

**HINGHAM TOWN COUNCIL**

HINGHAM TOWN COUNCIL - MINUTES of the Town Council meeting held on Tuesday 06 March 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 D Stickland, Cllr D Foord, Cllr A Lys 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 G Shingfield.
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**

Cllr Stickland declared an interest in agenda item 12.3

Cllr Foord declared an interest in agenda item 12.2

Cllr Lys declared an interest in agenda item 21

Cllr Riley declared an interest in agenda items 12 and 21

3. **Public participation session**

3.1 A member of the public asked if there had been any progress regarding the request to move the bus stop on Norwich Road just past Ringer Lane (Norwich bound), as vehicles are passing the stationary bus by driving round the pedestrian island (on the wrong side of the road). The Clerk will chase a response from Norfolk County Council.

3.2 A resident advised that they were experiencing difficulty with a neighbour who had stated that the disabled access transport should not stop in front of their house, and asked if Town Council had any views on such parking issues. The Chairman advised that there are no parking restriction on the road, and therefore the transport could park where was appropriate in relation to the dropped kerb in order for the wheelchair to be pushed on board. It also advised to the resident that they could contact Saffron Housing Association regarding installation of a dropped kerb and/or contact Norfolk County Council regarding a disabled parking bay directly outside their house.

3.3 A representative from the Hingham Society expressed concerns regarding the delay in obtaining agreement for the go ahead with the wildflower area on the playing field and advised that the area, once planted, would only need to be cut once a year, which is on par with the current grass cutting arrangement (with the area currently known as the BMX track, being strimmed once a year). The Chairman advised that, as previously stated, the Town Council were happy for the project to go ahead if the Hingham Playing Field Association were in agreement and that it was for the Hingham Society and HPFA to meet and discuss the project and therefore decide if it should go ahead. A representative from the HPFA confirmed that the Hingham Society had been advised that the discussion would need to take place outside of a normal committee meeting (due to those meetings' time constraints).

3.4 A resident expressed disappointment that the Town Clock was still not working. The Chairman advised that both Peter Trett and the clock engineer had spent many hours attending to the clock and many parts had been replaced. The clock had worked for a few weeks but had failed

again. It was suggested that the Town Council should consider budgeting for a long term solution for fixing the clock in the future.

- 3.5 The Chairman Cllr Eldridge, offered his thanks to all those who helped during the recent snowy weather – the shops and businesses that managed to stay open, people who cleared snow, rescued stranded motorists and those who gritted pavements, and to everyone who helped others in need.

#### **4. Accuracy of the Minutes of the Town Council meeting of 06 February 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)**

The Clerk advised that the adverse weather conditions had caused further delays with the tree work being carried out and that work was due to recommence the following day.

#### **6. Working party reports**

6.1 The Cemetery and Churchyard Working Party had not met and there were no updates.

6.2 The Events Working Party reported that there are 14 stalls booked for the Easter Market on 24<sup>th</sup> March. The working party had met on 15<sup>th</sup> February and discussed the further events planned for 2018, namely how to encourage more of the organisations/charities in town to take part in the Market in the Market Place (16<sup>th</sup> June) and the possibility of holding the Christmas Fair solely inside as there were concerns regarding there not being enough volunteers available to undertake the amount of work required in using the market stalls. 2 volunteers have decided to step down from the working party following the June Market.

#### **7. Reports from representatives on external bodies**

The Hingham Playing Field Association advised that they had received confirmation from South Norfolk Council regarding a grant toward the cost of the sewage work and thanked both SNC and Hingham Town Council for their contributions. It was also reported that there had again been parking issues on the day of the antiques fair at the sports centre. While the organisers of the fair were providing a steward to direct the cars to suitable parking, there had been an issue with the sub-letting of the football pitch by the football club, which had resulted in additional cars being present. The HPFA will be meeting with the football club regarding this matter. The representative from the HPFA advised that the police would not permit cones to be placed on the highway to prevent parking too close to junctions and were not able to attend the event to police parking issues. It was asked if Norfolk County Council could be approached regarding double yellow lines, the Clerk advised that NCC had already advised that there was no budget for new traffic restrictions such as yellow lines and therefore this was not an option.

