

HINGHAM TOWN COUNCIL**MINUTES of the Town Council Meeting held on Tuesday 05 March 2019.****Present****Councillors****Cllr P Eldridge - Chairman****Cllr Dore - Vice Chair****Cllr K Chan, Cllr Dunnett, Cllr Lys, Cllr Maltby, Cllr Riley, Cllr Stickland, Cllr Foord and Cllr Shingfield
Clerk – Alison Doe****There were 8 members of the public present including District Cllr Bendle and County Cllr Dewsbury.**

- 1. Apologies for absence** were received from Cllr Bendle.
- 2. Public participation session**
 - 2.1 A member of the public raised concerns regarding dog fouling and requested that a dog waste bin be placed on Greenacre Road near to Primrose Road. The resident was advised that the cost of emptying the dog waste bins had increased significantly and the Council have been working to reduce these costs, it was also advised to report instances of dog fouling to South Norfolk Council.
 - 2.2 Concerns were also been raised regarding air pollution, from smoke emitted from domestic wood burners and the affect this has on residents who have breathing related health issues. It was noted at the meeting that Government are looking at legislation regarding this and that South Norfolk Council Environmental Health Department may be able to offer advice regarding air pollution.
 - 2.3 (with reference to agenda item 8.1.9 Norfolk County Council - Information regarding Local Bus Services Konectbus number 17). It was noted that the Friday bus is well used and it is hoped that this can be retained. The Clerk to advise NCC accordingly.
 - 2.4 The resident who has been campaigning for highway improvements to the B1108 Norwich Road advised the Council of the concession that Norfolk County Council have agreed, that being that an inspection during or shortly after rainfall will take place to assess the reported splashing of the footway, catchment of highway water and functionality of the existing surface water system. And that the engineer is happy to meet with the Town Council to discuss a minor highway signage review or enhancement to the current 30 speed limit terminal signage. The resident thanked the Town Council for their support.
 - 2.5 Thanks were given by the Chairman to the Hingham Society for their donation for the cost of the replacement oak trees and help in planting them. The Hingham Society also requested a plaque be placed to commemorate the planting of the trees as funded by the Hingham Society. *(Proposal to be added to the agenda for the next Town Council meeting)*
- 3. Accuracy of the Minutes of the Town Council meeting of 05 February 2019**
The minutes were agreed as correct and signed by the Chairman.
- 4. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
Cllr Maltby declared an interest in agenda item 26
Cllr Lys declared an interest in agenda item 12.2

Cllr Stickland declared an interest in agenda item 12.2

5. Matters arising from the Minutes of 05 February 2019 (written Clerks report circulated prior to the meeting, see Appendix A)

The Chairman (Cllr Eldridge) added that he had contacted the Clerk to Swanton Morley Town Council who was unable to advise of the “twinning” project with Springfield USA, as this was something that the Chairman was dealing with. Cllr Eldridge advised that he will attempt to contact the Chairman.

It was noted that the new LED street lights are bright and one resident had expressed that the one by their property was intrusive. The Clerk advised that she was meeting the contractor the following day to discuss this and that the solution was to paint one side of the lantern. It was also noted that the new light at the end of Folly Lane was providing good illumination for the junction.

6. Working party reports

There were no working party reports – a meeting of the Cemetery/Churchyard working party will be arranged as soon as possible.

7. To receive reports from representatives on external bodies

It was reported that the Dereham and Norfolk Citizens Advice merger had gone ahead. It was noted that a long standing member of the Lincoln Hall Committee, Hingham Playing Field Association and Royal British Legion, George Craig had died.

8.1 General Correspondence (information/circulars etc)

- 8.1.1 carersmatternorfolk.org.uk – Carers Matter Norfolk information
- 8.1.2 South Norfolk Council – Operation London Bridge - protocol following the death of a senior member of the royal family
- 8.1.3 South Norfolk Council – Help Hub Bulletin
- 8.1.4 South Norfolk Council – Ping (table tennis) grants
- 8.1.5 South Norfolk Council Fund Day/ Funding workshop (Saturday 9 March 2019, 9.30 am – 1pm - Hempnall Village Hall)
- 8.1.6 South Norfolk Council – Community Awards, Nominations Open.
- 8.1.7 Norfolk Constabulary - January 2019 SPEEDWATCH UPDATES
- 8.1.8 Norfolk Constabulary - Hingham, Deopham and Wicklewood Newsletter
- 8.1.9 Norfolk County Council - Information regarding Local Bus Services Konectbus number 17
- 8.1.10 Norfolk County Council – Road Closure - Temporary Traffic Order affecting the A1075 Chapel Street SHIPDHAM - 13th March 2019 to 15th March 2019 between the hours of 19:00 and 04:00
- 8.1.11 Dr David Willis - studies held at the University of East Anglia

