

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL ON TUESDAY 06 APRIL 2021. THIS WAS A VIRTUAL MEETING (HELD VIA ZOOM)

Present

Cllr Eldridge – Chairman

Cllr Amey, Cllr Christien, Cllr Dunnett, Cllr Overton, Cllr Thompson

Clerk – Alison Doe

There were 3 members of the public present including County Cllr Dewsbury.

1. Apologies for absence

Apologies for absence were received from Cllr Foord and Cllr Gott prior to the meeting, and from District Cllr Bendle after the meeting.

2. Public participation session - (generally 15 minutes) (Members of the public may make a statement or ask a question of not more than three minutes duration).

No members of the public indicated that they wished to speak when invited to do so by the Chairman.

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

No declarations of interest were 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 would preside over all agenda items.

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

One resident, Paul Roberts, had applied to be co-opted on to the Town Council. Mr Roberts had forwarded a written application to the Clerk prior to the meeting (which had been forwarded to all Cllrs), and being present at the meeting was invited to introduce himself to the Council. Mr Roberts advised that he had recently moved to Hingham (from nearby) and was interested in becoming a Town Cllr in order to give back to the town and to help the community.

It was proposed and seconded to co-opt Mr Roberts onto the Council and a vote was taken. It was unanimously agreed to co-opt Mr Roberts onto the Town Council and it was advised that he would take office at the next meeting. Mr Roberts was thanked for coming forward to act as Cllr.

6. To agree the accuracy of the Minutes of the Town Council meeting of 02 March 2021

The draft minutes of the Town Council meeting of 02 March 2021 were forwarded to all Cllrs prior to the meeting. It was agreed that they were a correct record of that meeting. The Clerk will arrange for the minutes to be signed by the Chairman.

7. Matters arising from the Minutes of 02 March 2021 (and other updates contained in a written Clerks report circulated prior to the meeting – see appendix A)

The Chairman gave a reminder of the Annual Town Meeting date of 20th April 2021 and that the meeting would be held via Zoom.

The Council thanked the Clerk for her work on the GNLP regulation 19 consultation submission.

8. Working Party Reports

There were no working party reports. The Clerk advised that the Neighbourhood Plan Working Party had scheduled a meeting for 08 April 2021.

9. Reports from representatives on external bodies/attendees of external meetings/training

- 9.1 Cllr Foord had sent a written update to all Cllrs following her attendance at the Hingham Playing Field Association meeting. It was reported that the toilets had been refurbished and electrical work had been done and certificate issued. The tennis club had reported an increase in membership, the cricket club are looking to run Saturday coaching sessions for children, a new football club was being formed. The HPFA had received Covid grants whilst the facility was closed during lockdowns and it was hoped that the HPFA could start to organise fund raising events. A query was raised regarding the grass cutting and the Caretaker had been requested to litter pick the sports field.
- 9.2 Cllr Christien reported that the Lincoln Hall Committee had made some improvements to the hall, with interior painting and new stage curtains, and hoped that other curtains could be replaced soon. WiFi has been set up in the hall (although not tested and confirmed as working as yet). It is hoped that the improvements will make the hall a more attractive and versatile place for hirers.
- 9.3 Cllr Christien also reported on the Hingham Emergency Packages scheme, which was intending to give notice to it's users that the scheme would end in June, with users of the scheme having been signposted to other streams of support. Thanks was offered to Dereham Food Bank for the help it had provided to the scheme.

10. General Correspondence (information/circulars etc)

All correspondence was forwarded to all Cllrs prior to the meeting, and non-confidential correspondence (for agenda item 10) was available on the Town Council website prior to the meeting.

10.1 Norfolk ALC Bulletin - 30 March 2021

10.2 REDUCE SINGLE-USE CAMPAIGN "SWAP2SAVE"

10.3 Letter from Luke Hall regarding Remote Meetings

10.4 COVID-19 NCC Briefing

10.5 2020/21 AGAR external auditor instructions

10.6 1 million trees for Norfolk update

10.7 Trading Standards advice on food allergens and new labelling requirements

10.8 **NORFOLK STRATEGIC FLOOD ALLIANCE** . The Clerk advised that she had sent the Town Council response to the GNLP regulation 19 consultation to the Norfolk Strategic Flood Alliance. Cllr Thompson advised that he had pulled together information on where surface water flooding was occurring, but wasn't sure if it was what the NSFA were looking for as most of the issues identified were seasonal and occur during heavy rain fall. It was noted that the issues occur because of poor maintenance of the drainage system, with ditches not being cleared, road gullies not being kept clear and roadside grips being dug which don't drain into ditches, these issues cause surface water flooding during heavy rainfall, which then in turn can result in flooding of properties.

