

**HINGHAM TOWN COUNCIL**

**MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 21 JULY 2020.**

**Present**

**Cllr Eldridge – Chairman**

**Cllr Amey, Cllr Christien, Cllr Dunnett, Cllr Gott**

**Clerk – Alison Doe**

**There was one member of the public present.**

- 1. Apologies for absence were received from Cllr Foord and Cllr Tyson**
- 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 The Chairman informed the Council that he had received a letter of resignation from Cllr Dore and thanks were offered for her many years work and commitment to the Town Council. The Clerk advised that there are now 4 Councillor vacancies and that South Norfolk Council had forwarded a Covid-19 amended version of the notice of casual vacancy to take into account that elections cannot be held before May 2021. The Clerk advised that if an election is requested (by the required number of electors) to fill any of the vacancies, as the election would not be able to take place before May 2021, the Town Council would be able to co-opt to fill the vacancies for the interim period. All vacancies will now be advertised using the amended notice as provided by SNC.
  - 2.2 A resident spoke in support of allowing the cafes to use the greens for customer seating and also praised the support that the volunteers and some local businesses gave to residents through the Covid-19 lockdown, by providing medicine/food delivery services. It was also advised by the resident that Chalfont's Café hoped to be able to facilitate the reinstatement of the Post Office Counter within the Café.
- 3. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**  
There were no declarations of interest made.
- 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**  
The Chairman confirmed he was able to preside over all agenda items.
- 5. To agree the accuracy of the Minutes of the Town Council meeting of 07 July 2020**  
The minutes of the meeting of 07 July 2020 were agreed as correct and signed by the Chairman.
- 6. Matters arising from the Minutes of 07 July 2020 (and other updates contained in a written Clerks report circulated prior to the meeting – See appendix A)**  
The Clerk confirmed that she had seen an engineer at the BT phone kiosk in the Market Place, but the phone had not been reinstated as yet, this will be again chased with BT.  
The Clerk advised that she had seen that the Bond Street shop was not going to re-open following the Covid-19 lockdown.  
Cllr Christien advised that there may be an opportunity to offer space for a Post Office counter within the old Harrods of Hingham premises as there is a group in the very early days of exploring the possibility of the premises being used in some way by the community including as a gallery space for local artisans.
- 7. General Correspondence (information/circulars etc) (if any received up to the time of the meeting)**
  - 7.1 Norfolk's Local Outbreak Control Plan**

**7.2 Post Office service in Hingham (Confirmation from The Post Office that they are trying to reinstate a Post Office service in Hingham)**

**7.3 South Norfolk Council investigation into flies in Hingham**

South Norfolk Council advised that they had received a number of complaints regarding the excessive number of flies affecting Hingham residents' properties, and that SNC had identified the source and were working with the farmer to resolve the issue. The Clerk advised that the source of the problem had not been identified to her and would pass on any updates on the situation if any were received.

**8. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.) (if any received up to the time of the meeting)**

None.

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

None.

**10. Planning Decisions**

None.

**11. Planning Applications (as notified by SNC for consultation) (if any additional applications as notified up to the time of the meeting)**

**11.1 2020/1214 Location: 23 Greenacre Road Hingham NR9 4HG**

**Proposal: Single storey side extension. Application Type: Householder**

The Council considered the application and agreed to recommend approval.

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

None.

**(ITEMS 13 – 15 FINANCE)**

**13. To discuss and agree the financial reserves policy/figure following year end 31 March 2020**

The Clerk had amended the reserve policy figures following year end 31 March 2020, to allocate general reserves held, a copy of the policy and figures was sent to all Cllrs prior to the meeting. The Clerk explained that she had allocated the reserves taking into account future projects which the Council had agreed to investigate and recommended building a reserve figure to cover the cost of replacing some of the footway lighting to LED and to undertake work to the mechanism of the town clock. The parish partnership payment (£5000) to be made to Norfolk County Council (for the feasibility study on the Fairland) and the amount (£2500)(underspend) from the 2019/20 budget for the payment to the Community Car scheme were included as specified items in the reserves figures.

