

HINGHAM TOWN COUNCIL

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL ON TUESDAY 07 JANUARY 2020, IN THE LINCOLN HALL.

Present

Cllr Eldridge – Chairman

Cllr Foord – Vice Chair

Cllr Amey, Cllr Dunnett, Cllr Field, Cllr Shingfield and Cllr Sykes

Clerk – Ali Doe

There were 4 members of the public present including County Cllr Dewsbury

The Chairman opened the meeting, welcoming everyone and wishing all a Happy New Year.

1. **Apologies for absence**, were received from Cllr Dore and District Cllr Bendle
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).**

No comments were made by the public attending the meeting.

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

There was one application for co-option onto the Council, by Cate Tyson, who advised that she had attended the previous 2 Council meetings and at the last meeting had stated her interest in becoming a Cllr. She stated that she believed she had the integrity, honesty and energy to serve the community as a Town Cllr. Cate was proposed by Cllr Shingfield and seconded by Cllr Field, the proposal for Cate to be co-opted was voted upon, and she received a unanimous vote to be co-opted to the Town Council. Cate Tyson will take office at the next Town Council meeting.

4. **Accuracy of the Minutes of the Town Council meeting of 03 DECEMBER 2019**

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

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

Cllr Eldridge declared an interest in agenda item 22 (accounts for payment) with reference to the payment of the donation to Norfolk Citizens Advice.

6. **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 5) Declarations of interests**

Cllr Foord (Vice Chair) agreed to Chair agenda item 22.

7. **Matters arising from the Minutes of 03 DECEMBER 2019 (written Clerks report circulated prior to the meeting see appendix A)**

Cllr Dunnett had forwarded a new quotation to all Cllrs, for work to the church wall by the car park area. The Clerk advised that she would need to consult with the PCC regarding the details of the quotation, to ensure that they would be agreeable to the individual carrying out the work as specified.

Concerns were raised regarding the crime figures relating to Lincoln Avenue, in particular crimes defined as Violent and Sexual Offences.

8. Working party reports

There were no working party reports.

9. Reports from representatives on external bodies

Cllr Eldridge advised that Norfolk Citizens Advice are seeking to recruit a new (replacement) debt advisor.

10. General Correspondence (information/circulars etc)

10.1 Norfolk ALC Bulletin

10.2 NALC CHAIRMAN'S OPEN LETTER TO ALL COUNCILLORS

10.3 Norfolk County Council – Bus Stop Norwich Road – It was noted that work to move the bus stop had started.

10.4 South Norfolk Council – Help Hub Bulletin

10.5 South Norfolk Council - Greater Norwich Local Plan - Regulation 18 Consultation – (meeting on 23 January 2020)

It was noted that the consultation is due to run from 29th January to 16 March 2020

10.6 King Ramps Ltd - Skatepark Community Events 2020 - Fun, low-cost youth engagement events nationwide

10.7 Temporary Road Closure, Dereham Road - 20th January to 22nd January 2020

10.8 Flag Flying – re Stars and Stripes

It had been advised that St Andrews Church in Hingham is the only Church of England church which is authorised to fly the American Stars and Stripes flag on Independence Day, and a visitor to the town had been disappointed when this did not happen on 4th July 2019. A request by a resident was being made that the flag be flown this year.

It was noted that there had previously been discussions regarding flag flying at the church, and that there were health and safety concerns regarding individuals accessing the tower and the area from which the flag is hoisted. It was suggested that specific and expensive training would be required for any individual who was employed to hoist the flag, with regard to working at height and use of ladders. Rev. Reed had also been sent a copy of the letter.

10.9 Police & Crime Commissioner Budget consultation 20/21

It was noted that the consultation ends on 17th January 2020.

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

11.1 Christmas Lights – request for more festive lights in the town

The request for the provision of more Christmas lights was briefly discussed, concerns were raised regarding arrangements for installing and taking down lights connected to the electricity supply, and that more lights would be contrary to the Council trying to reduce its carbon footprint. The Clerk advised that when battery operated lights were put round the bus shelters they were vandalised. It was suggested that businesses in the Market Place could display Christmas lights. It was also noted that homes placing their own Christmas trees by windows where they are be visible from the outside, is also very effective.

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

None.

13. District Councillor's report

There was no report from District Cllr Bendle, who was not present at the meeting.

14. County Councillor's report

County Cllr Dewsbury advised that there was little to report due to the Christmas/New Year period. Cllr Dewsbury reported that there would be improvements being made at the Norwich Bus Station, including the provision of talking bus time tables.

