

HINGHAM TOWN COUNCIL

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 03 SEPTEMBER 2019

Present

Cllr Foord - Acting Chairman

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

Clerk – A Doe

There were 11 members of the public present including County Cllr Dewsbury

1. **Apologies for absence** - Were received from Cllr Amey, Cllr Bales, Cllr Y Bendle, Cllr Cowles and Cllr Shingfield.
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 representative from the Fayre on the Fairland Committee advised that they were having difficulty in securing use of the bowls club building for the fair, having had their request refused 4 times. It was noted that grants had been awarded to the bowls club from both Hingham Town Council and South Norfolk Council for heating and windows to enable better community use of the building. The Clerk advised that she believed the Bowls Club's refusal to allow the building to be hired out may be due to restrictions on their Club Premises Licence, as it was possible that the licence restricted the hiring of the building to club members and members of affiliated clubs. The Clerk also explained that there was an application made by the Bows Club for a Premises Licence which would allow greater use of the building but the application was withdrawn. Although the Fayre on the Fairland committee did not want access to the bar or for alcohol to be served by the Bowls Club, the Clerk explained that use of the building by non-members, even without the sale of alcohol was a grey area, and advised that confirmation should be sought from the Licensing Team at South Norfolk Council. It was also noted that the Bowls Club Committee are itself in a "period of flux", with some members having resigned.
 - 2.2 A representative of the Hingham Anti Speeding campaign advised the Council of their plans with regard to their grant application (to the Town Council). It was advised that the campaign was now at a stage where money would need to be spent to allow the campaign to progress. The money would be used to purchase wheelie bin stickers, banners and signs and hi vis tabards (with an anti-speeding message on the back) for members of the community to wear while walking around the town. The campaign is intended to try to change drivers' attitudes in Hingham.
 - 2.3 A representative from the Hingham Society addressed the meeting to support trying to get the payphone in the Market Place reinstated. The letter from the Hingham Society (agenda item 9.8) was read out, and it was queried as to why District Councillor Bendle had advised at the July Town Council meeting that there were no plans to remove the payphone, and why it was allowed for the payphone to be removed without direct consultation with the Town Council and the Hingham community. It was also noted that since the payphone's removal, details of the consultation from BT to South Norfolk Council had come to light and that this consultation had not been passed on to allow the residents to have their say and that the payphone was removed prior to the 90 day consultation period expiring. It was advised that the Clerk has been working to piece together what had happened and this would be discussed under agenda item 25.

- 2.4** Concerns were raised by a resident regarding road safety at the junction of B1108 and Hall Lane, being that cars are often parked on the junction making it very difficult to enter Hall Lane due to lack of visibility of oncoming traffic. The Clerk advised that there is a similar issue on Bond Street, and this has been discussed with the Norfolk County Council Highway Engineer who had advised that there is no budget for Road Traffic Orders for new double yellow line schemes, it was also advised that the County Councillor's Member's Budget could be used (although this is a minimal amount to cover 17 parishes.)
- 3. Accuracy of the Minutes of the Town Council meeting of 02 July 2019**
The minutes were agreed as correct and signed by the Acting Chairman.
- 4. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
Cllr Eldridge declared an interest in agenda item 18
Cllr Foord declared an interest in agenda item 14.1 (planning decision)
- 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**
The Clerk asked Cllr Foord if she was able to Chair every agenda item, Cllr Foord confirmed that she was.
- 6. Matters arising from the Minutes of 02 July 2019 (written Clerks report circulated prior to the meeting - see appendix A)**
It was noted that the report in the local press regarding the District Council NOT having undertaken any enforcement or prosecutions against dog fouling offenders was contrary to what was reported by District Councillor Bendle at the July meeting.
- 7. Working party reports**
There were no working party reports.
- 8. Reports from representatives on external bodies**
The Clerk confirmed that there was not a report from Cllr Shingfield regarding the Lincoln Hall Committee, although he had confirmed that the slabs leading to the "green room" had been removed to create additional parking space.
- 9. General Correspondence (information/circulars etc)**
- 9.1 South Norfolk Council – Litter Picking hubs/grants**
 - 9.2 Norfolk County Council – Farming and the Highway new web pages**
 - 9.3 Norfolk Constabulary - Hingham, Deopham and Wicklewood Newsletter**
 - 9.4 VOA - Non Domestic Rates - Revaluation 2021 - Cemeteries - ATTLEBOROUGH ROAD, HIGHAM** - The Clerk advised that she had responded to the VOA to advise that it would be very difficult to quantify future use of the cemetery as they had requested.
 - 9.5 Breckland Astronomical Society Observatory Opening Promotion**
 - 9.6 Help Hub Bulletin**
 - 9.7 National Association of Local Councils – Newsletter**
 - 9.8 Hingham Society – ref: Removal of Payphone from Market Place Kiosk**

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

- 10.1 Invitation to attend a concert by the Academy of St Thomas Orchestra (with an American Flavour) on the 14th September at 7:30pm.at St Andrews Church** - the Clerk asked that Cllrs respond to advise if they are able to attend the concert or not.

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

12. District Councillor's report

District Cllr Bendle was not able to attend the meeting. Cllr R Bendle advised that Cllr Y Bendle had recently undergone shoulder surgery. Cllr Foord asked for the Council's wishes for a speedy recovery, to be passed on.

13. County Councillor's report

County Cllr Dewsbury reported that the Library Services children's Summer Reading Challenge was going well with lots of children taking part and that the American war memorial library at the Forum are looking into making more of twinning opportunities.

