

HINGHAM TOWN COUNCIL

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL ON TUESDAY 04 FEBRUARY 2020 IN THE LINCOLN HALL.

Present Cllr Eldridge – Chairman Cllr Foord – Vice Chair Cllr Amey, Cllr Dore, Cllr Dunnett, Cllr Field, Cllr Shingfield, Cllr Tyson Clerk – Ali Doe

There were 9 members of the public present including County Cllr Dewsbury

1. Apologies for absence were received from Cllr Sykes and District Cllr Bendle

2. Introduction of newly Co-opted Councillor

Cllr Tyson was introduced as the newly co-opted member of the Town Council and was thanked for coming forward as a Cllr and welcomed to the Council.

3. Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office forms The Acceptance of Office form was signed by Cllr Tyson and given to the Clerk.

4. 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).

4.1 The Council were advised that members of the Hingham Fire Brigade have volunteered to help with the raising of the flag on St Andrew's Church tower on flag flying days. The PCC have expressed a preference for flying the flag of St Andrew on All Saints Day.

It was suggested that more could be made of St Andrew's Church Hingham being the only Church of England church which is authorised to fly the American Stars and Stripes flag.

4.2 A resident acknowledged the Council's recognition of the Climate Emergency and suggested that a woodland could be planted to offset the local carbon footprint. It was noted there would likely be difficulties in obtaining land. It was suggested that some land at the rectory could be used. The Council were advised that the Hingham Society would like to support any efforts made by the Council to combat the Climate Emergency. County Cllr Dewsbury advised that Norfolk County Council were looking to plant a million trees over 5 years. A resident suggested that trees could be planted on a strip of land on the Hops development by the ditch.

4.3 A resident raised concerns that the Higher Complex Care and Autism accommodation development at 37-39 Hardingham Road remains unoccupied. This concern is to be raised with South Norfolk Council.

5. To consider any applications for co-option onto the Town Council

The Clerk confirmed that there were 2 Cllr vacancies remaining on the Council. 2 residents came forward to be considered for co-option onto the Town Council, Kate Gott and Dawny Christien. Both gave a brief outline of their interests, reasons for wanting to be co-opted and their relevant experience. Both candidates were proposed by Cllr Dore and seconded by Cllr Shingfield and both were unanimously voted on to the Council. They will take office at the next meeting of the Town Council.

6. Accuracy of the Minutes of the Town Council meeting of 07 JANUARY 2020

The minutes were agreed as correct and signed by the Chairman.

7. Declarations of interests with regard to items on the agenda and to consider requests for dispensations Cllr Eldridge declared an interest (NON pecuniary) in agenda item 13.1 (as he is a tenant at Mill Farm Allotments)

2520 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 7) Declarations of interests

The Chairman presided over the whole meeting.

9. Matters arising from the Minutes of 07 JANUARY 2020 (written Clerks report circulated prior to the meeting – see appendix A)

9.1 Talley Alley Light (clerks report 07/01/2020) - The Council were advised by Cllr Shingfield that a resident had fallen off of their bicycle near to Talley Alley and asked if the street light issue could be resolved. The Clerk advised that she was arranging a meeting with the contractor to discuss several footway lighting issues, but it was unlikely that this could be resolved, the current light has no supply and is located on a private residence, permission has not been granted to reconnect the light. And there is unlikely to be sufficient room to install a new lighting column not on private property. While it has been historic practice to place footway lighting on private residences, the owner's consent, insurance and future maintenance implications of now doing so are likely to be prohibitive.

9.2 Request for Christmas Lights (min 11.1 07/01/2020) - It was reported that the PCC have agreed to have a star shaped light on the church tower. It was also reported (by Cllr Field) the Santa's Grotto Committee were considering applying to the Council for permission to place solar Christmas lighting on the lampposts.