#### **8. Correspondence**

##### **8.1 – General Correspondence (information/circulars etc)**

- 8.1.1 South Norfolk Older People's Forum – Meeting 21 March 2018, 10.00am at South Norfolk Council Chambers**
- 8.1.2 Cliff Jordan, Leader - Norfolk County Council - A Vision for Norfolk in 2021**
- 8.1.3 Norfolk ALC Newsletter - 22nd February 2018**
- 8.1.4 Norfolk Police and Crime Commissioner - Your PCC news round-up**
- 8.1.5 Clayland Estates Ltd - Land Promotion**

##### **8.2 – Correspondence (not for public inspection) as addressed directly to Hingham Town Council**

None

##### **8.3 – To discuss any required responses/actions in relation to any item(s) of correspondence**

It was agreed to respond to Clayland Estates Ltd to invite them to attend the Annual Town Meeting on 17<sup>th</sup> April.

## 9. District Councillor's report

District Cllr Yvonne Bendle reported that the Greater Norwich Local Plan consultation had been extended until 22 March and encouraged the Town Council to comment on their preferred sites, and reiterated that nothing had yet been decided regarding the numbers of new houses required throughout the district.

Cllr Bendle advised that the adverse weather had severely disrupted the bin collections and SNC were working hard to catch up, it was hoped that collections should be back to normal the following week, unfortunately it had been necessary to suspend brown bin collections for 2 weeks to enable the collection operatives to work on collecting household rubbish and recycling, (when asked, Cllr Bendle confirmed SNC were not proposing to refund money to customers of brown bin collections).

## 10. County Councillor's report

County Cllr Margaret Dewsbury reported that during the adverse weather the gritter lorries had been operational several times a day and night trying to keep the roads as clear as possible, with every available (suitable) member of staff being deployed to gritting duties. There had been help from farmers and the fire service with many people working "over and above".

A meeting will be held for NCC to discuss resilience during such adverse conditions.

Cllr Dewsbury also reported that highways are now dealing with flooding issues and potholes and the new pot hole filling machine will be operating throughout the county.

## 11. Planning Decisions

- 11.1        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. - Approval with Conditions
- 11.2        2018/0054 - 2 Greenacre Road Hingham NR9 4HG**  
Rear extension to dwelling - Approval with Conditions
- 11.3        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)  
Approval with Conditions
- 11.4        2017/2770 - Land South Of Norwich Road Hingham Norfolk**  
Discharge of conditions 3 and 23 of planning permission 2014/2322/F - (3)  
management and maintenance of streets (23) Fire Hydrant positions  
Approval of details - Approved

## 12. Planning Applications

(as notified by SNC for consultation)

- 12.1        2018/0427 - Lyngwhite Cottage Attleborough Road Hingham NR9 4NH**  
Two storey extension to provide bedroom and dining room  
The Council agreed to recommend approval
- 12.2        2017/2330 Amended Application - Engineering Works Watton Road Hingham Norfolk NR9 4NN**  
Cllr Foord left the room. The Clerk advised that she had spoken to the planning officer at SNC who had confirmed that the application had been amended and was now for outline planning permission for 2 dwellings on the site. The Clerk also confirmed that

previous references to the properties being self-build and for occupation by those with disabilities should be disregarded as this is something that the planning officer would not be able to condition should the application be approved, and in any case no reference was made to either point in the papers submitted by way of amendment to the original application.

The Council agreed to recommend approval

**12.3 2018/0339 - Millside Mill Corner Hingham Norfolk NR9 4LG  
Proposed garden room extension to rear**

Cllr Stickland left the room. The Council agreed to recommend approval

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

**None**

**13. To receive an update/discuss responses received from Norfolk County Council Highways regarding the siting of A boards on the highway and wheelchair accessibility/pavement issues**

The Clerk confirmed that a letter had been sent to Norfolk County Council Highways regarding the siting of "A Frames" on the highway (pavement), requesting that businesses wishes to advertise, be able to apply to site an A frame on the highway via a Street Furniture Licence, and furthermore that, The Highways Act 1980, Section 115e permits the granting of permission to use objects or structures on, in or over a highway:

- (i) for a purpose which will result in the production of income;
- (ii) for the purpose of providing a centre for advice or information; or
- (iii) for the purpose of advertising.

