

HINGHAM TOWN COUNCIL

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 05 November 2019

Present

Cllr Foord, Vice-Chair (present until item 3 was concluded)
Cllr Amey, Cllr Dore Cllr Dunnett, Cllr Eldridge and Cllr Sykes

Clerk – Alison Doe

There were 7 members of the public present

1. **Apologies for absence** were received from Cllr Shingfield, District Cllr Bendle and County Cllr Dewsbury. Cllr Foord gave her apologies after agenda item 3 and left the meeting as she was unwell.
2. **To note the resignation of Cllr Cowles, Cllr Bales, Cllr Y Bendle and Cllr R Bendle**
The resignation of 4 Town Cllrs was noted. The Clerk explained that as the resignations happened at different times, there are different notice periods for the vacancies in which electors can request an election, and after which (if an election is not requested) the vacancies can be filled by co-option. The Clerk advised that all of the notice periods will have ended by 19 November. The first Vacancy notice period ended on 01 November and that vacancy could now be co-opted (ref Agenda item 5).
3. **To elect a Chairman**
Cllr Eldridge was proposed as Chairman by Cllr Dore and seconded by Cllr Amey. No other proposals were made. Cllr Eldridge was unanimously elected as Chairman.
Cllr Eldridge offered thanks to the Cllrs who had recently resigned, for coming forward as Cllrs, and for the work that had done/time they had given as Cllrs, in particular Roger Bendle who had served as a Town Cllr for a number of years.
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 A member of the public commented that the lighting was poor on "the Drift" between Hardingham Road and Norwich Road.
 - 4.2 Concerns were raised regarding the parking outside of the White Hart public house, which makes it difficult for pedestrians to walk by without going into the road.
 - 4.3 Concerns were raised regarding the Konectbus service as there had been several instances of buses breaking down and running very late.
5. **Ref: Town Councillor Vacancy no. 1 (applicable ONLY if there has NOT been a request by 10 electors to fill the vacancy by election)**
To consider any applications for co-option onto the Town Council
The Clerk explained that the notice period for this vacancy expired on 01 November and that no request for an election had been made, therefore the vacancy could be filled by co-option.
The Chairman asked if, within the public present, there was anyone who would like to be considered for co-option. One resident indicated that they may be interested and may apply to be co-opted at the next meeting. One resident (Emily Field) asked to be considered for co-option for this vacancy (and gave a brief description of her background and interests). It was proposed by Cllr Eldridge and seconded by Cllr

Sykes that Emily Field be co-opted. A vote was taken and it was agreed to co-opt Emily onto the Town Council.

The Clerk explained that Emily would take office at the next meeting (03 December 2019).

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

There were no declarations of interest with regard to agenda items.

7. 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 6) Declarations of interests

Cllr Eldridge advised that he could chair all agenda items.

8. Accuracy of the Minutes of the Town Council meeting of 01 October 2019

Cllr Sykes asked for the minutes to be amended to include that she had given her apologies for the meeting on 01 October 2019. This was agreed and the minutes were signed (as amended) by the Chairman.

9. Matters arising from the Minutes of 01 October 2019 (written Clerks report circulated prior to the meeting - See Appendix A)

The Clerk apologised that she was behind on her work load due to being unwell. Further to the Clerks report, Cllr Dore advised that she had spoken to the engineers who had attended to clean the pipework under the Churchyard following the flooding in the car park area, they had advised that there was a blockage in a swan-neck in the pipework.

10. Working party reports

There had been no working party meetings and therefore were no working party reports.

11. Reports from representatives on external bodies

Cllr Eldridge reported that the CAB had funding to enable them to provide specialist debt and universal credit advice.

12. General Correspondence (information/circulars etc)

12.1 Norfolk Fire and Rescue Service's draft Integrated Risk Management Plan (IRMP) for 2020-2023. – consultation

It was agreed to include this on the agenda for the meeting on 03 December 2019, to enable a Town Council response to be submitted by the deadline of midnight on Tuesday 10 December 2019.

12.2 Broadland and South Norfolk Business Awards

12.3 Norfolk Constabulary - HINGHAM, DEOPHAM & WICKLEWOOD Newsletter

12.4 South Norfolk Council, Annual Rough Sleeper Estimate - November 2019

12.5 South Norfolk Help hub bulletin

12.6 South Norfolk Council - Parish Precept Setting Guide 2020/21

12.7 Latest scam and rogue trader alerts from Norfolk County Council Trading Standards

12.8 NorfolkALC - Digging up Norfolk

12.9 Norfolk County Council – Budget Consultation (available on the NCC Website – end date 10 December 2019)

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

None

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

None – other than to note if anyone was aware of any rough sleepers on the evening of the 13th November into the morning of the 14th November 2019.

