

## HINGHAM TOWN COUNCIL

### MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 01 October 2019

#### Present

Cllr Y Bendle - Chairman

Cllr R Bendle, Cllr Dore, Cllr Dunnett, Cllr Eldridge

#### There were 5 members of the public present including County Cllr Dewsbury

1. **Apologies for absence** were received from Cllr Amey, Cllr Bales, Cllr Cowles, Cllr Foord, Cllr Shingfield, Cllr Sykes and the Clerk (who was unwell).  
The Chairman informed the Council that she had received in writing the resignation of Cllr Cowles, and wished the Clerk a speedy recovery.  
It was agreed that Cllr Eldridge would take the minutes for this meeting.
2. **Public participation session - (15 minutes) (Members of the public may make a statement or ask a question of not more than three minute's duration).**
  - 2.1 A member of the public raised concerns regarding the potential gravel and sand pit in Cranworth (as per the Norfolk County Council consultation – agenda item 9.4). The member of the public stated that he considered that this was in totally the wrong place as the noise, dust and extra traffic would be inappropriate so close to Hingham and that the roads in the area are inadequate and unsuitable for servicing the site over its life time.
  - 2.2 Cllr Eldridge asked that the change of route of Bus 3, be placed on the next agenda as this change will have deleterious affect on people travelling to the Earlham Road area of the City.
  - 2.3 Cllr Dore informed the Council of the sad death of Charlie Cooper the previous Sunday and explained that he had been a member of the Cemetery and Churchyard working party for some time before it was disbanded and the Council were indebted to him for all of the work he had carried out on behalf of the Town Council. Cllr Dore asked for the Town Council to send a letter of condolence to his wife, this was agreed.
3. **Accuracy of the Minutes of the Town Council meeting of 03 September 2019**  
Cllr R Bendle proposed an amendment to minute 8, this amendment was not agreed. The Minutes were agreed as correct as written by the Clerk. The Chair stated that she could not sign the minutes as she was not at the last meeting. The minutes were not signed.
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 item 22.
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**  
Cllr Y Bendle confirmed she would be able to Chair the meeting for all agenda items.
6. **Matters arising from the Minutes of 03 September 2019 (written Clerks report circulated prior to the meeting - See Appendix A).**  
Cllr Eldridge offered to provide a Rowan, which is to be planted to offer some protection to the headstone which is close to the turning circle.

**7. Working party reports** – There had been no working party meeting and therefore were no reports.

**8. Reports from representatives on external bodies**

Cllr Eldridge advised that (in the absence of an appointed Council representative on the Hingham Playing Field Association), he would keep a watching brief but it would be by email.

**9. General Correspondence (information/circulars etc)**

**9.1 Norfolk Citizens Advice – request for financial support**

Cllr Eldridge suggested that this request be discussed by the Finance Committee and for the Committee to report back to Council in December. This was agreed.

**9.2 South Norfolk Council – changes to planning consultation** (notification that there would be no pro-forma for the consultee responses). Cllr Dore asked the Chair if she was aware of delays in the next stage of the GNLP consultation. Cllr Y Bendle stated that it had been delayed and there was no date as yet for when it would be published.

**9.3 South Norfolk Council – Help Hub bulletin**

**9.4 Norfolk County Council - Norfolk Minerals and Waste Local Plan - Preferred Options Consultation**

**9.5 Norfolk County Council - New guide to care and support in Norfolk**

**9.6 NHS – Flu Vaccinations**

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

**Hole in Church Car Park - (ref previous email sent to all)**

There was some discussion regarding this issue, and it was noted that, as this is Manorial waste land the Town Council has no responsibility for this area.

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

**11.1 ref item 9.4 Norfolk County Council - Norfolk Minerals and Waste Local Plan - Preferred Options Consultation**

It was proposed and agreed to respond to the consultation to state that the Town Council consider that the land in Cranworth, put forward is not appropriate in location as per the concerns raised by the resident in Public Participation (as below).

- Woodrising Road from the proposed site is unsuitable for HGVs. The Woodrising Road to Frost Row is substandard and would deteriorate quickly with the additional traffic, especially at passing places, many of which are not official passing places and not maintained
- The exit from Woodrising Road to B1108 at Frost Row is dangerous with restricted views of oncoming traffic restricted by a bend on B1108 and the angle of the road exit. The B1108 has a maximum speed limit of 60mph at the junction with Woodrising Road.
- There is no way of restricting HGVs visiting the site from using the rural roads through villages such as Southburgh, Woodrising and Cranworth. HGVs are likely to go through Shipdham, using the exits to A1075 at the Church or going past the school.
- Increased traffic, not only the HGVs distributing the Sand and Gravel but also extra vehicles for the daily workforce, site service vehicles and non-site vehicles collecting sand and gravel.

