

HINGHAM TOWN COUNCIL

MINUTES of the Town Council meeting held on Tuesday 03 October 2017.

Present

Councillors

Cllr P Eldridge - Chairman

Cllr A Lys, Cllr G Maltby, Cllr Shingfield , Cllr Chan, Cllr Foord, Cllr Riley, Cllr Stickland

Clerk – Alison Doe

There were 5 members of the public present including County Cllr Dewsbury

1. **Apologies for absence** were received from Cllr Bendle, Cllr Dunnett, Cllr Dore and District Cllr Bendle
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations** – none.
3. **Public participation session**
 - 3.1 Concerns were raised regarding the vehicles parking at the end of the footpath between Norwich Road and Hardingham Road while the new bungalow is being built. Parked vehicles are blocking access for pedestrians wishing to use the footpath and causing the end of the footpath to become rutted and very muddy.
The Clerk will bring this to the attention of Saffron Housing.
 - 3.2 Concerns were also raised regarding road safety at the new pedestrian island on Norwich Road. It was reported that vehicles overtaking the bus while it stops at the bus stop by Ringers Lane are doing so by going round the pedestrian island on the wrong side of the road. It was also reported that drivers appear to be going faster once past the pedestrian island, heading out of Hingham. It was also noted that for pedestrians with pushchairs or wheelchair users coming from the Hops development would have to cross the B1108 3 times to get to the Chemist (1. to access the pavement on Norwich Road, 2. Having to cross before the very narrow pavement at Beaconsfield House, 3. at the Market Place to get to the chemist).
The Clerk will forward these concerns to Norfolk County Council, South Norfolk Council, Abel Homes and the Police.
4. **Accuracy of the Minutes of the Town Council meeting of 05 September 2017**
The Minutes were agreed as correct and signed by the Chairman with the following amendment in paragraph 4
 - Rev. Colin Reed advised that work would soon ~~being~~ begin for the heating and lighting in St Andrews Church.
5. **Matters Arising (written report circulated prior to the meeting see Appendix A)**
6. **Working party reports (written reports circulated prior to the meeting)**
 - 6.1 The Events Working Party reported that there were now over 40 stalls confirmed to attend the Christmas market (Fayre on the Fairland)
 - 6.2 The Cemetery and Churchyard Working Party reported that tree work required for the cemetery and church yard would be put out to tender during October. The Handyman has advised he will undertake the removal of the lower canopy branches in the churchyard in November and good progress has been made on the painting of the churchyard gates. Arrangements will be made for the pothole to be filled in the cemetery driveway and the trees by the gateway to be trimmed.

7. Reports from representatives on external bodies

Hingham Playing Field Association reported that the outdoor gym equipment had arrived and was due to be installed over the coming days.

8. Correspondence

8.1 Cllr Shaun Vincent - Chair of the Greater Norwich Development Partnership – Response to the CPRE

8.2 CPRE - response to SNDC's letter to Parish & Town Councils regarding land allocation: issue of predetermination.

8.2.1 Emma Goddard – Response regarding issue of predetermination.

8.3 Community Action Norfolk's Funding Newsletter

8.4 Norfolk Police - Op Randall Rural Crime Newsletter

8.5 Historic England - Hingham War Memorial: Invitation to comment on Consultation Report

8.6 George Freeman - Invitation from George Freeman MP - Rural Housing Summit - Gressenhall - Friday 13th October

8.7 Dawny Christien speeding on Norwich Road, Hingham – the Clerk advised that she had responded to Dawny advising that the police had recently undertaken speed checks on Norwich Road and that the flashing SAM speed sign could be deployed on Norwich Road.

8.8 Norfolk Police – Community SOS

8.9 Mark Webster – Wildlife I D Courses

9. District Councillor's report

District Cllr Bendle was not present at the meeting

10. County Councillor's report

County Cllr Dewsbury reported that Norfolk County Council were preparing the budget , looking for where savings could be made (for example by sharing facilities) and where services could be improved (one initiative is to make baby weighing scales available in Libraries).

