

HINGHAM TOWN COUNCIL

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 02 JULY 2019.

Present

Cllr Y Bendle – Chairman

Cllr Amey, Cllr R Bendle, Cllr Dore, Cllr Dunnett, Cllr Eldridge Cllr Shingfield and Cllr Sykes

Clerk - Alison Doe

There were 7 members of the public present including County Cllr Dewsbury.

1. **Apologies for absence** were received from Cllr Bales, Cllr Cowles and Cllr Foord.
2. **Public participation session**
 - 2.1 A resident advised that some of the verges on Greenacre Road had not been cut and were unsightly, it was also requested that the grass be picked up. It was pointed out that Hingham Town Council's contractor does not cut all of the verges on Greenacre Road, only those which are included in the agreement with Norfolk County Council, the agreement allows for the verges/vision splays to be cut once monthly and does not provide for the cut grass to be cleared away (this would be cost prohibitive). It was suggested that the uncut verges are the responsibility of Saffron Housing, the Clerk will try to contact them to ask for the verges to be cut.
 - 2.2 The resident also suggested that the dog waste bin they have previously requested should be sited on the small verge on the Primrose Road/Greenacre Road junction.
 - 2.3 A resident advised that the road surface on Lincoln Avenue is in a very poor state with lots of potholes. The resident advised that "they had been told" that the road would be resurfaced when the houses at the end of the road had been built, but this had not happened and were now being advised to ask the Town Council to request resurfacing. The Clerk advised that she would look at this with the Highway Engineer when they next met.
 - 2.4 Rev Colin Reed spoke regarding agenda item 10.1 Flag Flying at St Andrews Church. He advised that there used to be 2 individuals who would undertake flag flying duties at the church, but who no longer do so. Rev. Reed advised that at the time he had concerns regarding health and safety as the individuals were doing this separately and alone. A request had been made by a resident for flag flying to be reinstated, Rev Reed would like to see this happen, and he considers a group of four people would be sufficient so that a rota could be used with people working in pairs. Rev. Reed asked for the Town Council to help facilitate the "employment" of flag flyers as the flag flying days are not solely a church function, with 48 days in the year listed. Rev. Reed also advised that he would need to make enquiries with the church's insurance company as to the cost/their requirements.
 - 2.5 A resident asked for the "access only" signs at the ends of Greenacre Road to be replaced. The Clerk advised that she had requested this sometime ago with Norfolk County Council highways, but would speak to the Highways engineer regarding this matter, when they next met.
3. **Accuracy of the Minutes of the Town Council meeting of 04 June 2019**
Cllr R Bendle requested that the minutes be changed, for item 29 ". *The Chairman stated that she had comments but she would not divulge them at that time as they were too lengthy*",

claiming that he had said this. There was some debate as to who had said what, being that both Cllr Y Bendle and Cllr R Bendle had made similar comments at the time, a vote was taken to change the minutes to reflect that this (as written in the minutes of 04 June 2019) was said by Cllr R Bendle not Cllr Y Bendle – 4 Cllrs voted to change the minutes and 4 abstained.

4. Declarations of interests with regard to items on the agenda and to consider requests for dispensations

Cllr Y Bendle declared an interest in agenda items 9.3, 9.4, 9.5, 9.6, 9.7, 12, 14, 15, 16 and 24. She also advised that Council that she had sought guidance from the Monitoring Officer regarding planning applications on the agenda, and had been advised that ordinarily this would not prevent her from taking part in the discussion or voting on planning applications, but she should be mindful of any applications that are likely to be decided by a South Norfolk Planning Committee.

5. To agree a Chairman to preside over any agenda items of this meeting, if both the Chairman and Vice Chair are unable to preside due to (agenda item 1) Apologies for absence and /or (agenda item 4) Declarations of interests

Chairman Cllr Y Bendle presided over the whole meeting.

6. Matters arising from the Minutes of 04 June 2019 (written Clerks report circulated prior to the meeting – see Appendix A)

Cllr Y Bendle confirmed that she had made enquiries at South Norfolk Council and that the telephone kiosk was not on the list of those to be decommissioned by BT. Cllr Y Bendle asked the Clerk to advise the contact for the Christian Fellowship Church there were no current plans for the telephone box in the Market Place to be de-commissioned.