- Increased Heavy Goods traffic through Hingham and its surrounding roads.
- Many of the local properties are old and made from Clay Lump and have flint or brick footings rather than foundations. Vibration from heavy traffic and mining machinery may have an adverse effect on these properties
- Once the extraction of minerals is complete there will be additional heavy traffic infilling the site in order to return it to agricultural use. This will also have a significant impact.
- The site is bounded by restricted byway and bridleway which represents only local off-road access to the countryside.
- The area is rich in wildlife and plants which includes Red Kites, Buzzards, Skylarks, Deer, Hares, Bats and Hobbies. This will be adversely affected by the dust and noise from the proposed site.
- This is at one of the higher points in the area with beautiful far reaching views. These views will be ruined by the proposed site.
- The area surrounding the proposed site is a popular local amenity and used by walkers, horse riders, cyclists, runners and dog walkers. People come from many of the surrounding villages and the town of Hingham. The noise, dust and traffic would be detrimental to these activities.
- Mineral extraction at this site would have unacceptable local landscape impacts and screening and bunding could be intrusive in its own right. Whilst it may be possible to mitigate adverse landscape impacts through advance planting and bunding, this is uncertain and there are more acceptable alternative sites for sand and gravel extraction proposed in the Plan.
- The mineral extraction process will use a large amount of water which is likely to be extracted by borehole. This is likely to be detrimental to the many properties in the area rely on bore holes as their only supply of water. This may make water unavailable to some homes.
- Due to the higher elevation of the proposed site, waste water from the extraction process may pollute the lower water sources which will affect homes, wildlife, plants and trees.

## **12. District Councillor's report**

District Cllr Bendle reported on the changes that were happening with the reshaping of South Norfolk Council now they are collaboratively working with Broadland Council.

## **13. County Councillor's report**

County Cllr Dewsbury reported that she had been able to provide the Hingham Road Safety group with £800 towards the cost of the "Think" signs for use on the B1108

Cllr Dewsbury also reported that Norse are taking over Highways Maintenance work but the present company would continue to do the resurfacing.

It was also reported that Norfolk County Council are making changes to children's services.

## **14. Planning Decisions**

- 14.1 2019/1493 - Engineering Works (Plot 1 Only) Watton Road Hingham NR9 4NN  
Reserved matters application for appearance, landscaping, layout and scale following Outline permission 2017/2330 for residential development (Plot 1) and discharge of conditions 6 - materials, 7 - boundary treatment, 8 - contaminated land, 9 - remediation details and 14 - Fire Hydrants - Approval with Conditions

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

- 15.1 2019/1802 - Demolition of existing storage building and erection of 3 dwellings and garages  
Storage Building South Of Watton Road Hingham Norfolk

It was proposed and agreed to recommend that the application should be refused on the grounds that it outside the development envelope, it is considered that the proposed development is backland development and the proposals are cramped and over development of the site. Safety concerns were raised regarding vehicular access from the site on to the main road at this location.

**15.2 2019/1881 - Drop kerb to provide vehicle access to property, new parking spaces and turning area to allow clear entry/exit.**

**25 Norwich Road Hingham NR9 4LS**

It was proposed and agreed to recommend approval

**15.3 2019/1946- Drop kerb to provide driveway and turning area.**

**27 Norwich Road Hingham NR9 4LS**

It was proposed and agreed to recommend approval

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

*16.1 2019/1840 - oak tree - reduce crown on west side from 10m to 6.5m*

*10 Chapel Street Hingham NR9 4JH*

**(ITEMS 17 – 20, FINANCE)**

**17. Reminder of the date of the next Finance Committee meeting 19 November 2019**

Noted.

**18. To note the receipt of the remittance advice for “payment made to Hingham Town Council by BACS on 25/9/2019 from South Norfolk Council” for the 2019/20 precept (£33,500)**

Noted.

**19. To discuss the payment of the grant to the Fayre on the Fairland Committee**

The Clerk had advised the Council prior to the meeting that the Fayre on the Fairland committee had been unable to set up a bank account, and recommended that the cheque payment of the grant (agreed at the Town Council meeting of 03 September) be written in the organiser’s name by way of a contribution to the reimbursement for non-material expenses such as venue hire, insurance and licence fees, as per the invoices provided.