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

11.1 Community Car Scheme

The Clerk advised that she had responded to the initial correspondence from the resident who assisted with the Community Car Scheme to try to give objective advice on the issues that were raised, the resident had taken this advice as criticism and had voiced this in a further email to the Clerk.

A member of the public indicated that they wished to speak. The Chairman asked the Council if they agreed to come out of Standing Orders to allow the member of the public to speak, this was agreed.

The member of the public identified themselves as the author of the correspondence and outlined issues (as detailed in the correspondence), regarding the co-ordinator administration of the Community Car Scheme, the help that is provided to residents using the Community Car Scheme, including scenarios above and beyond the scope of the Community Car Scheme, stating that it cannot be a 9-5 job and that one driver had commented that they on call 24/7.

The Chairman thanked the member of the public, advising that the Town Council were not involved in the administration of the Community Car Scheme and it was unclear at this point as to how the Council

may be able to help. It was noted what a valuable service the Community Car Scheme was and it would be a great loss to the community if it was to cease to operate.

The member of the public left the meeting. The Chair advised that some thought needs to be given as to how the Community Car Scheme can be supported. It was noted that there may be guidance available from Community Transport Action. A Cllr noted that they supported the advice given by the Clerk regarding the need for boundaries between personal life and acting as an administrator for the Community Car Scheme, and that failing to signpost people to other authorities such as the Community Connector for assistance, could do more harm than good.

11.2 Greater Norwich Local Plan (from a resident)

The Clerk confirmed that this correspondence had been included in the Town Council representation to the GNLP regulation 19 consultation.

The correspondence outlined concerns regarding submissions to the GNLP to develop sites on Watton Road (GNLP0335 and GNLP0298).

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

No additional responses required.

13. District Councillor's report

The Clerk confirmed that she had not heard from District Cllr Bendle.

14. County Councillor's report

County Cllr Dewsbury reported that most parishes were organising their annual parish meetings to be undertaken virtually before the regulations expire in early May, and that the County Council were looking at alternative venues to enable meetings to be held in person but adequately socially distanced. NALC are campaigning to allow virtual/remote attendance at meetings a permanent alternative.

Cllr Dewsbury advised that customer services were assisting with the Covid track and trace system and assisting the NHS.

It was also reported that the members budget for Highways had increased from £6000 to £10,000 and could now include environmental projects, including planting of trees.

With regard to flooding issues, South Norfolk Council scrutiny had met to discuss flooding with regards to the planning process to see if better regulations need to be introduced. The Norfolk Strategic Flood Alliance had met and had discussed parish councils having a more active role, by keeping an eye on areas known to be susceptible to flooding. Highways will also be considering what they can do to better prevent flooding occurring. NCC have allocated £1.5 million for larger projects.

The Clerk queried if the Highway Ranger scheme was still operational, Cllr Dewsbury advised that she would find out and advise accordingly.

Cllrs asked if NCC /NSFA were joined up with other authorities, for example the NSFA had been sent the Town Councils GNLP response which evidences significant surface water flooding issues with the proposed development site on Norwich Rd, and it is of concern that these issues will not be investigated and the GNLP will be adopted with the site included.

It was also noted by Cllrs that there needs to be enforcement of the landowners responsibility to clear ditches. Cllr Dewsbury advised that the SNFA were trying to join up the (approximately) 37 different agencies across the county who have an interest in flooding issues.

It was also noted that there is no enforcement of landowner responsibility to clean the roads of mud from agricultural activities, Cllr Dewsbury advised that Highways will write to land owners to request that the mud is cleared but only in extreme circumstances will NCC clear the roads of mud and pass on the cost to the land owner.

15. Planning Decisions

- 15.1 2021/0586 - Remove Crab Apple Tree due to damage caused by invasive bamboo.
8 Pitts Square Hingham Norfolk NR9 4LD - No objections

