

HINGHAM TOWN COUNCIL

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MINUTES of the Town Council meeting held on Tuesday 07 March 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 R Bendle, Cllr A Lys, Cllr G Maltby

Clerk – Alison Doe

There were 10 members of the public present

1. **Apologies for absence** were received from Cllr C Dunnett (business), Cllr D Foord (unwell- n.b *apologies received after the meeting*).
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
 Cllr K Chan declared an interest in agenda item 12.8
 Cllr S Riley declared an interest in agenda item 12
 Cllr R Stickland declared an interest in agenda item 12.7
 Cllr P Dore declared an interest in agenda item 20
3. **Public participation session**
 - 3.1 **Community Speed watch** – concerns were raised at the lack of progression in getting the Speed Watch up and running and that the volunteers had not received regular updates. The Clerk explained the current position, that after waiting some time for forms to be returned by some volunteers, these had now been forwarded to the police for the relevant checks, however following correspondence with the Police and Crime Commissioner, the Clerk had asked the Police Speed Watch co-ordinator to confirm that the Speed Watch could be undertaken within the 20mph limit, this matter was discussed at the Safety Camera Partnership Board meeting on 23rd February. A response was received after that meeting advising that the SCP Board reiterated that setting up a Community Speed Watch within a 20pmh speed limit was not in accordance with police policy. The Clerk will request that the volunteer forms still be processed, and forward the letter from the Police Speed Watch Coordinator to the Community Speed Watch Co-ordinator Mr Glynn. It was also noted that the flashing SAM2 speed sign seemed to be effective, and that the Police equipment for the speed survey in the Market Place had been deployed.
 - 3.2 **Post Office**- it was brought to the Councils attention that the Post Office in Harrods of Hingham was due to close mid-April, it was requested that the Council write to the Post Office to request that there be an extension of time given for the service provided in Hingham to see if it's closure could be prevented by better advertising and more use of the service.
 - 3.3 **Parking – Hardingham Street** concerns were raised that cars are continually being parked on the grass verges on Hardingham Street and on the Admirals Walk junction. The Clerk to bring this to the attention of Norfolk County Council the highways engineer. It was also noted that the parking on Bond Street (junction with Church Street) was starting to occur again.

4. Accuracy of the Minutes of the Town Council meeting of 07 February 2017

The minutes were agreed as correct and signed by the chairman with the alteration of the date (2016 amended to 2017) on page 2185.

5. Matters Arising (written report circulated prior to the meeting – see Appendix A)

6. Working party reports (written report circulated prior to the meeting)

6.1 The events working party reported that there were 13 stalls booked so far for the Easter market with bookings already being taken for the June and December markets. The working party are hoping to run a raffle or silent auction at the Easter market, of various hampers and a request was made for any donations. Money raised will go toward future events.

6.2 The cemetery and churchyard working party reported that Archdeacon permission is still awaited before several jobs can be undertaken in the churchyard, (it is understood that the Archdeacon has been on compassionate leave). Arrangements need to be made to clear the vegetation cut down from the overgrown corner, Cllr Shingfield offered to assist with this.

7. Reports from representatives on external bodies

7.1 Community Car Scheme – a written report was given to the Council detailing alleged lack of contingency planning and provision for residents in both Pilgrim House and Hasingham House during the storm Doris power outage. It was requested that the Council write to Forest Healthcare, Anchor Trust and the Care Quality Commission to relay the evidence of the community car scheme volunteer drivers as witnessed on the day and the concerns over the lack of contingency and emergency planning.

7.2 Hingham Playing Field Association – reported that they had been successful with their bid for funding from Tesco Bags of Help, having been awarded £5000.

It was also reported that the playing field association are looking at ways to improve the parking facilities at the sports centre, but this will take both time and funding. Being aware of the concerns regarding parking on the day of the monthly antiques fair, which had now become a very successful event, it had been requested that there be some police attendance on the day (the police were in attendance at the February fair). The police advice is clear, that parking is permitted on an unrestricted highway (in accordance with the Highway Code) and they are not empowered to act unless parking is illegal. The Hingham Playing Field Association apologies for any difficulty to residents caused by the parking for the antiques fair and extended an invitation to residents to join the committee (even temporarily) to help find a solution.