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

- 8.2.1 Request for work to be undertaken on trees in the churchyard
- 8.2.2 Land Off Rectory Road

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

With regard to - 8.2.1 Request for work to be undertaken on trees in the churchyard
The Council agreed that the trees were very imposing and that the relevant permissions/advice should be sought to enable the height of the trees to be reduced. The Clerk to write to the residents concerned.

With regard to 8.2.2 Land Off Rectory Road – it was suggested that if planning permission be refused that the site could be utilised as a wild flower site, possibly run by the Hingham Society. The Clerk is to write to the resident to advise that the details of any future planning applications made for this site will be considered by the Council as per the normal process.

9. District Councillor's report

District Cllr Bendle reported that a new joint Managing Director (Trevor Holden) has been appointed for the collaboration between Broadland Council and South Norfolk Council, it is expected that the new Assistant and Senior Director posts will be filled over the coming weeks. The services of an outside company will be employed to assess the applications and applications from outside the authorities will be invited if suitable candidates are not found internally. The collaborative working will result in savings from sharing offices/staff, and the authorities have pledged no redundancies. By working together the Councils will be able to apply for more funding from Central government. Investment is being made in the leisure centres with Long Stratton leisure centre due to re-open on March 18th following a £2 million refurbishment.

There are ongoing initiatives to promote wellbeing and with the Community Development Officer setting up “Pop Up’s” to promote the “connections” within communities to combat loneliness.

10. County Councillor's report

County Cllr Dewsbury reported that it is a quiet time being “year end”. It was reported that Norfolk County Council had received government funding for highway improvements and the B1108 Barford would be closed for works from 11 March.

11. Planning Decisions

11.1 2019/0103 - Fell - Ash x 4 and Goat Willow. Replacement species to be decided Mistletoe Cottage 4 Pitts Square Hingham NR9 4LD - No objections

11.2 2019/0024 - Non material amendment from planning consent 2018/0542 - Change of covering material for proposed flat roof. Seamere Seamere Road Hingham Norfolk NR9 4LP Approval with no Conditions

11.3 2018/2817 - Remove multi-stemmed sorbus in corner of rear garden 24 Admirals Walk Hingham Norfolk NR9 4JL Approval with Conditions

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

12.1 2019/0242 - Location: Land South Of 25 Norwich Road Hingham Norfolk Proposal: Erection of two semi-detached bungalows

The Council agreed to recommend to South Norfolk Council, that this application be refused, being that the application states the intention is to allocate four parking spaces for the bungalows, which are currently four of the eight private parking spaces which were allocated to the four flats at the time of their development. Concerns were raised that in permitting this, there would not then be adequate private parking allocations for all of the flats AND the proposed bungalows, therefore resulting in the spaces for the retail premises being parked upon by occupants of/ visitors to the flats/bungalows. The retail car park is already often full and there are further concerns that the customers would park

on the highway - which considering the proximity to the bus stop and chicane would be potentially dangerous. It was also noted that there would be difficulties for larger delivery vehicles accessing /parking at the properties. The Council considered this application to be over development of the site - as key infrastructure (parking) is not adequate for the site as a whole.

12.2 2019/0225 - Location: Millside Mill Corner Hingham NR9 4LG

Proposal: Erection of summer house

It was agreed to recommend approval.

12.3 2019/0478 - 12 Copper Lane Hingham Norfolk NR9 4JS

Proposal: Replace existing rear sunroom and out-building with single storey extension.

It was agreed to recommend approval.

13. (other planning applications where the Town Council is not a consultee – for information only)

13.1 2019/0437 | *Occupation of New Cottage in non compliance of the agricultural occupancy condition for over 10 years. (From planning consent FH0223) | New Cottage Watton Road Hingham NR9 4NN*

The Clerk advised that since publishing the agenda she had received a consultee notice for this application. The Council considered the application and agreed to recommend approval.