9.3 Konectbus (clerks report 07/01/2020) - It was reported that Norfolk County Council had received a number of complaints regarding the changes to the Number 3 bus route, and NCC were looking into this with Konectbus. The Clerk was asked to forward the letter of complaint sent from the Town Council to Konectbus, to County Cllr Martin Wilby.

10. Working party reports

There were no working party reports.

11. Reports from representatives on external bodies/Cllr attendees at external meetings etc

11.1 Report from Councillors who attended the Hingham Primary School planning exhibition

The Cllrs who attended the planning exhibition found it to be disappointing, being that the proposals are only to replace the existing portacabins with further temporary structures, with no scope for expanding or reconfiguring the existing building to accommodate any additional pupils. It was noted that the hall area is not big enough. Concerns were raised regarding the sustainability of the replacement buildings, that they would be hard to recycle at the end of their life and that there are no green provisions within the plans and that the planners present at the exhibition advised that this was "not within the scope" of the project.

It was also noted that Town Council would not be consulted and given the opportunity to comment on the planning application as NCC would be granting themselves permission for the work proposed. It was noted that Wicklewood and Garveston schools both had improvements made to them yet Hingham school had had no investment to ensure it could support the children of a growing town. It was agreed to write to the Head of Children's Services, Capital Projects Officer and the MP.

11.2 Report following the Hingham Playing Field Association meeting – Cllr Fields reported that she had attended the meeting and that the HPFA were interested in taking part in a Skate Park event as per the correspondence received from King Ramps Ltd. It was also reported that the sports centre building is in disrepair and the HPFA will be seeking grants toward the cost of making the necessary repairs. The HPFA are satisfied that the mature oak tree in the carpark will be monitored for decline, the Clerk will send a reminder to the HPFA for suggestions of where replacement trees could be planted.

12. General Correspondence (information/circulars etc)

- 12.1 **INVITATION: Club 99's annual Meeting on Tuesday 18 February**
- 12.2 **Letter from CPRE Norfolk for consideration regarding the draft GNLP Reg 18 Consultation**
(at this point Cllr Shingfield advised that being a land owner in Hingham he should declare an interest in this and agenda item 27,)
- 12.3 **INVITATION: Parish Paths Seminar (south) Friday 28th February 2020 from 2pm to 5pm**
- 12.4 **Help hub bulletin**
- 12.5 **NALC - Chief executive's bulletin**
- 12.6 **Norfolk County Council - Norfolk Local Transport Plan and Rail Consultation**
- 12.7 **The Broadland & South Norfolk Business Awards' finalists announced**
- 12.8 **South Norfolk Council – Dog Fouling Issues** (the Clerk advised that she had requested that the Officer at South Norfolk Council visit Hingham to investigate dog fouling issues, the officer had attended and reported back that there he had not found a “significant” issue)
- 12.9 **Norfolk Accident Rescue Service – Information**
- 12.10 **Anchor Hanover – Condition of Ringers Lane** (to be forwarded on to NCC Highways)
- 12.11 **The Big South Norfolk Litter Pick 2020**
- 12.12 **Norfolk ALC Wellbeing Initiative – January Update**
- 12.13 **Tree Charter Newsletter**
- 12.14 **GNLP consultation letter and poster** - copies of the poster was given to all Cllrs present and they were asked to display it somewhere prominent so it could be seen by residents, copies of the poster/roadshow leaflet were also available for the public to take away with them. Copies of the site assessment and preferred site documents were obtained from the GNLP team by the Clerk and were available to view. These have also been placed in the library.
- 12.15 **Norfolk ALC Wellbeing - Response to Consultation Meeting (20th February)**
- 12.16 **Church 700 Year celebrations /Medieval Market planned for 04.07.2020** - it was noted that the event had been advertised on social media “selling stalls” yet permission had not been sought from the Town Council by the organisers, therefore there was no information available with regard to what funds were being raised for and what insurance/risk assessments were proposed to be in place. (to be placed on the next agenda).