7.3 Lincoln Hall Committee had not met.

7.4 Citizens Advice – reported that the Chief Executive Officer for Norfolk had resigned and an interim CEO was now in place.

8. Correspondence

8.1 Gail Watkins – Parking issues due to the Antiques Fair

8.1.1 Andrew Smith - Parking issues due to the Antiques Fair

8.2 Alice Ablewhite - Horse riding through public pathway (the Chairman to speak to the horse rider)

8.3 Maddy Iszchak - groundwork.org.uk - Funding for community projects (Tesco bags of Help) (the clerk to pass on the information to The Hingham Society)

8.4 Community Action Norfolk – News letter

9. District Councillor's report

District Cllr Bendle reported that South Norfolk Council are undertaking an anti dog fouling project, engaging with the school by asking the children to design posters, the winning poster

designs will be displayed around town. The Council will prosecute dog fouling offenders if there is sufficient evidence.

South Norfolk Council have set the 2017/18 budget which increases the level of Council Tax to £140.00 per year for a Band D property, the council will be looking at ways to increase charges for services that they provide to increase revenue.

10. County Councillor's report

County Cllr Dewsbury reported that Norfolk County Council agreed to increase the council tax for 2017-18 by 4.8%. This includes an increase of 1.8% for general council tax, and 3.0% for the Adult Social Care precept. It was also reported that Children's Services are now improving, with the 4th interim director, who will remain in post until after the next OFSTED inspection.

11. Planning Decisions

- 11.1 2017/0006 St Andrews Lodge Attleborough Road Hingham NR9 4HP
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).
Approval with Conditions
- 11.2 2016/3022 18 Rectory Gardens Hingham Norfolk NR9 4RG
First floor side extension over garage, plus two storey infill extension in front of garage
Approval with Conditions
- 11.3 Ref. No: 2016/3010 & 2016/30112 - 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.
Approval with Conditions
- 11.4 2016/2924 Moneyhill House Deopham Road Hingham NR9 4NL
Single Storey Rear Extension and Front Porch
Approval with Conditions

12. Planning Applications

(as notified by SNC for consultation)

- 12.1 **2017/0431: The Cottage, 13 Hall Lane Hingham NR9 4JX**
Proposal: Proposed two-storey rear extension
The council agreed to recommend approval
- 12.2 **2017/ 0498 11 Low Road Hingham NR9 4NG**
Rear extension at first floor level
The council agreed to recommend approval

(other applications where the Town Council is not a consultee – details available for information)

- 12.3 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.
- 12.4 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.

- 12.5 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.
- 12.6 2017/0352 - Southernwood House 9 Market Place Hingham Norfolk NR9 4AF
Fell wild cherry tree
- 12.7 2017/0305 - 48 Rectory Gardens Hingham NR9 4RG
G4a, G4b, G1a and G1b - Fell four Sycamore. T5 Yew tree - Fell, T8 Yew tree - Fell.
- 12.8 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.

13 To discuss the results of the Tree Survey

A copy of the tree survey was circulated to all councillors prior to the meeting. It was noted that recommended work should be undertaken after the bird nesting season, when also, the ivy should be removed from trees in the cemetery. Concerns were raised regarding the state of some trees overhanging the highway on Norwich Road. The Clerk is to contact Norfolk County Council highways to request that they contact the land owner regarding this issue.

14 To discuss the proposal by Mr Strong regarding a churchyard Holly Tree

It was agreed to accept the proposal from Mr Strong to commission some work to the holly tree. Relevant permission from South Norfolk Council and Archdeacon to be obtained prior to any work being undertaken.

