, Lisa Fountain - The Big Litter Pick 2017** (information to go in the Parish Magazine)
- 8.4 South Norfolk Council – Megan Towsey, Community governance review (consultation <https://www.south-norfolk.gov.uk/boundary-and-polling-station-reviews#open>)**
- 8.5 Norfolk County Council-Call for volunteers to join the largest master composter team in the country** (information to go in the Parish Magazine)
- 8.6 Norfolk Parish Training & Support, Luisa Cantera - Norfolk PTS new subscription service**
- 8.7 Conor Sandford, Listing Co-ordinator - Historic England - Hingham War Memorial**
- 8.8 The Hingham Society, Tom Cowin – speed restrictions –** (the Clerk has sent a full response to Mr Cowin)
- 8.9 Suzanne Brooks – Parking in Bond Street**

9. District Councillor's report

District Councillor Bendle was unable to attend the meeting.

10. County Councillor's report

County Council Dewsbury was unable to attend the meeting.

11. Planning Decisions

- 11.1 2016/2922 - 2 Baxter Road Hingham NR9 4HY**
- T1 - Acer campestre - Crown raise to @3m; trim lower canopy back from adjoining outbuilding. T2 - Crataegus monogyna - Formative prune and reduce overall volume by 30% pull back from adjoining public footpath. T3 - Ailanthus altissima - Crown raise to 4.5m; remove 3x lower rising limbs over drive; reduce volume by @20%. T4 - Ailanthus altissima - Remove 3x lower lateral and rising limbs overhanging garden and public footpath; reduce volume by @20%. T5 - Acer davidii - Crown raise to @3.5m where overhanging garden and associated public footpath. T6 - Fagus sylvatica - Crown raise to @3.5m away from fence line. T7 - Corylus avellana - Coppice 2x conjoined hazels to existing stool level. T8 - Laurus nobilis - Trim away from associated birch tree stems. T9 - Crataegus

monogyna - Seasonal prune by up to 10%. T10 - Crataegus monogyna - Seasonal prune by up to 10%. T11 - Betula pendula - Remove 2x lower lateral limbs clearing adjoining outbuilding. - No objections

- 11.2 2016/2900 - 3 Greenacre Road Hingham NR9 4HG
Utility room extension to rear of dwelling
Approval with Conditions
- 11.3 2016/2790 - 8 St Andrews Close Hingham NR9 4JT
Single storey extension and alterations to dwelling
Approval with Conditions
- 11.4 2016/2681 - Land Adj To 12 Lincoln Close Hingham Norfolk
Build a one bedroom bungalow linked with an extension to no.12 Lincoln Close.
Approval with Conditions

12. Planning Applications

(as notified by SNC for consultation)

- 12.1 **2016/3022 - 18 Rectory Gardens Hingham Norfolk NR9 4RG**
First floor side extension over garage, plus two storey infill extension in front of garage.
The Council agreed to recommend approval

CLLR DORE LEFT THE ROOM FOR ITEM 12.2

- 12.2 **2016/3010 and 2016/3011 - Market Place Hingham NR9 4AF**
Part change of use from mixed residential and retail use (Class C3 and A1) to a single dwelling house (Class C3). Internal and external alterations.
The Council agreed to recommend approval

(other applications where the Town Council is not a consultee)

- 12.3 **2017/0044 and 2017/0006 St Andrews Lodge Attleborough Road Hingham NR9 4HP**
2017/0006 - 2x Beech Trees, T2 - Crown lift tree to approx 5m. T3 - Crown lift tree to approx 5m, reduce spread towards the house only by approx 3m to leave approx 12m. Remove 4 crossing branches up to 5 inches in diameter to prevent severe rubbing (work needed for the health of the trees).
2017/0044 - 1x Beech Tree, T1 - Removal of two lateral lowest limbs, cut back to the first available growing point, to crown lift the tree on the side of the garden. Removal of a third low lateral limb on the garden side to prevent further damage by rubbing.