15. Planning Decisions

- 15.1 2019/2274 - T2 Oak - reduce large central upright limb from current height of 17m to approximately 12m (tree tag 2803)
3 & 13 Granary Way Hingham NR9 4FA - Approval with Conditions
- 15.2 2019/2263 - Single storey side extension with pitched roof and internal alterations
3 Lonsdale Crescent Hingham Norfolk NR9 4ND - Approval with Conditions
- 15.3 2019/2247 - Removal of plasterboard and coving on both sides of alcoves in main bedroom and reinstatement of original walls and period appropriate coving.
Installation of period appropriate non-functioning fireplace
Quorn House 10 Market Place Hingham NR9 4AF - Approval with Conditions
- 15.4 2019/2153 & 2154 - Remove existing outbuilding and replace with a single storey shed
2 Chapel Street Hingham NR9 4JH - Approval with Conditions
- 15.5 2019/1732 - New Dwelling
Land South Of 13 Bears Lane Hingham Norfolk - Approval with Conditions

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

**16.1 2019/1802 – Amended Planning Application - Full Planning Permission - Demolition of existing storage building and erection of 2 dwellings and garages
Storage Building South Of Watton Road Hingham Norfolk**

The Council agreed that they had no additional comments to make regarding the application, and to reiterate the comments previously made by the Council, and to recommend that the application be refused.

16.2 2019/2564 - Remove existing low door and doorway to cloakroom and replace with higher door and doorway keeping with other ground floor doors. Re-use existing doorway as cupboard.

Quorn House 10 Market Place Hingham NR9 4AF The Council agreed to recommend approval.

16.3 2019/2520 - Erection of a single-storey rear extension with skylight and a front porch - 28 Watton Road Hingham NR9 4HB

The Council agreed to recommend approval.

17. (other planning applications where the Town Council is not a consultee – for information only)
None

(ITEMS 18 – 22 FINANCE)**18. To agree the 2020/21 budget (see Appendix B)**

The Clerk advised that since the Council had considered the draft budget, she had made changes to increase the budget figures in relation to staffing costs (to account for any increases to the Local Government Pay Scales), and in relation to the utility costs for the public toilets (although the Clerk was concerned that she may have underestimated the budget requirements for the public toilets).

The 2020/21 budget was agreed.

19. To agree the Parish Precept 2020/21

The Clerk had provided some options for precept setting, including percentage increases (compared to 2019/20) for a band D property. Having regard to the 2020/21 budget requirements, it was proposed and agreed to request a precept of £77,000. Concerns were raised regarding the increase (£9.61 or 13.35% on a band D property). The Clerk advised that such an increase would provide income to cover costs associated with the provision of the public toilets. The toilets were taken over by the Town Council in May 2019, and therefore costs (2019/20) are being covered by the commuted sum received from South Norfolk Council. The Clerk advised that the toilets will be an ongoing financial liability, including any future maintenance work required to the building, which may prove expensive, and suggested that the remainder of the commuted sum be preserved for any such additional expenses, and the “running costs” of the toilets be raised through the precept. Such an increase is likely to be for one year. It was suggested that the 2021/22 budget be highly scrutinised to find savings. It was agreed to request a precept of £77,000.

20. To discuss/ agree arrangements for making payments for the electricity bills for the public toilets to avoid late payment fees

The Clerk explained that there had been some difficulties with arranging the accurate billing for the public toilets by EDF Energy, who had transferred the toilets from a big business account to a small business account, and that bills had recently been received by both (for the same energy). The Clerk has telephoned several times to try to rectify this and to give meter readings as EDF had highly overestimated energy usage. The Clerk further explained that EDF ONLY offer a 14-day payment period for bills or payment by direct debit. Late payments incur high fees. The Clerk asked that the Council permit the arrangement of a signed cheque for payment of the EDF bills as they occur (the Clerk will notify this to Cllrs by email) and then the details be added to the next agenda as an “item paid”, to avoid incurring the late payment fees. The Clerk had explained the situation to EDF but they were “unable” to extend the payment periods for bills.

21. To receive notification that the (limit for) section 137(4)(a) of the Local Government Act 1972 sum for parish and town councils in England for 2020-21 is £8.32 (compared to £8.12 for 2019-2020, per local government elector)

The Clerk advised that this is the maximum amount (per local government elector) permitted by legislation, that the Council could incur expenditure, where they do not have the designated power/provision. It was confirmed that the Council use section 137 to fund the remembrance wreath and the defibrillator.

22. To approve Accounts for Payment (as below and any additional invoices received) The Clerk confirmed that since the agenda had been published, an additional invoice had been received

from E-on for street lighting energy. The accounts for payment were agreed as below and the cheques were signed.

