

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 03 NOVEMBER 2020.

Present

Cllr Eldridge – Chairman

Cllr Amey, Cllr Christien, Cllr Dunnett, Cllr Overton

Clerk – Alison Doe

There were 2 members of public present including County Cllr Dewsbury.

1. Apologies for absence

Apologies for absence were received from Cllr Foord, Cllr Gott 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 minutes duration).

2.1 Thanks were offered to the team who have set up the community interest company and worked on re-opening Harrods of Hingham as an art gallery/studio/retail space.

2.2 A representative from the Hingham Road Safety Campaign Group spoke regarding the safety campaign and subsequent report which the group had submitted to the Town Council (agenda item 25). It was explained that the group would like to meet with representatives of the Town Council in order to discuss taking forward the proposals for road safety improvements (speed reduction measures) suggested in the report. It was suggested by the Road Safety Campaign that these improvements are essential to support a growing community as the B1108 continues to become busier and could be implemented in a time scale of 3-4 years. The report suggest soft traffic calming measures such as village gateways and VAS signage and highway engineering to include 2 roundabouts. 3 pedestrian crossings, traffic lights with pedestrian crossing (Fairland crossroads) and a new pedestrian refuge. The report provided a summary of the responses to the campaign group's questionnaire. This data was questioned as Cllrs were concerned that it was misleading, by quoting that 135 survey sheets had been received, validated and analysed, that it represented the views of 306 residents. It was pointed out to the campaign group that it was incorrect to assume that everyone in the household agreed with the views of the person who completed the survey form. Being that Hingham has over 1200 households, it was suggested that the support for the campaign amongst residents was quite low. The campaign representative suggested that as the campaign group had given out 200 yellow campaign gilets, which also indicated support for the campaign.

Concerns were raised that the report didn't recognise that probably the most effective way to prevent speeding is to have consequences i.e speed enforcement. It was noted that the Community Speed Watch team are not permitted to operate within a 20mph limit and that the police had previously advised it was policy not to undertake speed enforcement within a 20mph limit. It was also noted by the campaign representative that police do not have the resources for frequent speed enforcement.

It was noted that the Council are in agreement that speeding and road safety are both issue of concern in Hingham but it cannot be considered that the views of the Road Safety Campaign Group are representative of the views of majority of Hingham residents.

The Chairman thanked the campaign group for their work.

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

With reference to agenda item 25 "To receive and discuss the report by the Hingham Road Safety Campaign", Cllr Christien advised she is a resident of Norwich Road.

4. 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 3) Declarations of interests

Cllr Eldridge confirmed he could Chair all agenda items.

5. Introduction of newly Co-opted Councillor

Charlie Overton was introduced and the newly co-opted Cllr, welcomed to the Town Council and thanked for coming forward to act as Cllr.

6. Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office forms

Cllr Overton signed the Acceptance of Office form which was given to the Clerk.

7. To consider any application for co-option on to the Town Council

There were no applications for co-option onto the Town Council.

8. To agree the accuracy of the Minutes of the Town Council meeting of 06 October 2020

The Clerk advised of a spelling error which she had corrected, the Minutes were agreed as correct and signed by the Chairman.

9. Matters arising from the Minutes of 06 October 2020 (and other updates contained in a written Clerks report circulated prior to the meeting See Appendix A)

In addition to the written report the Clerk asked the Council to note that the public payphone in the Market Place kiosk had been reinstated by BT, and that this had taken over a year of fighting against the removal of the payphone by BT in July 2019. The requests for the kiosk to undergo a full renovation had not yet been met, however the kiosk door has now been fixed.

10. Working Party Reports

There were no working party reports.

11. Reports from representatives on external bodies

11.1 The minutes of the meeting of the Hingham Playing Field Association (13 October) had been circulated to Cllrs prior to the meeting, Cllr Foord had attended the meeting. It was noted that the financial information did not appear to mention the £10,000 small business support grant received by the HPFA (from South Norfolk Council).

11.2 Cllr Christien reported that the Lincoln Hall AGM was held on 13 October, and that the committee had recruited new members (Vice Chair and Treasurer). It was reported that the curtains in the hall were being replaced to try to make the hall more attractive to hirers. Concerns had been raised regarding the car park and damage to the surface especially following the unauthorised use of the carpark by the mobile library, and the committee were considering gating the carpark. The Committee are looking at having a reserves policy to try to ensure that there is adequate money available for emergency/repairs but also to ensure that money is spent on the general upkeep and improvement of the facility.