15 Proposal to obtain relevant permission to reduce the Churchyard Yew Trees (driveway) and remove the yew tree as identified in the Working Party report

It was agreed to seek the relevant permissions from South Norfolk Council and the Archdeacon to undertake work to remove the yew tree as identified in the working party report and to reduce the yew trees along the churchyard driveway.

16 To discuss the issues regarding the Churchyard car park drain

The Clerk advised that the legal advice (as provided through the insurance policy) was that the Town Council should not be instructing a contractor to undertake works within the carpark as they do not own the land. Cleaning works to the Anglian Water system previously helped to improve the flow of water from the car park. It was agreed that Anglian Water should be contacted when the car park is flooding and the water not draining away.

17 To receive an update on the South Norfolk Council dog waste bin charges

South Norfolk Council had revised the proposal to implement an increase in charges for emptying the dog waste bins. The charges will now be bought in as follows: bins already being charged for will increase to £100 per bin from April 2017, new charges for the remaining bins (previously uncharged) will be £50 for the financial year 2017/18. It was proposed and agreed to remove the following dog waste bins – Ringers Lane, Market Place (south green), The Fairland (entrance to Lincoln Hall) and one bin from the entrance to the Playing Field off Watton Road. Litter bins to be re sited on Ringers Lane and the Fairland to the position of the dog waste bin. Suitable stickers to be placed on litter bins regarding accepting bagged dog waste in litter bins.

18 Proposal to arrange training for Councillors and the Clerk on Declaring Interests and associated procedures at meetings.

The Clerk advised that Norfolk Training and Support could provide whole council training. It was agreed to wait until the NorfolkALC contract was determined with NCC and to re-investigate the training options at a later date.

19. To discuss the response from Norfolk Police Safety Camera Team regarding the Speed Watch in the 20 MPH limit.

The Police Community Speed Watch Officer had responded to the Clerk to advise that at the Safety Camera Partnership Board had met on 23 February 2017, and reiterated that setting up a Community Speed Watch within a 20mph limit was not in accordance with their policy, and asked if the checks on the volunteer should be progressed. The Clerk is to confirm that the checks should go ahead and to will ask the Community Speed Watch volunteer co-ordinator Mr Glynn to assist in challenge to the police policy.

FINANCE

20. To receive an update and draft minutes from the Finance Committee meeting held on 21 February 2017.

A copy of the draft minutes were circulated to all councillors prior to the meeting and are attached as Appendix B. These will be approved at the next meeting of the Finance Committee

21. Accounts for Payment

D Ramm (wages 4 weeks - binbags 2.99, cleaning products 5.00)	£733.21
A Doe (wages)	£671.67
K and M Lighting Services Ltd	£294.19
E-on	£581.84
H Morris (ERB refund)	£150.00
Community Action Norfolk (membership)	£20.00
TTSR Ltd (grass cutting)	£2,796.37
CIM Signs and Graphics (Skate park sign)	£59.99
Xerox Finance (printer rental)	£115.31
Ravencroft Tree Services (tree survey)	£414.00
P Dore (website reimbursement)	£11.88
Total	£5,848.46

22. '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.

23. To consider any quotations received the position of Internal Auditor for year end 2016/17

One quotation for the position of Internal Auditor (year end 2016/17 was received) from Luisa Cantera and Steve Jackman. It was agreed to accept this quotation.

