

HINGHAM TOWN COUNCIL

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MINUTES of the Town Council meeting held on Tuesday 06 February 2018

Present

Councillors

Cllr P Eldridge - Chairman

Cllr P Dore – Vice Chair

Cllr G Maltby, Cllr K Chan, Cllr S Riley, Cllr R Bendle, Cllr G Shingfield, Cllr D Stickland, Cllr D Foord and Cllr C Dunnett

Clerk – Alison Doe

There were 9 members of the public present including County Cllr Margaret Dewsbury and District Cllr Yvonne Bendle

1. **Apologies for absence** were received from Cllr A Lys (away)
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**

Cllr Shingfield declared an interest in agenda item 12.3.

Cllr Riley declared an interest in agenda items 13 and 16.

Cllr Eldridge declared an interest in agenda items 13 and 16 and had also submitted a written request for dispensation to be able to participate in the discussion and vote with regard to the proposed wildlife area at the playing field (in this and in subsequent meetings), and for a dispensation as Council representative on the Hingham Playing Field Association, to discuss and vote on the HPFA request for capital funding for the sewerage system (agenda item 16). The Council considered these requests and both were granted.

3. **Public participation session**

3.1 A representative from the Hingham Society advised that a plan of the proposed wildlife area had now been forwarded to the Town Council (ref: agenda item 13) and with reference to agenda item 14, the Hingham Society have the planter's removal "in hand" but have yet to decide if it is to be replaced.

3.2 The proprietor of The Bond Street Shop (ref agenda item 8.15) addressed the Council asking for their support with regard to Norfolk County Council's request that the shop's advertising board should be removed from the highway (pavement). It was reported that since the board had been removed there had been a downturn in trade (3 items sold compared with 42 the previous week). The proprietor was concerned that without being able to advertise on the main thoroughfare through Hingham there is no means of attracting passing trade, stating that this would have a catastrophic effect on the business and in turn on the artists that contribute to the shop (the shop selling their work on a commission basis). It was also suggested that promoting the shop further afield as a place to visit will bring people in to Hingham and therefore adequate signage to enable visitors to find the shop is essential.

The proprietor also stated that the board had been in situ for 4 ½ years and was not aware of any incidents where it had caused an obstruction for pedestrians, adding that the board was usually only in place between 10am and 4pm and was secured to the lamp post to prevent it from falling over.

County Councillor Dewsbury confirmed that a complaint had been made regarding an advertising board in Hingham, which had caused somebody to trip, therefore NCC had requested that all A frames/advertising boards in Hingham that are placed on the highway be

removed. District Councillor Bendle advised that she could lobby South Norfolk Council to grant advertising consent, if a suitable solution for the position of signage could be found.

A resident advised that the plant pots outside the shop and the hedge on Bond Street which is encroaching over the pavement make it difficult for wheelchair users and pedestrians pushing prams to get past as the pavement is very narrow.

- 3.3 A representative from the Hingham Playing Field Association advised that the old sewage pumping station serving the sports hall had not been built properly as there was no concrete base, the overall cost of current repairs and future replacement of the equipment is in the region of £15,000. The HPFA do not have the budget for the repairs and were therefore asking the Town Council for financial assistance (ref: agenda item 16).

4. Accuracy of the Minutes of the Town Council meeting of 02 January 2018

The minutes were agreed as correct and signed by the Chairman.

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

Cllr Eldridge added that he was awaiting to hear from the Secretary of the Lincoln Hall regarding moving the car park sign.

6. Working party reports (Events Working Party) (except Cemetery and Churchyard Working Party Report agenda item 24)

The Events Working Party Reported that Cllr Maltby had decided to stand down from the working party, Cllr Eldridge agreed to Chair the working party, 2 other working party members have also decided to step down later in the year, after the Market in the Market Place. The Christmas Fair generated £577.71 (profit) to be added to the Events Fund, which now stands at £2897.72.