It was also reported that the road surface dressing programme is being undertaken with many local roads being surface dressed.

14. Planning Decisions

- 14.1 2019/1473 - Non material amendment to of permission 2018/2216 - Change orientation of cladding from vertical to horizontal, additional five suntubes and relocation of one suntube and installation of a solar PV System.
Former Site Of Cedar Cottage Watton Road Hingham Norfolk - Approval with no Conditions
- 14.2 2019/1332 - Reduce back the eastern side of the canopy by approximately 3-4m to previous pruning points, leaving 1m clearance from the fence line. Remove deadwood throughout canopy.
Southernwood House 9 Market Place Hingham Norfolk NR9 4AF – no objections
- 14.3 2019/1250 - Beech Tree T1 - Supervised root trimming to enable new access and driveway.
3 Hardingham Street Hingham NR9 4JB - Approval with Conditions
- 14.4 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 – No objections
- 14.5 2019/1159 - Proposed single storey extension to ground floor and first storey extension
Rectory Lodge 17 The Fairland Hingham NR9 4HW - Approval with Conditions
- 14.6 2019/1379 - Proposed front porch and garden room
The Old Girls School The Fairland Hingham NR9 4HN - Approval with Conditions
- 14.7 2019/1267 - erection of single storey bungalow
Land South Of 25 Norwich Road Hingham Norfolk - refusal
- 14.8 2019/1213 - Increase height of internal doors and doorways in property

Quorn House 10 Market Place Hingham NR9 4AF - Approval with Conditions

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

**15.1 2019/1732 Location: Land South Of 13 Bears Lane Hingham Norfolk
Proposal: New Dwelling**

(Cllr R Bendle declared an interest at this point regarding this planning application).

The Town Council considered this application and it was agreed to request that should the application be approved that conditions relevant to environmental issues be attached. Being that the application is for a new dwelling these conditions should be with regard to the property utilising renewable energy, a sustainable/low carbon heating system and use of recycled/grey water.

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

FINANCE

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

The representative from the Fayre on the Fairland committee confirmed that the event was not being held for financial gain, and any “profit made” would be given to another community event. The Clerk advised that if a grant was awarded and used to buy gazebos, the Council does not have the capacity to store them.

It was proposed and agreed to award a grant of £500 (as applied for) and that the £500 given to the Town Council by the Co-op for community events should be used.

18. To consider the grant application made by the Hingham anti speeding campaign group

It was proposed and agreed that the Town Council should support the campaign and award the grant of £1490 (as applied for). The Clerk suggested that the £500 donated by Abel Homes from the sale of “Hops Ale” for a community project could be used. It was agreed that the £500 should be used and the remainder come from the Town Council’s grant budget.

19. To agree the date for the next meeting of the Finance Committee – proposed date 19 November 2019

The Clerk advised that this meeting would be the preliminary budget setting meeting. It was agreed to hold the next meeting of the Finance Committee on 19 November 2019.

20. To receive a draft copy of the minutes of the Finance Committee meeting held on 16 July 2019 (see Appendix B)

A copy of the draft minutes of the Finance Committee meeting held on 16 July 2019 which included the budget monitoring figures, were circulated to all Cllrs prior to the meeting and receipt was confirmed. The Clerk advised that the minutes would be agreed at the next meeting of the Finance Committee.

21. To receive (and agree) the reserves policy (as discussed by the Finance Committee), as updated following year end 31 March 2019 (see Appendix B draft copy of the minutes of the Finance Committee meeting held on 16 July 2019)

A copy the reserves policy (as discussed by the Finance Committee), as updated for reserves held following year end 31 March 2019, was circulated prior to the meeting and agreed at the meeting.

22. To approve Accounts for Payment

The Clerk advised that since the agenda had been published 2 additional invoices had been received (from TTSR and Couzens Uk Ltd). The accounts for payment as below were agreed and the cheques signed.

ACCOUNTS FOR PAYMENT 03 SEPTEMBER 2019					
cheque number	TOTAL		PAYEE	DETAILS	VAT
103976	£ 750.96		D RAMM	WAGES	
103977	£ 871.64		A DOE	WAGES	
103978	£ 636.36		EON	STREET LIGHT ENERGY	106.39
103979	£73.89		J SQUIRES	BIN/TOILET COVER	
103980	£ 58.65		FIRST COPY	METERED PRINTING	9.78
103981	£ 240.00		Couzens UK Ltd	LIGHTING MAINTENANCE	£40.00
103982	£ 2,967.29		TTSR LTD	GRASS CUTTING	494.54
TOTAL	£ 5,598.79			TOTAL VAT	£650.71

23. For Information – Accounts for payment as agreed by the Finance Committee on 16 July 2019

ACCOUNTS FOR PAYMENT 16 July 2019					
cheque number	TOTAL		PAYEE	DETAILS	VAT
103967	£ 896.84		D RAMM	WAGES (879.36)	
				BINBAGS (3.98)	£0.66
				CLEANING PRODUCTS(13.50)	£0.58
103968	£ 871.44		A DOE	WAGES	
103969	£ 617.77		EON	STREET LIGHT ENERGY	102.96
103970	£ 294.19		K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
D/DEBIT	£ 66.09		NEST	PENSION	
103971	£ 11.94		ANGLIAN WATER BUSINESS	ATTLEBOROUGH RD	
103972	£ 14.73		ANGLIAN WATER BUSINESS	FAIRLAND	
103973	£ 673.00		SPIRE SOLICITORS LLP	TOILET TRANSFER	150.00
103974	£ 86.14		EUROFFICE	TOILET PAPER/SOAP	14.36
103975	£ 1,767.90		ZURICH	INSURANCE RENEWAL	
TOTAL	£ 5,300.04			TOTAL VAT	£317.59

24 The discuss/propose suggestions regarding the church clock

The Clerk advised that in 2015/16 £1200 had been spent on the clock for replacement motors and a service and in 2017/18 £2700 had been spent on a series of replacement parts (switches, motors, rollers, strike and chime mechanisms and gears, over 10 visits were made by the clock repair man). It was noted that the current mechanism for working the clock is complicated. It was agreed to seek advice and quotations for an automated/electronic movement for the clock.

