

HINGHAM TOWN COUNCIL

MINUTES of the Town Council Meeting held on Tuesday 05 June 2018.

Present

Councillors

Cllr P Eldridge - Chairman

Cllr P Dore – Vice Chairman

Cllr K Chan, Cllr A Lys, Cllr S Riley, Cllr Ford, Cllr Stickland, Cllr Dunnett

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 Maltby, Cllr Shingfield and District Cllr Bendle.
2. **Public participation session**
 - 2.1 Concerns were raised regarding the poor surface on the drift (between Hardingham Road and Norwich Road).
 - 2.2 Concerns were also raised regarding overhanging hedges on Hardingham Street and Norwich Street.
3. **Accuracy of the Minutes of the Annual Town Council meeting of 01 May 2018**
The minutes were agreed as correct.
4. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
Cllr Chan declared an interest in agenda item 19
Cllr Foord declared an interest in agenda item 12.5
Cllr Riley declared an interest in agenda item 12
5. **Matters arising from the Minutes of 01 May 2018 (written report circulated prior to the meeting see Appendix A)**
It was also reported that a sink hole had opened up in the church yard, it appeared to be in line with the drainage system from the road gullies Anglian Water and Norfolk County Council have been asked to investigate.
6. **Working party reports**
 - 6.1 **Events Working Party** reported that there were currently 8 Charity/Club stall and 3 private stalls booked to attend the Market in the Market Place on 16 June, with the Community Speed Watch also attending to demonstrate road side speed checks. The South Norfolk Council Community Connector and staff from Hingham Library also hoped to attend the event.
7. **To receive reports from representatives on external bodies**
 - 7.1 The Hingham Playing Field Association reported that following the heavy rain a sink hole had developed at the infill site of the old sewage tank. It was also reported that at the antiques fair at the end of May there were fewer cars, possibly due to it being a Bank Holiday.
 - 7.2 The Hingham Non Ecclesiastical Charity reported that the Charity was hoping to work with other organisations in town to identify potential recipients of payments from this charitable fund, although the Charity's income was quite limited. Leaflets were being delivered to the houses on the Hops development to try to encourage uptake of the

Mill Farm Allotments. A Mill Farm Allotments Association had now been set up and it is hoped that this will be able to offer help and guidance to any new “novice” allotment holders.

- 7.3** The Lincoln Social Centre reported that at the emergency meeting an Acting Treasurer and a Secretary were elected, it was queried as to whether the Lincoln Hall was still the designated emergency centre for Hingham and whether a new cooker should be purchased.
- 7.4** The Community Car Scheme requested that it be permitted to take those in need to use the Post Office service in Great Ellingham should the Post Office counter in Hingham close down. It was agreed that this should be permissible.

8. General Correspondence (information/circulars etc)

- 8.1** South Norfolk Council - Planning Policy consultation - Open Space SPD
- 8.2** Broadland & South Norfolk Community-led Planning Programme
- 8.3** Norfolk Constabulary - Hingham, Deopham and Wicklewood newsletter
- 8.4** Norfolk ALC Newsletter - 23rd May 2018
- 8.5** South Norfolk Council interim polling districts and polling places review 2018

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

Norwich Road Bus Stop Safety Concerns

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

8.3.1 Response to 8.1 - South Norfolk Council - Planning Policy consultation - Open Space SPD

The Council agreed to submit a response to the consultation to suggest that instead of new play areas being installed within a new development that money be made available to a relevant organisation within the Parish to allow investment in and improvement of any existing play areas within the community. (Any new play areas would require long term maintenance of the equipment and regular inspections creating an additional financial burden for those responsible for the areas upkeep, whereas providing financial assistance to improve and maintain existing play areas would contain those costs to the sites already in existence).

8.3.2 With reference to 8.2 Norwich Road Bus Stop Safety Concerns. The Clerk advised that although she had not received a response from the relevant highway officer when having previously written to NCC regarding the bus stop/pedestrian island, another resident had received a response which had stated that moving the bus stop further west would cause issues due to the Ringers Lane junction, and that additional signage was planned for the site of the pedestrian island. The Clerk advised that she would discuss the concerns with the senior Highways Officer when they meet.