The policy and figures were agreed by the Council as recommended by the Clerk.

**14. The review and amend as appropriate the Financial Regulations (with reference to the MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND as published by NALC)**

The Clerk advised that she had cross referenced the MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND as published by NALC against the existing Hingham Town Council Financial Regulations and had highlighted the mandatory changes required and where regulation items and financial figures were optional. A copy of the new regulations document (with highlighted changes) had been forwarded to all Cllrs prior to the meeting.

The Council agreed the mandatory changes, whether to include optional items or not, and any figures that required agreement, by discussing each item in turn, thus resulting in a new agreed Financial Regulations document adopted by the Council.

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

The Clerk advised that she had received several additional invoices since publishing the agenda, a copy of all invoices had been sent to the Cllrs prior to the meeting.

The accounts for payment was agreed as below and the cheques were signed.

| ACCOUNTS FOR PAYMENT 21 JULY 2020 |            |                                  |                           |     |           |
|-----------------------------------|------------|----------------------------------|---------------------------|-----|-----------|
| REF:                              | AMOUNT     | PAYEE                            | DETAILS                   |     |           |
| 104083                            | £840.37    | STAFF                            | WAGES( 835.39)            |     |           |
|                                   |            |                                  | BINBAGS (4.98)            | VAT | £0.83     |
| 104084                            | £983.00    | STAFF                            | WAGES (918.04)            |     |           |
|                                   |            |                                  | CLEANING PRODUCTS (15.00) | VAT | £2.50     |
|                                   |            |                                  | HAZARD TAPE (8.99)        | VAT | £1.50     |
|                                   |            |                                  | APRONS(13.99)             |     |           |
|                                   |            |                                  | GLOVES (14.99)            |     |           |
|                                   |            |                                  | BLEACH (11.99)            |     |           |
| d debit                           | £61.69     | NEST                             | PENSION                   |     |           |
| 104085                            | £168.17    | EUROFFICE                        | CLEANING PRODUCTS/PPE     | VAT | £18.55    |
|                                   | £240.00    | COZENS                           | STREET LIGHT MAINTENANCE  | VAT | £40.00    |
|                                   | £4,068.00  | COZENS                           | STREET LIGHT REPLACEMENTS | VAT | £678.00   |
|                                   | £2,034.00  | COZENS                           | STREET LIGHT REPLACEMENT  | VAT | £339.00   |
| 104086                            |            | TOTAL FOR COZENS £6342.00        |                           |     |           |
|                                   |            |                                  |                           |     |           |
| 104087                            | £40.00     | INFORMATION COMMISSIONERS OFFICE | DATA PROTECTION FEE       |     |           |
| 104088                            | £2,423.33  | ZURICH MUNICIPAL                 | ANNUAL INSURANCE          |     |           |
|                                   |            |                                  |                           |     |           |
| TOTAL                             | £10,858.56 |                                  | TOTAL                     | VAT | £1,080.38 |

#### 16. To review Standing Orders

The Clerk advised that she had cross referenced the latest version of the NALC Model Standing Orders with the existing Town Council Standing Orders and explained that the items in bold type were mandatory. The Clerk advised that she had forwarded to all Cllrs prior to the meeting, the NALC Model Standing Orders to ensure that all mandatory items were included and in bold print, and that she had amended this version to ensure previous changes as agreed by the Town Council to non-mandatory items were retained (with reference to the timing of the annual reviewing of specified policy documents). The Clerk also explained that the Standing Orders had the additions incorporated into them, as brought about by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) [England and Wales] Regulations 2020 (August 2020).

The Council agreed to adopt the Standing Orders as prepared and presented by the Clerk.

#### 17. To review the Information Audit

The Clerk advised that the Information Audit detailed the types of data that the town council held and the legal basis for collecting/holding such data and explained that it is mandatory under the General Data Protection Regulations (GDPR) and should be reviewed annually. A copy of the Information Audit was forwarded to all Cllrs prior to the meeting. The Clerk advised that she had added to the review document details of how the information is kept (electronically or hard copy) and for how long, the audit document had

also been amended to include that personal details (name phone number) were collected from attendees of the Council meetings due to the Covid 19 secure arrangements (to assist with track and trace) and that this data was kept for 21 days.