12. General Correspondence (information/circulars etc)

12.1 South Norfolk Council - Proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014

It was agreed to respond in support of the Public Space Protection Order (PSPO), but to also include a request that adequate resources be available for the enforcement of such an order, especially in terms of enforcing against those who commit dog fouling.

12.2 South Norfolk Council, Annual Rough Sleeper Estimate 2020 - Weds 4th Nov 12pm – Thursday 5th Nov 2am

12.3 Norfolk ALC becomes a Co-operative

12.4 Norfolk ALC Bulletin - 23 October 2020

12.5 Norfolk ALC Wellbeing - WATER USE, NATURE NEEDS & Monthly Tips

It was noted that the Council could be more mindful of use of grey water recycling when considering planning applications where this would be relevant.

12.6 Norfolk Police - Parish Newsletter

It was noted that speeding is one of the police's current priorities, the Clerk advised that she had requested speed enforcement to be undertaken in Hingham.

- 12.7 Norfolk County Council - Partner and Community Focus News Update
- 12.8 Guidance Local authority preparations for Remembrance Sunday

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

- 14.1 correspondence item - 12.1 South Norfolk Council - Proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014
It was agreed to respond in support of the Public Space Protection Order (PSPO), but to also include a request that adequate resources be available for the enforcement of such an order, especially in terms of enforcing against those who commit dog fouling.

15. District Councillor's report - District Cllr Bendle was not at the meeting.

16. County Councillor's report

County Cllr Dewsbury reported that Norfolk County Council libraries and museums would be closed during the forthcoming Covid-19 "lockdown" and that help is available for vulnerable people.
Cllr Dewsbury also reported that the gritter lorries were being deployed for the first time this winter season. Norfolk County Council have seen an increase in scams being reported and information regarding scams is available on social media. The Clerk advised Cllrs that the Norfolk County Council Trading Standards Facebook page is worth following for users of Facebook and the Friends Against Scams online course is very informative.

17. Planning Decisions

- 17.1 2020/1677 - Alterations to kitchen and formation of increased door opening.
3 Hardingham Street Hingham NR9 4JB - Approval with Conditions
- 17.2 2020/1626 - (1) horse chestnut - fell, (2) conifers x 2 - fell, (3) blue cedar - raise crown to 5m.
8 Pitts Square Hingham NR9 4LD – No objections
- 17.3 2020/1585 - Change of use and building operations for a dog daycare facility.
Pearces Farm Seamere Road Hingham NR9 4LP - Approval with Conditions

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

- 18.1 **2020/1921 - Location: 8 The Fairland Hingham NR9 4HN**
Proposal: Part rebuild and extend boundary wall, new front gate, replacement front door and Internal alterations including new coving (part retrospective), new wood panelling and doors.
Application Type: Listed Building Consent
The Council agreed to recommend that the application be approved.
- 18.2 **Our ref 2020/1948 - Location: Agricultural Building On Land North Of Seamere Road Hingham**
Proposal: Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB)
Application Type: Prior Notification - Agricultural to Residential
The Council agreed to recommend that the application be approved.
- 18.3 **2020/1922 & 2020/1923 - Location: 18 Bond Street Hingham Norfolk NR9 4HA**
Proposal: Proposed extension to existing garage
Application Type: Householder & Listed Building Consent
The Council agreed to recommend that the application be approved.

18.4 2020/2029 - Location: 23 Hall Moor Road Hingham Norfolk NR9 4LB

Proposal: Proposed two storey side extension, single storey rear extension and internal alterations, with detached cart lodge. - Application Type: Householder

The Council agreed to recommend that the application be approved, noting concerns regarding the size of the cart lodge and it's close proximity to the property's road boundary

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

None

(ITEM 20 - FINANCE)**20. To approve Accounts for Payment**

The Clerk advised that there was an error on the agenda relating to the amount for E-on and that the invoice from the Lincoln Hall had been received. Scanned copies of all invoices had been sent to Cllrs prior to the meeting. The accounts for payment were agreed as below and the cheques were signed.