**20. To approve Accounts for Payment (as below and any additional invoices received)**

The Clerk had sent an update on the Accounts for Payment advising of a typing error on the agenda. The Accounts for Payment were agreed as below and the cheques signed.

ACCOUNTS FOR PAYMENT 01 October 2019					
cheque number	TOTAL		PAYEE	DETAILS	VAT
103983	£ 776.04		D RAMM	WAGES (4wk £750.96)	
				cleaning products (20.10)	2.68
				binbags (4.98)	0.83
103984	£ 915.96		A DOE	WAGES (871.44)	
				plus toilet paper (15.50)	2.58
				urinal blocks (17.50)	2.92
				stamps (11.52)	
103985	£ 638.36		EON	STREET LIGHT ENERGY	106.39
103986	£ 24.63		Cleaning	BIN/TOILET COVER	
103987	£ 678.88		HMRC	TAX/NI	
103988	£ 240.00		Couzens UK Ltd	LIGHTING MAINTENANCE	40.00

103989	£	360.00	PK LITTLEJOHN	EXTERNAL AUDIT	60.00
103990	£	115.31	XEROX FINANCE UK LTD	PRINTER RENTAL	18.49
103991	£	176.87	ANGLIAN WATER BUSINESS	TOILETS (QTR)	
103992	£	13.48	ANGLIAN WATER BUSINESS	CEMETERY	
103993	£	67.00	SM PLUMBING AND HEATING	TOILET PIPE REPAIR	
103994	£	500.00	J Mcdonald (Events)	Fayre on Fairland Grant	
103995	£	1,490.00	Hingham Road Safety Campaign	GRANT	
103996	£	40.00	ROYAL BRITISH LEGION	WREATH s137	
TOTAL	£	6,036.53		TOTAL VAT	233.89

**21. To agree a new Hingham Town Council representative to stand on the Hingham Playing Field Association committee**

It was agreed to defer this item as there were insufficient members of the Council present and a volunteer had not come forward.

**22. To consider and agree Cllrs to take part in the Norfolk ALC initiative ref: Community, Well-being, Environment and Parish & Town Councils**

Cllr Eldridge volunteered to take part with regard to an interest in environmental issues. Cllr Dore volunteered to take part with regard to wellbeing issues.

**23. To receive an update from the Road Safety/ Anti Speeding campaign group**

A written report from the road safety campaign was forwarded to Cllrs prior to the meeting. The Road Safety Group advised that they had met with PC Andy Read to discuss the campaign and proposed "protests" against speeding. The Community Speed Watch will be borrowing a mobile SAM sign from the police, during October. The Clerk had advised Cllrs via email that she had thanked PC Read for the recent speed enforcement in Hingham and asked if there was any possibility of some speed awareness /education on the Fairland, as the speeds recorded on the Town Council's SAM2 sign (on the Fairland facing Watton Rd ) showed high percentages over the speed limit, with a couple of instances of 55 mph recorded.

PC Read had responded as follows : "I'd be more than happy to carry out some speed enforcement in the 20mph area. We've received some more force guidance on enforcing in 20mph area"

**24. Reminder of the date of the Open Evening, Tuesday 15 October 2019 and confirm Councillor attendance**

Noted.

**25. To receive the External Auditors Report (2018/19 AGAR Section 3 External Auditor Report)**

The External Auditors report was forwarded to all Cllrs prior to the meeting, no points of concern were raised by the Auditors. Thanks were offered to the Clerk for her hard work.

**26. To agree the purchase of a new grit bin for Church Street**

The Clerk had recommended the purchase of a heavy duty grit bin (similar to that purchased for Ringers Lane in 2015/16), with the inclusion of a short handled shovel as recommended by the handyman. Approximate cost £150.00 plus VAT. It was agreed to purchase the grit bin as recommended.

**27. To decide whether to continue with the current grass cutting contractor for a further 2 years (from April 2020) or request tenders again for the contract**

It was agreed to continue with the present contractor for a further 2 years.

**28. Proposal to ask the lighting contractor to provide a quotation for re numbering the Town Council footway lighting columns**

It was explained that at present there were many lighting columns without identifying numbers and therefore it was difficult for members of the public to report them accurately. It was also explained that not all of the footway lighting in Hingham is maintainable by the Town Council and this would help to identify those that are. It was agreed to obtain a quotation from the maintenance contractor for the numbering of the Town Council footway lighting.