25 To discuss issues and correspondence surrounding the removal by BT of the Market Place Payphone and the Kiosk's subsequent adoption by the Hingham Christian Fellowship Church, and to propose/agree any further actions

Explanatory note of the information that has been provided to all Cllrs since the Town Council meeting of 02 July 2019– since the Town Council meeting of 02 July 2019, when District Cllr Y Bendle advised the Town Council that South Norfolk Council had confirmed there were no plans to decommission the Market Place Kiosk, the Hingham Christian

Fellowship Church (HCFC) has written to the Town Council (on 29 July) to advise that the payphone had been removed and the adoption of the kiosk by the HCFC had taken place. Cllr Bendle was asked to clarify this with SNC and advise the Town Council accordingly. Cllr Bendle advised the TC (01 August) that BT only need to consult if they are proposing to remove the phone kiosk (the Market Place Kiosk is listed and therefore cannot be removed), and (05 August) that SNC had not been contacted regarding the Market Place box.

After returning from annual leave (7 August) the Clerk undertook investigations to establish the course of events leading to the removal of the payphone and established the following facts (explained in brief):

Following the application to BT by HCFC to adopt the Market Place kiosk.....

30 May 2019 – BT sent a letter of consultation (via email) to the Planning department at SNC regarding the Market Place payphone/kiosk (SEE APPENDIX C)

(BT advised that they had posted a notice in the kiosk regarding the removal of the payphone on 04 June and that the end of the 90 day consultation period would have been 01 September 2019)

10 June 2019 – a planning officer sent a response to BT with regard to planning issues, being that the kiosk is within the conservation area and is listed – BT has taken this as a “response” by SNC to the consultation

*18 June 2019 - BT sent a letter of consultation to SNC regarding **other** payphones/kiosks in South Norfolk, which they were proposing to remove as part of a planned programme of removals.*

16 July 2019 - BT removed the payphone from the Market Place kiosk

29 July 2019 - Cllr Y Bendle approached the relevant officer at SNC who would normally deal with BT payphone removal consultations – this officer approached BT for an explanation (as at this time the officer was not aware that a letter of consultation regarding the Market Place kiosk had been received by SNC or that another officer had sent a response to BT).

01 August 2019 - BT emailed the relevant officer and Cllr Y Bendle to advise that a separate consultation was undertaken on this kiosk to which SNC had sent a response. The relevant officer also forwarded this email to Cllr Y Bendle and advised that they were not aware that BT had contacted SNC but they had since spoken to the planning officer who sent a response.

This information was not passed on to the Town Council by either SNC or Cllr Y Bendle. Both the Town Council and HCFC were advised by Cllr Y Bendle that BT only needed to consult regarding kiosks that they are proposing to remove. Prior to the Town Council meeting on 03 September, an email was received by the Clerk and Cllrs in which Cllr Y Bendle (as District Cllr) maintains that she acted in good faith and acted properly as she saw it at the time for both the Town Council and Hingham residents, and went on to state that she will never try to help the Town Council when they have a query with SNC again.

The clerk has been corresponding with both SNC and BT regarding this issue and the failures of both organisations to carry out the 90 day consultation process as defined by Ofcom.

Hingham residents have sent letter of objection against the removal of the payphone to both BT and SNC (within the 90 day consultation period).

BT have since argued that as the kiosk is on land owned by the Town Council, it is on “private land” and therefore they did not even need to consult. Being that the Town Council is a public/government body, the land is not “private land”.

At the meeting the Clerk read out the letter of consultation that BT had sent to SNC on 30 May 2019 and advised that SNC had failed to pass this consultation on to the Town Council. The Clerk advised of the 90 day consultation process as defined by Ofcom as follows:

BT inform the District Council of the consultation to remove the payphone, the District Council should consult with relevant persons/organisations, allowing representations to be made during the first 42 day "notice period" (when the notice should be on display). The District Council must, having regard to any representations made, publish a notice of first decision, this notice is then subject to a further representation period, after which a final decision notice must be published by the District Council and sent to BT, at the end of the 90-day consultation period. Ofcom states that BT will not carry out proposals to remove a payphone if it has received any written objection to the proposal, by the district council, within the period ending 90 days.

SNC failed to publish either the first or final decision notice, but did send a written representation to BT within the 90 days (27 August) after the Town Council and residents had written to SNC to object to the removal of the payphone.

BT remain defiant that they were permitted to remove the payphone as SNC had sent a response to BT on 10 June which was not an objection to the removal of the payphone and therefore did not have to wait until the end of the 90 day consultation period.

It was also pointed out that the Market Place payphone met all three criteria defined as reasonable need, by which BT state they will not propose to remove a payphone if all 3 are met (Hingham has over 1000 households in the vicinity, the nearest payphone is now over 3 miles away and the usage figures provided by BT as 3/7/17 – 2/7/18 = 49 calls 3/7/18 – 3/7/19 = 37 calls).