7. Working party reports

There were no working party reports. The Clerk confirmed that a meeting of Policy Working Party would be arranged in due course, if the Terms of Reference were agreed, (and would forward some potential dates to working party members). The Clerk advised that Cllr Eldridge's work with Citizens Advice would provide the Policy Working Party with excellent guidance with regard to employment policies and asked if he was willing to be part of the working party, Cllr Eldridge confirmed that he was.

8. Reports from representatives on external bodies

Cllr Shingfield (representative on Lincoln Social Centre Committee) reported that work had been done to clear and shingle the area behind the Lincoln Hall to provide more space for parking. The car park is very busy when both the Lincoln Hall and the Bowls Club are in use. Cllr Shingfield also asked for thanks to A C Bacon Engineering Ltd to be recorded, for the steel work around the oil tank. The Clerk asked Cllr Shingfield if he knew why the paving slabs that provided better access to the "green room" had been removed (he did not know). Cllr Y Bendle advised that these were paid for by South Norfolk Council and therefore should not have been removed.

Cllr Eldridge confirmed that he would like to step down as the representative on the Hingham Playing Field Association and asked that the Council appoint a new representative. (To go on the agenda for the meeting on 03 September 2019).

Cllr Eldridge reported that a new manager had been appointed for Dereham and Wymondham Citizens Advice and that there was now a Help to Claim service available to help claimants for Universal Credit. Cllr Eldridge also reported that new debt advisors had been appointed in some areas.

9. General Correspondence (information/circulars etc)

- 9.1 **Norfolk Constabulary - MAY 2019 Community Speed Watch Updates**
- 9.2 **Norfolk Constabulary - Hingham, Deopham and Wicklewood Newsletter**
- 9.3 **South Norfolk Council - FREE Community Land Trust conference for parish councils - July 18th**
- 9.4 **South Norfolk Council – Help Hub bulletin**
- 9.5 **South Norfolk Council – Dog Waste Bins** – confirmation that Hingham Town Councils dog waste bins will be emptied once weekly at a cost of £71 per year per bin, and this charge will be applied from April 2019. The Clerk was thanked for her work in securing this agreement.
- 9.6 **South Norfolk Council – Dog Fouling** – Confirmation that South Norfolk Council were addressing the issue of dog fouling through increased patrolling and acting on any specific intelligence, with visits to any suspects who have been identified and that any photographic or video footage would be welcome in that respect.
 South Norfolk Council advised that they would like to work with Parish and Town Council's on getting the message out to residents about environmental crime issues such as dog fouling, littering and fly tipping through articles in newsletters, websites etc. The Clerk advised that she had responded to this correspondence to advise that a periodic patrol in Hingham would be most welcome and to ask if SNC had a poster advising people of what information they should give and the best way to report dog fouling to SNC.
 In discussing this correspondence, the point was made that prosecutions may be the best way to curb dog fouling. Cllr Y Bendle advised that South Norfolk Council do prosecute offenders if they have enough evidence and there have been a lot of prosecutions in South Norfolk. It was suggested that numbers of prosecutions by South Norfolk Council should be reported in the parish magazine
- 9.7 **South Norfolk Council - Notice of Review of Polling Districts, Polling Places and Polling Stations -South Norfolk District Area**

10. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)

- 10.1 **Flag Flying at St Andrew's Church** – in discussing this correspondence concerns were raised as to whether it was appropriate for the Town Council to be involved, concerns were also raised that the flag flying days listed were not “multi faith” and therefore could not be representative of the “whole community”. It was queried as to who would act as arbitrator in considering requests for additional flag flying days.
- 10.2 **A resident - Hingham Road Safety Campaign**
 The organiser of the road safety campaign advised that the campaign would be deferred until next year as some volunteers have left the group and more volunteers were needed.

11. To discuss and agree any required responses/actions in relation to any item(s) of correspondence

- 11.1 **Flag Flying at St Andrew's Church** – It was requested that Rev Reed make enquiries with the churches insurance company to see if using the church tower for flag flying is viable.