ACCOUNTS FOR PAYMENT 07 JANUARY 2020					
cheque number	TOTAL		PAYEE	DETAILS	VAT
104017	£ 919.47		D Ramm	wages (907.09)	
				cleaning products (8.40)	1.40
				binbags (3.98)	0.66
104019	£ 909.28		A Doe	wages	
D DEBIT	£ 68.40		NEST (D/DEBIT)	PENSION	
104020	£ 1,258.33		HMRC	TAX/NI	
104021	£ 94.29		T COWIN	STRIMMER SERVICE	£15.71
104022	£ 124.54		J SQUIRES	toilets/bins	
104023	£ 240.00		Couzens UK Ltd	LIGHTING MAINTENANCE	40.00
104024	£ 3.57		ANGLIAN WATER BUSINESS	FAIRLAND	
104025	£ 10.39		ANGLIAN WATER BUSINESS	CEMETERY	
104026	£ 275.73		ANGLIAN WATER BUSINESS	TOILETS	
104027	£ 617.77		EON	STREET LIGHT ENERGY	102.96
104028	£ 603.54		SOUTH NORFOLK COUNCIL	DOG BING EMPTYING	100.59
104029	£ 245.24		EDF	TOILETS	11.68
104030	£ 47.23		FIRST COPY	METERED PRINTING	7.87
104031	£ 400.00		NORFOLK CITIZENS ADVICE	DONATION (s137)	
104032	£ 638.36		EON	STREET LIGHT ENERGY	106.39
TOTAL	£ 6,456.14			TOTAL VAT	387.26

23. To received and discuss the Hingham Playing Field Association response regarding the mature oak in the sports ground car park

The Council agreed to monitor the tree in the sports field car park, but to ask if the HPFA have any suggestions for locations for planting replacement tree(s), in view of the probability of the mature oak requiring felling at some point in the future.

24. Proposal that Hingham Town Council acknowledges the need to address climate change/the climate emergency and to undertake a discussion and bring forth suggestions as to how the Council may (within their powers) best address this issue for the locality

The Council agreed to acknowledge the need to address climate change/ the climate emergency.

Suggestions were made to try to encourage residents to reduce their carbon footprints and be more environmentally friendly, for example, not leaving cars idling, having a monthly "green" suggestion and information in the parish magazine (and published on Facebook). It was suggested that it would be a good idea to get the primary school children involved, to "pass the message" on to parents, it was suggested that a working party should be formed and this could include inviting representatives from the primary school to join. It was agreed to put a proposal to form a "Climate/Environmental" working party on the next agenda.

25. To discuss/ agree/ amend/ adopt the NALC template Disciplinary and Grievance procedure

A copy of the NALC model Disciplinary and Grievance procedure was sent to all Cllrs prior to the meeting on 03 December. It was agreed that the procedure should be adopted by the Council.

26. To propose items for the next agenda (meeting date 04 February 2020)

(as discussed in agenda item 24) Proposal to form a Climate and Environment working party. Cllr Shingfield asked for the provision of information for the consideration of the purchase of a lockable bollard for the Fairland, to be placed on the next agenda.

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

The following agenda item contains personal information and is therefore confidential It was agreed to ask the public to leave.

28. To receive notification of the conclusion of the insurance claim against the Council

An email from the insurance company of confirmation that the claim against the Council had been settled, was forwarded to all Cllrs prior to the meeting. It was noted that improving the risk assessment and recording regular inspections of open spaces was required.

The meeting ended at 8.40pm.

Signed..... Chairman 04 February 2020

Appendix A

Clerks Report for 07.01.2020

(The Clerk has been on leave during December)

MIN	Update
	Matters Arising From the minutes of the meeting on 03.12.2019
14.1 Ref 12.8	Power for People.org - Request to support the Local Electricity Bill – it was proposed and agreed to support this bill – email referencing Hingham Town Council’s support has been sent
22	Proposal to invite tenders for an internal auditor for (2019/20) financial year-end audit – an advert was placed in the parish magazine – a letter will be written to the auditor of previous year’s to invite them to tender.
26	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 31 December 2019 – This has now been completed by Cllr Field and forwarded to SNC
27	To discuss/agree a response to the Norfolk Fire and Rescue Service’s draft Integrated Risk Management Plan (IRMP) for 2020-2023. – consultation A response was sent regarding all proposals in the consultation (by 10th December)
28	To discuss/agree the details of the bid for Norfolk County Council Parish Partnership funding –project - Fairland Crossroad feasibility study. The bid was sent by 06 December and was altered to include concerns regarding pedestrians crossing the B1108 and Attleborough Road at the Fairland crossroads and concerns over parking on the Dereham Road close to the crossroads junction
29	The contractor will be asked to undertake the condition survey on the footway lighting and include advice regarding changing to LED, prior to quotes being sought
30	Proposal to write to the bowls club to ask them to remove their sign instructing players/visitors to use the Fairland green as the bowls club car park The sign was removed therefore a letter was not sent
34	Request for road markings by the pedestrian island, to indicate no parking Details of an alleged “hit and run” incident by the pedestrian crossing were forwarded to the police and highway engineer. The engineer has further stated that road marking are not required or necessary, and has asked for evidence of people parking by the pedestrian island
	Other Updates
	New bank mandate/cheque signatories – Bank have advised that Cllr Eldridge’s signature does not match that on record – another form is to be completed and returned to the mandate team