15. District Councillor's report

District Cllr Bendle had sent her apologies as she was unable to attend the meeting.

16. County Councillor's report

County Cllr Dewsbury had sent her apologies as she was unable to attend the meeting.

17. Planning Decisions

- 17.1 2019/1990 - Discharge of condition 11 of planning permission 2017/2330 - surface water for Plot 1 only
Engineering Works Watton Road Hingham Norfolk NR9 4NN - Approved
- 17.2 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 - Approval with Conditions
- 17.3 2019/0827 - Residential development of 5 single storey dwellinghouses.
Land South Of Watton Road Hingham Norfolk - Refusal

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

- 18.1 2019/2142 - Two storey extension to rear of property
7 Low Road Hingham Norfolk NR9 4NG**

It was proposed and agreed to recommend that the application be approved.

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

- 19.1 2019/2062 Beech tree, reduce the branches over hanging out-building from 6m to 4m to clear the roof by 2 meters.
Quorn House 10 Market Place Hingham NR9 4AF

(ITEMS 20 – 22 FINANCE)

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

Noted.

21. To note the receipt of the remittance advice for “payment made to Hingham Town Council – Community Infrastructure Levy payment £126.78

Noted.

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

The Clerk confirmed that there were no additional invoices, the accounts for payment were agreed as below and the cheques were signed.

ACCOUNTS FOR PAYMENT 05 NOVEMBER 2019				VAT
cheque number	TOTAL	PAYEE	DETAILS	
103997	£ 898.74	D Ramm	WAGES (5wk £879.36)	
			cleaning products (14.40)	2.40

				binbags (4.98)	0.83
103998	£	871.44	A Doe	WAGES (871.44)	
direct debit	£	66.09	NEST (D/DEBIT)	PENSION	
103999	£	617.77	EON	STREET LIGHT ENERGY	102.96
104000	£	240.00	Cozens UK Ltd	LIGHTING MAINTENANCE	40.00
104001	£	438.00	RAVENCROFT TREE SERVICES LIMITED	TREE SURVEY	73.00
104002	£	36.50	EDF ENERGY	TOILETS	1.74
104003	£	60.00	HINGHAM PCC	CHURCHYARD LIGHTING	
104004	£	80.00	GREAT HOCKHAM CHRISTMAS	CHRISTMAS TREE	
104005	£	4.19	FIRST COPY	METERED PRINTING	0.70
104006	£	177.06	ROADWARE	GRITBIN	29.51
104007	£	100.00	LINCOLN HALL SOCIAL CENTRE	HALL HIRE	
	£	3,589.79	TOTAL	TOTAL VAT	251.14

23. To nominate a Town Council representative on the Hingham Playing Field Association Committee

The Clerk advised that any appointment of a representative on the HPFA Committee would be until May 2020, when such appointments are reviewed. There were no volunteers to be a representative on the HPFA committee. The Clerk advised that she had asked for the agendas for the HPFA meetings to be sent to her and will send these round to Cllrs, in the hope that someone may be able to attend the meeting, on an ad hoc basis to then report back to the Town Council. Cllr Dore advised that attending the HPFA committee meetings on this basis would be only as an observer, as a named representative was also required to be a trustee to be able to sit on the HPFA committee.

24. To discuss/agree the arrangements for the Bank Mandate/cheque signatories

As Yvonne Bendle had resigned from the Council, and Cllr Foord had not returned the required forms, the bank mandate could not be changed as previously agreed. Cllr Shingfield and Cllr Amey had agreed (prior to the meeting) to become a cheque signatory, this was agreed. The Clerk will ask Cllr Foord if she still is agreeable to being a cheque signatory. New mandate forms will be arranged.

25. To agree 2 new members to stand on the Finance Committee

The Clerk advised that the resignation from the Town Council of Cllr Bales and Cllr Y Bendle had left the Finance Committee with only 3 members, it was also explained that membership to the Finance Committee would be re considered at the Town Council meeting in May 2020. There are 2 Finance Committee meetings scheduled, on 19 November 2019 and in March 2020 (date to be confirmed).

Cllr Dunnett and Cllr Sykes volunteered to stand as members of the Finance Committee. This was agreed.