- 10.2 A resident - Hingham Road Safety Campaign** – it was agreed that the Clerk should write and thank the resident for his work in trying to combat speeding in the town.

12. District Councillor's report

District Cllr Bendle reported that the joint working between South Norfolk Council and Broadland Council meant that the Council's policies were now being reviewed and aligned and savings were being sought through sharing services such as receiving telephone calls.

Gants have been secured for improvement work to be undertaken on the swimming pool at Long Stratton High School. The pool is used by 8 other schools and there is a long waiting list for swim school.

It was reported that John Fuller and Sandra Dineen (retired Chief Executive) are due to receive OBEs

13. County Councillor's report

County Cllr Dewsbury reported that the new Cabinet system seems to be working well. The "Together for Norfolk" initiative was launched at the Norfolk Show, it is hoped it will provide savings from less duplication. It was also reported that NCC now run a "show flat" in Norwich to demonstrate how people needing care can remain living independently in their own homes for longer. The Highways department are busy with a programme of repainting white lines and road markings and a decision on the western link to the Northern Distributor Road is due to be made soon. Cllr Dewsbury also advised that the joint call centre for the fire and police service is up and running and that Trading Standards/police are working hard to bring our regular scam warnings and undertake prosecutions. The Library Service will be launching the summer reading challenge in July, this year being on a "Space Race" theme.

14. Planning Decisions

- 14.1 2019/1039 - Discharge of condition 3 - Window details of planning permission 2018/2551 - 3 Dereham Road Hingham NR9 4HU - Approval of details - Approved
- 14.2 2019/1045 - Discharge of conditions 3 & 4 of permission 2019/0060 - external materials (3) and window/door details (4)
White Lodge Farm Hardingham Road Hingham Norfolk NR9 4LY - Approval of details - Approved
- 14.3 2019/0860 - Oak (T1) - crown raise to 8m, reduce limbs away from roofs to ensure 3m clearance, reduce width of crown from 15m to 12m focussing on house side, remove deadwood. Various (T2) - prune back overhanging branches from 2m to boundary line. - Fairland House 2 The Fairland Hingham Norfolk NR9 4HN - Approval with Conditions

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

15.1 2019/1267 - Erection of single storey bungalow Land South Of 25 Norwich Road Hingham Norfolk

It was noted that the previous application for this site (2019/0242) was for 2 bungalows and that this current application (2019/1267) is for 1 bungalow - However the concerns raised previously regarding the proposals for car parking for the development and access to the development are specific to the site and therefore remain .

That being: that the application states the intention is to allocate two car parking spaces, which are currently two of the eight private parking spaces which were allocated to the four flats at the time of their development. There are concerns that in permitting this, there would not then be adequate private parking allocations for

all of the flats AND the proposed bungalow, 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 (with vehicles waiting to access the car park) and there are further concerns that the customers of the Co-op would park on the highway or be queuing on the highway to access the car park- 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 proposed property, both during the building of the property and once it is occupied.

The Town Council consider this application to be over development of the site - as key infrastructure (parking and access to the proposed property) is not adequate for the site as a whole and therefore agreed to recommend that the application be refused.

**15.2 2019/1213 - Increase height of internal doors and doorways in property
Quorn House 10 Market Place Hingham NR9 4AF**

Concerns were raised that the proposals of the application to the grade II* listed building would removing historic fabric of the property and therefore the Council agreed to recommend that the application be refused.

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

16.1 2019/1271 - Remove part of hedge bank of Holly, Snowberry and Ivy to enable new access and driveway. 3 Hardingham Street Hingham Norfolk NR9 4JB

16.2 2019/1250 - Beech Tree T1 - Supervised root trimming to enable new access and driveway. 3 Hardingham Street Hingham NR9 4JB

16.3 2019/1095 - Yew and Holly tree - height reduction of 4 metres from approx 12m to 8m. Fairland House 2 The Fairland Hingham NR9 4HN

17. To discuss and propose solutions to control unauthorised parking on the Fairland grass

It was noted that there is not enough parking available (without using the grassed area) to accommodate attendees to weddings/funerals and events at the Lincoln Hall. However concerns were raised regarding the daily parking of vehicles on the Fairland grass. It was suggested that these vehicles belong to people who have parked to then use the bus to Norwich, and to customers of the Fairland Garage. It was also noted that the garage use the tarmac area (access driveway to the Lincoln Hall/Library Bowls Club) as parking for their customers' vehicles.

