

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 05 APRIL 2022. THE MEETING COMMENCED AT 7.30pm.

Present

Cllr Eldridge - Chairman

Cllr Dunnett, Cllr Foord, Cllr Overton, Cllr Roberts, Cllr Sta Ana, Cllr Stabler and Cllr Thompson

Clerk Alison Doe

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

1. Apologies for absence

Apologies for absence were received from Cllr Amey, Cllr Christien 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)

Cllr Dunnett spoke to raise the following concerns on behalf of a resident:

The constant and dangerous situation with vehicles parking on Dereham Road, (the resident has been advised that the Town Council have been discussing this issue with Norfolk County Council highways to try to resolve the situation).

The BT mast equipment to be installed on the verge on Dereham Road is too close to a residential property and will not allow enough access to the ditch and hedge in order for them to be properly maintained. The ditch has recently been dug out to prevent flooding of Greenacre Rd and Bell Meadow, but the imminent installation of the BT equipment will prevent the ditch being maintained to this standard.

It was requested that the 30MPH speed limit on Dereham Rd be extended to beyond the Hall Farm access driveway.

Cllr Dunnett advised that requests to extend the 30MPH speed limit on Attleborough Rd to beyond the cemetery (therefore including the cemetery within the 30MPH limit) had been rejected by NCC highways.

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

There were no declarations of interest on the agenda.

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 advised that he could Chair all agenda items.

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

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

6. To agree the accuracy of the Minutes of the Town Council meeting of 01 March 2022

The minutes of 01 March were circulated to all Cllrs prior to the meeting, the minutes were agreed as correct and signed by the Chairman.

7. Matters arising from the Minutes of 01 March 2022 (and other updates contained in a written Clerks report circulated prior to the meeting – See Appendix A)

A written report was circulated prior to the meeting. The Clerk confirmed that arrangements were in place for the clock to be inspected on 07 April. The Clerk also confirmed that the ladies' toilets were ready to be reopened once metal sanitary bins had been purchased, it was also noted that one toilet had needed to be replaced as the heat from the fire had cracked the bowl, this damage was not apparent until after the soot had been cleaned away.

8. Working Party Reports

There had been no working party meetings.

9. Neighbourhood Plan Steering Group report

A written report had been sent to all Cllrs prior to the meeting as follows:

Work since last update

- Meeting of the Steering group on 29 March 2022 – (minutes will be on the NP website when available)
- Information from Norfolk Historic Environment Records Office received
- Housing Needs Assessment work started by Locality/AECOM (online meeting taken place 28 March 2022)
- Character Appraisal work started, including a walk about Hingham (01 March 2022), volunteers have areas to appraise
- Drop-in public consultation day, in the Lincoln Hall, held on 19th March 2022 – approximately 66 attendees. Lots of feedback from visitors which has helped to identify key issues and themes in the parish
- Placecheck has received lots of comments and remains available and open for comments <https://placecheck.info/app/maps/hingham>
- Draft Data Profile completed by consultant

Work ahead (over the next month or so)

- Complete accounts for work up to 31 March 2022, complete necessary return to Locality (including return of any remaining grant funding from Locality). Make application for grant funding from Locality for 2022/23
- Steering Group to consider:
 - Site allocation work.
 - Designation of Local Green Spaces.
 - Identifying Non-designated Heritage Assets
- Steering Group to undertake detailed meetings with stakeholders, (guidance/key questions document etc has been produced)
- Steering Group to complete their character appraisal work
- Steering group to read the Hingham Conservation Area Appraisal
- Next Steering Group meeting 26 April 2022

Cllr Thompson added that the Steering Group were grateful to be able to use the Christian Fellowship Church for the steering group meeting and that the character appraisal work involved the parish being divided up into areas for appraisals and the steering group will look at how these areas will look in the future and how development might come. The event on 19th March was mainly attended by people over the age of 55 and the Steering Group needs to look at ways of engaging with and getting views from younger individuals and families.

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

10.1 Hingham Playing Field Association

Cllr Foord reported that the HPFA were busy working on plans for the jubilee celebrations.

Existing clubs were doing well and the sports and social club were running some successful events such as music events, coffee mornings and knit and natter/crafts. The HPFA are looking at setting up some children's clubs and a table tennis club (and hoping to get some more table tennis equipment).