- 15.2 2021/0333 - Pear tree - crown reduction, reduce height from 11m to 6m and spread from 8m to 6m
Lacon Cottage 2 Royal Oak Mews Hingham NR9 4JF - No objections
- 15.3 2021/ 0143 *Alianthus altissima* (T1) - Remove single, rising limb overhanging drive. *Acer* (T2) - Remove to near ground level. *Robinia pseudoacacia* (T3) - Crown raise over public highway and private drive to 5m. *Catalpa bignonioides* (T4) - Crown raise over private drive to 3.75m. *Fagus sylvatica* (T5) - Crown raise over private drive to 3.75m. *Taxus baccata* (T6) - Shape lower crown to balance form towards garden.
2 Baxter Road Hingham NR9 4HY - No objections
- 15.4 2021/0133 Notification for Prior Approval for a proposed change of use of an agricultural building to a dwellinghouse (QA/QB)
Agricultural Building North Of The Old Dairy Watton Road Hingham Norfolk - Approval of details - Approved
- 15.5 2020/2454 Conversion and extension of warehouse and replacement of workshop/store to form dwelling.
15 Market Place Hingham NR9 4AF - Approval with Conditions

16. Planning Applications (as notified by SNC for consultation, including any additional application received since the publishing of the agenda)

- 16.1 **2021/0698 & 2021/0697 - Location: Southernwood House 9 Market Place Hingham NR9 4AF**
Proposal: Erection of a detached single storey timber outbuilding
Application Type: Listed Building Consent/Application Type: Householder
The Council agreed to recommend approval.
- 16.2 **2021/0715 Location: Barn West Of Watton Road Hingham Norfolk**
Proposal: Demolition of existing barn and workshop and erection of dwelling with garage and tractor shed. Application Type: Full Planning Permission
The Council agreed to recommend approval.

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

- 17.1 2021/0394 - *Holly Tree reduce height to approx 5.5m, 2no. Birch Tree's reduce spread to approx 5 to 6m (no height reduction) Little Ash Cottage 7 Pitts Square Hingham NR9 4LD*
- 17.2 2021/0386 - *London Plane (T1) to reduce crown by 4m to a height of 9m to allow previous reduction wounds to callus over, reducing wind value causing branch "break outs".*
20 Hall Lane Hingham NR9 4JX

(ITEM 18 - 19 FINANCE)

18. To consider renewal of the subscription to NALC/Norfolk ALC (which includes the provision of the Hingham Town Council website)

It was agreed to renew the NALC/Norfolk ALC subscription as it had been a valuable source of information and advice.

19. To approve Accounts for Payment (as below)

The accounts for payment were agreed as below, the Clerk arranged for the cheques to be signed.

REF	AMOUNT	PAYEE	DETAILS	VAT
104156	£1,112.20	staff	WAGES (1064.91)	
			CLEANING PRODUCT (7.60)	
			BINBAGS (9.69)	£1.66
			WOODSTAIN (30.00)	£5.00
104157	£971.58	staff	WAGES (962.46)	
			STAMPS (9.12)	
D DEBIT	£80.82	NEST	PENSION	
104158	£931.58	HMRC	TAX/NI	

REF	AMOUNT	PAYEE	DETAILS	VAT
104159	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<i>£40.00</i>
104160	£621.71	E-ON	STREET LIGHT ENERGY	<i>£103.62</i>
104161	£359.28	SOUTH NORFOLK COUNCIL	BUSINESS RATES TOILETS	
104162	£13.11	ANGLIAN WATER	CEMETERY	
104163	£21.48	ANGLIAN WATER	FAIRLAND	
104164	£442.93	NORFOLKALC	SUBSCRIPTION/WEBSITE	
104165	£100.40	JS	CLEANING	
TOTAL	£4,895.09		TOTAL VAT	£150.28

20. To agree the asset register for year ending March 2021

The Clerk had updated the asset register with the addition of items purchased during the year, and the removal of items no longer functional (the cemetery officers laptop and some Christmas lights were removed as they are no longer working).

It was queried as to whether depreciation should be added to the asset values, the Clerk advised that she recalled advice being given that depreciation should not be included.

The asset register was agreed as presented by the Clerk.

21. Proposal to write to Abel Homes regarding the Town Council's Greater Norwich Local Plan Regulation 19 representation

The Clerk outlined the previous correspondence/meetings with Abel Homes as follows:

Both Abel Homes and Clayland had attended the Annual Town Meeting in April 2018 and gave presentations. Representatives from the Town Council were invited to meet with Abel Homes in October 2018, the meeting took place and was reported back to the Town Council in November 2018.

Abel Homes contacted the Clerk following the GNLP roadshow in February 2020, and the clerk advised of the issues raised and that there was strong local opposition the GNLP0520 being developed.

The Clerk also advised that the Town Council had not approached Clayland Estates to discuss the GNLP, the approach to the Town Council had been made by Clayland Homes, and that the GNLP responses from the Town Council were publicly available, that the Town Council meetings were available for the public (including housing developers) to attend, and that no further contact had been made by Abel Homes to the Town Council since the telephone call following the GNLP roadshow in February 2020.