ACCOUNTS FOR PAYMENT 03 NOV 2020				VAT
	TOTAL	PAYEE	DETAILS	
104111	£835.39	staff	WAGES	
104112	£918.04	staff	WAGES	
D/DEBIT	£61.69	NEST	PENSION	
104113	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£40.00
104114	£666.12	E-ON	STREET LIGHT ENERGY	£111.02
104115	£294.60	SOUTH NORFOLK COUNCIL	TOILETS BUSINESS RATES 2019/20	
104116	£359.28	SOUTH NORFOLK COUNCIL	TOILETS BUSINESS RATES 2020/21	
104117	£60.00	HINGHAM PCC	FOOTWAY LIGHTING CHURCHYARD	
104118	£100.00	V THURKETTLE	CHRISTMAS TREE	
104119	£350.00	LINCOLN HALL	HALL HIRE AND ROOM HIRE	
D/DEBIT	£74.41	NORFOLK COPIERS LTD	PRINTER RENTAL (DUE 24.11.20)	£12.40
	£ 3,959.53	TOTAL	TOTAL VAT	£163.42

21. 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 Overton confirmed that he had received the Good Councillor Guide, Code of Conduct, Standing Orders and Financial Regulations.

22. 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 29 November 2020

Cllr Overton had received the form prior to the meeting and had completed it, returning it to the Clerk at the meeting.

23. To discuss and agree a response (if any) to the Norfolk County Council budget consultation

County Cllr Dewsbury advised the Council that the County Council has not been able to raise money in the normal way due to Covid-19, and therefore had to look at different ways of doing things. NCC needs to protect adult and children's services and will be raising the adult social care precept, the proposed Council Tax rises are 1.99% for general council tax and 2% for adult social care.

Concerns were raised regarding the proposal to reduce the grass cutting frequency where this would affect village roads without pavements which are near to primary schools and which children use to walk to and from school.

It was again noted that Hingham has been identified in the Greater Norwich Local Plan as a Key Service Centre and concerns were raised regarding the future of Hingham Library as there has been no further work by NCC to re-open the library following the initial Covid-19 lockdown. The reasons given for the library remaining closed have not been accompanied by any evidence to support the decision. It was requested that the Clerk request copies of the risk assessment via a freedom of information request.

It was agreed that Cllrs should reply individually to the budget consultation.

24. To discuss and agree a response (if any) to the Local Government Boundary Commission review (Norfolk County Council electoral boundaries)

It was noted that the changes to the boundaries were to make the divisions more equally sized. It was agreed that Cllrs should reply individually to the budget consultation.

25. To receive and discuss the report by the Hingham Road Safety Campaign

A copy of the Hingham Road Safety Campaign Group's report and synopsis was forwarded to all Cllrs prior to the meeting. This report was discussed at length. Concerns were raised that there are aspects of the report that are misleading, inaccurate and inappropriate. In particular the term "89% mandate from residents" was pointed out as inappropriate and misleading as there had only been 135 survey sheets returned and the group had made the assumption that everyone in the household agreed with the answers of the person completing the form, therefore the reference to support of "well over 300 people" was also considered untrue and misleading. It was noted that 4 people from 2 separate households had written to the Town Council to view their opposition to the campaign's suggestions in the survey. It was also noted that Hingham has over 1200 households therefore the percentage of residents actually expressing their support for the campaign was in reality much lower than the figures being portrayed in the report.

It was acknowledged that there had been a lot of work carried out by the campaign group and that this work had been undertaken in the spirit of being for the good of the community to try to resolve long standing issues with speeding and with the view to improve highway safety on the B1108, the Council expressed its gratitude for this.

Cllrs expressed that bearing in mind the low numbers of returned surveys and that a Cllrs role to be able to listen to and represent all residents views, they did not feel it was appropriate to undertake a private meeting with the campaign group as they could then be deemed as being predetermined for any future public discussions within Council meetings regarding this topic. It was also noted that the report put forward ideas and recommendations not covered by the survey, therefore residents had not commented on the proposals of the report and with such a small sample of views from residents provided by the returned surveys, it cannot be determined that the majority of residents are in support of the campaign and its proposals.