It was suggested that the HPFA should approach Active Norfolk or Norfolk County Council with help for setting up new clubs.

10.2 Police

Cllr Thompson had sent a written report prior to the meeting, detailing a policing Forum for Wymondham and surrounding communities (held on Zoom on 10th March).

It was reported that:

County Lines is a national drug problem particularly affecting Norwich and South Norfolk where urban gangs supply drugs to suburban areas, market and coastal towns. They use 'deal lines' and typically supply heroin and crack cocaine. The problem is spreading and exploration of the vulnerable and violence runs throughout. The police response is Operation Gravity established in 2016, working closely with adjacent forces and Met Police. There is a multiagency approach and where possible early intervention and safe guarding of children being exploited. There have been over 650 arrests so far but arrests and enforcement are insufficient to solve the problem. Since Jan 2022 locally there have been 54 arrests, 200+ interactions with nominals, 100+ parental interactions, 120+ address checks and 110+ curfew checks.

In South Norfolk the beat managers have been trained to deliver bespoke school assemblies and provide a consistent point of contact. They also conduct home visits, engaging and safeguarding. Indicators in young people involved include changes in behaviour, new friend groups, new truancy or missing episodes, disruptive and hostile behaviour, unexplained items and injuries and interest in making money. If reported to the police these indicators will be investigated. In our area these should be reported to PC Read at Wymondham or his supervisor Sgt Jason Ellis.

Parish Council Crime Data reflected a fairly static number from March 2020-21 to Feb 2021-22 with a reduction in anti-social behaviour but an increase in criminal damage. Chief Constable Sanford stated a problem is a large addiction community in the city and County Lines is also a public health issue. The police do not want to criminalise young people so apart from interceding, police look to partner agencies at causes.

Regards recent Hingham criminal damages to cars (tyres) there is an ongoing operation on this but no further details were given. Inspector Burke advised there was no apparent reason why hotspots occur and apparently was not a particular problem.

It was suggested that members of the forum think of particular subjects for future topics and suggestions be emailed to Samantha England in advance of a 3rd forum to be held in September 2022.

11. General Correspondence (information/circulars etc)

- 11.1 South Norfolk Council, The Big South Norfolk Litter Pick 2022
- 11.2 Temporary closure of Dereham Road in the Parish of Hingham because of BT pole works (STRO6334) 4th – 14th April 2022
- 11.3 Wellbeing Newsletter - Help with Money, Energy, Water and Skills
- 11.4 South Norfolk Council, The Chairmen's Walk for Charity - 10 April 2022
- 11.5 South Norfolk Council, Welcome Back Campaign
- 11.6 Norfolk Police, Agreed Priorities for Wymondham and surrounding parishes
- 11.7 Norfolk County Council, Celebration as Norfolk's newest long-distance trail is launched at Wymondham
- 11.8 Norfolk County Council, Boost for reuse as Norwich South shop opens today and new chosen charity revealed
- 11.9 South Norfolk Community Awards Nominations are now OPEN!
- 11.10 South Norfolk Council, Love Local, Spend Local campaign

12. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)

None

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

No actions required.

14. District Councillor's report

District Cllr Bendle was not present at the meeting.

15. County Councillor's report

County Cllr Dewsbury reported that Norfolk County Council were gradually putting together plans to help towards zero emissions by 2030, this includes currently having 5 electric fire engines and 20 smaller electric vans.

There is a new Environment Hub set up at Gressinghall, which will be used to teach what communities can do to help the environment.

NCC continues to look at how the services are staffed to ensure that roles are not duplicated across different services, while demand for help is growing all the time.

Through the Changing Places initiative NCC are providing 17 new toilet facilities for the disabled, grants will also be available for other organisations to provide better disabled accessible toilets with adult changing facilities. It was also reported the South Norfolk Council had received funding for 2 Changing Places toilet facilities.

Concerns were raised by the Town Council, that families in need were not being provided with food support during the Easter holidays, and the Big Norfolk Holiday Fun Easter programme did not have centres nearby and easily accessible to families that do not have their own transport. Cllr Dewsbury advised that Nourishing Norfolk were setting up community supermarkets where people can get help even if they are unable to get to the holiday activities.