The response from the Highway Engineer was that they could not permit applications for "A Frames" to be made via the Street Furniture Licence, as the County Council did not have a policy on "A Frames".

County Cllr Margaret Dewsbury advised that it may be possible for the powers to grant such a Licence to be devolved to South Norfolk Council, District Cllr Yvonne Bendle will look into this. The Clerk will meet with the Highway Engineer to discuss any possible alternatives.

When the Clerk meets with the Highway Engineer, accessibility issues on some pavements will also be discussed.

**14. To discuss /agree a budget for the replacement Oak trees required for the Fairland**

The Clerk confirmed that planning conditions on the 2 replacement trees stipulated they must be of a girth of 10-12cm. The third tree, that the Town Council had agreed to plant (by way of a replacement for the wooden posts alongside the Lincoln Hall driveway) could be of any size.

The Chairman advised that he had investigated the supply and cost of trees and for the size required for the replacement trees. Larger size tree are not readily available locally and the cost would be £185 per tree plus delivery charges.

Concerns were raised that the survival rate of larger trees could be quite poor. It was also noted that 3 oak trees had been planted on the Fairland (2 some years ago near to Attleborough Road and 1 more recently on the opposite Fairland Green) on previous advice by SNC, to replace the mature trees that have now been felled.

The Clerk advised that the planning application to fell the trees was considered taking into account the trees already on the Fairland – therefore it was conditioned that new replacement trees would have to be planted.

It was proposed and agreed to write to SNC with regard to this and request that the Town Council be permitted to plant smaller trees due to the difficulty in sourcing larger trees locally, the cost implications and the fact that 3 trees had already been planted.

**15. Proposal to request that Ravencroft Tree Services undertake a Tree survey**

The Clerk Confirmed that Ravencroft had confirmed that the price of the tree survey would be the same as in 2017. It was agreed to request that Ravencroft undertake the tree survey in 2018.

**16. To discuss/ agree maintenance of the Lincoln Hall/Library access driveway**

It was proposed and agreed to obtain some advice and quotations from ground works companies to improve the surface of the driveway and possible replace the edging (concrete slabs) around the rose garden, with something more aesthetically pleasing.

**17. To discuss the Greater Norwich Local Plan consultation and discuss/agree any response to be made by the Town Council**

It was raised that there would be a future need for an extension to the playing field and the cemetery, and that car parking facilities were also needed, and that some of the parcels of land being put forward for development would be ideal locations for this, but if they were used for housing then the opportunity to utilise the land for these purposes would be gone. Concerns were also raised that the opinion of the Town Council would not be taken into consideration.

District Cllr Bendle advised the Council to put all of these points forward in a response to the consultation.

It was agreed that all comments Councillors wished to make should be forwarded to the Chairman by 13<sup>th</sup> March and he would collate them into a response.

**18. To receive an update on the refurbishment of the Public Toilets and proposal to arrange the necessary insurance.**

The Clerk advised that the toilets were now open again but there were still some snagging issues to be sorted out, and asked for the Councils permission to arrange the necessary insurance for the toilets in time for the proposed 01 April handover date – agreed.

**19. To discuss concerns from residents of Greenacre Road regarding the “access only” signage being ignored.**

Some residents on Greenacre Road had complained (via Facebook) that the road was being used as a cut through from Watton Road to Dereham Road.

The Clerk confirmed that she had forwarded this complaint to the police who advised they would try to attend when resources allow. The Clerk had also requested that NCC look to replace any of the Access Only signage that was worn and broken. It was agreed that a reminder that Greenacre Road is “access only” should go in the parish magazine.

**FINANCE****20. A reminder of the date for the next meeting of Finance Committee, 20<sup>th</sup> March 2018**

Noted.