7. Reports from representatives on external bodies (except the representative on the Hingham Non-Ecclesiastical Charities for the Poor, agenda Item 23)

Cllr Shingfield reported that there are now some new members on the Lincoln Hall Committee, and some new ideas are starting to come forward.

8. Correspondence

- 8.1 Dorothy Woolliscroft - invitation to Hingham Town Council to attend Club 99 Annual Meeting
- 8.2 Mike Burrell, Greater Norwich Planning Policy Team Manager - Greater Norwich Local Plan Regulation 18 Consultation 8/1/18 - 15/3/18 (roadshow event in Hingham on 12 February in the Lincoln Hall 2pm-8pm)
- 8.3 CPRE - re: GNLP Consultation
- 8.4 Norfolk County Council - Planning the future of transport for Norwich
- 8.5 Norfolk County Council - Norwich Western Link
- 8.6 Norfolk County Council - Information about works: Parish Partnership Scheme: Hingham, Market Place - Pavement Installation
- 8.7 South Norfolk Council – Big Litter Pick 2018
- 8.8 South Norfolk Council - Free information sessions in South Norfolk
- 8.9 South Norfolk Council - Community Governance Review
- 8.10 South Norfolk Council - Community Awards 2018
- 8.11 Norfolk Constabulary - Hingham, Deopham and Wicklewood Newsletter
- 8.12 ITV - New TV Programme is looking for Grandparents to take part
- 8.13 Community Action Norfolk's Funding Newsletter
- 8.14 Norfolk ALC Newsletter – 18th January 2018 & 25th January 2018
- 8.15 Elizabeth Whitman - The Bond Street Shop Highways Appeal – it was agreed to write to Norfolk County Council in support of the Bond Street Shop, with regard to investigating available options for advertising on the highway. It was however recognised that placing of a boards on the pavements can cause obstructions and

issues to pedestrians (especially where pavements are narrow and for those with mobility and sight issues and any one pushing a pushchair/with young children).

- 8.16 Colin Reed – Invitation to Hingham Town Council to attend a celebration of the heating and lighting in St Andrew’s Church**
- 8.17 Letter ref: - Wheelchair accessibility/pavement issues** – Issues relevant to Norfolk County Council Highways will be passed on to them for consideration, the issue of the Lincoln Hall/Library driveway will be added to the next agenda.
- 8.18 Temporary Road Closure on Hardingham Road in the Town of Hingham due to new duct installation (STRO1313)**

9. District Councillor's report

District Cllr Bendle reported that as part of the Greater Norwich Development Plan, South Norfolk Council are pushing for small developments to be built in villages previously ruled out of being developed, therefore these small communities would then benefit from new infrastructure and from new people moving into the community.

A new initiative has been launched in Libraries within South Norfolk, where people can acquire free sanitary products, with no questions asked, with the Libraries also being a drop off point should any one wish to donate sanitary products to support the project.

Cabinet had proposed a £5.00 increase in council tax for a band D property, this increase was yet to be agreed by full Council. South Norfolk Council are still looking at making savings but are also looking at fees charged to see in greater income can be generated to pay for those services. A recent consultation showed that residents would prefer for Leisure Centre fees to be increased and therefore the services be paid for by those that use it, rather than by everyone via their council tax.

10. County Councillor's report

County Cllr Dewsbury reported that the project to make free sanitary products available in Libraries is part of an initiative to make better use of Libraries as a community hub and to encourage more people to use them.

Norfolk County Council proposed to increase the council tax for 2018-19 by 5.9%. This includes an increase of 2.9% for general council tax, and 3.0% for the Adult Social Care precept. The meeting to agree the final budget will be held on 12 February.