The Council agreed the details of the review of the information audit document as presented by the Clerk.

#### **18. To review the Privacy Statement**

The Clerk advised that the Council are obliged to have and publish a privacy statement under the GDPR. A copy of the Privacy Statement had been forwarded to all Cllrs prior to the meeting. Wording with regard to Special Category data was queried and it was agreed that the wording should be amended to exactly replicate the wording as found on the Information Commissioners Office website. It was agreed that no other changes were required to be made to the Privacy statement.

#### **19. To discuss and agree the General Data Protection Regulations Policy**

The Clerk advised that it is mandatory for the Council to have a General Data Protection Regulations Policy. The Clerk had prepared a policy document which was forwarded to all Cllrs prior to the meeting. The Clerk advised that the document is based on templates on the NALC website but Councils are required to amend the templates to suit their own requirements. It was agreed to adopt the General Data Protection Regulations Policy as prepared and presented by the Clerk.

#### **20. To discuss/agree the new risk assessment document**

The Clerk had prepared a new Town Council Risk Assessment document, which was more in depth than the previous risk assessment document. The Clerk had forwarded a copy of the new document to all Cllrs prior to the meeting. The Clerk explained that risk assessments of the staff roles were still required and these would be annexed as part of the whole risk assessment document.

It was requested that the additions regarding the removal of graffiti should be added to the sections relating to the bus shelters, toilets and cemetery and that the Council monitoring/maintenance of B1108 trod path (while it remains open under an agreement between the Town Council and the land owner) should also be included. It was also requested that the Covid-19 risk assessments for the skate park, toilets and Council meetings be annexed to the document.

The Clerk advised that a schedule of inspections of relevant street furniture/assets and open spaces was required and it was requested that this include a checklist of what to look for.

The Clerk explained that the risk assessment should be considered a "live" document with amendments and additions made to it as necessary and that she had included relevant dates (such as contract expiry dates) to ensure that such information was contained within one document.

The Clerk thanked Cllr Amey for her assistance and initial request to make the risk assessment a more thorough document, as preparing it had been a very valuable exercise.

#### **21. To review and the Risk Management Policy**

A copy of the Risk Management Policy was forwarded to all Cllrs prior to the meeting. It was agreed that no changes were required to the document.

#### **22. To further discuss the suggestion to allow businesses to use the Market Place and Fairland greens for the provision of customer seating**

The Clerk advised that she had sought advice from South Norfolk Council Planning, Environmental Health and Licensing departments, the Police, and Norfolk County Council Highways and the Council's insurance company. Information received from the planning and licensing departments and the insurance company was forwarded to all Cllrs prior to the meeting. The Planning department had advised that planning permission need not be sought as the arrangement would only be temporary (and providing that tables and chairs were removed at the end of each day) and if required beyond the end of October the Planning department would need to review this. The Licensing department had advised that no change would be required to the licence as consumption of alcohol was not a licensable activity but consideration must be given to the prevention of public nuisance

(i.e how they would manage noise levels/anti-social behaviour and how will they control litter on the green). The insurance company advised that businesses using the greens for seating their customers, must have and provide a copy of their public liability insurance.

It was suggested that the Council should be pro-active in permitting/encouraging the businesses to use the greens for customer seating on a permanent basis, the Clerk advised that the Planning Department had indicated that they would only allow the placement of tables and chairs on the greens without planning permission as a temporary arrangement to help with the Covid-19 recovery.

It was agreed that the Clerk is to write to the cafes and public house to invite them to apply to the Town Council to use the greens to provide seating, and to include what information the businesses should provide, such as thorough risk assessment, public liability insurance, procedure for receiving and dealing with complaints/concerns (especially from nearby residents) etc. The Clerk will also publish a statement regarding this, on the Hingham Community Events Facebook page.