9. District Councillor's report

District Cllr Bendle was not present at the meeting.

10. County Councillor's report

County Cllr Dewsbury reported that at the Annual General Meeting, Cliff Jordan was re-elected as Leader of the Council but has since stepped down due to ill health. Andrew Proctor has since been elected as the new Leader, stepping down from his role as Leader at Broadland Council. Graham Plant has been elected as Deputy Leader at NCC.

Cllr Dewsbury also reported that Norfolk County Council finished the year 2017/18 with a balanced budget but will continue to need to find savings. The new pot hole filling machines are in use throughout the County, but the state of the roads are a constant source of

complaints. Roads are on a schedule of inspections and defects should be reported via the online system or customer services.

11. Planning Decisions

- 11.1 2018/0780 - Front porch
23 Greenacre Road Hingham NR9 4HG - Approval with Conditions
- 11.2 2018/0542 & -2018/0543 -Erection of new single storey rear extension and alterations
Seamere, Seamere Road Hingham Norfolk NR9 4LP - Approval with Conditions
- 11.3 2018/0867 Removal of existing shed/garage and construction of cart lodge
The Coach House, The Fairland Hingham NR9 4HW - Approval with Conditions

12. Planning Applications (as notified by SNC for consultation)

- 12.1 **2018/0988 &0989 - Location: The White Hart, 3 Market Place Hingham NR9 4AF**
Proposal: - Retention of a portable building in the rear garden for temporary on-site sleep over managers accommodation and retention of original gates to archway.
The Council agreed to request that a time limit (suggested 6 months) be imposed on the temporary accommodation and that the advertising signage be removed from the gates.
- 12.2 **2018/1017 - Location: Poultry Sheds East Of Ivy House Victoria Lane Deopham Norfolk**
Proposal: - Demolition of existing poultry buildings and erection of replacement poultry buildings, egg packing building, hard-standings and drainage attenuation pond.
The Council agreed to recommend that the application be refused due to concerns regarding the additional vehicle movements on the nearby rural roads, that the development of the site would bring. South Norfolk Planning Department had previously advised that vehicle movements cannot be conditioned for (or the quoted estimated vehicle movements as stated in an application, be enforced).
- 12.3 **2018/1025 - Location: The Barn, White Lodge Farm, Hardingham Road Hingham Norfolk NR9 4LY**
Proposal: - Proposed revisions to alteration and extension of Planning Consent reference: app/L2630/D/17/3187436
The Council agreed to recommend approval
- 12.4 **2018/1028 - Location: 6 Oak Lane Hingham Norfolk NR9 4JY**
Proposal: - Single storey side wet room extension.
The Council agreed to recommend approval
- 12.5 **2018/1132 – Location: Cedar Cottage Watton Road Hingham NR9 4NN**
Proposal: Alterations and extensions to existing dwelling including annex.
The Council agreed to recommend approval
(other applications where the Town Council is not a consultee)
None

13. To receive the Internal Auditors report for 2017/18

A copy of the Internal Auditors report was forwarded to Cllrs prior to the meeting. The Auditor had queried the payment of a lump sum as a Chairman's Allowance, rather than

system of claiming reimbursements for receipts. The Clerk will seek clarification from South Norfolk Council. It was also suggested by the Auditor that the writing of receipts for cheques was unnecessary, the Clerk explained that it provided an additional way to cross reference when checking the accounts. It was also suggested that the VAT paid on goods and services should be reclaimed 6 monthly, the Clerk explained that she preferred to do this annually as prior to claiming the VAT the accounts and all receipts are thoroughly checked as part of the year end process.

14. To approve the Annual Governance Statement for the annual return 2017/18

Questions 1-9 on section 1 of the annual return form, the Annual Governance Statement, were read out and it was agreed and answered as follows: questions 1 – 8 YES, question 9 Not Applicable. Section 1 of the annual return form was signed by the Chairman.