13 To discuss/agree the specification for the toilet refurbishment

It was proposed and agreed to ask if there is a possibility that the current arrangements for the toilets could continue, rather than them being leased to Hingham Town Council.

Regarding the specification amendments were suggested to be fed back to South Norfolk Council (numbers of mirrors, soap dispensers, cleaning of exterior window frames, removal of signage, and reference to the sanitation bins).

14 To discuss the proposed increase in fees by South Norfolk Council for emptying the dog waste bins.

The increase proposed by South Norfolk Council will see the fee payable by Hingham Town Council for dog bin emptying rise from £130.08 to £1100.

It was also noted that the quoted frequency of emptying the bins (twice a week) was doubtful.

It was proposed and agreed to undertake a review of the dog waste bins to see where they are situated and if any could be removed to reduce costs, (as bagged dog waste can be placed in the litter bins). The Clerk is to respond to South Norfolk Council regarding the charging increases.

It was also proposed and agreed to purchase some paint and to spray dog excrement left on the ground.

15. To receive an update on street light repair/replacement issues.

The Clerk reported the location of the 6 remaining Green painted street light columns, the 2 on Dereham Road are located next to BT telegraph poles, BT had advised that they do not permit electrical equipment on telegraph poles for safety reasons.

A lamp column on Chapel Street is leaning. A quotation to excavate, straighten and re-concrete column at £170.00 plus VAT has been offered by the maintenance contractor (K and M Lighting). It was agreed to accept the quotation and have this work undertaken.

A Concrete column on Stone Lane had been reported as badly cracked. A quotation to remove and dispose of existing concrete column, supply and install 5metre galvanised column, wire and fit Indo Air 1 plus 24 LED 25 watt lantern controlled by photo electric cell with dimming from midnight to 05.30am of 50% at £1295.41 plus VAT was offered by the maintenance contractor(K and M Lighting). This replacement would require work to also be undertaken by UK Power network at approximately £726 plus VAT. It was agreed to accept the quotation and have this work undertaken.

16. Proposal to obtain quotations for a street light condition survey to be undertaken.

It was agreed to request the visual inspection of lighting stock to be undertaken by the maintenance contractor (K and M Lighting) as per the contract, and to be notified of any defects requiring attention.

17. Proposal to undertake a refurbishment of the Hingham town sign.

Cllr Shingfield offered to commission this work with the artist who refurbished the Scoulton sign.

18. Proposal to dissolve the Highways Working Party.

Agreed. The length of time it takes for Norfolk County Council Highways to implement agreed highway work means that continuing with the working party was not appropriate.

- 19. Proposal to set up a Projects Working Group/Working Party.**
Agreed. It is envisaged that working groups will be set up to undertake specific projects and volunteers with a specific interest or skill appropriate to the project can be recruited as and when required.
- 20. Reminder of the date/arrangements for the Annual Town Meeting – 18th April 2017**
The Clerk will write to invite the societies and clubs. It is hoped that the Police Traffic Officer will attend the meeting as guest speaker. The Chairman is to compile a report, including a financial report for the meeting.

FINANCE

- 21. To agree the date for the next meeting of Finance Committee.**
It was proposed and agreed to hold the next Finance Committee meeting on 21 February 2017.
- 22. To receive suggestion for undertakings of the Finance Committee.**
A suggestion was made that a 3 year budget plan should be made and a request was made for “a copy of the accounts” for 2015/16 to enable a check of the figures on the audit form, the Clerk advised that councillors had received a copy of the accounts (income and expenditure for the year).
- 23. Accounts for Payment**
The Clerk explained an error on the agenda – and an additional invoice, for the community car scheme had been received - the accounts for payment were agreed as below - and cheques signed