It was also noted that the payphone is detailed in notices (for emergency procedures) in the Lincoln Hall and the Skate Park, and that 999 must be dialled to gain access to the defibrillator which was located in the bus shelter in the Market Place due to its proximity to the public payphone. It was also noted that if the Christian Fellowship Church had not applied to adopt the box, the payphone would not have been removed.

It was stated that Hingham residents had been very let down by South Norfolk Council.

It was agreed to write an official complaint to South Norfolk Council and to Ofcom and to challenge BT regarding their perception that the payphone was on "private land". It was also agreed to write to the Hingham Christian Fellowship Church to advise them of what had occurred in order for them to adopt the kiosk without the community being consulted. It was also agreed that enquiries on behalf of the Town Council should in future be made by the Clerk.

The Clerk expressed that a huge amount of work and frustration had been caused in trying to establish what had happened, due to the information that was available to SNC on 01 August not having been passed on, and information which was contrary to the facts being given instead.

A "vote of thanks" was offered to the Clerk for all of her hard work.

26 To receive and discuss a report from the Clerk following her meeting with the Norfolk County Council Highway Engineer

The Clerk reported that NCC highways were undertaking a programme of surface dressing in Hingham and the Highway Engineer recalled that Lincoln Avenue is on the programme for next year. The Clerk advised that she had asked if the top of Attleborough Road (by the junction with B1108) can be surfaced dressed.

It was reported that although one end of the section of footway on Hardingham Road by Lincoln Close had been repaired and reshaped into a gentler slope, the other end has not – the engineer took photos to add this to the list of works required.

The Clerk advised that she had received a complaint regarding Low Road, that there are no warning signs on Attleborough Road for the Low Road junction and that the junction is not very visible. The white lines at the junction will be reinstated after the surface dressing. Signs on Attleborough Road which are covered by vegetation will be made visible again

Whilst driving Attleborough Road, the speed limit was discussed, the engineer advised that NCC would not seek to extend to 30 mph limit (or make it a 40) down the Attleborough Road to the cemetery from the highway budget. This is however something that could be considered / paid for by the County Cllr "member budget" or could be considered in future if the land along Attleborough Road was used for housing development.

The engineer reported that the Highways Ranger scheme doesn't work quite as intended (due to staffing, there is no dedicated ranger team) therefore "ranger jobs" are fitted in by crews that are in the vicinity and have capacity to undertake them, therefore it may take some time for items reported to be remedied.

The width of the path on the Fairland where it is narrow and edged by strip of grass was discussed, again NCC would not consider widening this from Highways budget but it could be paid for by County Councillor member budget or this could be incorporated into work should a junction improvement project be undertaken.

It was reported that the Norwich Road Bus Stop re location is currently with the design team who will be meeting with contractors in due course -

The Clerk advised that she had discussed with the engineer, ideas for the Parish Partnership Scheme including a feasibility study for the possible improvements to the Fairland crossroads, including realignment of the junction and space required to accommodate a mini roundabout. A feasibility study would cost the Town Council in the region of £5000.

The Clerk reported that she and the engineer looked at the suggested locations for the installation of Village Gates. The Highways Engineer re affirmed that these are installed at the speed limit terminals and are intended to be installed in pairs. The cost to the Town Council for 4 pairs of gates was quoted as approximately £10,000. Cllr Foord queried this as she had been quoted £600 per gate when she had spoken privately with the Highway Engineer.

The Engineer concluded that on the Attleborough Road there is insufficient room for gates in either the 30 or 20 mph. There may be enough room on Norwich Road (30mph), but the field access may cause an issue, the speed terminals could be moved slightly to assist with this but this would increase the cost, the verge on the field side is however very narrow.

Dereham Road (30mph) it is likely that there is enough space within Highway owned verge.

Watton Road (40 mph) there would appear to be insufficient verge space, in particular on the left hand side (facing Hingham) due to the narrow verge and ditch.

Watton Road (30mph), again narrow and steeply banked verges and the pavement may make installation of gates difficult.

With regard to SAM2 sign and Fixed VAS sign, the Highways Engineer advised that enquiries had been made regarding traffic calming methods available in relation to future development of a small area of land on the Watton Road, and that this included the use of the Town Council's SAM2 sign and a Fixed VAS unit. As the Town Council had purchased the SAM2 sign for use within the 20 and 30 mph limits, predominantly the Market Place and Fairland, the feasibility of either a second SAM2 sign just for 40mph Watton Road or a Fixed VAS was discussed. The Clerk reported that the use of SAM signs is now quite prevalent and allowing parishes to have 2 may lessen their impact as people get very use to seeing them within the parish. It was advised that the location in question is outside of the scope for what the SAMs were originally intended but they have been placed in 40 mph limits on B roads where there is sporadic development in other areas across the County. On driving this section of road, no sufficiently safe locations were identified (without the need to block access to properties while being parked) to enable the SAM2 to be deployed. On that basis the engineer advised that he would not be happy to

sanction use of a SAM2 on this stretch of road. The Highways Engineer checked with the Road Safety team, and advised that the road section in question certainly wouldn't qualify for a fixed VAS unit.

The highway engineer reminded the Clerk that the Parish Partnership Scheme is run on a 50/50 basis, being that it is 50% funded by NCC and therefore NCC would have to consider that a project gives value for money before awarding funding.