15. To approve the Accounting Statement for the annual return 2017/18

The Accounting Statement (section 2) on the annual return as completed by the Clerk, it was agreed as correct and signed by the Chairman. A copy of the annual return form was forwarded to all councillors prior to the meeting and will be published on the Town Council website.

16. To receive the updated Hingham Town Council Code of Conduct

A copy of the new Code of Conduct was circulated to all Councillors prior to the meeting. The Council agreed to adopt the new Code of Conduct which is as recommended by Norfolk Association of Local Councils. The adoption of the Code of Conduct will be advertised in the parish magazine.

17. To finalise the review Standing Orders – with reference to the (changes introduced in the Model Standing Orders published by NALC (2018))

A copy of the amended Standing Orders was circulated to all Councillors prior to the meeting. The Council agreed to adopt the amended Standing Orders. (Amendments are those introduced by changes to legislation as outlined in the NALC model Standing Orders, and the amendments as discussed at the previous meeting, relating to review of Council policies, although still to be undertaken annually, not being required to be undertaken at the Annual Town Council meeting).

18. To consider the request from a resident to place a memorial bench in the cemetery

It was agreed to permit the resident to place a 4 foot teak memorial bench with a dedication plaque, in the cemetery, with the request that it be placed on slabs.

19. Proposal to write to the Post Office, to make enquiries regarding their proposals for the future provision of a Post Office service in Hingham

The Council agreed to write to the Post Office regarding concerns for the future provision of a Post Office counter in Hingham, due to the recent inconsistent opening hours of the current Post Office Counter since the closure of Harrods of Hingham.

20. Proposal to hold an Open Evening event again this year, suggested date 16 October 2018

As this event in 2017 was deemed a success, it was agreed to hold an Open Evening again this year.

21. Dog Waste Bins (to discuss the following in tandem)

21.1 To receive an update of the use of dog waste bins

21.2 To consider the proposal to purchase new (larger capacity) dog waste bins to replace the metal dog waste bins

21.3 To consider the proposal to place a second dog waste bin at the Sports Centre

21.4 To consider the proposal to take up the discounted once weekly emptying of the dog waste bins by South Norfolk Council

Prior to the meeting Councillors were provided with the results of the assessment of the frequency of use of the dog waste bins, the cost of purchasing 3 replacement larger capacity dog waste bins, the costs of twice weekly and once weekly emptying of the dog waste bins by South Norfolk Council. It was agreed that 3 new larger capacity bins be purchased (and the 3 rusting metal dog waste bins removed), with the bins being located as such to ensure that they could accommodate once weekly emptying by South Norfolk Council (to include 2 medium sized bins being located at the sports centre).

FINANCE

22. To finalise the review the Financial Regulations

It was agreed to adopt the amended Financial Regulations, a copy of which was forwarded to all Councillors prior to the meeting (amendments were relating to dates of legislation).

23. To confirm a date for the next meeting of the Finance Committee, suggested date 17 July 2018

Noted

24. Accounts for Payment

The Clerk confirmed the wages figures and that an invoice had been received from Norfolk Parish Training and Support for the Internal Audit and from A Hare for replacement defibrillator parts. The Accounts for Payment as below were agreed and the cheques signed.

ACCOUNTS FOR PAYMENT 05 JUNE 2018				
CHEQUE NO	TOTAL	PAYEE	DETAILS	VAT
103822	£ 902.84	D RAMM	WAGES (5WKS)	
			BINBAGS (9.56)	1.60
			CLEANING PRODUCTS (18.40)	0.66
103823	£ 829.72	A DOE	WAGES	
103824	£ 606.28	EON	STREET LIGHT ENERGY	101.05
103825	£ 294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
D DEBIT	£ 40.64	NEST	PENSION	
103826	£ 115.31	XEROX FINANCE	PRINTER RENTAL	18.49
103827	£ 2,909.34	TTSR	GRASS CUTTING	484.89
103828	£ 15.00	A HARE	DEFIB.....	
	£122.50	NORFOLK PARISH TRAINING AND SUPPORT	INTERNAL AUDIT	
	£5,835.82	TOTAL		
			TOTAL VAT	£655.72