The Clerks asked if as part of the free help parcels given out at libraries (currently Tricky Period, Cleaning products toiletries and a keeping warm clothing pack) a basic non-perishable food package could be provided, Cllr Dewsbury advised that she didn't know if funding was available for this.

16. Planning Decisions

16.1 2022/0247, Replacement of an existing conservatory with a single storey extension to rear
29 Muir Drive Hingham Norfolk NR9 4PQ
Approval with Conditions

16.2 2022/0032, Proposed temporary accommodation for a period of 18 months consisting of a glamping pod sited on existing concrete adjacent to the private drive
Land Adjacent To Skylark Barn Watton Road Hingham Norfolk
Approval with Conditions

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

None

18. Information regarding other planning applications where the Town Council is not a consultee , (for information only)

None

Item 19 to 25 Finance

19. Receive and discuss the draft minutes of the meeting of the Finance Committee (15 March 2022)

The draft minutes of the Finance Committee were circulated prior to the meeting (see Appendix B), the Clerk advised that the minutes would be approved by the Finance Committee at their next meeting.

20. With reference to the draft minutes of the Finance Committee meeting, to note the approval of accounts for payment by the Finance Committee on 15 March 2022, (as needed for the end of financial year). As below

Noted. The Clerk confirmed that the invoice from the Neighbourhood Plan consultant is in line with the fees proposal and work carried out to date.

REF	PAYEE	DETAILS	AMOUNT		VAT
263	RACHEL LEGGETT	NEIGHBOURHOOD PLAN CONSULTANT FEES £1080.00			
		MILAGE £26.10			
		PLUS REIMBURSEMENTS (TOTAL £341.81- AS BELOW)			
		PRINTING (JOHN E WRIGHT) LEAFLETS £110			
		PRINTING BANNERS POSTERS/DISPLAY BOARDS £192		VAT	£32.00
		PENS £9.99		VAT	£1.67
		LABELS £4.00			
		POST IT NOTES £25.82		VAT	£4.30
		Total for R Leggett	£1,447.91		
264	EMMA HARRISON	NEIGHBOURHOOD PLAN CONSULTANT FEES	£1,260.00		
265	LINCOLN SOCIAL CENTRE	HALL BOOKING FOR NEIGHBOURHOOD PLAN	£85.00		
266	LINCOLN SOCIAL CENTRE	HALL BOOKINGS FOR MEETINGS	£100.00		
267	NPOWER	STREET LIGHT ENERGY	£675.67	VAT	£112.61
268	ANGLIAN WATER BUSINESS	TOILETS	£30.21		
		invoices for payment TOTAL	£3,598.79		
		TOTAL VAT	£150.58		

21. To agree the asset register for financial year ending March 2022

The Clerk had updated the asset register and a copy was forwarded to all Cllrs prior to the meeting. The Clerk confirmed that the old laptop had been removed from the register along with other items now broken/disposed of (fairy lights, plastic sanitary bin, locking bollard). The Clerk confirmed that no items had been added to the register.

22. To agree the draft accounts for financial year 2021/22

The Clerk had prepared the draft accounts in preparation for the Annual Town Meeting. The Clerk advised that the final bank statements were awaited and some interest would need to be added to the figures.

It was agreed to accept the draft figures as presented.

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

It was noted that NALC/Norfolk ALC were a valuable resource for information and advice, and it was agreed to renew the subscription to the service.

24. To receive the 2021/22 AGAR external auditor instructions

The Clerk had forwarded the information from the external Auditors to all Cllrs prior to the meeting to ensure that they are all aware of the timescales for submission of the audit information.

25. To approve the Accounts for Payment (as listed below)

The accounts for payment were agreed as listed below and the cheques were signed. It was also agreed that a cheque should be prepared and signed following the receipt of the imminent invoice from Npower for the street light energy, to prevent late payment charges being incurred (the payment amount will be noted at the next meeting).