26. To discuss (and agree any actions regarding) the change of route for the number 3 bus.

Cllr Eldridge advised that the changes to the route of the No.3 bus, has meant that parts of the Earlham Road in Norwich are now not included in the route, including the Roman Catholic Cathedral. He went on to say that there was now no Konectbus access to the Earlham Road beyond the University and access is now only possible by changing buses in the city centre. In addition to this there is no coverage from the Earlham Road to the Hospital on a Sunday. It

was agreed to write to Konectbus regarding concerns over changes to the bus route and regarding the issues raised by the resident in public participation.

27. To discuss and agree a response to the Norfolk County Council proposals regarding the re-siting of the bus stop on Norwich Road

It was noted that the Highway Engineer had advised that the new position for the bus stop on Norwich Road (moving it from its current position adjacent to the pedestrian island to a more easterly position on Norwich Road) outside number 11, was the only possible location. The fire service had objected to it being located to an alternative location (west of Ringers Lane). Concerns were raised that vehicles other than the bus, park in close proximity to the pedestrian island, therefore causing drivers to overtake on the wrong side of the road/pedestrian island. It was agreed to write to Norfolk County Council highways and Count Cllr Dewsbury to request that the pedestrian island be protected with road marking to indicate no parking within the vicinity.

28. To discuss (and agree and actions regarding) the tree survey, and other requests for tree work to be carried out in the Churchyard.

A copy of the tree survey was forwarded to all Cllrs prior to the meeting. The Clerk advised that she was still trying to resolve the issue of the uncompleted work with the contractor employed to undertake work based on a previous tree survey, and had asked that the items left incomplete be completed or a refund given.

The Clerk confirmed that an application had been made and permission granted by South Norfolk Council to reduce T1 (small leaf lime) in the Church yard to 6m, Rev. Reed had not confirmed permission from the PCC.

The PCC had requested that the Yew trees along the driveway be further reduced (but initially trimmed to make access easier for funeral vehicles and the porta loo collection lorry).

A resident had previously requested that 2 trees in the churchyard be reduced as they overshadow the resident's garden. The Clerk advised that she had discussed this with the arboriculturist, who had recommended that the trees be left alone, being that they are both healthy specimens and that the taller evergreen tree would be aesthetically impaired if it was reduced, the holly if it was reduced would regenerate.

It was agreed to write to the PCC to ask their point of view regarding the trees.

The survey also highlighted works required in the cemetery and that T8 in the playing field car park may be unsuitable for retention within 5 years. It was agreed to write to the Hingham Playing Field Association to consult with them regarding the removal of the tree (and planting a replacement), this tree is not subject to a tree preservation order.

The Clerk will make the relevant applications to South Norfolk Council for tree work required where trees are subject to Tree Protection Orders and/or in the Conservation Area.

29. To receive/ discuss any feedback from the Open Evening, Tuesday 15 October 2019

The Clerk advised that she had received positive responses and thanks from several organisations who had attended, and attracted new members and volunteers, and that she had also met new residents to Hingham at the open evening.

The Clerk was thanked for organising the event.

30. To discuss the request by Hingham Santa's Grotto Committee to erect the Grotto and Santa's Cabin on the Fairland on Saturday 30th November 2019.

It was agreed to permit the Santa's grotto on the Fairland for the festive period.

31. Proposal to ask Hingham Primary school if the children could make decorations for the Town Christmas tree and to provide some materials funded from the Events fund

The Clerk advised that decorating the tree with Christmas decorations made by the children had received positive responses from residents and was a nice way to "include" the children

in the Town's festive arrangements. The Clerk advised that last year she organised craft materials to the value of approximately £50. It was agreed to supply materials (from the Events fund) for the children to make decorations again this year.

32. To discuss the arrangements for the remembrance wreath laying

Cllr Dunnett agreed to attend and represent the Town Council at the wreath laying ceremony. Cllr Eldridge apologised for being unable to attend as Chairman, as he had a prior engagement.

33. To propose items for the next agenda (meeting date 03 December 2019)

33.1 Ref agenda item 12.1 Norfolk Fire and Rescue Service's draft Integrated Risk Management Plan (IRMP) for 2020-2023. – consultation

It was agreed to include this on the agenda for the meeting on 03 December 2019, to

enable a Town Council response to be submitted by the deadline of midnight on Tuesday 10 December 2019.

33.2 Cllr Dore proposed that items relating to footway lighting be included on the next agenda.

To undertake a street light condition survey, and to take steps to replace the current footway lighting with LED lighting.