27 To agree a project on which to make a bid for funding under the Norfolk County Council Parish Partnership Scheme

It was proposed to apply for Parish Partnership funding for a feasibility study on safety improvements to the Fairland crossroads. There was some debate as to if it was worth it as Norfolk County Council were unlikely to fund any improvements to the junction. It was noted that once the Town Council had results of such a study, that information would not change and could be used in the future to support a campaign for improvements should money become available (for example through further housing development and CIL) and if there was a case for safety improvements due to an increase in accident statistics

It was agreed to apply for funding for the feasibility study and it was suggested that the feasibility study should be done in phases, the first to show IF the basic principle of improvements are feasible based on space available.

28 To discuss the provision of information provided to the Town Council by individual Councillors

The Clerk explained that recently there had been instances when information circulated by Cllrs to the Council was presented as fact, the information subsequently proved to be incorrect. The Clerk advised that Cllrs should be clear when providing information to the Council, if the information is factual Cllrs are to ensure it is substantiated with supporting documentation, or facts/ figures/weblinks/copy of correspondence or details of what source the information has come from. The Clerk asked Cllrs, if the information they are giving to the Council is their own assumption/idea/opinion /interpretation - or if they believe something to be true but cannot substantiate it, to make this very clear. The Clerk advised that the Town Council is a public body and therefore it is essential that the Council is accountable for their decisions and should be able to prove that they are reasoned decisions based on the considered facts, in particular if it involves the spending of Council budget.

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

It was agreed to defer this agenda item until the next meeting when it was hoped more Cllrs would be in attendance.

30 To discuss the request by the Non-Ecclesiastical Charity for the poor (Hingham Charity) to nominate a trustee

Cllr Sykes volunteered to stand as the council nominated trustee. Agreed.

31 Reminder of the date of the Open Evening, Tuesday 15 October 2019 and confirm Councillor attendance

Noted – all Cllrs present advised that they would attend if possible.

32 To consider the purchase of a Town Christmas Tree

It was agreed to approach the same supplier as used in recent years for the Christmas Tree. Cllr Eldridge volunteered to undertake this.

33 Proposal to purchase a wreath from the Royal British Legion (under S137 LGA 1972)

It was agreed to purchase a wreath, funded under the provisions of S137 LGA 1972.

34 To discuss and review the grass cutting arrangements for the Hingham Playing Field Association

It was explained that the original agreement (as part of the lease) between the HPFA and Hingham Town Council regarding the cutting of the grass at the sports field had expired some years ago, at that time it was agreed that the Town Council would continue to arrange and pay for the grass to be cut. These arrangements are reviewed by the Town Council prior to the grass cutting contract being reviewed (for either an extension of the contract for 2 years or the contract being put back out for tender). The current grass cutting contract reaches the end of its first year in March 2020 (the Council will need to decide prior to this whether to continue with the current contractor for a further 2 years). It was agreed that the Town Council should continue to arrange and pay for the grass cutting at the sports field and Welcomme Space play area.

35 To receive an update and discuss/propose solutions for the Talley Alley light

Cllr Y Bendle had advised that she had met with UK Power Networks on 05 July 2019, regarding the light at the end of Talley Alley, Cllr Bendle sent an update via email regarding that meeting to advise that the engineer was unable to connect to the existing supply due to the age of the cable from the light. The cable could be replaced but it would need to run from the ground supply up the side of number 8 Market Place with a substantial junction box on the wall. The owner of number 8 is not prepared to allow this especially as the property is currently on the market, and would prefer the light to be removed completely.

Finding another site along such a narrow space was discussed but land owner permission would be required. The engineer indicated that there is a power supply from the black column at the end of Chapel Street along the side of 16 Chapel Street to a point very near the waste bin. The area was marked with red spray paint lines near the waste bin, this location is however in front of an access point to a resident's garden.

During the Council meeting it was suggested that footway lighting should not be installed on private property as the owner could ask for its removal at any time, a suggestion of "up lighting" from the pavement was made.

The Council agreed to seek advice from the new lighting maintenance contractor to see what options are feasible.

36 To propose items for the next agenda (meeting date 01 October 2019)

No additional agenda items were proposed (other than the deferred agenda item "29.To agree a new Hingham Town Council representative to stand on the Hingham Playing Field Association committee")

The meeting ended at 9.30pm

Signed..... Chairman, 01 October 2019

MIN	Update
	Matters Arising From the minutes of the meeting on 02.07. 2019
2.3	Lincoln Avenue Highways Engineer advised re surfacing of the road is on the programme of works and will most likely be in 2020
7	First meeting of the Policy Working party to be arranged - potentially in September
8	Cllr Shingfield has confirmed to the Clerk that the slabs at the Lincoln Hall leading to the "green room" were removed to provide more parking space.
9.6	<p>The Clerk has spoken with the SNC Officer regarding dog fouling initiatives and hopes to meet with him to do a "walk round" in Hingham – information regarding the dangers of dog fouling and how to report it, as provided by the officer, was published in the parish magazine</p> <p>The Clerk does not have any figures for dog fouling prosecutions by SNC so this was not included in her report in the parish magazine - there has since been a press report (EDP) stating that dog fouling reports to district councils have increased but only Great Yarmouth Borough had undertaken prosecutions a further EDP article on Public Space Protection Orders (which includes dog control/fouling) reported that South Norfolk Council spokesman said, although no fines had been issued, having the power to do so was a useful tool.</p>
10.1	Flag Flying – the Clerk has spoken with Rev. Reed who was unsure if this would be progressed.
17	Parking on the Fairland grass - letter to be sent to Fairland garage - 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 to be sourced/priced.
18	Communications Policy to be finalised
20	Risk Assessment - improvements to and new draft to be finalised
25	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
32	Staff/Cllr communication/relationship protocol to be drafted
	Other Updates
	<p>Extension of Cemetery Driveway and turning circle – further investigation/specification for quote needs to be undertaken and quotes to be sought -</p> <p>Need for a bollard to protect a headstone – bollard/shrub to be sourced</p> <p>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.</p>
	<p>Cemetery fees discretion policy</p> <p>Fee discretionary policy to be finalised and bought back to a future Town Council meeting.</p>
	New grit bin for Church Street – deferred - will be on the agenda for October meeting
	<p>New bank mandate/cheque signatories</p> <p>Personal information form is still awaited from Cllr Foord – having being delivered to her prior to the July TC meeting.</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
Annual Tree Survey has been requested – date to be confirmed