REF	PAYEE	DETAILS		AMOUNT		VAT
269	STAFF	WAGES		£1,236.29		
270	STAFF	WAGES		£1,197.10		
D	NEST	PENSION		£95.06		
271	HMRC	PAYE		£881.00		
272	B FOREMAN	WAGES ADMIN		£96.00		
273	J S	CLEANING/LITTER HOLIDAY COVER		£100.40		
274	R LEGGETT	NP CONSULTANT FEES + MILAGE	£1,092.60			
		COSTS FOR REIMBURSEMENT				
		BADGES	£5.50		VAT	£0.92
		TOTAL FOR R LEGGETT		£1,098.10		
275	COMPASS POINT	NP CONSULTANT FEES + MILAGE		£289.80		
276	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	VAT	£40.00
276	COZENS (UK) LIMITED	STREET LIGHT REPAIR STONE LANE		£474.00	VAT	£79.00
276	COZENS (UK) LIMITED	COLUMN REPLACEMENTS BEARS AND HARDINGHAM		£4,068.00	VAT	£678.00
278	EDF ENERGY	ELECTRICITY TOILETS		£212.73	VAT	£10.13
279	ANGLIAN WATER	CEMETERY STANDPIPE		£11.78		
280	NALC	SUBSCRIPTION AND WEBSITE		£455.17		
281	GEOXPHERE LTD	PARISH ONLINE SUBSCRIPTION (NP)		£168.00	VAT	£28.00
282	NORFOLK COPIERS	METERED PRINTING		£71.90	VAT	£11.98
283	EUROFFICE	TOILET ROLLS/CUPS/TEABAGS		£176.72	VAT	£28.19
			TOTAL	£10,872.05		
				Total VAT		£876.22
277	N POWER	STREET LIGHT ENERGY		INVOICE DUE		

26. Reminder of the date of the Annual Town Meeting, Tuesday 19th April 2022

Noted. The Clerk advised that the agenda would need to be sent early to account for Bank Holidays. Tea/Coffee/Biscuits will be served after the meeting.

27. **To receive and discuss the offer by Norfolk County Council for Parish Partnership funding for renovations to the Market Place bus shelter and agree any actions**
 The Council agreed to accept the Parish Partnership funding offer from Norfolk County Council for funding up to £5525.00 for renovations to the Market Place bus shelter.
 Thanks was offered to County Cllr Dewsbury, for Norfolk County Council supporting this project.
28. **To receive an update on the Norfolk County Council project to install cycle racks and agree any actions**
 Officers from Norfolk County Council had visited Hingham and met the Clerk, and had since prepared a scheme for the installation of cycle racks in Hingham. The scheme proposes to install 4 racks on the small green outside Lincolns Café and 4 new racks in the Market Place near the junction with Bond Street to replace the current rail and post racks, both of these areas are NCC highway land. Further 2 cycle racks will be installed by the toilets (which will require removal of a small portion of the garden) and 2 on the east Fairland Green, these will be the cycle racks that the Town Council currently have in storage.
 The Town Council agreed to support the scheme, and it is hoped that the cycle racks on the small Fairland green will prevent motor vehicles from parking on the grass. It was also noted that the cycle racks could be installed on the green in a way that would allow them to be moved in the future if necessary.
29. **To receive an update on the Norfolk County Council feasibility study and agree any actions**
 The Clerk confirmed that she had forwarded Cllr comments regarding the 3 points (Dereham Rd parking, the Fairland crossroads, and a crossing point in the Market Place) as requested by the officers at NCC. To date no further contact has been received from NCC regarding the progress of the study. It was agreed that the next step should be to pursue the issue of the Fairland crossroads being deemed not suitable for a mini roundabout and get clarification on the wording of the study, stating that the mini round about "should not" be used.
 The Clerk confirmed that she had also forwarded the areas of concern regarding 'on highway' parking to NCC for inclusion in the feasibility study.
30. **To discuss concerns regarding the provision of Pharmacy services in Hingham and agree any actions**
 Cllr Eldridge advised that he had spoken to a representative of Hingham surgery who had advised that they were only able to dispense medicine to patients that live more than a mile from a pharmacy (unless there was a medical emergency that required immediate medication to be prescribed).
 Concerns were raised that the closure of the Boots Pharmacy on a Wednesday and Saturday was at the detriment to many patients, not only those needing prescriptions on those days, but to patients needing prescriptions on other days, as the pharmacy closed times was causing a backlog in patients needing medicines. It was also noted that other local pharmacies are experiencing staff (pharmacist) shortages.
 It was agreed to write to Boots (head office) to ensure that they are aware that Boots in Hingham is an essential part of the town's infrastructure and should not be closed to facilitate other branches opening, as this is a real detriment to the community who rely on the service.
31. **To discuss the vacant accommodation at Moon Court, Hardingham Road, and agree any actions**
 Cllr Eldridge had written to (Leader of South Norfolk Council) John Fuller, District Cllr Yvonne Bendle, County Cllr Margaret Dewsbury, George Freeman MP, Michael Gove MP, (Leader of Norfolk County Council) Andrew Proctor, regarding Moon Court and had included information as advised by Inclusion Housing as to why the facility remained unoccupied some 4 years since being built ("the site remains unoccupied because there are no staff available to work at the site at the rates provided by the LA. Additionally, there fundamental problems with the design of the site and concerns about CQC registrations").