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

- 13.1 **Mill Farm Allotments**
- 13.2 **Parking issues in the Market Place**
The Clerk confirmed that the resident had given permission for the correspondence to be forwarded on the Police, District and County Cllrs. On discussing this issue it was commented that there is no off road parking /garages for many of the residential properties and businesses in the Market Place. Concerns were raised that people drive to Hingham and park, to then catch the bus to Norwich. Concerns were also raised regarding the dangerous parking on the Dereham Road “arm” of the Fairlands, with cars frequently being parked up to the B1108 junction. There are similar concerns regarding parking at the end of Bond Street and Hall Lane. It was also pointed out that the Lincoln Hall car park is not big enough in particular when both the bowls club and Lincoln Hall are in use. The Clerk is to forward these concerns to NCC/SNC and the Police.

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

14.1 REF:12.2 Letter from CPRE Norfolk for consideration regarding the draft GNLP Reg 18 Consultation – it was agreed to sign the pledge to support the CPRE campaign to fight for no additional housing sites to be allocated until all existing approved sites have been developed.

14.2 REF: 13.1 Mill Farm Allotments The letter was a suggestion that there was land available to extend Mill Farm Allotments if there was need/demand. It was noted that there are still vacant plots on Mill Farm Allotments needing tenants. It was agreed to respond to the land owner to enquire if land could be made available to support the fight against Climate Change i.e for the planting of trees, a community orchard was also suggested.

15. District Councillor's report

District Cllr Bendle was not present at the meeting.

16. County Councillor's report

County Cllr Dewsbury reported that Norfolk County Council are looking for ways to make money. NCC have set up a company to build new affordable housing.

NCC are improving specialist education with 4 new special needs schools and 142 special needs places in main stream schools. This will help to reduce travel time for the children who will be able to now go to school more locally to their home.

It was also reported that NCC are setting up a social infrastructure fund to provide grants to improve community buildings and that there has been changes to the blue badge scheme.

County Cllr Dewsbury also reported that a member of staff had been named in the Queens Honours list for their work with families with learning disabilities and refugees.

17. Planning Decisions

- 17.1 2019/1802 - Storage Building South Of Watton Road Hingham Norfolk
Demolition of existing storage building and erection of 2 dwellings and garages
Status - Withdrawn

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

- 18.1 2020/0138 - Southfields 4 Norwich Street Hingham NR9 4LJ Erection of single storey rear and side extension**

The Council agreed to recommend approval.

- 18.2 2019/2412 - Barn West Of Watton Road Hingham Norfolk Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB)**

The Council agreed to recommend approval.

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

None

(ITEMS 20- 21 FINANCE) 20. To agree the date of the next meeting of the Finance Committee – suggested date ~~16~~ 17 March 2020

Noted (NB: there was an error on the agenda - the date should read 17 March 2020)

21. To approve Accounts for Payment (as below and any additional invoices received) The accounts for payment were agreed as below and the cheques were signed.

ACCOUNTS FOR PAYMENT 04 FEBRUARY 2020					
cheque number	TOTAL		PAYEE	DETAILS	VAT
104033	£ 835.91		D Ramm	wages (826.63)	
				cleaning products (4.30)	0.72
				binbags (4.98)	0.83
104034	£ 968.62		A Doe	wages (909.28)	
				TOILET ROLLS (59.34)	9.88
D/DEBIT	£ 61.69		NEST (D/DEBIT)	PENSION	
104035	£ 240.00		Cozens UK Ltd	LIGHTING MAINTENANCE	40.00
104036	£ 43.50		EDF	TOILETS	2.04
TOTAL	£ 2,149.72			TOTAL VAT	53.47

22. To confirm that the newly co-opted Councillor has received a copy of the Good Councillor Guide, Code of Conduct, Standing Orders and Financial Regulations. Cllr Tyson confirmed that these had been received.

23. For the newly Co-opted Councillor to receive the “Registration of Pecuniary and Other Interests” forms - which must be completed, signed and returned to the Clerk by 03 March 2020

Cllr Tyson was given a “Registration of Pecuniary and Other Interests” form for completion by 03 March 2020.