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

*The following agenda items contain reference information that is commercially sensitive, these agenda items are therefore confidential*

It was agreed that the public should not be present for the discussion of the following agenda items, the member of the public had already left the meeting at this point.

**24. To discuss/agree any quotations received with regards to the provision of a leased Council printer (including agreement of length of lease)**

Lease proposals had been received from 2 companies, details of these proposals (with overall similar costs) were discussed and it was agreed to enter into a 5 year lease agreement with Norfolk Copiers Ltd as the proposal included access to a local engineer and there was no set up/invoicing with an separate external company. The new leased printer would need to be covered by the Town Council's insurance policy.

**25. To discuss the quotation for numbering the street lighting columns**

The streetlight maintenance company had provided a quotation to provide and fix numbered adhesive stickers to all of the Council's footway lighting columns. It was agreed that this work should be undertaken based on the quotation provided.

The meeting ended at 8.50pm

Signed..... Chairman 06 October 2020

MIN

| <b>Matters Arising From the minutes of the meeting on 07 July 2020</b>   |  |
|--|--|
| 9  | CLLr resignations – South Norfolk Council have now sent a new version of the notice of casual vacancy, (due to the Covid 19 restrictions elections cannot take place until after May 2021) - the vacancies can now be advertised     |
| 22   | New bank mandate forms to be requested   |
| 26/27  | AGAR – an explanation of variances will be finalised and sent with the AGAR form to the external auditor before the 31 July deadline. The notice of electors’ rights will then be published.   |
| 30   | The parish partnership acceptance form and fee for the Fairland feasibility study has been sent  |
| 32   | 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 |
| 33/34  | The skate park and public toilets have reopened with appropriate signage   |
| 35   | A Covid-19 risk assessment and the NALC checklist have been undertaken for Council the meeting on 21 July 2020   |
| 39   | The street light in The Dell has now been installed and is awaiting connection by UK Power network   |
| 40   | The Clerk is to arrange a meeting with land owners regarding finalising the permissive path agreement.   |
| <b>Other Updates</b>   |  |
| <p>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.</p> <p>A response has been chased but not received, Rev. Reed has given a verbal response that work to the Lime Tree was approved by the PCC</p>  |  |
| <p>Church (car park) wall – the PCC have confirmed the planned supporting buttresses are acceptable and required on safety grounds, the builder has verbally confirmed that he will undertake the work as soon as possible</p>   |  |
| <p>The Clerk had a meeting with the lighting maintenance contractor (04.03.2020) to discuss undertaking the condition survey on the footway lighting, and providing a quotation for changing to LED and re numbering the lighting stock, information regarding these matters is expected from the contractor soon. 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>Market Place Payphone – The Clerk contacted/chased BT on 08 June, following a complaint from a resident about the missing phone- the following response was received :</p> <p>“Thanks so much for letting me know about the complaint, I’m sorry that this has impacted a resident in Hingham.</p> <p>We have initiated plans to re-instate the calling function, but they have been severely delayed by engineers being re-directed to other work during the Covid lockdown.</p> <p>Thankfully I now have my engineers back, and we can start to work on our estate again.</p> <p>Whilst I don’t have an exact date (I will update as soon as I have one) I can certainly guarantee that it will happen as soon as I can get an engineer to site.</p> <p>Please do keep me up to date if there are any further complaints, but rest assured we’re dealing with this as a matter of urgency”.</p> |  |

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|---|
| 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. – Delayed due to Covid 19 lockdown   |
| Lockable Bollard for the Fairland – quotations to be obtained and discussed at a future meeting   |
| 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 –<br>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   |
| 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.  |
| <b>OUTSTANDING ISSUES</b>   |
| Church Clock – advice /quotations will be sought in the new year.   |
| Staff/Cllr communication/relationship protocol to be drafted  |
| 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)<br>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 . |
| 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 -   |
| “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 20 July 2020 – does not include Matters Arising when the item is on the forthcoming meeting's agenda  |

#### Clerks Report for 21 July 2020

Crime Figures –no further updates since May 2020 figures

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