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 – Clerk is going to remove this item – from future reports -
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 02.09.19 – does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Crime Figures – https://www.police.uk/norfolk/D12/crime/ July 2019 on or near Watton Road - Anti-social behaviour 1 The Dell - Criminal damage and arson 2 Rectory Gardens - Anti-social behaviour 2 Oak Lane - Anti-social behaviour 1 Ringers Lane - Violence and sexual offences – 2 Lincoln Avenue - Public order 1 Violence and sexual offences 1 Ironside Way - Anti-social behaviour 1

APPENDIX B

DRAFT MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 16 JULY 2019 IN THE LINCOLN HALL.**PRESENT*****Cllr Eldridge (Chairman)******Cllr Amey******Cllr Bales******Cllr Y Bendle******Cllr Dore******There were no members of the public present.***

- 1. To Elect a Chairman** – *Cllr Eldridge said he was happy to continue as the Chairman, no other Cllrs put themselves forward for the position. Cllr Eldridge was elected unopposed.*
- 2. Apologies for absence**
There were no apologies for absence.
- 3. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
None
- 4. Public participation**
No members of the public were present. (n.b the cashbook and budget monitoring spreadsheets were made available for public inspection).
- 5. Accuracy of the Minutes of the Finance Committee meeting of 19 March 2019**
The minutes of the meeting of the Finance Committee of 19 March 2019 were agreed as correct and signed by the Chairman
- 6. Matters arising from the minutes of the meeting of 19 March 2019**
The Clerk confirmed when questioned that she had received the grass cutting payment from Norfolk County Council, although it had been received in this financial year. She explained that the payments had previously been made automatically to Hingham Town Council, but NCC now required an invoice to be sent prior to the payment being made. The Clerk had not been notified of this change until she chased NCC for the payment.
The Clerk confirmed that she had received the 2018/19 toilet cleaning fee, which was paid sometime after invoicing and was there for received after 2018/19 year end.
- 7. To receive the Terms of Reference for the Finance Committee**
The Terms of Reference for the Finance Committee as agreed by the Council at their meeting of 02 July 2019, were forwarded to all Cllrs on the Committee prior to the meeting. Receipt was confirmed by Committee members at the Finance Committee meeting.

8. To undertake a review of the budget April – June 2019 (see appendix A)

The Clerk had prepared a spreadsheets showing amounts spent in £'s and also as a percentage of the allocated budget for each item. The clerk confirmed that the wages for the Handyman position and the toilet cleaning would need to remain separate, she also confirmed that toilet costs (2019/20) would be plotted against the commuted sum received from South Norfolk Council following the transfer of the toilets, and future budget setting would need to start to incorporate these costs into the amount requested from the precept.

9. To discuss and agree the reserve figures (following financial year 2018/19) (see Appendix B)

The clerk explained that, of the reserves held at year end 31 March 2019, some money was "ring-fenced" for specific purposes (as highlighted in pink in Appendix B)

She had allocated the remainder under the items listed in the reserves policy, taking into account the reserve figure from the previous year, overspends/underspends in 2018/19 and the likely costs involved with regard to certain scenarios/work required, such as repairs to the church wall, skate park surface, resurfacing of cemetery/churchyard driveways/paths and adequate funds to provide staff cover (for 6 months) for both members of staff if required.

The Clerks also advised that she had omitted a figure for the toilets in the reserves, but this should be added after 1 year's running costs for the toilet could be quantified. It was agreed to allocate the reserves as per the Clerks suggested figures The Chairman thanked the Clerk for her hard work in preparing the reserve figures.

10. To agree the Accounts for Payment

ACCOUNTS FOR PAYMENT 16 July 2019					VAT
cheque number	TOTAL		PAYEE	DETAILS	VAT
103967	£ 896.84		D RAMM	WAGES (879.36)	
				BINBAGS (3.98)	£0.66
				CLEANING PRODUCTS(13.50)	£0.58
103968	£ 871.44		A DOE	WAGES	
103969	£ 617.77		EON	STREET LIGHT ENERGY	102.96
103970	£ 294.19		K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
D/DEBIT	£ 66.09		NEST	PENSION	
103971	£ 11.94		ANGLIAN WATER BUSINESS	ATTLEBOROUGH RD	
103972	£ 14.73		ANGLIAN WATER BUSINESS	FAIRLAND	
103973	£ 673.00		SPIRE SOLICITORS LLP	TOILET TRANSFER	150.00
103974	£ 86.14		EUROFFICE	TOILET PAPER/SOAP	14.36
103975	£ 1,767.90		ZURICH	INSURANCE RENEWAL	
TOTAL	£ 5,300.04			TOTAL VAT	£317.59

11. To undertake the internal financial check April – June 2019

A random sample of transactions were cross referenced – between the cashbook, paying in book, cheque book, minutes, receipt book and invoices. The Clerk clarified that an error on a cheque stub was due to transposing 2 figures, the cheque was written for the correct amount. No other errors were found.