The Clerk advised that the Town Council had previously agreed to plant some additional hedging to replace the current wooden bollards which are rotting. It was agreed that now the new oak trees have been planted, a native species hedging should be planted this autumn.

It was suggested that the entrance to the Fairland green should be protected by 2 oak posts and a locked gate, the Clerk advised that this would prevent pedestrian access. It suggested that a lockable bollard would be more suitable. The Clerk advised that there is currently no signage requesting people not to park on the grass and suggested that this may also be a cost effective way or preventing parking on the grass. It was agreed that signage should be provided. It was also agreed that the Clerk should write to the Fairland Garage to request that they do not park vehicles on the grass and to request that they limit parking on the tarmac area, encouraging them to use the old garage forecourt instead, and therefore reserving parking space for those attending the Lincoln Hall/Library and Bowls Club.

18. To discuss points raised/suggestions to be included in a draft version of a new Communication Policy to cover issues including (but not limited to) dealing with the media, use electronic communications and use of Social Media

The Clerk had forwarded documents to all Cllrs prior to and following the Town Council meeting on 04 June 2019 (for which it was an item on the agenda). When it was commented that this item had, at the previous meeting been referred to the Policy Working Party and should not be on the agenda again, the Clerk advised that as the item had been “passed over” at the previous meeting, it had been placed on the agenda for this meeting and needed to be discussed to ensure that all Cllrs were aware of the responsibilities, liabilities and pitfalls in using social media and communications via email as detailed in the documents she had sent. Furthermore, as all Cllrs / staff will be required to abide by a policy, a working party to help construct a policy did not negate the responsibility of the Council as a whole from having an initial discussion, making suggestions and commenting upon what should be included in the policy, to avoid falling foul of those issues, in lieu of the policy being written and adopted. It was pointed out that the Clerk had put a lot of work into the documents provided to Cllrs and was, in raising these issues, trying to protect Cllrs and the Council. The Clerk advised she was aware of concerns (generally amongst Clerks) of Cllrs commenting and posting on public social media, in a way that could be considered libellous and/or inappropriate. The Clerk advised that a Communications Policy would tie in with General Data Protection Regulations (and a Data Protection Policy under those regulations is required). Cllrs were also advised to ensure that emails sent to them on Council business were not forwarded on outside of the Council without the expressed permission of the originator, to be mindful of the security on devices they use to access information relating to Council business and to be mindful of when and where they access and read their Council emails to ensure there are not breaches of data protection legislation.

It was commented that the example of a policy used by Attleborough Town Council, as forwarded to Cllrs by Cllr Foord, was insufficient and not stringent enough in its content to be used as a template for Hingham Town Council purposes.

It was agreed that the policy should cover all of the point raised and a draft Communications Policy be brought to a future council meeting for agreement/amendment/adoption by the Council.

19. To discuss suggestions and proposals for improving Council/public engagement, including:

- a The use of Social Media for encouraging the public to participate if unable to attend a meeting**
- b A Facebook page which would be updated a minimum once a month, the creating of an ‘event’ to invite people to a meeting with the agenda shared in the description**
- c The use of video streaming to either live stream or update a video after the meeting has been closed and to encourage feedback from residents of all ages in an open forum**
- d Arranging an Open Evening (potentially Tuesday October 15th 2019)**
- e Arranging Chairman/Councillor “open surgeries”**
- f Any other suggestions**

Cllr Foord had sent an email to all Cllrs prior to the meeting, with regard to points a, b and c which she had asked to be included in the agenda stating that she has an “interest in engaging the youth of our community as it will be their town in the future”. Points from this email were read out at the meeting.