Concerns were raised regarding the inference made by the campaign group that by partnering the Town Council, road safety improvements could be "secured". It was noted that the report failed to consider the limitation in powers of a Town Council, the limitation in budgets of the County Council and that Norfolk County Council would not undertake any road safety work without there being adequate justification (for example serious accident statistics). It was of concern that the report suggested that the safety feasibility study being undertaken by Norfolk County Council via the Parish Partnership scheme to assess the Fairland crossroads and a crossing point in the Market Place, should be abandoned in favour of pursuit of traffic lights at the Fairland crossroads. The report seems to display a lack of understanding that Norfolk County Council would not

undertake such a project without first assessing if it was feasible, the Town Council have invested in the feasibility study to ascertain what would be the best option that could potentially be implemented (as far as highway engineering) to improve safety at the Fairland crossroads.

The highway engineering measures suggested in the report were discussed. Cllrs were concerned that many of the measures suggested were unnecessary and could be counterproductive, for example the suggested roundabouts on the B1108 at each end of the town could be a potential for causing accidents, this paired with the proposed traffic lights at the Fairland crossroads and 3 pedestrian crossing points could potentially lead to impeding the free flow of traffic and therefore the B1108 through Hingham becoming congested with stop/start traffic which would cause more pollution and could have the potential for causing driver impatience and a greater risk of accidents if people are speeding between each "obstacle", in turn potentially causing a greater speeding problem as drivers leave the town. Concerns were also raised about the suggestion to widen the footpath on Norwich Street at the sacrifice of road width, being that this is close to a blind bend and that the road is used by large vehicles (tractors and HGV's) it was suggested that this has the potential to cause head on collisions. The reports suggests enhanced signage, concerns were raised that profuse and largescale signage is distracting and goes against government initiatives to reduce road sign "clutter".

The general consensus was however, that the highway engineering proposals in the report are not feasible, not realistic, potentially dangerous and largely unnecessary and that the Town Council's approach to discussions with NCC regarding improved road safety should be realistic and targeted to specific items such as the installations of a crossing point in the Market Place (if this is identified as feasible). Concerns were expressed that pursuing such largescale highway engineering as proposed by the report would risk the Town Council losing any credibility and working relationship built up with NCC.

There was agreement that speeding is an issue through Hingham and that requests for enforcement should be made to the police (to include the Market Place and Fairland which, as they are within a 20MPH speed limit, the police policy has been not to carry out enforcement). It was also acknowledged that the town does need a point at which pedestrians have priority to cross the road and that it was part of an original plan for road safety improvements which the Town Council discussed with the (then) highways engineer in 2015 but NCC later advised that a crossing point could not be installed. The feasibility of such a crossing point is now included in the study currently being undertaken by NCC.

The fact of individuals (especially from the Hops) having to cross the B1108 several times to access facilities and services in Hingham has been brought to the attention of Norfolk County Council and has formed part of the Town Council's response to the Greater Norwich Local Plan while making representation against the south side of Norwich Road being further developed. It noted that as Hingham has been identified as a key service centre in the GNLP and that the GNLP proposes 100+ new homes to be built in Hingham. It was suggested that the delivery of infrastructure to improve highway safety (for drivers and pedestrians) should form part of any further response to GNLP consultations and associated housing development plans.

It was also noted that there was an inference by the campaign group that the Town Council had been unsupportive of the campaign, however the Council noted that they had provided a grant for the gilets, bin stickers and banners that formed the campaign's speed reduction awareness activities, campaign support beyond this had not been agreed by the Council.

26. To discuss and agree a response to the further proposals of the Hingham Grotto Committee

The Grotto Committee had written to the Town Council to formally request permission to erect a mini lit forest on the Fairland and use the electricity supply from the bus shelter stating that appropriate Public Liability Insurance will be in place. It was agreed to permit the Grotto Committee's request.

27. Proposal to plant trees near to the bus shelters on the Fairland and Market Place, which would act as town Christmas trees in future years - discuss/agree action

It was explained that the current location for the Christmas tree in the Market Place is some distance from the electricity supply meaning that the cable has to be trenched across the green to supply the electricity to the tree lights. Advice had been sought from the Christmas tree supplier who had advised planting 3 trees (of 2 species) in each location to give a better visual effect and to try to ensure that should a tree not survive that there was still a tree growing in situ. January was deemed the best time of year to undertake the planting while the trees are dormant. It was noted that trees would take approximately 8-10 years to be effective as decorated trees but would provide a easier Christmas tree option for the town in the future (buy not having to source and collect cut trees). It was agreed to source and plant the trees in a suitable location near to the Market Place and Fairland bus shelters.