Cllr Eldridge in is correspondence had requested that the facility should be considered as accommodation for Ukrainian refugees (if only in the short term) and that “it is not acceptable that this housing facility has been left vacant since it’s completion, and if it is the case that it cannot be used for it’s intended purposes, action must be taken in order to bring the facility in to use of some kind, to house those in need”.

The Council agreed to bring this to the community’s attention via contact with the EDP. Some Cllrs stated that they may do a post on Facebook, but in their capacity as individuals, not on behalf of the Town Council.

32. To approve the Terms of Reference for the Neighbourhood Plan Steering Group

The Clerk advised that the Terms of Reference (draft) that had previously been agreed by the Council had been considered by the Neighbourhood Plan Steering Groups who had not made any amendments. There for it was agreed that the Terms of Reference should be adopted for use without amendment.

33. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:¹

The following agenda items contain reference to information regarding Town Council Staff, the following agenda item is therefore confidential

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

34. To receive the notification of the Local Government Pay Award settlement 2021/22 and with reference to this, discuss staff wages and agree any actions

Notification of the 2021/22 pay award had been received in March 2022 (and forwarded to all Cllrs prior to the meeting), the Clerk advised that pay awards would need to be backdated. The Clerk advised that she had arranged for the back dated pay for the increase per hour for the staff member’s current band to be included in the wages paid for March 2022.

The Clerk also advised that the Cleaner/Handyman/Gardner was at the top of the band for the role.

The Clerk left the room.

The Council agreed to award the Clerk an increase from SCP 25 to SCP 26.

The meeting ended at 8.45 pm

Signed.....Chairman 03 May 2022

Appendix A

Matters Arising from the minutes of the Meeting of 01 March 2022

Minute 7:	An appointment has been made for the town clock to be assessed on 07 April 2022
Minute 23:	Jubilee Celebrations grant funding applied for
Minute 24:	Energy Audit, information to be sent to Utility Aid
Minute 26:	Annual Town Meeting, Clubs and organisations have been invited to submit their reports
Minute 28:	Cllr comments regarding 3 points on the feasibility study have been forwarded to NCC, along with a map showing problem parking areas.
Minute 29:	Report on poor state of directional road signs, to be forwarded to NCC
Minute 30:	An electronic version of the road sign /road marking report has been sent to the Highways Engineer (as requested so that the work can be programmed in)
Minute 31:	The street lighting contractor is scheduled to undertake investigations on the churchyard lighting on 07 April 2022
Minute 34:	The internal Audit will take place end of April/Early May 2022

Other Updates/Outstanding Issues

- Greater Norwich Local Plan hearings attended (as permitted by the inspectorate), questions/comments were very focused on points raised by the inspectors, therefore the liberty to speak was limited.
- Toilets now redecorated; a new toilet was needed to replace heat damaged/cracked one. New metal sani bins are needed prior to opening the ladies toilet.
- Skate Park is now temporarily closed, notices are on display and the gates are locked. Skatepark contractor has been asked for advice regarding suitable surface materials and suggests concrete may be a long term solution but advises against removing all equipment for tarmacking. Awaiting confirmation of date for meeting on site.
- The pack of free trees have now received, planting required
- Applications for Assets of Community Value to be finalised, plans and ownership details are required.
- Parish Archives, the collection of the materials to be arranged.
- Parking, Please do not park on the grass signs received, they require suitable stakes.
- Tree Survey, quotations for relevant work to be obtained.
- Trees for planting (Fairland and Market Place permanent Christmas Trees) to be sourced.
- Notice boards for the toilets to be purchased.
- Both wooden notice boards (Market Place and Fairland) are now becoming difficult to open and lock, 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. To be added to a future agenda.
- Church Clock site visit for quotations for upgrading the clock are to be arranged. Previous contractor has been contacted for advice regarding a new clock mechanism, no response received.
- Street Lighting, the contractor has been asked to undertake the renumbering of the footway lights which has been started. 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.
- Communications Policy, including social media policy 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.