11. Planning Decisions

- 11.1 2018/0102 & 2018/0158 Pearces Farm Seamere Road Hingham NR9 4LP
Discharge of condition 3 - details of new windows/doors of permission 2017/2174
Approval of details - Approved
- 11.2 2017/2926 - 18 Bond Street Hingham NR9 4HA
Fell 2 birch trees - no objections
- 11.3 2017/2842 - 2 Greenacre Road Hingham Norfolk NR9 4HG
Rear single storey extension - withdrawn
- 11.4 2017/2830 - The Cottage 2 Dereham Road Hingham Norfolk NR9 4HU
2 x Holly – fell – no objections
- 11.5 2017/2821 - 2 Frost Row Bungalow Watton Road Hingham Norfolk NR9 4NW
Erection of single storey extension to bungalow
Approval with Conditions
- 11.6 2017/2638 - 27 Norwich Street Hingham NR9 4LJ

Discharge of Condition 9 (Ground Gases or Vapours) of Permission 2016/0474 - Demolition of existing garage building (including the forecourt canopy) and construction of a new food convenience store (Use Class A1) with alterations to the car parking area. Approval of details - Approved

- 11.7 2017/1955 -Land Adj To 12 Lincoln Close Hingham Norfolk
Discharge of Condition 5 of planning consent 2016/2681 – Contamination
Approval of details - Approved
- 11.8 2017/1954 -8A Lincoln Close Hingham Norfolk
Discharge of condition 6 of permission 2016/2872 – Contamination
Approval of details - Approved

12. Planning Applications

(as notified by SNC for consultation)

- 12.1 2018/0063 - 1A Baxter Close Hingham NR9 4HZ**
Part two storey rear extension, replacement windows, replace front dormer tile to match and move the boiler to garage
The Council agreed to recommend approval.
- 12.2 2018/0054 - 2 Greenacre Road Hingham NR9 4HG**
Resubmission Rear extension to dwelling
The Council agreed to recommend approval.
- 12.3 2018/0030 Denlie 9 Bell Meadow Hingham Norfolk NR9 4HT**
Two storey extensions (to each end of the dwelling) incl. retrospective application to raise roof height to the northern extension (ref 2015/2023)
It was noted that there had been representations raised from neighbouring properties.
The Council agreed to recommend that the retrospective part of the application be granted (relating to the roof height of the northern extension), but that the additional extension to the property be refused. Concerns were raised that the further extension of the property would cause overshadowing to neighbouring properties and cause the development of the property to be overall too overbearing in relation to the area and neighbouring properties.

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

- 12.4 2018/0109 - 49A Admirals Walk Hingham NR9 4JL
T1 - English Oak. Reduce the lowest branch growing towards the rear of the property to approx 6m, remove regrowth from the point of the old pruning point. Crown raise to 4m over the neighbours drive.
- 13 Discuss the information as supplied by the Hingham Society for the creation of the Wildlife area (to include provision for a representative of the Hingham Society to address the Council/answer Council questions) including the following proposals:**
- 13.1 Proposal to remove the current provision of a BMX track from the sports field in favour of the land being incorporated in to the Hingham Society's plans for a Wildlife area.**
The Chairman asked the representative of the Hingham Society if they had undertaken any consultation with local teenagers to see if the BMX track was

still wanted. The Hingham Society were unaware that it was a BMX track and therefore had not undertaken any such consultation.

The Town Council had previously agreed that they were happy for the project to go ahead if the HPFA were in agreement. As the Town Council representative on the HPFA, Cllr Eldridge advised that the HPFA were concerned about the long term maintenance of the proposed wildlife area. It was therefore agreed that the details of the project need to be discussed and agreed by both the HPFA and the Hingham Society.

13.2 To consider the Memorandum of Understanding proposed by the Hingham Society

This was deferred pending the discussions to take place between the HPFA and Hingham Society.

14 Proposal to request that the Hingham Society remove or replace the wooden planter on Church Street (as it is disintegrating)

A representative from the Hingham Society had confirmed that this was “in hand”, but as yet they were unsure whether the planter would be replaced.

15 To agree the type of door lock to be fitted to the (public) disabled toilet.

Prior to the refurbishment of the toilets, the disabled toilet door had a Radar lock which did not work. The disabled toilet also houses the baby changing facilities.