14. To receive any updates on/discuss the transfer of the public toilets

The Clerk advised that she had received the new transfer documents from the solicitor and that work to clear the drains had been undertaken and it was now free flowing, the window had also been fixed and the “No Smoking” signs in place. All original items on the “snagging list” have therefore been rectified. The Council Agreed to proceed with the transfer

The cleaner had reported that the ceiling fan was not working, and that one of the toilets in the ladies did not flush well. The Clerk advised that she would ask SNC to also look at these defects, but was uncertain as to whether they would be agreeable to fixing them as they are not on the original snagging list.

15. To review Standing Orders

A copy of Standing Orders were forwarded to all Councillors prior to the meeting. No recommendations had been received from NALC since the last review, therefore it was agreed that the Standing Orders did not need any amendments.

16. To discuss the removal of “Fly Posting” in the town

Cllr Stickland advised that for some years he had removed fly posting in the town, but now items are becoming more difficult to remove having been attached with cable ties. Cllr Stickland advised he was happy to continue to remove what he is able but would not remove posters for “lost pets”. It was also noted that the “skid risk” temporary signage placed by NCC after pot hole filling are not being removed, the Clerk will feed this back to the area engineer.

17. Proposal to request that Ravencroft Tree Services undertake the tree survey during 2019.

Due to Ravencroft Tree Services already having detailed knowledge of the trees that the Council are responsible for, it was agreed – for continuity, that they should be approached again this year to provide the tree survey.

18. To receive/discuss the procedure for the Town Council meeting (07 May 2019) following the Town and Parish elections on 02 May 2019

The Clerk provided a written procedure to all Councillors, for the Town Council meeting due to take place on 07 May 2019, being the first meeting of the new Council, with specific information regarding sending of the agenda and the procedure at the meeting (the current Chairman shall preside at the meeting until a successor Chairman of the Council has been elected).

19. To note/reminder of the date of the Annual Town Meeting on 16 April 2019

Noted.

20. To consider renewal of the Community Action Norfolk (CAN) membership (expires in March 2019)

The Clerk advised that the funding newsletter and a jobs letter were received from CAN, it was agreed not to renew the membership as it was of limited benefit, and other organisation in the town already receive the funding newsletter.

FINANCE

21. Reminder of the date of the next meeting of the Finance Committee (proposed date 19 March 2019)

Noted.

22. To receive notification of 2017/18 Parish Partnership (ref: Market Place path) Refund (£643.76)

The Clerk advised that a refund had been made as the work to build the footway on the Market Place green had come in under budget. The initial payment for the project was made from CIL and this expenditure had already been accounted for in the annual CIL report to South Norfolk Council, therefore the refund cannot be re added to the CIL fund available to the Town Council, therefore it was agreed to set the figure aside for and enhancement/repair to the footway.

23. Accounts for Payment

cheque no	ACCOUNTS FOR PAYMENT 05 March 2019			VAT
	TOTAL	PAYEE	DETAILS	
103913	£ 751.73	D RAMM	WAGES	
			Cleaning products (12.30)	£2.04
			binbags (4.94)	£0.82
103914	£ 869.40	A DOE	WAGES	
103915	£ 840.00	SOUTH NORFOLK COUNCIL	DOG BIN EMPTYING 2018/19	£140.00
103916	£ 628.48	EON	STREET LIGHT ENERGY	104.41
103917	£ 294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
103918	£ 47.27	J SQUIRES	TOILET COVER	
103919	£ 65.00	C & C SERVICES	CEMETERY TAP	
103920	£816.50	HINGHAM AND DEOPHAM COMMUNITY CAR	COMMUNITY CAR 2017/18 (pay from reserves)	
103921	£ 45.60	COMMUNITY HEARTBEAT	DEFIB (S.137)	7.60
103922	£ 115.31	XEROX FINANCE	PRINTER RENTAL	18.49
103923	£ 13,644.00	COZENS (UK) Ltd	NEW LIGHTING COLUMNS (CAPITAL)	2,274.00
103924	£ 1,212.80	K AND M LIGHTING SERVICES LTD	HARDINGHAM ROAD LIGHT REPLACEMENT	202.13
	£ 19,330.28	TOTAL	TOTAL VAT	£2,798.52

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

It was agreed to ask the public to leave as the following agenda items are commercially sensitive.