- The Clerk has been working on an overall Cemetery Fees Policy containing 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 with a review of the cemetery fees and cemetery terms and conditions.
- 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 (liners available at a reasonable price are a slightly different size to the existing ones (by mm’s) liners of the same size have not yet been found.
- Commemorative Plaque for the Fairland Bus shelter, to be ordered

Report prepared 04 April 2022 does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Crime Figures – latest February 2022

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

Frost Row:	Violence and sexual offences 1
The Dell:	Violence and sexual offences 6
Chapel Street:	Criminal damage and arson 2
Norwich Street:	Criminal damage and arson 1
Lincoln Avenue:	Criminal damage and arson 3
Ironside Way:	Other Theft 1
Mill Corner:	Criminal damage and arson 1

Appendix B

DRAFT MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD IN THE LINCOLN HALL ON TUESDAY 15 MARCH 2022. THE MEETING COMMENCED AT 7.30pm.

HINGHAM TOWN COUNCIL
Finance Committee Membership
Cllr Amey, Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson

1. Present

Cllr Eldridge, Chairman
Cllr Amey, Cllr Thompson
Clerk – Alison Doe

There were no members of the public present.

1. Apologies for absence

Apologies for absence were received from Cllr Dunnett, Cllr Roberts and County Cllr Dewsbury.

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

There were no declarations of interests with regard to items on the agenda.

3. Public participation

There were no members of the public present, and no issues raised.

4. Accuracy of the Minutes of the Finance Committee meeting of 16 November 2021

The minutes of the Finance Committee meeting of 16 November 2021 were agreed as correct and signed by the Chairman.

5. Matters arising from the minutes of the meeting of 16 November 2021

5.1 Bank Signatories

The Clerk confirmed that all paperwork had been sent to the bank, and that they had written to advise that the signature for P Eldridge did not match the signature on record and a new signature was required. P Eldridge has provided a new signature to confirm "signature has changed over time", the additional paperwork had been sent to the bank. The Clerk is awaiting confirmation that the mandate change has been agreed.

5.2 Community Car funds held in reserve

The Clerk confirmed that the Community Car Scheme had submitted their invoices for financial years 2019/20 and 2020/21 and that these invoices had been paid, therefore the reserve funds held to make the payment for Community Car Scheme for these 2 financial years can be removed from the reserves figures.

5.3 Fuel Allowance

It was queried as to whether there was a set fuel/milage allowance for the Clerks use of car for Council business. The Chairman advised that this is set nationally and is 45p per mile. The Clerk advised that she doesn't claim the milage as usually ties in work trips with personal errands (as much as possible) for more efficient use of time.

6. To approve any accounts for payment required for payment within the current financial year

The Clerk advised that she had checked the Neighbourhood Plan consultant time against the fees proposal and that the invoice corresponds with work undertaken.

The Clerk also advised that she had received an invoice from South Norfolk Council for dog waste bin emptying, but the invoice was incorrect as the Town Council was being invoiced for twice weekly emptying, when they had entered into an agreement for once weekly emptying. A new correct invoice has been requested.

The accounts for were agreed (as below) and the cheques were signed.