- a & b** With reference to Cllr Fords email, the Clerk advised that the Town Council already run the Hingham Community Events Facebook page which now has 362 followers. The page was initially set up following a request to the Town Council from Cllr Foord when she was on the Events Working Party, and was intended for the promotion of local “community” type events by local groups and was initially administered by Cllr Foord and Cllr Maltby, the Clerk was then added to have administration rights on the

page. Cllr Foord soon left the working party and the administration of the page was left to Cllr Maltby and predominately (and now solely) to the Clerk. The Clerk advised that the page has evolved and she now uses it to publish and share official information from other authorities, such as the Police, South Norfolk Council and Norfolk County Council, as well as using it to publicise local community events regarding. The page does allow visitors to comment on posts and to post on the page themselves and because of that the Clerk monitors the page daily, and has on occasion removed spurious/inappropriate comments and business posts.

The Clerk advised that any content that she writes (in the name of the Town Council) on the Facebook page is carefully considered to ensure it is accurate and not misleading, and that she would prefer not to have to monitor anyone else adding content to the page in the name of the Town Council. She also added that it would be more use for those Cllrs who use Facebook to follow/like the Hingham Community Events Facebook page and actively share its content. It was agreed that the administration of the Facebook page should remain solely with the Clerk.

The Clerk advised she would be able to include the Town Council meeting agendas on the Facebook page and a link to the Town Council website to the minutes of the previous meeting.

Cllr Foord (in her email) asked for the Facebook page to be “re-branded” as a Hingham Town Council Facebook page, this was voted against by the Town Council.

- c** Cllr Foord (in her email) advised that she didn’t “ feel that we are yet in a position to vote on streaming the meetings” – The Clerk advised that this item had already been deferred at the previous meeting when Cllr Foord agreed it that it should be placed on the agenda for the July meeting. The Council agreed the item should be discussed and voted upon. The Clerk advised that live streaming of the Council meeting would be difficult as the Lincoln Hall did not have an internet connection, and the library wifi should not and could not be relied upon.

The Clerk, (with reference to Cllr Foord email) advised that she (the Clerk) has contacted the Clerk of a Council that do live stream meetings via Facebook. That Clerk had advised that there were difficulties producing footage with adequate sound quality, and were therefore looking at investing in equipment to make the necessary improvements, the streaming of meetings was not done via Council owned equipment and therefore the Council did not own an official copy of the data. That Clerk was not aware of live streaming meeting as having increased contact with or interest by residents in Council matters.

The Clerk advised that she had asked via a local Clerks Forum, is any other councils live streamed their meetings, or recorded and uploaded them to be viewed via the internet, no Clerks advised that their Council did this.

Concerns were raised regarding using social media as a platform for sharing live streaming or uploaded recordings of meetings, as the Council would not own or have control over the social media platform there is then no control over what other content may be added to the footage (for example advertising).

The Council voted on both the proposal to live stream meetings and to record and upload video footage of meetings. The Council voted against both proposals.

- d** The Clerk advised (for the benefit of new Cllrs) that for the previous 2 years the Council had hosted an open evening and invited representatives from all of the local clubs and organisations to attend and “have a table” for leaflets and information, the Town Cllrs, District and County Cllrs, the Community Connector, Hingham Library, Police and Hingham Surgery are also amongst those who have attended previously. The open evening is a very informal event and whole community is invited to attend

with the intention that people can “chat” to each other and share ideas etc, with tea, coffee, biscuits provided.

It was agreed to hold the event again this year on the suggested date of 15th October.

- e The Clerk advised that she had spoken with a Clerk of a Council that hold “street surgeries” during that town’s market day, which they found to be a successful way of engaging with residents. It was commented on that this would be difficult to do in Hingham unless it was part of an event such as the Christmas Market. It was noted that all Cllrs contact details are published in the parish magazine so are available should any resident wish to get in touch.
- f It was suggested that as Cllr Foord had shown such an interest in engaging with the “youth” of Hingham that perhaps she could consider talking to the co-ordinator of the Youth Café to arrange to speak directly to/liaise with the young people of Hingham about the Town Council and it’s work, perhaps on a regular basis .

20. To discuss the review of the Hingham Town Council Risk Assessment /Risk Policy and to propose suggestions for inclusion within the policy/risk assessment document

Cllr Amey advised that she had made a few initial observations on the risk assessment and advised that more detail needs to be added to prove that “existing procedures are adequate” (as stated in the document). Cllr Amey offered to work on the document with the Clerk and bring it back to the Council at a future meeting.