The Council were also looking at what properties they own but no longer needed and at what functions are statutory requirements and what could possibly be undertaken by local community groups.

11. Planning Decisions

11.1 2017/1937 North Greens of The Fairland Hingham Norfolk - Cherry tree -reduce lower limbs overhanging parking on road and Oak tree - remove hung branches – No objections

11.2 2017/1934 - Church Of St Andrew Attleborough Road Hingham Norfolk - T25 Yew Tree – fell - No Objections

**11.3 2017/1939 Church Of St Andrew Attleborough Road Hingham Norfolk
1x Limes - raise crown to give 2.5m clear from roof – Approved with Conditions**

11.4 2017/1933 Top Corner Of North Green Market Place Hingham Norfolk NR9 4AF - Rowan Tree –fell - No objections

- 11.5 2017/1940 Church Of St Andrew Attleborough Road Hingham Norfolk - 14x Yew trees and 3x other trees interspersed - reduce up to 3m to leave 5m in height and reduce width by 0.5m - No objections**
- 11.6 2017/1938 Church Of St Andrew Attleborough Road Hingham Norfolk - 2 x Holly Trees - raise low crown to 2.5m, reduce crowns by 3m, removal of deadwood within trees – No objections**

12. Planning Applications

(as notified by SNC for consultation)

- 12.1 2017/2143 - 27 Norwich Street Hingham NR9 4LJ**
Proposal: 1 X fascia only logo illuminated, 1 x internal illuminated projector, 4 x non-illuminated wall mounted aluminium panels, 1 x internally illuminated totem
 The Council agreed to recommend approval
- 12.2 2017/2174 & 2017/2175 Pearces Farm Seamere Road Hingham NR9 4LP**
Use of barn as ancillary to main dwelling, repairs and alterations to barn and erection of new garden wall. Inclusion of surrounding land within residential curtilage (retrospective).
 The Council agreed to recommend approval
Applications for information, where Town Council is not consulted for comment
- 12.3 2017/2125 - Beaconsfield House 13 Market Place Hingham Norfolk NR9 4AF**
Cupressocyparis ley landii (T1) - fell.

13. To discuss proposals for the Norfolk County Council Highways Parish Partnership Scheme

The Clerk advised that the pavement on the corner of Bears Lane and Mill corner would not be a suitable project for the Parish Partnership funding as the Town Council would not have the right to make footway improvements. The footway has been reported to NCC highways for inspection and a request for remedial works has been made.

With regard to Stone Lane, the Clerk advised that (after NCC previously stating that it was not a footpath maintainable by the County Council), the footpath is listed on the definitive map on the County Council website and the definitive statement gives a description of the footpath stating that the tarmac should be no less than one metre wide. The Clerk will write to NCC to request that improvements are made to the footpath to reinstate it to the description on the definitive statement and request that NCC write to householders who back onto the footpath to request that they refrain from depositing garden waste onto the footpath verges.

It was agreed to ask NCC to provide a quotation for reinstating the tarmac on the footpath between Hardingham Road and Norwich Road and for improvements to be made to the footpath at the end of Folly Lane going behind the allotments.

14. Proposal for the Cemetery/Churchyard Working Party to review the cemetery fees

The Clerk explained that the current fees for Exclusive Rights of Burial and Interments were set in November 2014, when the fee for non-residents was increased (from double to triple the resident fee). It was agreed that the working party should undertake a review of the fees and bring recommendations back to a future full council meeting.

15. Proposal to make Exclusive Rights of Burial purchasable ONLY at the time of burial, for the next available grave plot (i.e not to allow pre purchase of specified plots)

The Clerk explained that to avoid any future difficulties with the allocation of grave spaces it would be preferable to now stop the pre-purchase of Exclusive Right of Burial for pre chosen plots, and to make a purchase of an Exclusive Right of Burial only available when an interment is required. The area covered by the cemetery is not a regular shape, and on recently measuring for marking out plots, it became evident that there would be difficulties accurately pinpointing a specific location within the new area for grave plots. It would also cause difficulties if at the time of interment one grave within a row of pre "bought" plots was needed to be dug to accommodate a wider coffin.