REF	PAYEE	DETAILS	AMOUNT		VAT
104263	RACHEL LEGGETT	NEIGHBOURHOOD PLAN CONSULTANT FEES £1080.00			
		MILAGE £26.10			
		PLUS REIMBURSEMENTS (TOTAL £341.81- AS BELOW)			
		PRINTING (JOHN E WRIGHT) LEAFLETS £110			
		PRINTING BANNERS POSTERS/DISPLAY BOARDS £192		VAT	£32.00
		PENS £9.99		VAT	£1.67
		LABELS £4.00			
		POST IT NOTES £25.82		VAT	£4.30
		Total for R Leggett	£1,447.91		
104264	EMMA HARRISON	NEIGHBOURHOOD PLAN CONSULTANT FEES	£1,260.00		
104265	LINCOLN SOCIAL CENTRE	HALL BOOKING FOR NEIGHBOURHOOD PLAN	£85.00		
104266	LINCOLN SOCIAL CENTRE	HALL BOOKINGS FOR MEETINGS	£100.00		
104267	NPOWER	STREET LIGHT ENERGY	£675.67	VAT	£112.61
104268	ANGLIAN WATER BUSINESS	TOILETS	£30.21		
		invoices for payment TOTAL	£3,598.79		
		TOTAL VAT	£150.58		

7. To undertake a review of the budget 2021/22

The Clerk provided a spreadsheet of the 2021/22 budget information, showing the agreed budget against figures spent and received (also showing percentage of budget spent received) See Appendix A. The Clerk advised that the figures did not include accounts for payment to be agreed at this meeting and that there was some cemetery income to be added.

The figures were considered and items discussed as necessary.

The Clerk confirmed that the grass cutting budget is set to include a contingency for more cuts required or if an alternative contractor is required. It was queried as to whether the budget figure for grass cutting is reduced by the amount provided by Norfolk County Council for cutting the highway vision splays. The Clerk advised that it is not specifically, but the NCC grass cutting fee paid is considered in the income received, and therefore in the overall budget requirements.

The budget figure for bus shelters was queried as the Parish Partnership project to refurbish the Market Place bus shelter to be undertaken next year would be more than the budget figure. The Clerk confirmed that she anticipated that reserves would be used to fund the project, and CIL money could be used.

The Clerk advised that there was £21,913.44 CIL money remaining, and South Norfolk Council had enquired as to if there were plans to use it, (SNC can reclaim unspent CIL money after 5 years amount at the 5 year limit is £12,279.13), the Clerk had advised SNC that there were plans to repair the skate park and refurbish the bus shelter, but were likely to incur CIL expenditure. SNC confirmed that they had no plans to reclaim the money if there were projects in the pipeline for it to be used.

Cashbook balances noted (up to 14 March 2022) as:

CURRENT ACCOUNT	£19,734.28
ACCOUNT 2	£213,241.65
ACCOUNT 3	£38,813.00
DORMANT	£186.80
TOTAL AS PER CASHBOOK	£271,975.73

It was queried if funds over £85,000 would qualify for the Government financial protection scheme. The Clerk advised that she would enquire with the bank.

8. To undertake the internal financial check

A random sample of transactions (November 2021 – March 2022) were cross referenced between the cashbook, paying in book, cheque book, minutes, and invoices. No errors were found.

The meeting ended at 8.50pm

Draft Finance Committee Minutes 15.03.22 APPENDIX A – BUDGET MONITORING

2. Income (receipts) to mid-March 2022

ITEM	AGREED BUDGET INCOME 2021/22	% OF BUDGET RECEIVED	ACTUAL AMOUNT RECEIVED
Precept	£77,000.00	100.00%	£77,000.00
Interest	£100.00	15.68%	£15.68
Cemetery charges	£3,000.00	138.85%	£4,165.50
HPFA rent	£100.00	100.00%	£100.00
Fee from NCC for grass cutting 2021/22	£3,942.13	101.20%	£3,989.43
CBF INVESTMENT	£30.00	124.00%	£37.20
TOTAL	£84,172.13	101.35%	£85,307.81
	OTHER AD HOC INCOME RECEIVED		
	NORFOLK COUNTY COUNCIL	Grass cutting for 2020/21	£3,942.13
	NORFOLK COUNTY COUNCIL	community car scheme	£180.00
	HMRC	2019/20 VAT RECLAIMED	£9,364.27
	SOUTH NORFOLK COUNCIL	TOILET TAX REFUND	£718.56
	HMRC	2020/21 VAT	£5,471.59
	GROUNDWORKS	GRANT FUNDING FOR NEIGHBOURHOOD PLAN	£7,855.00
	AD HOC TOTAL		£27,531.55
	OVERALL TOTAL RECEIVED		£112,839.36