21. To discuss/agree the Terms of Reference for the Policy Working Party

The Clerk had written a draft Terms of Reference which had been forwarded to all Cllrs prior to the meeting. The Terms of Reference were agreed by the Council. The Clerk also asked if she could invite Cllr Eldridge onto the working party (being that he was not at the previous Council meeting) as his knowledge from his work with Citizens Advice would be extremely helpful. The Council agreed and Cllr Eldridge agreed to join the working party. The Clerk advised she would look at dates for the first meeting in due course.

22. To receive and discuss the invitation to submit a bid for NCC Parish Partnership funding

Cllr Foord (in her email) stated that she “would like to propose that as part of the parish partnership bid one of the bids to vote on is to apply for gates to be positioned on the 40mph signs as you enter onto Frost Row on the Watton Road, Gates to be positioned by the Hingham sign on the Attleborough, Dereham and Norwich road”. Cllr Foord went on to state that she had “spoken with Highways totally independent of the council and they have found them to be beneficial for other areas such as Kimberley (40mph), Caston (30mph) etc. It is another measure that would make drivers physiologically believe they are entering a property and slow down. A significant improvement has been seen across the country where gates have been positioned”.

The Clerk stated that she had driven round the sites proposed by Cllr Foord and sought the advice of the Norfolk County Council Highway Engineer. The Clerk advised that she did not think there was sufficient space to accommodate the gates where Cllr Foord had suggested other than perhaps on the Norwich Road, where they were likely to obstruct the field entrance and on the Dereham Road, but it was likely that that some of that verge was privately owned and NCC do not permit the gates (as funded by the Parish Partnership Scheme) on privately owned land.

The Clerk advised that the Hingham sign on the Attleborough Road was within the 60mph limit, again NCC do not permit village gate within the 60 mph speed limit and that they are intended to be placed where they partner the speed terminal signs. Therefore the Attleborough Road location would not be suitable. Norfolk County Council had previously advised that there was no evidence to prove that the existence of village gates contribute to

fewer instances of speeding, and that the cost of the gates to the Town Council would be £2500 per pair.

The Clerk advised she will meet with the highways engineer to assess the feasibility of the gates further.

Cllr Foord's email went on to say that she would like to volunteer to move the SAM sign having "recently found out that the model of which we own according to Highways is able to be positioned in 40 mph areas too not just a 20 mph or 30 mph". Cllr Foord went on to say " I would like to propose that we use this in the 40s ie the Attleborough road where speeding is awful on the approach to Hingham and the Watton Road. Highways have briefly informed me that if a request is formally made from council that they have posts already in positions which can have the clips fitted for us to do this. Whilst the SAMs unit is beneficial in the town, there are already a lot of speed calming measures in the 20mph and it would be good to see the impact it has on the other areas which have no measures except a speed limit at present. Is this possible? Can we add this to the next agenda as I appreciate we may need to purchase a bracket or 2".

The Clerks asked to address these issues/requests at that point, to clarify some of the "information" Cllr Foord had provided, being that the SAM2 sign was purchased under the Parish Partnership Scheme, the Clerk felt it was relevant to this agenda item.

The Clerk advised that the existing SAM2 sign was purchased specifically for use in 20mph and 30mph areas in Hingham to try to combat speeding in view of providing a safer environment for pedestrians. At the time the sign was purchased, Norfolk County Council advised that the terms of use were that the sign would not be used within a 40mph limit, and the leaflet on the Parish Partnership page of the NCC website still advises as such, (although NCC have permitted use of a SAM2 sign within a 40mph speed limit in a limited number of special cases). The Clerk advised that having driven along Watton Road through the 40mph limit numerous times, should did not consider that it would be safe for volunteers to park up (without the need to use a private driveway) and deploy the sign on the roadside. Again this would be discussed with the highway engineer when they met.

The Clerk advised that there is no 40mph speed limit on the Attleborough Road and Cllr Foord is incorrect on the point, and with regard to existing traffic calming within the 20mph speed limit, this is limited to the white road edging lines and the static flashing sign on the Fairland, the police do not enforce the 20mph speed limit (whereas they do the 40mph speed limit) and do not permit the Community Speed Watch to operate within the 20 mph speed limit . The Clerk had asked the highway engineer if there was an alternative to the portable SAM2 sign that could be used within the 40mph speed limit on the Watton Road and considered by the Council under the Parish Partnership Scheme, he advised that there was not in this case as the static speed signs are only permitted within a 40 mph where there is a proven accident hotspot.