Concerns were raised that this proposal would prevent family members being interred next to each other and it was suggested that at the time of interment a family should have the opportunity to purchase one adjacent plot at the same time. It was agreed that the Working party should investigate what other Councils do regarding the pre purchase of Exclusive Right of Burial.

16. Proposal to deliver a leaflet to the homes on the Hops development regarding the Open Evening and Volunteering for the Events Working Party/Christmas Fayre on the Fairland

The Clerk presented the proposed leaflet, and explained that it was designed to try to engage with new residents of the town. It was agreed that the leaflet could be distributed to the occupied houses on The Hops development.

17. To discuss the additional information regarding South Norfolk Council's proposals for the lease/freehold of the public toilets, and to agree to either a 35 year lease, 99 year lease or transfer of freehold

It was agreed that the Town Council should go forward with taking the toilets on with the freehold of the building.

18. Proposal to obtain some quotations for permanent "please do not park on the grass" signage for the Fairland

The Clerk reported that residents had advised that the temporary signage had been successful in preventing parking on the grass. It was agreed that quotations should be sought for some permanent signage.

19. Reminder of the October 17th open evening and confirmation of Councillor attendance

Cllr Riley gave apologies for not being able to attend the event.

FINANCE

20. To note the increase in employer and employee pension contributions

The Clerk confirmed that the increase is due to a change in the minimum pension contributions to be paid by employees and employers as set by central government.

21. To note the date of the next Finance Committee meeting (budget setting meeting) - proposed date November 21st 2017

The Clerk will send a confirmation email to members of the Finance Committee.

22. To receive a copy of the External Auditors report

The External Auditors report for the conclusion of the 2016/17 audit has been received showing no areas of concerns, a copy of the report was forwarded to all Councillors prior to the meeting. The Conclusion of the Audit will now be advertised.

23. To note the receipt of the remittance advice for “payment made to Hingham Town Council by BACS on 25/9/2017 from South Norfolk Council” for the 2017/18 precept (£27,500)

The Clerk will check to bank statements upon receipt.

24. Accounts for Payment

ACCOUNTS FOR PAYMENT 03 October 2017

TOTAL	PAYEE	DETAILS
£736.06	D RAMM	WAGES (726.18)
		CLEANING PRODUCTS (5.10)
		BIN BAGS (4.78)
£672.63	A DOE	WAGES
£625.81	EON	
£294.19	K AND M LIGHTING SERVICES	CONTRACT
£115.31	XEROX FINANCE	PRINTER RENTAL
£16.21	ANGLIAN WATER	FAIRLAND STANDPIPE
£75.00	LINCOLN SOCIAL CENTRE	HALL HIRE
£200.00	CLUB 99	GRANT (S137)
£480.00	MAZARS LLP	EXTERNAL AUDIT
£3,215.21	TOTAL	

25. To monitor the budget and review the 6 monthly receipts/payments figures (April 2017 – September 2017)

All Councillors were sent a copy of the budget figures (receipts and payments) for April – September 2017. A query was raised regarding the amount set in the budget for the Chairman’s Allowance, the Clerk and Chairman confirmed that the figure was as correct (as being the amount notified by South Norfolk Council).