Signed Chairman 03 July 2018

MIN	Update
	Matters Arising From the minutes of the meeting on 01 May 2018
4.1	Safety Concerns –Fairland Crossroads B1108 the head Highways Officer at NCC has been invited to visit Hingham and meet with representatives of the town council to discuss concerns (and regarding the pedestrian island Norwich Road)
4.2	Dropped Kerbs – the white line work has been chased but no date has been given for the work – (new dropped kerbs have been installed on Bond Street either side of Pottles Alley)
11.2 .1 & 11.3	Norfolk County Council have been requested to remove the sign and post from the Market Place, it has been confirmed that this will be done – but no date has yet been given – the offer from the local business to part fund a more traditional sign has been respectfully declined
25	Audit is ongoing
26	Solicitor (as previously used by the Town Council) has been emailed twice regarding the transfer of the Toilets – as yet there has been no response.
27	Lincoln Hall has been booked for the scheduled Town Council meetings up to May 2019 (the hall may not be available on 02 Jan 2019, confirmation will be given nearer the time)
	Other Updates
	Request to move the bin on the south Market Place green closer to the new path – the bin is attached to a concrete plinth – the feasibility of moving it is to be investigated
	Replacement Trees on the Fairland – a letter has been sent to SNC requesting that the Council be permitted to plant smaller trees than stipulated on the planning decision notices – the letter quoted previous advise given by SNC (dated) 1979 to plant replacement trees in readiness for the felling of the mature oaks, and that so far 3 trees have already been planted. No response from SNC – CHASED - the letter is now with the relevant officer who has advised that they will investigate and report back
	Ravencroft have been asked to carry out the tree survey in 2018 –provisional date 21 June 2018
	Entrance of the Lincoln Hall driveway – a plan of the area to be resurfaced needs to be drawn up and photographs taken for quotations to be obtained –
	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.
	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. The Officer was invited to attend the Annual Town Meeting on 17 th April, but is not able to – further dates have been suggested
	Churchyard/Cemetery - Awaiting contact from the builder with regard to undertaking the repairs to the churchyard wall following the damage from the car.

	<p>The following permissions remain outstanding from the Archdeacon Straightening of the</p> <ul style="list-style-type: none"> - 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>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 - Quotations are being sought to replace the 6 green street light columns with Victorian style columns.</p> <p>Quotation is also being sought for the replacement of the street light that was knocked down on Hardingham Road – awaited</p>

OUTSTANDING ISSUES

<p>Discretionary policy regarding cemetery fees and investigation into the future provision of a cemetery to be completed by the working party</p>
<p>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</p>
<p>2 steel liners and 1 new bin to be ordered – South Norfolk Council will be advised when the dog waste bin will be removed.</p>
<p>“Please do not park on the grass” signs to be priced</p>
<p>Commemorative Plaque for the Fairland Bus shelter – To be ordered.</p>
<p>Request for a clear Bus Shelter – Norwich Road – By Hops development – to be looked at when the development is complete</p>
<p>Neighbourhood Plan – Councillors need to read through the information (website links) previously provided to enable a decision to be made at a later date</p>
<p>Leaning memorial stone in the Churchyard – Quotations to be sought Permission still required</p>

Report prepared 04/05/2018

<p>Crime Figures –https://www.police.uk/norfolk/D12/crime/</p>	
<p>April 2018</p>	
<p>On or near</p>	
<p>The Dell - Anti-social behaviour 1 Other crime 1</p>	<p>Bond Street - Other theft 1 Vehicle crime 1</p>
<p>Church Street - Burglary 1</p>	<p>Market Place - Anti-social behaviour 1</p>
<p>Fleeters Hill - Anti-social behaviour 1 Violence and sexual offences 1</p>	
<p>Lincoln Avenue - Public order 1</p>	
<p>Ironside Way - Other crime 1</p>	