**29. To propose items for the next agenda (meeting date 05 November 2019) (as per MIN 2.2 above)**

Cllr Eldridge asked that the change of route of Bus 3 be placed on the next agenda as this change will have deleterious affect on people travelling to the Earlham Road area of the City.

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

*The following agenda item contains personal information and is therefore confidential*

It was proposed and agreed to request the public to leave the meeting.

**31. To receive and discuss the paperwork regarding the insurance claim against the Town Council.**

The Clerk had, prior to the meeting, forwarded correspondence from the court regarding a claim against the Council. The Council had previously instructed the insurance company to deal with this claim on the Council's behalf. The Clerk had forwarded the documents to the insurance company who had confirmed that their solicitor had been instructed, and there was nothing for the Council to do regarding this, at this time.

**The meeting ended at 9.15 pm**

**Signed ..... Chairman 05 November 2019**

## Clerks Report for 01.10. 2019

2481

Apologies for the Clerk being behind on actions due to being unwell.

MIN	Update
	<b>Matters Arising From the minutes of the meeting on 03.09.19</b>
24	<b>Church Clock – advice /quotations will be sought when the Clerk is fit enough to access the clock room.</b>
25	<b>Market Place Payphone – complaint letters to BT, SNC and OFCOM have been drafted – and will be sent when the Clerk is happy with the content.</b>
27	<b>Parish Partnership bid – the bid will be written to be agreed by the Council in time for its submission to NCC</b>
35	<b>Talley Alley light - A meeting with the lighting contractor to discuss possible solutions will be arranged, (pending decision on proposal for the contractor to price re numbering the footway lighting columns)</b>
	<b>Other Updates</b>
	Staff/Cllr communication/relationship protocol to be drafted
	Skate Park surface repairs – the Clerk has spoken with a ground maintenance officer from a local company who has advised that the surface joins could be “banded”. Enquiries to be made with contractors as to feasibility and cost of this suggestion
	Risk Assessment - improvements to and new draft to be finalised
	Communications Policy to be finalised
	Parking on the Fairland grass - letter to be sent to Fairland garage letter drafted – pending edit - - Cllr Eldridge and the Clerk have assessed the amount of hedge plants required and estimate approximately 100 plants would be needed to cover enough length at double depth planting. Plants have been ordered by Cllr Dore (tree warden) via SNC.
	The Bowls club have placed a notice on the recycling area – instructing use of the grass as car parking Slimming world customers are also parking on the grass
	<b>Extension of Cemetery Driveway and turning circle</b> – The Clerk has spent some time in the cemetery looking at the area that would be required to extend the driveway – the area is very extensive – and the clerk is concerned about the application of such a large area of tarmac – (environmental and cost) There may be other more appropriate solutions – including a shorter tarmac extension followed by “matting” under the grass surface (and possibly a tarmac path for better pedestrian/disability access), and leaving the existing grass as a driveway over the old cemetery area - advice is needed from a funeral director with regard to vehicles used. The use of the driveway (as in frequency) for funerals is minimal – therefore the grass should not become too worn from being driven on - this requires a lot of further thought to ensure the Council have a cost effective but long term solution for the future use of the cemetery
	Need for a bollard to protect a headstone – a shrub will be planted after the grass cutting have finished for the season Permission for work in the Churchyard – Church permission has now been obtained for work to the wall – the Clerk to has met with the builder who will “fit in” the wall by the church parking area when possible - it is lively to be done in stages – the first being making the wall safer by removing the unstable bricks.
	Cemetery fees discretion policy Fee discretionary policy to be finalised and bought back to a future Town Council meeting.

New bank mandate/cheque signatories Personal information form is still awaited from Cllr Foord – having being delivered to her prior to the July TC meeting. This cannot be progressed without the forms/certified personal identification
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
Annual Tree Survey has been requested – to be undertaken 03 October 2019

<b>OUTSTANDING ISSUES</b>
Moving the litter bin on the Market Place – the Clerk will approach a local company to see if they are able to assist with this
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 – no further contact from contractor -
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 01.10.19 – does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – <a href="https://www.police.uk/norfolk/D12/crime/">https://www.police.uk/norfolk/D12/crime/</a> July 2019 on or near
Lincoln Avenue - Anti-social behaviour 1 Public order 1 Violence and sexual offences 3
Admirals Walk - Violence and sexual offences 1
Stone Lane - Violence and sexual offences 1
Pottles Alley - Criminal damage and arson 1