28. Proposal to encourage businesses and residents in Hingham to “light up Hingham” for Christmas (ref: window “displays”)

This proposal was agreed.

29. Proposal to purchase notice boards (suitable size (A3?)/type) for the exterior doors of the public toilets

The Clerk explained that laminated notice are currently pinned to the toilet doors, and that notice boards would provide a neater option for displaying information regarding the toilets. It was agreed to purchase appropriate notice boards.

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

The following agenda item contain reference to information that is relating to Council personnel, the following agenda item is therefore confidential

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

31. To discuss matters relating to staff and review staff wages

The Clerk explained that the new Local Government Pay increase had been agreed, 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 to Scale Point 5. 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. It was agreed to award the Clerk an incremental pay rise of one Scale Point to Scale Point 25. All pay increases are to be backdated to April 2020.

The meeting ended at 9.50pm

Signed Chairman Date.....
(agreed to sign at virtual meeting on 01 December 2020)

Clerks Report for 03 November 2020

MIN	Update
Matters Arising From the minutes of the meeting on 06 October 2020	
11.1	Planning White Paper Consultation – consultation response sent and email sent to MP George Freeman sent.
20	Financial checking/scrutiny to be undertaken. Chairman and Clerk
21	Bank statement confirmed precept payment received 30.09.20
26	Public Toilets have re-opened with no further issues of vandalism/unsanitary behaviour reported
27	Parking “options” to be investigated and report to be written for a future meeting
28	Installation of cycle racks to be arranged
29	Hingham Library remains closed, the mobile library is now being parked behind the fire station
32	Christmas Tree from the supplier at Great Hockham has been selected
34	PAT testing on Christmas tree lights to be arranged
35	Craft supplies for Christmas Tree decorations to be purchased and given to the school (after half term holiday)
38	Tree survey has been requested to be undertaken
39	Working Party for the feasibility into a neighbourhood plan to be set up when more Councillor Vacancies are filled
41	Work to reduce the small leaved lime in the churchyard is scheduled for December
Other Updates	
New bank mandate forms have been sent to the mandate team	
Market Place Payphone – A payphone has been installed the kiosk door has been repaired. BT have been asked to refurbish the kiosk – however there has been no response to this	
Moving the litter bin on the Market Place – this has now been moved	
Church Clock – the Clerk has been in touch with Peter Trett and both are reluctant to use the same company that installed the current rewind mechanism. Advise is being sought from the clock repairer who last attended the clock.	
Outstanding Issues	
The Clerk is to arrange a meeting with land owners regarding finalising the permissive path agreement.	
Skatepark repairs – quotations to be requested for the replacement rivets and potential for a maintenance contract. Cllr Foord has sent the Clerk details of exterior grout that may be suitable for filling the joins in the tarmac.	

<p>Street Lighting – the contractor has been asked to undertake the renumbering of the footway lights A condition report is awaited on all of the Council’s footway lighting – (priority can then be assessed depending on the condition/safety of the light columns, for obtaining quotations for changing lights to LED) With regards to possible solutions to replacing the Tally Alley light, the contractor suggested the use of illuminated bollards, ownership of the alleyway needs to be established.</p>
<p>Lockable Bollard for the Fairland – quotations to be obtained and discussed at a future meeting</p>
<p>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</p>
<p>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. Staff/Cllr communication/relationship protocol to be drafted</p>
<p>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.</p>
<p>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 .</p>
<p>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) - Have not yet found liners of the same size -</p>
<p>“Please do not park on the grass” signs to be priced/depending location of installation of bike racks</p>
<p>Commemorative Plaque for the Fairland Bus shelter – To be ordered</p>
<p>Report prepared 02 November 2020 does not include Matters Arising when the item is on the forthcoming meeting’s agenda</p>

Crime Figures – latest update August 2020

<https://www.police.uk/pu/your-area/norfolk-constabulary/wymondham/?tab=CrimeMap>

Lincoln Avenue: anti social behaviour 3, public order 9, violence and sexual offences 3, other crimes 2

The Fields: Criminal damage and arson 1, Public Order 1. Norwich Street: Shoplifting 1.

Market Place: public order 1. Church Street: Other crimes 1. Muir Drive: Burglary 1

B1108/Watton Rd: Violence and sexual offences 3.