The Clerk advised that she needs a definitive list of the footway lighting as the current plan has columns missing.

33.3 Cllr Amey requested that the provision of training for Cllrs be on the next agenda.

The Clerk advised that previous training was organised as group training as sending Cllrs to individual training sessions is expensive. It was suggested that the Clerk could provide some basic training.

34. '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 and commercially sensitive information and is therefore confidential

It was agreed to ask the public to leave the meeting.

35. To discuss and review staff wages

The Clerk explained that the Local Government Pay Scale had been changed, a copy of the new Pay Scales were provided to Cllrs prior to the meeting.

The Handyman/Gardener role is linked to the LGA Pay Scale. The Council agreed to award an incremental increase of one scale point. The Handyman/Gardener has been at Scale Point 11. Under the new Scale Point system, old Scale Point 11 now becomes Scale Point 3, and therefore the incremental pay rise means that the new scale point for the Gardener/Handyman is Scale Point 4.

The role of Cleaner is not linked to the LGA Pay Scales, it was agreed to award a pay rise for the Cleaner, and for the pay to be at the same hourly rate as the Handyman/Gardener.

The Clerk has been on Scale Point 29, which became Scale Point 23 under the new Scale Point system. It was agreed to award the Clerk an incremental pay rise of one Scale Point to Scale Point 24.

All pay increases are to be backdated to April 2019.

36. To discuss the quotation/requested arrangements with regard to the repairs to the church wall (Attleborough Road)

The Clerk advised that she had met with the builder in August who had advised that he would schedule in the work to take down the damaged part of the wall (from the church car park

area) over the coming months while he was working in Hingham. However this had not yet been done, the Clerk also advised that it had become evident that the job was greater than originally anticipated. The builder was now requesting a deposit before undertaking the work to dismantle the wall. The Clerk has asked the builder for an updated quote, for 1) taking down the wall, including how much deposit he required and 2) to rebuild the wall. The quotation had not yet been provided. Cllrs are to make enquiries with their contact to see if an alternative arrangement can be made. The Clerk is to seek advice from the PCC regarding the possible need for a faculty. It was queried as to whether an alternative to a wall (such as hedging) could be used instead of rebuilding the wall.

The meeting ended at 9.25pm

Signed..... Chairman 03 December 2019

Clerks Report for 05.11. 2019

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

MIN	Update
	Matters Arising From the minutes of the meeting on 01.10.19
26	A new grit bin for Church Street has been ordered, the damaged grit bin has been emptied and needs removing.
27	The grass cutting contractor has confirmed acceptance of the extended contract for a further 2 years.
28	Renumbering of Street Lights – the Clerk has advised the contractor that a quotation is required, but a definitive list of HTC footway columns is needed first
31	Confirmation has been received from the insurance company's solicitor that they have been instructed to act on behalf of the Council.
	Other Updates
	During the flooding on 06 October, the Clerk telephoned Anglian Water regarding the flooding at the Church carpark. Anglian Water were unable to attend immediately due to attending flooded houses. Anglian Water telephoned the Clerk several times during the following days and advised that they would clean the pipework again under the churchyard. A resident has advised that Anglian Water have since attended the site
	The Clerk has agreed to decorate a church window again this year on behalf of the Town Council - this year's window will be "the three wise men bearing gifts of gold, frankincense and myrrh"
	Church Clock – advice /quotations will be sought when the Clerk is fit enough to access the clock room.
	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. – to be sent this week -
	Parish Partnership bid – the bid will be written to be agreed by the Council (03 December) in time for its submission to NCC
	Talley Alley light - A meeting with the lighting contractor to discuss possible solutions will be arranged
	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 has been 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 have been ordered by Cllr Dore (tree warden) via SNC. The Clerk roped off the entrance to the Fairland green on 06 October, due to large amounts of standing water on the grass and the area having already sustained damage from vehicles.

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 .

Need for a bollard to protect a headstone – a shrub will be planted after the grass cutting have finished for the season

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 - Cllr Foord needs to confirm if she still wishes to be a bank signatory – as new forms are now required from the bank following the resignation of Cllr Y Bendle – Bank mandate forms are pre- printed with the names of new cheque signatories.

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 –

The Clerk has asked for this to be resolved without delay either by the work being undertaken or a refund being given

OUTSTANDING ISSUES

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

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

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

The Dell - Criminal damage and arson 1

Ringers Land - Violence and sexual offences 1

Drinkwater Close - Violence and sexual offences 1

Hall Moor Road - Anti-social behaviour 1