24. Reminder to ALL Councillors of the requirement to (with reference to the Code of Conduct) register with the Monitoring officer any change of interest or new interest (in Appendices A and B of the Code of Conduct) within 28 days of becoming aware of it.

Noted – All Cllrs were sent the Code of Conduct and Registration of Pecuniary and Other Interests from prior to the meeting.

25. Proposal to form a Climate Emergency/Environment working party It was agreed to form a Climate Emergency/Environment working party

25.1 To discuss/agree the Terms of reference for the working party

The Clerk had prepared draft Terms of Reference which was forwarded to all Cllrs prior to the meeting. These terms of reference were agreed.

25.2 To agree membership to the working party

The Clerks advised that Cllr Sykes wished to be on the working party.

Cllr Amey, Cllr Dore, Cllr Dunnett, Cllr Field, Cllr Foord, Cllr Tyson all indicated that they wished to be on the working party. The Newly Co-opted Dawny Christien and Kate Gott also asked to be part of the Working Party.

It was noted that the Chairman of the Council shall be an ex-officio member of any working party.

26. To discuss/agree details of the purchase of a lockable bollard/bollards to prevent parking on the Fairland Green

Prior to the meeting a website link to a bollard supplier was sent to all Cllrs. The Clerk asked the Council to decide what style bollard they require, if one or 2 bollards are required and if fitting is also required. The

Council agreed that quotations should be sought for 2 lockable and removable bollards of a “heritage” style (black with reflective bands) and fitted by the supplier. The Clerk advised that the quotes may not be brought back to the Council until April, due the time needed for the GNLP discussion at the next meeting.

27. To receive a report regarding the GNLP (Greater Norwich Local Plan) briefing and discuss the details of the consultation on the draft GNLP (the consultation is due 29th January and 16th March 2020).

(note: A Roadshow event is being held in Hingham, Lincoln Hall, 25 February, 2 to 8pm, when residents can speak to the GNLP team)

Cllr who attended the GNLP briefing advised that it was essential for the Town Council to forward a case for what is needed/wanted in Hingham.

The Clerk advised that there is a lot of information on the GNLP website and the consultation consists of 3 parts, all which can be commented upon, that being, the strategic policy document, the site assessment for all sites put forward including those subsequently deemed unsuitable, and the preferred site document. The Clerk asked that all Cllrs take time to read all of the information and bring their comments to the next meeting. It was agreed that Cllrs should share their thoughts via email prior to the next meeting to allow time for them to be collated.

There was some discussion on to how to best canvass the opinion of residents, the Clerk suggested that a Cllr presence throughout the roadshow on 25th February would be the best option, this would enable Cllrs to talk to residents after they have spoken with the GNLP team. The Clerk will contact the GNLP team to arrange this.

28. To received a copy of the “Hingham Road Safety Campaign - Progress Report” (as sent from the campaign group to County Cllr Dewsbury)

A copy of the report was sent to all Cllr prior to the meeting. The campaign organiser advised that during the campaign days there would be a people in hi vis gilletts about the town, roadside and cycling as a visible reminder to drivers to slow down. Advice was given that the organiser of the campaign should undertake a risk assessment to ensure the safety of anyone taking part in the campaign events.

29. To note the date of the Annual Town Meeting 21 April 2020 Noted.

30. To propose items for the next agenda (meeting date 03 March 2020)

The Clerk advised that the agenda will be kept as brief as possible. It was suggested time should be allocated to the GNLP consultation, for public comments, discussion and an agreement of the Town Council response. Other matters to be placed on the agenda – The Medieval Market planned for 04/07/2020

31. '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 commercially sensitive information and is therefore confidential

It was agreed to ask the public to leave.

The public left the meeting.

32. To discuss the quotation for the church “car park” wall

It was agreed to accept the quotation provided. The Clerk advised that she was waiting for the PCC to confirm that the additions of supporting buttresses to the wall was acceptable.