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
The Church wall –(car park area) – no further contact has been made by the builder following the request by the Clerk for an up to date quotation and notification of the deposit required.
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 – the list is being worked on by Cllr Dore and the Clerk
Market Place Payphone – complaint letters to BT, SNC and OFCOM sent – BT have are still arguing that the payphone was not a public payphone as it is on Town Council owned land and believed they acted in “good faith” removing the payphone following the email from the planning officer— but have advised that they will “escalate” the complaint. OFCOM have acknowledged the complaint by the Town Council and are investigating – SNC have responded, but further Correspondence is needed to clarify/ enforce some of the points made and to request that they also lodge a complaint with OFCOM
Moving the litter bin on the Market Place – the Clerk has approached a local company to see if they are able to assist with this, and they have advised that if they can help they will!!
Parking on the Fairland grass - do not park on the grass signs to be priced and a lockable bollard to be investigated -
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 – hedging has been planted to protect the headstone
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 (FAO the manager) either by the work being undertaken or a refund being given - The Manager has not responded !
OUTSTANDING ISSUES
Church Clock – advice /quotations will be sought in the new year.
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
Cemetery fees discretion policy Fee discretionary policy to be finalised and brought back to a future Town Council meeting.
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 06 January 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 – November 2019	on or near
Lincoln Avenue - Anti-social behaviour	2
Violence and sexual offences	8
Ringers Lane - Criminal damage and arson	1
Market Place - Public order	1
Rectory Gardens - Violence and sexual offences	1

APPENDIX B

BUDGET – AS AGREED 07 JANUARY 2020

AGREED FOR 20/21	RECEIPTS
	General income not including CIL and EVENTS or VAT REFUNDS
£77,000.00	Precept
£150.00	Interest
£3,000.00	Cemetery charges
£100.00	HPFA rent
	Rent from Fair
£20.00	<i>ACBF INVESTMENT 132001129S</i>
£3,746.48	Fee from NCC for grasscutting
£84,016.48	BUDGET TOTAL

Agreed FOR 20/21	General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES
£5,000.00	Contingency
	Footway lighting
£7,000.00	Energy
£3,000.00	Maintenance
£1,000.00	Repairs
£3,000.00	Replacements
	Open spaces
£8,250.00	Handyman salary
£11,000.00	Grasscutting
£4,000.00	Trees, ditches
	Maintenance/equipment/COVER
£250.00	
	Church Yard repairs/Maintenance
£500.00	
£300.00	Cemetery refurbishment
£1,000.00	Cemetery /memorial repairs
£100.00	Skatepark
£60.00	Church Lights
£200.00	signs
	Amenities
£500.00	Church clock repairs, maintenance
£2,000.00	Bus shelters
£2,500.00	Community car scheme
£300.00	Christmas tree, lights
£0.00	Town sign
£140.00	Rates, cemetery, water inc fairland stand pipe
£525.00	Dog bin emptying
£200.00	replacement bins (dog/litter/grit)

	Administration
£14,000.00	Clerk's salary
£35.00	website
£100.00	Stationery,post, phone
£374.00	Chair's allowance
£1,500.00	NI – employers contribution
£2,000.00	Insurance
£250.00	storage room hire
£450.00	Hall hire
£750.00	Subs/training
£600.00	Audit
£800.00	Advertising/publicity
£800.00	Elections
£120.00	Payroll admin fees
£650.00	Printing costs lease and metered printing)
£500.00	PENSION
	CLERKS ALLOWANCE HEATING/ELEC ETC
	Grants and Donations
£2,000.00	
	S137
£100.00	general
£200.00	Automated Defibrillator
£600.00	citizens dvice
	TOILETS
£3,600.00	WAGES
£300.00	HOLIDAY COVER
£600.00	CLEANING PRODUCTS/SUNDRIES
£700.00	ELEC
£700.00	WATER
£300.00	REPAIRS
£83,070.00	TOTAL