Concerns were raised that by fitting a normal lock to the door the facility would be open for everyone to use which could mean that they are unavailable or more likely to suffer damage or mis-use and therefore be unsuitable for use by disabled people, and that disabled people would most likely have a Radar key which would allow immediate entry to the toilet (if vacant). It was argued that not every disabled person would have a Radar key and therefore some would struggle to use the facility if needed, although Radar keys could be made available in nearby businesses.

It was agreed to request that a normal lock be fitted to the toilet.

16 To consider the Hingham Playing Field Association request for capital funding – ref: Sewer repairs

A written report from the HPFA was circulated to Councillors prior to the meeting, advising that the overall bill (for repairs, maintenance and a new installation) was over £15,000. The HPFA have requested capital funding toward the installation cost of a new sewage pumping system. The Council agreed to provide 50% of the cost (£5250.00), it was further proposed and agreed to use CIL money to fund this. It was pointed out that it would not be legal for the Town Council to undertake the payment of the invoice to then claim back the VAT (as requested by the HPFA).

17 To discuss issues with the street light at the Market Place end of Talley Alley

The Clerk advised that the street light situated on 8 Market Place was not working, and that the maintenance contractors had attended the light to discover that there was no electricity supply to the light, further more they could not locate the supply box and were therefore unable to investigate the failure further and fix the light. The Clerk had requested plans from UK Power Network to see if the route of the electricity supply could be established, but the plans supplied did not show the street light (whereas other street lights in the Market Place were marked on the plan). It was agreed to write to the householder of No 8 Market Place to see if they had any knowledge of the location of the supply box or why the light was not working.

18 To discuss the handling of correspondence and data protection issues

The Clerk advised that the new General Data Protection Regulations are coming into force on 25 May 2018, the regulations will require every council to appoint a Data Protection Officer, currently there is conflicting advice as to whether this can be the Clerk or not.

Concerns were raised regarding the handling of correspondence from individuals during meetings, as the Council have a duty to ensure that no individual can be identified from their correspondence, it was suggested that the correspondence itself should be kept confidential. It was also pointed out that the Council needs to register with the Information Commissioners Office (an annual registration currently costing £35.00).

- 19 Reminder of the date of the Annual Town Meeting – April 17th 2018 – and make any suggestions for a guest speaker**

Noted.

FINANCE

- 20 To agree the date for the next meeting of Finance Committee, proposed date 20th March 2018**

Noted.

- 21 Accounts for Payment**

The accounts for payment were agreed and the cheques signed.

ACCOUNTS FOR PAYMENT 06 February 2018		
TOTAL	PAYEE	DETAILS
£893.09	D RAMM	(wages 5 wks 880.01)
		bin bags (4.98)
		toilet cleaning products (8.10)
£694.74	A DOE	WAGES
£16.48	NEST	PENSION
£300.00	LINCOLN SOCIAL CENTRE	HALL AND ROOM HIRE
£21.53	FIRST COPY	METERED PRINTING
£625.81	E-ON	STREET LIGHTING
£294.19	K AND M LIGHTING SERVICES	SERVICE CONTRACT
£912.60	CYCLEWORKS	CYCLE RACKS
£2,852.27	TTSR LTD	GRASS CUTTING
£6,610.71	TOTAL	

- 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 the room.

The following agenda items will require reference to sensitive and confidential information.

- 23 To receive a report from the Town Council representative on the Hingham Non-Ecclesiastical Charities for the Poor**

A verbal report was given by Cllr Dunnnett the Town Council representative on the Hingham Non-Ecclesiastical Charities for the Poor. Concerns were raised by the Council that money may be given to residents who don't need it and it was unclear as to in what circumstances the charity would offer assistance to a resident in need if they applied to the charity for help, (and that residents in need may not be aware of the charity's existence). Cllr Dunnnett is to feed these concerns back to the charity.