The meeting ended at 8.50pm

Signed..... Chairman 07 November 2017

Min:	Update
	Matters Arising From the minutes of the meeting on 05 September 2017
4	Hedge encroachment on Bond Street and Hardingham Street have been reported to Norfolk County Council, a highways technician will investigate and write to the properties if appropriate. A notice regarding litter on the public and permissive footpaths will be published in the parish magazine
14	Letters of thanks have been sent to Councillor Shingfield and Marianne Turner regarding the refurbishment of the town sign.
20	Parish Partnership proposed projects - The town council would not have the right to maintain the pavement on the corner of Mill Corner and Bears Lane, a request for some remedial works has been sent to NCC. With regard to Stone Lane a letter will be sent to NCC requesting maintenance – and to address the neighbouring properties that “dump” garden waste on the verges which in turn is causing soil/debris encroachment over the path.
22 &23	2 steel liners and 1 new bin to be ordered – South Norfolk Council will be advised when the dog waste bin will be removed.
24	Purchase of a Christmas tree – Cllr Eldridge to make enquiries
	Other Updates
	Tree works outstanding from the 2015 and 2017 tree surveys were identified, applications have been made to South Norfolk Council for all works within the conservation area, permission has been granted for all but one application – which is awaiting decision – Quotations will be sought when all permissions are in place
	Some remedial work has been carried out to the Skate Park – SNC have been contacted regarding suitable companies who may be able to advice and quote on refurbishment of the skate park. – Awaiting advice from SNC
	The Lincoln Hall has been booked for the 17 October 2017 for the “open evening” , Confirmed attendees - Police, Hingham Primary School Head Teacher, Barbara Howard Community Connector, District And County Councillors Yvonne Bendle and Margaret Dewsbury, Hingham Library.
	The pot hole filler has been delivered – awaiting suitable day/weather conditions
	South Norfolk Council have been asked advice regarding style of cycle racks permissible in a conservation area - they have advised that as HTC own the land SNC cannot stipulate the design although they would prefer to see something more traditional in a conservation area – designs and prices to be sourced for the November meeting.
	Remedial works to the Fairland standpipe have been completed – awaiting re inspection by Anglian Water

	<p>Concerns regarding Soil and vegetation encroachment on Stone Lane footpath – passed to NCC, who advised that they would arrange some clearing work but it was the responsibility of the land owner – which NCC have advised is not them.</p> <p>Further investigation has found the footpath to be listed on the definitive map on NCC website with a description of the minimum width of the footpath – A letter will be sent to NCC quoting this information and requesting maintenance of the footpath</p>
	<p>Details of the proposed footway on the south Market Place green was included in the report for the Annual Town Meeting and comments have been invited via the parish magazine – details of further consultation to be arranged. SNC planning department have been contacted and have advised that planning permission is not needed. Payment has been sent to NCC -awaiting the works to be programmed in.</p>
	<p>The following permissions remain outstanding from the Archdeacon Straightening of the leaning memorial stone –</p> <p>Fixing of the curved wall by the Attleborough Road entrance – (this will be investigated after the heating works have been undertaken)</p> <p>Clarification is required as to whether the permission granted by the Archdeacon for tree works will cover ALL of the work required. The handyman will start to prune the low canopies in the churchyard in November.</p>
	<p>Provision of outdoor Gym equipment – The equipment has been ordered following site meeting to agree the amount of equipment required and positioning of equipment – the equipment was estimated to be delivered end of August 2017.</p>
	<p>The Clock –is (at the time of writing) running and chiming -</p>
	<p>The Street Lighting 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 chased again - and Awaited</p>

OUTSTANDING ISSUES	
	<p>The Clerk has asked the Co-op construction manager If 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. – This had been chased but there has been no response</p>
	<p>The clerk has contacted the relevant officer at SNC regarding setting up an Emergency Plan/Group for Hingham, The Officer would be happy to come to a Town Council Meeting to give some further advice. Date to be arranged</p>
	<p>Replacement oak trees on the Fairland – will be priced in summer for proposed planting in Autumn.</p>
	<p>Complaint to the bank /banking arrangements - no response to date</p>
	<p>Bank Account – a form needs to be signed by all signatories to link the accounts to telephone banking.</p>
	<p>Lincoln Hall Driveway – laying of Tarmac Planings – the potholes leading to the Lincoln Hall have been filled – some nearer to the library remain</p>
	<p>Review/update of the Handyman’s contract – to be completed.</p>
	<p>Commemorative Plaque for the Fairland Bus shelter – To be ordered.</p>

	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 on 02/10/17

Crime Figures – reported in July 2017 - On or Near....

Lincoln Avenue

Anti-social behaviour (2), Criminal damage and arson (2), Other crime (1), Public order (1), Violence and sexual offences (1)

Bond Street - Violence and sexual offences (1)

Pottles Alley - Anti-social behaviour (1)

The Dell - Anti-social behaviour (1)

Southburgh Lane - Public order (1)

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