The Clerk advised that she had not received any complaints (that she could recall) from residents regarding speeding within the 40mph speed limit, but regularly received complaints regarding speeding through the Market Place and Fairland.

The Council agreed that the existing SAM2 sign should continue to be used where it provided the most benefit/protection to pedestrians – i.e within the 20 and 30 mph speed limits, predominately on the B1108.

It was noted that the recent accident on the Watton Road was believed to have been caused by a car overtaking a stationary vehicle.

It was proposed and agreed that the Clerk should speak to the Highway engineer about the a feasibility study for improvements to the Fairland crossroads, as this is something that the Council had suggested in 2018, and the Fairland Crossroads was an ongoing safety concern for many residents. It was noted that it was not acceptable to rely on a reflection in a window to assess if it safe to pull out of the Atteborough Road.

23. The discuss/propose suggestions regarding the church clock

Cllr Foord in her email had asked “why it is the responsibility of the town council to keep paying to fix it”?

The clerk made reference to the Town Council’s power to provide public clocks under the “Parish Councils Act 1957,(s 2)” and advised that although she did not know the history, assumed that the clock was either purchased by or given to the town of Hingham. Cllr Dore confirmed the clock was gifted to the town over 100 years ago. It was agreed to discuss this at a future meeting, when the Clerk should provide figures of how much the Council have spent on the clock over the past few years.

24. Proposal to request the South Norfolk Council policies regarding empty properties and preventing properties from falling into disrepair.

Cllr Eldridge confirmed he had asked for this to be placed on the agenda due to concerns regarding the empty property next to the White Hart, however work had now begun to refurbish the property and therefore he was happy to rescind the agenda item.

25. To receive and discuss the RoSPA skate park inspection (if received prior to the meeting)

A copy of the Sake Park inspection report was forwarded to all Cllrs prior to the meeting. It was agreed that the Clerk should seek some advice regarding filling the joins in the tarmac which had now become channels and were identified by in the report as requiring attention.

26. Reminder that there is NO Town Council meeting scheduled for August

Noted

27. To propose items for the next agenda (meeting date 03 September 2019)

Proposal for the Town Council to nominate a new representative on the Hingham Playing Field Association committee

FINANCE**28. Reminder of the date of the next Finance Committee meeting, 16 July 2019**

Noted.

29. To consider the grant application made by the Fayre on the Fairland Committee

The Fayre on the Fairland Committee had submitted a grant application for £500 and stated that this was for the intended purchase of a heavy duty gazebo for the event, but which could also be used for future events.

The Clerk advised that as the application states that the committee exists solely to organise the Fayre on the Fairland 2019 on (8th December), it was unclear, if a grant was provided for the purchase of the gazebos, who would retain ownership of the gazebos after the event, and therefore advised caution as the Council could not be considered as funding any individual. It was suggested that the Council could retain ownership of the gazebos, but it was pointed out that there is nowhere to store them.

It was also noted that the financial information provided with the application was contradictorily, being that on one spread sheet it estimated income from grants and donations as £1000 yet on another sheet it states a figure of £2725. It was agreed that clarification should be sought regarding these figures and the intended use of any profit made from the event, for the grant application to be considered at the next meeting.

30. Accounts for Payment

The accounts for payment were agreed as below and the cheques signed.

ACCOUNTS FOR PAYMENT 02 July 2019			VAT	signed
TOTAL	PAYEE	DETAILS		
£ 771.35	D RAMM	WAGES (750.96)		
		BINBAGS (4.94)	£0.82	
		CLEANING PRODUCTS(15.45)	£1.11	
£ 871.64	A DOE			
£ 638.36	EON	STREET LIGHT ENERGY	106.39	
£ 249.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03	
£ 687.68	HMRC	TAX/NI		
£ 100.00	LINCOLN HALL SOCIAL CENTRE	HALL HIRE		
£ 63.82	ANGLIAN WATER BUSINESS	TOILETS		
£ 82.20	PLAYSAFETY (ROSPA)	SKATE PARK INSPECTION	13.70	
£ 3,464.24	TOTAL	TOTAL VAT	£171.05	

10.00pm – it was agreed to extend the meeting by 15 minutes

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

The following agenda items are commercially sensitive and requires references to staff and are therefore confidential.