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

*The following agenda item requires references to staff and is therefore confidential.
There were no members of the public present.*

13. To discuss the pension requirements for Hingham Town Council

The Clerk explained that, as it was coming up to the three year anniversary since the Town Council had to undertake the auto enrolment duties, the Town Council now had a duty to re-enrol members of staff into the pension scheme.

The Meeting ended at 8.50pm

Signed Chairman

Appendix A – Budget Monitoring April – September 2019

2019/20 Budget as agreed 02 January 2019			
% OF BUDGET RECEIVED		budget	
	General income not including CIL and EVENTS or VAT REFUNDS		TOTAL RECEIVED
50.00%	Precept	£67,000.00	£33,500.00
	Interest	£100.00	£105.23
35.71%	Cemetery charges	£3,500.00	£1,250.00
0.00%	HPFA rent	£100.00	£0.00
	Rent from Fair	£0.00	£0.00
	Fee from SNC for cleaning toilets	£3,427.00	n/a
0.00%	Fee from NCC for grasscutting	£3,619.29	£0.00
44.83%	BUDGET TOTAL	£77,746.29	£34,855.23
	other ad hoc income -		
	VAT RECLAIM		£0.00
	CIL		£1,208.62
	NCC - COMMUNITY CAR		£180.00
	CBF INVESTMENT 132001129S		£8.93
	EVENTS		£0.00
	HINGHAM SOC - TREES		£80.97
	SND 2018/19 TOILET CLEANING		£3,426.96
	NCC 2018.19 GRASS CUTTING		£3,746.48
	OVERALL TOTAL RECEIVED	£43,507.19	

% OF BUDGET SPENT	General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES		NET	VAT	TOTAL
12.30%	Contingency	£5,000.00	£614.99	£123.01	£738.00
	Footway lighting				
21.55%	Energy	£7,000.00	£1,508.43	£301.68	£1,810.11
18.39%	Maintenance	£4,000.00	£735.48	£147.09	£882.57
0.00%	Repairs	£1,000.00	£0.00		£0.00
17.93%	Replacements	£3,000.00	£538.00	£107.60	£645.60
18.55%	TOTAL	£15,000.00	£2,781.91	£556.37	£3,338.28
	Open spaces				
22.69%	Handyman salary	£7,500.00	£1,701.92		£1,701.92
22.48%	Grasscutting	£11,000.00	£2,472.75	£494.54	£2,967.29
2.02%	Trees, ditches	£4,000.00	£80.97		£80.97
22.23%	Maintenance/equipment	£100.00	£22.23	£1.64	£23.87
0.00%	Church Yard repairs/Maintenance	£500.00	£0.00		£0.00
0.00%	Cemetery refurbishment	£300.00	£0.00		£0.00
18.00%	Cemetery /memorial repairs	£1,000.00	£180.00		£180.00
0.00%	Skatepark	£100.00	£0.00		£0.00
0.00%	Church Lights	£60.00	£0.00		£0.00
0.00%	signs	£200.00	£0.00		£0.00
18.00%	TOTAL	£24,760.00	£4,457.87	£496.18	£4,954.05
	Amenities				
0.00%	Church clock repairs, maintenance	£500.00	£0.00		£0.00
0.00%	Bus shelters	£2,000.00	£0.00		£0.00
0.00%	Community car scheme	£2,500.00	£0.00		£0.00
0.00%	Christmas tree, lights	£300.00	£0.00		£0.00
	Town sign	£0.00	£0.00		£0.00
41.10%	Toilet cleaning products/ holiday cover	£569.00	£233.85	£31.99	£265.84
25.77%	Toilet cleaning salary	£2,858.00	£736.47		£736.47
17.88%	Rates, cemetery, water inc fairland stand pipe	£140.00	£25.03		£25.03
0.00%	Dog bin emptying	£600.00	£0.00		£0.00
0.00%	replacement bins (dog/litter/grit)	£200.00	£0.00		£0.00
10.30%	TOTAL	£9,667.00	£995.35	£31.99	£1,027.34

	Administration				
24.38%	Clerk's salary	£12,700.00	£3,096.00		£3,096.00
100.00%	website	£35.00	£35.00		£35.00
5.76%	Stationery,post, phone	£200.00	£11.52		£11.52
100.00%	Chair's allowance	£374.00	£374.00		£374.00
20.41%	NI – employers contribution	£600.00	£122.46		£122.46
2.39%	Insurance	£2,000.00	£47.82		£47.82
0.00%	storage room hire	£250.00	£0.00		£0.00
16.67%	Hall hire	£450.00	£75.00		£75.00
54.39%	Subs/training	£750.00	£407.93		£407.93
21.88%	Audit	£600.00	£131.25		£131.25
0.00%	Advertising/publicity	£800.00	£0.00		£0.00
0.00%	Elections	£800.00	£0.00		£0.00
66.67%	Payroll admin fees	£120.00	£80.00		£80.00
22.18%	Printing costs lease and metered printing)	£650.00	£144.19	£124.78	£268.97
18.88%	PENSION	£150.00	£28.32		£28.32
100.00%	CLERKS ALLOWANCE HEATING/ELEC ETC	£216.00	£216.00		£216.00
23.05%	TOTAL	£20,695.00	£4,769.49	£124.78	£4,894.27
	Grants and Donations				
0.00%		£2,000.00	£0.00		£0.00
0.00%	TOTAL	£2,000.00	£0.00	£0.00	£0.00
	S137				
0.00%	general	£100.00	£0.00		£0.00
0.00%	Automated Defibrillator	£200.00	£0.00		£0.00
0.00%	TOTAL	£300.00	£0.00	£0.00	£0.00
17.59%	TOTAL	£77,422.00	£13,619.61	£1,332.33	£14,951.94
			NET	VAT	TOTAL
	OTHER - NOT PART OF THE BUDGET		£0.00		£4,676.00
	CIL		£0.00		£0.00
	DRIVEWAY		£23,380.00	£4,676.00	£28,056.00
	SKATEPARK		£3,435.00		£3,435.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
	EVENTS		£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
	RESERVES		£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£26,815.00	£4,676.00	£36,167.00