It was noted by Cllrs that there would be little to gain from contacting Abel Homes and that they were able to attend Council meetings to discuss the concerns raised should they be inclined to do so.

It was agreed not to write to Abel Homes regarding the GNLP regulation 19 representation.

22. '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 to information that is commercially sensitive, the following agenda item is therefore confidential

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

23. To discuss the proposal and quotation for an annual (basic) maintenance contract for the skate park.

The Clerk advised that a maintenance contract has not previously been in place for the skate park and would be in addition to the annual RoSPA inspection and that a figure had been included in the 2021/22 budget for a maintenance contract. The Clerk advised that she had received a quotation from the company who had undertaken the recent repairs to the skate park and that they were a specialist skate park company rather than a general play equipment company.

The Company advised that:

“the annual service visit consists of a full nut & bolt inspection of the ramps and the replacement of any

damaged or missing rivets/fixings, the tidying of any rough edges and so forth, a thorough sweep of the skatepark, the repainting of steel kicker plates if applicable and a decent scrub to remove any mould/mildew. A short written report with any recommendations and future projections regarding replacements panels etc.

It's a fixed price one day visit. If there's any additional tasks that we're able to do during that day then they are included in that fixed price.....

If the service visit flags up something more pressing at the skatepark that should really be repaired right away - a broken panel for example, if you can authorise it immediately we will build a significant labour discount into the price for those additional works. We carry a selection of materials on board to cover most eventualities”.

The Clerk confirmed that the company did not ask for a long term agreement so the maintenance visit could be arranged on a year by year basis.

It was queried if the company would be able to fix the cracks in the tarmac, the Clerk confirmed that they would not and that it was preferable that this be done by a specialist tarmac company, rather than with off the shelf fillers which the Council had previously agreed to try.

It was agreed to have the annual maintenance visit undertaken.

The meeting ended at 8.50 pm

Signed..... Chairman 04 May 2021

Appendix A

Clerks Report for 06 April 2021

Matters Arising From the minutes of the meeting on 02 March 2021

MIN Update

- 19 Matters Relating to the Greater Norwich Local Plan
Greater Norwich Local Plan Regulation 19 Consultation – the consultation period was extended until 5pm on 22 March 2021, the Town Council representations was submitted before the deadline and an acknowledgement was received. The representation document and supporting evidence is available on the Town Council website. The Statement of Common Ground was amended and is also available to view on the Town Council website.
The GNLP team have been invited to visit Hingham to meet with representatives of Hingham Town Council and discuss the issues raised within the representation document.
- 22 Annual Town Meeting – Clubs/Organisations have been written to and invited to submit a report.
- 23 Letters will be sent to the Cafes and Public House to invite them to use the greens for customer seating (providing that there are no objections from the police or licensing authority).

Other Updates/Outstanding Issues

- Tree Survey – quotations for relevant work to be obtained.
- Creation of a wildflower/bee friendly area in the cemetery – plan to be drawn up on how to achieve this.
- Trees for planting (Fairland and Market Place permanent Christmas Trees) - will be sourced in Jan 2022.
- Notice boards for the toilets - to be purchased
- Notice Boards - both wooden notice boards are now becoming difficult to open and lock and they become damp and condensated. The clerk advises considering the purchase of a new purpose built free standing notice board if there is a suitable location in the Market Place, a new notice board for the Fairland is also recommended
- 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.
- Church Clock –Site visits will be looked into post lockdown.
- Skatepark repairs - Joins in the tarmac to be filled .
- Financial checking/scrutiny to be undertaken. Chairman and Clerk post lockdown.
- Parking “options” to be investigated and report to be written for a future meeting.
- Installation of cycle racks to be arranged.
- Street Lighting – the contractor has been asked to undertake the renumbering of the footway lights, this is due to be undertaken soon. 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.
- Lockable Bollard for the Fairland – quotations to be obtained and discussed at a future meeting
- 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.
- 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 bought back to a future Town Council meeting with a review of the cemetery fees.
- 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.

- 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.
- Commemorative Plaque for the Fairland Bus shelter – To be ordered.

Report prepared 05 April 2021 does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Crime Figures – latest update February 2021

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

on or near:

Lincoln Avenue - Public Order 4, anti social behaviour 4, violence and sexual offences 9

Ringers Lane - violence and sexual offences 1

Drinkwater Close violence and sexual offences 2

Mill Corner - Public Order 1

Bond Street - anti social behaviour 1

Market Place - anti social behaviour 1