Signed - Chairman 04 April 2017

Clerks Report for 07 March 2017

Min:	Update
	Matters Arising From the minutes of the meeting on 07 February 2017
3	Norwich Road bus stop (Abel Homes works access) – access issues– works access has been closed off and a footway installed – the bus stop hard standing area has been increased and drop kerbs installed.
6	Churchyard wall – the Clerk discussed the possibility of added protection for the churchyard wall with the highways engineer, who advised there was nothing available from NCC highways that could be placed on the wall – but he would look into an additional reflector post to be installed. – Quotations for rebuilding the curved wall will be sought - the Clerk to liaise with Rev Reed regarding relevant permission from the church.
13	The suggestions regarding the toilet specification (no's of mirrors and soap dispensers, removal of reference to the sanitation bins being provided by the contractor, addition of reference to cleaning the exterior of the window frames and removal of the signage). The question was also asked if there was a possibility that the current arrangements could continue. – no response as yet received.
15	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 is awaited for the Stone Lane light.
16	The 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.
17	Refurbishment of Hingham Town sign – Cllr Shingfield to update
20	Annual Town Meeting – 18 April – initial invitations to go out this week – could Councillors please forward the invitation to any one that may be interested – or clubs that may have been missed.
21	The meeting of the Finance Committee took place on 21.02.17
22	The request for a “copy of the accounts” was explained at the finance committee meeting, a suitable summary page will be produced for 2015/16 and 2016/17 - comparisons can be made year on year going forward (starting from 2015/16) - as the Receipts and Payments accounting system is carried forward.
25	Repairs to the churchyard wall – a letter has been sent to WHJ Howe accepting his quotation – and advising that Archdeacon permission is being sought before the work can go ahead.
26	The Skate Park sign is ready for collection.
	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 – response received but further referral to NALC legal services has been requested.
	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.
	Leaning gravestones in the cemetery – the Clerk met with the Contractor on site, confirmation of a start date for the work is awaited.

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.	
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 –this now need to be removed from Norwich Road and the data down loaded.	
The Clock –and chimes now all are working.	
Replacement oak trees on the Fairland – will be priced in summer for proposed planting in Autumn.	
	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 –
	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 March 2017

Crime Figures – reported in DECEMBER 16 -

On or Near....

Primrose Road - Burglary (1)

Chapel Street - Anti-social behaviour (1) - Burglary (1)

Lincoln Avenue - Criminal damage and arson (1)

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

HINGHAM TOWN COUNCIL**DRAFT MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 21 FEBRUARY 2017.****PRESENT****Cllr P Eldridge (Chairman)****Cllr P Dore****Cllr S Riley****Cllr K Chan****Clerk – Mrs Doe****No members of the public were present**

1. **Apologies for absence** – were received from Cllr R Bendle
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations.** None.
3. **Public participation.** – (The cashbook and budget monitoring spreadsheet was made available for any members of the public attending to look at). No members of the public were present.
4. **Accuracy of the Minutes of the Finance Committee meeting of 25 October 2016.**
The minutes were agreed as correct and signed by the Chairman.
5. **Matters Arising from the minutes of the meeting of 25 October 2016.**
The bank statements and cash book needs to be given to Cllr Chan for a reconciliation (April – September 2016).
6. **Proposal for the Finance Committee to prepare a Reserves Policy.**
An example of a reserves policy (from Necton Parish Council) was circulated – it was agreed to draft a similar document for Hingham Town Council for the next finance committee meeting.
7. **Proposal for the Finance Committee to review the Asset Register.**
A copy of the asset register was circulated prior to the meeting, the Clerk explained that the register had been updated with purchases made to date in 2016/17 and that the brooms had been removed from the register (as notified by the handyman that they had broken). The Clerk advised that a “stock take” should be undertaken during the next financial year to ensure that the item details on the asset register are correct. It was noted that the Paul Revere pewter bowl needs to be added to the asset register.
8. **Proposal for members of the Finance Committee to review the insurance policy prior to the next meeting.**
The current insurance policy schedule and statement of fact was forwarded to committee members prior to the meeting. It was noted that there are several items

on the schedule that should no longer be included (e.g projector, hard drive and scanner). I was agreed to approach Aon, Zurich and Aviva for insurance quotations. The Clerk asked for any thoughts and observations regarding the policy to be forwarded to her.

9. To undertake the internal financial check.

A financial check was undertaken. The receipt book was cross referenced with the current account paying in book for cash and cheques received. The bank statements were cross referenced with the minutes and cash book for all cheque payments made between October and December 2016.

(The meeting ended at 8.45pm)