25. To consider any tenders received for Internal Auditor 2018/19 for year ending

One quotation had been received. The Clerk confirmed that the proposed fee per hour is the same as in 2018 (£17.50) – with an estimated time of around 9-10 hours to undertake the internal audit. It was proposed and agreed to accept this quotation and appoint as internal auditor (for audit year ending 31 March 2019).

26. To consider/discuss the quotation and to repairs to the Church wall

The Clerk advised that the quotation for the repairs to the Church Street section of church wall has been forwarded to the insurance company. The Council discussed the details and quotation to make repairs to the wall in the car park area. The contractor advised that soil would need to be removed from behind the wall in order for the repair to be carried out. Concerns were raised that this would require a faculty. The Clerk is to address the issue of the repair with Rev. Reed to try to progress as soon as possible. For both repairs the contractor advised that any rubble would be left for the Council to dispose of.

The meeting finished at 9.15pm

Signed..... Chairman

MIN	Update
Matters Arising From the minutes of the meeting on 05 February 2019	
2.1	The new Victorian Style lighting columns are now operational – a request has been made for the light from a lamp outside a property on Dereham Road to be defused as it is too intrusive – The Clerk has advised the contractor, who has said it would be possible to paint the lantern on that side.
6	The potential “twinning” project with Swanton Morley and Springfield Kentucky USA – was reported in the Parish magazine, asking for any community members interested in taking on the project – the Chairman to discuss further with the Chairman of Swanton Morley Parish Council.
18	Request for “No Entry” markings to be painted on the road – Pottles Alley – this has been requested from NCC Highways - and will considered for the new financial year.
19	Election nomination packs have been forwarded to Cllrs not at the February meeting. Packs have been made available in the library.
25	Grass Cutting – the current contractor has been informed that their tender was successful for 2019/20
Other Updates	
Anglian Water Improvement Notice – Cemetery. The plumber has undertaken the work -	
Resurfacing of the access driveway to the Lincoln Hall is scheduled to begin w/c 11.03.19	
Laptop and software to be purchased	
Talley Alley Light –ongoing correspondence with UK Power network with regard to supply to the light – as yet unresolved	
Refurbishment of the Skate Park – the Clerk to liaise with the chosen contractor regarding a start date, (who will be in touch with proposed dates early in the new year) – date still awaited.	
Church Wall – Church Street- Contact has been made with an individual who may be able to undertake this work, a site meeting took place on 08.10.18. A quotation will be provided but the work will need to be carried out in warmer weather - the builder has emailed the Clerk to advise that he will contact her to “discuss bricks”. Quotation has now been received and has been forwarded to the insurance company	
Replacement Oak trees have now been planted on the Fairland	
The replacement lighting column on Hardingham Road has been installed – (Clerk to check if it is as yet connected) – The invoice will be forwarded to the insurance company	
The application for the work to reduce the Churchyard Lime tree has been made to SNC – (Church permission also required). – decision awaited	
Dropped Kerbs – the white line work in the Market Place and the H Marking outside the Doctors surgery has now been completed	

OUTSTANDING ISSUES
Moving the litter bin on the Market Place – A meeting is to be arranged with an individual who may be able to undertake this work
Outstanding work from the last round of tree works - A copy of the relevant pages of the tree survey has been forwarded to the contractor who undertook the tree work (as per their request) so they can compare with the schedule of work they undertook – this has been chased and has been passed to the department manager – chased again – The Contractor has requested a site meeting – the Clerk will try to avoid this and insist that the outstanding work be carried out
3x new larger capacity dog waste bins have been ordered – and received – will be installed ASAP
Re-siting of the Town Council notice board – a suitable place is to be found in the Market Place and an assessment to be made on the usability of the existing notice board if it is possible for it to be moved.
Discretionary policy regarding cemetery fees and investigation into the future provision of a cemetery to be completed by the working party
2 steel liners for the Market Place bins to be ordered – need to re measure the inside of the bin – (liners available at a reasonable price are a slightly different size to the existing ones (by mm's)
“Please do not park on the grass” signs to be priced/depending location of installation of bike racks
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
Churchyard/Cemetery - The following permissions remain outstanding from the Archdeacon Straightening of the - leaning memorial stone – Fixing of the curved wall by the Attleborough Road entrance – awaiting contact from Rev. Reed A working Party Meeting is to be arranged – these items will be on the agenda
Report prepared 04.03.19
Crime Figures – https://www.police.uk/norfolk/D12/crime/ - NO NEW FIGURES AVAILABLE