The meeting ended at 9.15pm

Signed Chairman

Appendix A

Clerks Report for 04.02.2020

MIN	Update
	Matters Arising From the minutes of the meeting on 07.01.2020
10.8	Flag Flying – Rev Reed has been in discussions with people who may be able to help with the flag flying at the church, but this is dependent on insurance cover being available.
19	The precept form has been completed and sent to South Norfolk Council (and acknowledged) prior to the deadline
23	A letter will be sent to the HPFA with regard to requesting suggestions for locations for a replacement tree(s) to be planted, with regard to the oak tree in the car park likely to have a limited remaining life span.
	Other Updates
	A letter was sent to the PCC for their meeting in January, regarding permission for tree work to the lime tree, and the request from a resident to reduce the trees overshadowing the Market Place properties. A response is awaited.
	The Clerk is arranging a meeting with the lighting maintenance contractor to discuss undertaking the condition survey on the footway lighting, and providing a quotation for changing to LED and re numbering the lighting stock and possible solutions to replacing the Tally Alley light
	New bank mandate/cheque the bank have now confirmed that all changes have been finalised – our authorised Cllrs are Cllr Dore, Cllr Eldridge, Cllr Amey and Cllr Shingfield, (2 previous Cllrs Mrs Riley and Mrs Maltby have been removed)
	Market Place Payphone – complaint letters to BT, SNC and OFCOM sent SNC had responded to the letter, the Clerk has followed this up by re iterating some points in her original correspondence that SNC had not seemed to grasp and requested that SNC lodge their own complaint with OFCOM regarding BT contravening the 90 day consultation process – no further response has been received. OFCOM had written to advise that BT had advised them that the payphone/kiosk is on private land and was not a “public” payphone and therefore will not investigate the complaint. The Clerk has written back to advise that the Council do not consider the Market Place green falls within the definition of private land, being that the Council is a tier of Government, and the land is maintained at public expense – and ask that the complaint be examined – an acknowledgement has been received. The Clerk has also argued the “private land” issue with BT – who have advised that they would escalate the complaint.
	Moving the litter bin on the Market Place – the local company have looked at the bin and it should be feasible for them to move it – when they have staff capacity to do so.

Outstanding work from the last round of tree works – the contractor has written to advise that the work is complete - the contractor was seen working in Hingham on 24 Jan 2020, the Clerk requested Cllr assistance to check the 2 dead elms in the sports field hedge had been felled. Cllr Dore responded and advised that the elms had not been completely felled – The Clerk will photograph what has been done prior to responding to the contractor.

Re-siting of the Town Council notice board – a suitable place has not been identified in the Market Place and removing the notice board from it's current location may leave damage to the building – The clerk advises considering the purchase of a new purpose build free standing notice board if there is a suitable location in the Market Place

Risk Assessment - this is being worked upon to improve the document to make it more robust and clearly identify actions and responsibilities

2526

Communications Policy (including social media - this is being worked upon – Cllrs are reminded not to comment on public social media pages making reference to themselves as Councillors, in a way that could give inaccurate information or be misleading or misconstrued as the Council having discussed and agreed something, when this is not the case.

Cemetery fees discretion policy – The Clerk has been working on this as an overall Cemetery Fees Policy all points relevant to the fee structure including frequency and method of fees reviews This is to be finalised and brought back to a future Town Council meeting.

OUTSTANDING ISSUES

Church Clock – advice /quotations will be sought in the new year.

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

Extension of Cemetery Driveway and turning circle – 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 .

Concerns regarding the changes to bus route number 3 and the bus breakdowns/late buses– a letter has been sent to Konectbus – Konectbus have acknowledged but not responded to the letter

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 03 February 2020 – does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures –<https://www.police.uk/norfolk/D12/crime> – December 2019 on or near

Lincoln Avenue - Violence and sexual offences 1

Ringers Lane - Criminal damage and arson 1