- 24 To receive and discuss the Cemetery and Church Yard Working Party Report and the report regarding the presale of Exclusive Right of Burial, including an address to the council by Rev. Colin Reed. (confidential reports circulated prior to the meeting)**

The Cemetery and Church Yard Working Party propose the following for consideration by the Town Council:

- 24.1 The proposed new charges are approved, to take effect from the 1st April, or at an earlier date agreed by council.**

A table of current fees for Hingham and the proposed changes, shown alongside fees charged for other nearby cemeteries was discussed. The new fees for Hingham Cemetery were agreed as below:

Hingham Cemetery - Table of Fees Agreed by Hingham Town Council on 06 February 2018 To come into effect 01 April 2018	RESIDENT £	NON RESIDENT £
INTERMENT	200	600
INTERMENT OF ASHES	100	300
EXCLUSIVE RIGHT OF BURIAL	200	600
EXCLUSIVE RIGHT OF BURIAL FOR ASHES	180	540
ERECTION OF A MEMORIAL	120	360
ADDED INSCRIPTION ON A MEMORIAL	50	150
INSTALLATION OF KERBING	350	1000
INTERMENT OF A CASKET (REQUIRING ADDITIONAL WIDTH)	250	750
INTERMENT OF CHILDREN UPTO AND INCLUDING AGE 18	FREE	FREE

- 24.2 Proposal that the age of a child with regards to the charging of cemetery fees is raised from 12 to 16 years.**

A counter proposal was made that the age (for non-charge of the interment fee) should be increased to 18 years – this was agreed

- 24.3 Proposal that a Discretion Policy is drawn up by the Working Party for approval by Council.**

It was explained that there is currently no policy for being able to apply discretion to the cemetery fees for exceptional circumstances or hardship. It was agreed that the Working Party should draft a policy to be brought back to Council at a future meeting.

- 24.4 Discuss the recommendation that the Council gives its permission to the Working Party to explore all possibilities for the continued provision of a cemetery in Hingham in the future.**

It was agreed that the Working Party should undertake this task, including discussions with South Norfolk Council on what they would permit/recommend.

- 24.5 Proposal that the council agrees to the current cemetery plan (number of plots) being revised (and the plan be kept under revision as a working document)**

The Clerk advised (as detailed in the report) that due to the current plan having marked all plots as 4 foot wide and 8 foot long with no space between, the reality of space available at the cemetery does not correspond with the plan, it is already evident that one row will not be available and several plots marked on the plan in the row currently being used will not exist. Additional space is required between plots in particular if they are to be used in quick succession.

It was agreed that the plan should be regularly monitored and updated as a live document

24.6 Discuss the recommendation that, with immediate effect, Hingham Town Council only allows the sale of Exclusive Right of Burials (ERBs) in conjunction with a planned funeral.

A full explanation of the issues was presented in the written report, in short, the issues of the plan as explained above and the unknown of when a plot may need to have a greater width, means that pre selling ERB's would at some point in the future lead to a space being "sold" only to find insufficient space available in the cemetery. The Clerk also advised of the difficulty in accurately pinpointing a plot to be used within a row, in particular if no other plots in the vicinity had yet been used. It was also pointed out that the pre selling of ERB's would leave some plots vacant for many years with no guarantee that they would ever be used, which in light of the finite amount of space at the cemetery, was far from ideal. The Clerk added that the future administration of the cemetery should be made as straightforward as possible with minimal stress for the person doing the job, and to stop the pre selling of ERB's would remove the potential for mistakes to be made and therefore remove the potential for distress to be caused to families by mistakes being made.

It was agreed that the pre selling of ERB's should cease with immediate effect, therefore ERB's will now only be purchasable in conjunction with arrangements being made for an imminent funeral.

25 Proposal to discuss and consider an increase to the paid hours of employment for the Clerk's role

It was proposed and agreed to increase the Clerks paid hours from 60 per month to 75 per month with immediate effect.