Appendix B – Reserve figures following Year End 31 March 2019

Cash Book Balance 31 March 2019	£ 165,101.00	
OF THE BALANCE THE FOLLOWING IS DESIGNATED OR RESTRICTED FUNDS		
CIL	£ 47,393.04	OF WHICH £23,380 (NET) is for Lincoln Hall Driveway (APR2019)
BUS SHELTER PLAQUE	£ 300.00	
CAPITAL	£ -	(PREVIOUS BALANCE USED FOR REPLACEMENT STREET LIGHTING)
CAR PARK DRAIN REPAIRS (FROM CHURCH)	£ 100.00	UNABLE TO UNDERTAKE AS NOT OWNERS OF LAND
COMMUNITY FUND/ABLES HOPS ALE	£ 500.00	
EVENTS (including co-op donation)	£ 3,393.75	
TOTAL	£ 51,686.79	
REMAINDER	£ 113,414.21	

Item	Use	General reserves held year end 31 March 2019	
		SUGGESTED RESERVE FIGURES	
Street furniture			
Street lights	To replace/repair damaged street lights not covered	£ 15,000.00	
Litter/dog bins/grit bins	Replacement	£ 200.00	
Seating	Replacement and New	£ 1,000.00	
Notice boards	Repair/replace	£ 700.00	
Town Sign	Repair, repaint	£ 1,000.00	
Bus shelters	Repair, repaint	£ 2,500.00	
Bus shelters	New	£ 8,000.00	
Stand pipe	Repair	£ 500.00	
Cemetery & Churchyard			
Shed	Repair/replace	£ 500.00	
Monuments	Repair/straighten	£ 2,000.00	
Signs, information boards	Repair/replace	£ 500.00	
Car park area, paths	Repair/resurface	£ 5,794.21	RESURFACING IS VERY COSTLY
Gates, railings, walls	Repair/replace	£ 6,000.00	REPAIRING CHURCH WALL - VERY COSTLY
Clock	Repair	£ 5,000.00	
Stand pipe	Repair	£ 500.00	
Skate park	Total for the below	£ 6,670.00	
Equipment	Repair/replace		
Fence/Gate	Repair/replace		
Sign	Replace		
Surface	Repair		
Trees & ditches	Surgery/fell, clear	£ 3,000.00	
By Elections		£ 2,500.00	
De-fib New		£ 300.00	
Open space enhancement including acquisition of land		£ 15,000.00	
Contingency		£ 10,000.00	
Employment contingencies	Resignation, redundancy, sickness cover	£ 10,000.00	(6MONTHS - 2 MEMBERS OF STAFF)
PREVIOUS YEAR UNDERSPEND WHERE INVOICES ARE OUTSTANDING			
TREES		N/A	
COMMUNITY CAR		N/A	
		£ 96,664.21	
Summary of the reserves funds:			
General reserve - one quarter of precept		£ 16,750.00	2019/20
Street furniture		£ 28,900.00	
Cemetery & Churchyard		£ 20,294.21	
Skate park		£ 6,670.00	
Trees & ditches		£ 3,000.00	
Contingency		£ 10,000.00	
Defib		£ 300.00	
Open space enhancement/acquisition		£ 15,000.00	
By-Elections		£ 2,500.00	
Employment		£ 10,000.00	
previous year outstanding invoices/underspend		N/A	
	TOTAL	£ 113,414.21	

APPENDIX C



Planning and Development Services
South Norfolk Council
planning@s-norfolk.gov.uk

13 May 2019

TIME SENSITIVE DOCUMENT – REPLY REQUIRED

Our reference: - 01953 850270

Dear Sir or Madam

ADOPT A KIOSK – MARKET PLACE, HINGHAM NR9 4RF

I am writing to advise you that The Christian Fellowship is interested in taking ownership of the above telephone kiosk under BT's adopt a kiosk initiative. Further information on our adopt a kiosk scheme can be found on the following website.

http://www.payphones.bt.com/adopt_a_kiosk/HTML/payphone/index.htm

Before the Christian Fellowship can adopt the kiosk we are obliged under Ofcom regulations to consult with relevant public bodies on the permanent removal of the telephony service. As part of the consultation process it is a requirement that the Council reply in writing to BT within 90-days giving their comments or any objections received from the local community. Further information on the consultation process can be found at:

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

If you do not reply, it will be taken that the council and interested parties have no objection to the permanent removal of the payphone service and the adoption of the kiosk itself can go ahead.

A notice outlining the above will be displayed in the kiosk.

If you require any further information or have any queries please do not hesitate to contact me via email at btpcfo@bt.com

Yours faithfully

Derek Seaton
BT Payphones - Commercial Field Officer

BT Payphones 4th Floor Monument Telephone Exchange 11-13 Great Tower Street London EC3R 5AQ

British Telecommunications plc Registered Office 81 Newgate Street London EC1A 7AJ Registered in England no. 1800000