It was agreed to request that members of the public leave at this point.

32. To discuss internal communication and consider a proposal to adopt a staff/Councillor relationship protocol

The Clerk advised that the existing protocol was out of date and poorly written. Having regard to the documents provided to all Cllrs prior to and after the previous meeting, it was agreed that the Council should adopt a new staff/Cllr relationship protocol. This is to be written by the clerk (with the assistance of the Policy Working Party if necessary) and brought back to a future Council meeting for amendment and or approval/adoption.

33. To consider any tenders received for the footway lighting maintenance contract.

Three tenders were received and considered by the Council on the basis of cost and provisions within the service provided by each contractor. It was agreed to award the footway maintenance lighting contract to Cozens UK Ltd, on a four year contract.

The meeting ended at 10.15pm

SignedChairman 03 September 2019

MIN	Update
	Matters Arising From the minutes of the meeting on 04.06. 2019
11.3	Overgrown hedge/verge – Sports Field/Watton Road – HPFA have been asked to arrange some trimming of the hedge/verge
11.4	Market Place Phone Box - - Cllr Y Bendle to update on any information regarding the phone box potentially being de-commissioned
19	“Registration of Pecuniary and Other Interests” forms for all new Cllrs have been received and given to SNC Monitoring Officer
22& 23	The Annual Governance and Review form and supporting information has been forwarded to the external auditor prior to the deadline. Acknowledgement has been received.
24	Cllr Eldridge will continue as the Council rep on the Education Trust – but would like to step down from the HPFA – please can another Cllr Volunteer.
26	Public Toilets – all paperwork was taken to the Hingham Town Council appointed solicitor - who have agreed with NPLaw that the transfer be effective from 01 June 2019. Awaiting transfer of funds, the Clerk to chase SNC for this as bills will now be payable.
28	Talley Alley light - (supply issues) this has been chased with UK Power Network – no further updates have been received from the faults department.
31	New grit bin for Church Street – will be on the agenda for September meeting – due to large number of agenda items for discussion in July.
	Other Updates
	<p>Review of grave digger and the need for a contingency The current grave digger has been written to, to ask if she is still prepared to continue as the nominated grave digger for Hingham, Funeral Directors have access to grave diggers which they can use, plots are marked by the Clerk prior to digging.</p> <p>Extension of Cemetery Driveway and turning circle – further investigation and quotes to be sought - Need for a bollard to protect a headstone – bollard/shrub to be sourced Permission for work in the Churchyard – Church permission has now been obtained for work to the wall – the Clerk to progress with the builder (if he still willing to undertake the work) and insurance company for the Church Road section – Awaiting telephone call from the builder</p>
	<p>Cemetery fees discretion policy Fee discretionary policy to be finalised and brought back to a future Town Council meeting.</p>
	<p>New bank mandate/cheque signatories Received Bank Mandate paperwork. Needs to be completed by new cheque signatories – awaiting confirmation from one signatory as to whether they are an existing Barclays customer</p>
	<p>The application for the work to reduce the Churchyard Lime tree has been made to SNC – (Church permission also required). – Permission has been granted - A contractor will be sought – for this and other work required after the tree survey has been undertaken</p>
	<p>Annual Tree Survey has been requested – date to be confirmed</p>

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

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. – no further updates

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 – still to be resolved

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.

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.

Report prepared 01.07.19 – does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Crime Figures –<https://www.police.uk/norfolk/D12/crime/> April 2019

on or near

Springfield Way – Drugs 1 Other crime 1

The Fields - Criminal damage and arson 1

Admirals Walk - Violence and sexual offences 1

Ironside Way - Violence and sexual offences 1

Bell Meadow Burglary 1

Lincoln Avenue - Vehicle crime – 1

Attleborough Road Public order 1