**21. Accounts for Payment**

ACCOUNTS FOR PAYMENT 06 March 2018		
TOTAL	PAYEE	DETAILS
£732.17	D RAMM	WAGES (726.18)
		Binbags (2.99)
		Toilet cleaning products (3.00)
£694.74	A DOE	WAGES
£5,250.00	HINGHAM PLAYING FIELD ASSOCIATION	SEWER REAIRS (CIL)
£625.81	EON	STREET LIGHT ENERGY
£115.31	XEROX FINANCE	PRINTER RENTAL
£294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT
£2,852.27	TTSR LTD	GRASS CUTTING
£20.00	COMMUNITY ACTION NORFOLK	MEMBERSHIP
<b>£10,584.49</b>	<b>TOTAL</b>	

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

The following agenda item will require a discussion of quotations provided and is therefore confidential.

It was agreed that the public be asked to leave the room.

**23. To consider any quotations received the position of Internal Auditor for year end 2017/18**

One quotation had been received from Luisa Cantera. The Clerk confirmed that the fee per hour was the same as in 2017 (£17.50) – with an estimated time of around 9-11 hours to undertake the internal audit. It was proposed and agreed to accept this quotation and appoint Luisa as the internal auditor (for audit year ending 31 March 2018)

**The meeting ended at 9.15pm**

Signed..... Chairman 03.04.2018

## Clerks Report for 06 March 2018

<b>Min:</b>	<b>Update</b>
	<b>Matters Arising From the minutes of the meeting on 06 February 2018</b>
<b>8.15</b>	– A letter has been sent to NCC regarding the siting of advertising boards on the highway. NCC have advised that they have no policy for licensing such boards and are therefore not able to consider any applications for them to be sited on the highway. – County Cllr Dewsbury and District Cllr Bendle are looking at, if SNC could take on the powers for granting permission for advertising boards. The Clerk is to meet with the Highway Engineer (planned meeting 12 March).
<b>8.17</b>	– Wheelchair accessibility on pavements in Hingham, details of this complaint have been forwarded to NCC who have advised that they will look in to what can – The Clerk to meet with the highway engineer
<b>15</b>	– The toilet refurbishment is nearly complete, it has been requested that a normal lock is fitted to the disabled accessible toilet/baby changing facilities.
<b>17</b>	- Talley Alley street light – investigations regarding the supply to the light are ongoing – the householder ( 8 Market Place) does not know the location of the supply box or why the light no longer works.
<b>18</b>	– Data protection issues – Correspondence – changes have been made to the agenda to ensure that correspondence from individuals are not viewed by the public (unless they are intended as public information).
<b>24.1 24.6</b>	– A letter has been sent to local funeral directors and stone masons advising of the changes to the cemetery fees Discretionary policy regarding cemetery fees and investigation into the future provision of a cemetery to be completed by the working party
<b>25</b>	The Clerk has not taken the additional hours' payment for February due to being ill and not working those hours.
	<b>Other Updates</b>
	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
	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. – More bad weather has caused further delays
	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. – No further updates
	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
	<p>- 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</p> <p>- leaning memorial stone – Fixing of the curved wall by the Attleborough Road entrance – (this will be investigated after the heating works have been undertaken)</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. 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 - Quotations are being sought to replace the 6 green street light columns with Victorian style columns. Quotation is also being sought for the replacement of the street light that was knocked down on Hardingham Road –</p>
	Market Place south green footway project/Parish Partnership - Norfolk County Council have advised that the works have been programmed in for March 2018 – work has been undertaken - Clerk to meet with highway engineer to check all expected work was completed

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
	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 05/03/2018

**Crime Figures – DECEMBER 2017**

Reported on or near –

The Dell - Violence and sexual offences (1), Bell Meadow - Violence and sexual offences (1)

Greenacre Road – Other theft – (1), Bond Street – Other theft (1)

Norwich Road – Vehicle crime (1),

Ringers Lane - Anti-social behaviour (1), Burglary (1)

Pitt's Square - Anti-social behaviour (1)

**JANUARY 2018**

Lincoln Avenue - Anti-social behaviour (1), Violence and sexual offences (1)

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