D Ramm(wages 5 weeks £879.05, binbags £1.79, cleaning products £5.90)	£886.74
A Doe (wages £671.61, padlocks for SAM sign £14.49)	£686.16
E-on	£581.84
K and M Lighting Services	£294.19
Eurooffice (toilet paper)	£44.39
G Maltby (Christmas Fair first aid reimbursement)	£50.00
P Dore (Christmas Fair tea/coffee/biscuits etc reimbursement)	£10.48
Michelle Whelam (Christmas Fair Stall reimbursement)	(£10.48) £10.00
Nest (Pension direct debit)	£16.48
Community Car Scheme	£1641.78
TOTAL	£4,222.06

- 24. '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 at this point.
- 25. To consider any quotations received for repairs to the churchyard wall**
One quotation was received – it was proposed and agreed to accept this quotation from WHJ Howe – (£2950.00)

26. To consider any quotations received for the replacement skate park sign

Three quotations were received – it was proposed and agreed to accept the quotation from CIM Signs and Graphics (£49.00 plus VAT) for a flat backed sign (no poles) but to request holes drilled in each corner.

The meeting finished at 9.30pm

Signed..... 07 March 2017

Clerks Report for 07 February 2017

Min:	Update
	Matters Arising From the minutes of the meeting on 03 January 2017
3	Community Car Scheme – Alison Lys has advised that she is currently acting as co-ordinator, but an advert has gone in the parish magazine asking for volunteers.
6.5	Parking on Bond Street (junction with Church Street) – a letter was sent to residents on Bond Street and on Church Street regarding parking on the junction. These concerns have been raised with Norfolk Police, who advised that it could be dealt with as dangerous parking but it would be up to the officer in attendance at the time, and also with Norfolk County Council highways who had advised that the Traffic Management Programme (TMP – the mechanism through which lines, and limits were funded) funding was ceased as part of Norfolk County Council’s savings.
13	The parish precept form has been sent to South Norfolk Council and confirmation of receipt received.
	Other Updates
	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 – Awaiting response from NALC
	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 if the hoarding can be re-positioned – awaiting response. – chased – still awaiting response.
	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. Tenders to be received by mid February
	The Clerk has contact TTSR Ltd to advise that their quotation to rectify the leaning gravestones in the cemetery was successful. Site visit to mark the plots is scheduled for 9th Feb
	Church Yard overgrowth and tree works – – the application for tree works has been approved by SNC – awaiting advice from Rev. Colin Reed
	Highway matters –the broken directional sign on Bond Street, has been fixed.
	Speedwatch - The forms have been sent to Norfolk Police (although some volunteer forms are still awaited) – The clerk has met with the volunteer co-ordinator who is keen to get the scheme up and running. The Clerk has requested confirmation from the police speedwatch training co-ordinator that the volunteer will be able to work within the 20mph limit with reference to the reply from PCC Lorne Green, this matter is going to be discussed at the next Norfolk Safety Camera Partnership Operational Group in February.
	Extension 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

	White Line work/Speeding B1108 – the clerk has requested that the speed survey be undertaken again to assess the effectiveness of the white line work – the police have agreed to re deploy the equipment – no confirmation of date
	SAM2 sign –has been moved to Norwich Road – the down loading of the data was not successful, the Clerk to contact the manufacture for advice.
	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 – who is still trying to rectify the problem.
	Painted on road bus stop bay, Norwich Street – a request has been made with NCC Highways for this to be done – this has now been completed
	The tree survey was undertaken on 10th January, awaiting written report. The Clerk met with Jon to discuss a few tree related issues. Jon advised that planting of 2 oaks in place of the wooden posts at the entrance to the Lincoln Hall was a nice idea and also advised the another oak would need to be planted to replace the most recently felled large oak (as the one opposite was already in situ at the time the application was assessed by SNC). Prices to be obtained.
	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.
	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)
	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 – 06 February 2017

Crime Figures – reported in November 16 - (NO FURTHER UPDATES AVAILABLE AT TIME OF WRITING)

On 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/>