Signed..... Chairman 06 March 2018

Clerks Report for 06 February 2018

Min:	Update
	Matters Arising From the minutes of the meeting on 02 January 2018
3.1	Ref: the specialist accommodation site on Hardingham Road – South Norfolk Council advise they will deal with the issues within their remit – with regard to the missing street light SNC have confirmed that the verge does not need re aligning and therefore the street lamp can be replaced in its original position – this will now be pursued and the street light reinstated.
3.2	The issue of flooding on The Fairland slip road has been reported to Norfolk County Council
14	The request for the parish precept for 2018/19 has been sent to SNC and confirmation of receipt received.
	Other Updates
	The work to refurbish the toilets has begun
	Lincoln Hall request to re-site the car park sign – the Chairman is to arrange a meeting with the Lincoln Hall secretary an update the council accordingly
	The quotation for the conservation style bicycle racks has been sent to NCC, and approval has been given for the S106 money to be used to purchase these – the 4 bicycle racks will have been ordered and will be manufactured once payment has been received
	GCM group have undertaken some of the tree work – the Rowan in the Market Place has been felled and work to remove the deadwood in the oak trees have been undertaken in the cemetery. Parked cars have prevented safe access to the trees in the Fairland (for deadwood removal) the Clerk is in liaison with the contractor and, overall the work was delayed due to emergency work following high winds and poor weather conditions.
	Extension to 20mph speed limit – The Fairland - The new speed limit came into effect in September 2017. The new flashing speed sign had been installed but not turned on – as - it was assumed (by the Clerk and the manufacturer) that the Speed limit was not yet in force as no other 20mph signage had been installed. On requesting an update from NCC, the Clerk was advised that the 20mph signs had been installed and the 30mph signs had been removed. The Clerk advised NCC that this was NOT the case - and the work to complete the project had not been done – therefore there was nothing to indicate that the Fairland was now in a 20mph speed limit. NCC have advised that the signage had been ordered last year and this will now be chased.
	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 – this has been chased – but the officer has so far not been able to attend any dates given
	<ul style="list-style-type: none"> - Churchyard/Cemetery – Awaiting contact from the builder with regard to undertaking the repairs to the churchyard wall following the damage from the car. The following permissions remain outstanding from the Archdeacon Straightening of the <ul style="list-style-type: none"> - leaning memorial stone –

	<p>Fixing of the curved wall by the Attleborough Road entrance – (this will be investigated after the heating works have been undertaken)</p> <p>Rev. Reed has confirmed that the permission granted by the Archdeacon for tree works will cover ALL of the tree work required. The handyman has advised that he has trimmed the low canopy branches in the churchyard and has removed some of the ivy from the trees in the cemetery (to a height of 1.5m as per the advice in the tree survey).</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.</p> <p>The contractor has sent a quotation for the replacement of 3 concrete columns on Hardingham Street and 4 of the old painted green columns (2 have been omitted -) the quotation is to replace with galvanised columns -</p> <p>Quotations are being sought to replace the 6 green street light columns with Victorian style columns.</p> <p>A quotation was also supplied to replace the lantern on the column on the Watton rd/Springfield rd junction - the Clerk has requested to the contractor that this work be undertaken, on safety grounds</p>
	<p>Market Place south green footway project/Parish Partnership - Norfolk County Council have advised that the works have been programmed in for March 2018, but is hopefully being brought forward to February - when the work is undertaken, remedial works to the section of footway by the public toilets will also be undertaken, with the addition of edging between the footway and toilet garden.</p>

OUTSTANDING ISSUES	
	Some remedial work has been carried out to the Skate Park – SNC have been contacted regarding suitable companies who may be able to advise and quote on refurbishment of the skate park. – Awaiting advice from SNC
	2 steel liners and 1 new bin to be ordered – South Norfolk Council will be advised when the dog waste bin will be removed.
	“Please do not park on the grass” signs to be priced
	Replacement oak trees on the Fairland – priced and sourced ready for planting after the Christmas Fair
	Review/update of the Handyman’s contract – to be completed, this will need to incorporate the cleaning of the toilets
	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 Permission still required

Report prepared on 05/02/2017

Crime Figures – DECEMBER 2017 FIGURES NOT AVAILABLE

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