3.**4. Payments to 14 March 2022**

ITEM	AGREED BUDGET FOR PAYMENTS (EXPENDITURE) 2021/22	% OF BUDGET SPENT (FROM NET)	ACTUAL AMOUNT £'S NET	VAT	ACTUAL TOTAL (NET PLUS VAT)
CONTINGENCY	£5,000.00	3.60%	£179.99	£36.00	£215.99
STAFF COSTS					
HMRC/employer contributions(as per wageslips)	£1,500.00	67.34%	£1,010.04		£1,010.04
pension (@3%)	£800.00	45.03%	£360.24		£360.24
wages caretaking/gardening	£8,600.00	97.13%	£8,353.28		£8,353.28
wages clerk	£14,600.00	94.75%	£13,833.00		£13,833.00
wages toilets	£3,650.00	100.12%	£3,654.56		£3,654.56
ADMINISTRATION					
advertising/publicity	£800.00	0.00%	£0.00		£0.00

allowance chairman	£374.00	100.00%	£374.00		£374.00
allowance clerk	£312.00	100.00%	£312.00		£312.00
audit	£600.00	78.00%	£468.00	£60.00	£528.00
elections	£800.00	0.00%	£0.00		£0.00
hall hire	£450.00	51.11%	£230.00		£230.00
information commission fee	£40.00	100.00%	£40.00		£40.00
insurance	£2,500.00	98.98%	£2,474.48		£2,474.48
payroll admin fees	£120.00	66.67%	£80.00		£80.00
printing (lease/metered)	£500.00	64.34%	£321.69	£64.33	£386.02
stationary/stamps/sundries	£50.00	103.84%	£51.92	£8.56	£60.48
storage hire	£250.00	100.00%	£250.00		£250.00
training and subscriptions	£710.00	137.17%	£973.93		£973.93
website	£35.00	100.00%	£35.00		£35.00
FOOTWAY LIGHTING					
churchyard lights energy	£60.00	100.00%	£60.00		£60.00
energy	£7,000.00	97.19%	£6,803.51	£1,360.71	£8,164.22
maintenance	£2,700.00	88.89%	£2,400.00	£480.00	£2,880.00
repairs	£1,000.00	7.50%	£75.00	£15.00	£90.00
replacements	£3,000.00	0.00%	£0.00		£0.00
TOILETS					
cleaning products/sundries	£400.00	10.59%	£42.35	£6.15	£48.50
electric	£600.00	49.62%	£297.72	£17.89	£315.61
holiday cover	£300.00	40.16%	£120.48		£120.48
other	£360.00	99.80%	£359.28		£359.28
repairs	£300.00	0.00%	£0.00		£0.00
water	£600.00	24.04%	£144.21		£144.21
OPEN SPACES AND AMENITIES					
bus shelters	£2,000.00	0.00%	£0.00		£0.00
cemetery and Fairland WATER standpipes	£200.00	47.17%	£94.34		£94.34
cemetery general maintenance	£100.00	0.00%	£0.00		£0.00
cemetery memorial repairs	£1,000.00	0.00%	£0.00		£0.00
Christmas tree, lights	£300.00	33.33%	£100.00		£100.00
church clock repairs, maintenance	£500.00	0.00%	£0.00		£0.00
churchyard maintenance	£1,000.00	0.00%	£0.00		£0.00
community car scheme	£2,500.00	0.00%	£0.00		£0.00
dog bin emptying	£525.00	0.00%	£0.00		£0.00
grasscutting	£11,000.00	93.55%	£10,290.56	£2,058.11	£12,348.67
maintenance/equipment/hol. cover	£200.00	120.94%	£241.87	£16.07	£257.94

replacement bins (dog/litter/grit)	£200.00	0.00%	£0.00		£0.00
signs	£200.00		£27.96		£27.96
skatepark (RoSPA and maintenance)	£600.00	82.25%	£493.50	£13.70	£507.20
town sign (repairs/refurb)	£0.00	#DIV/0!	£0.00		£0.00
trees/ditched	£3,000.00	0.00%	£0.00		£0.00
GRANTS/DONATIONS					
	£2,000.00	0.00%	£0.00		£0.00
S137					
Citizens Advice	£600.00	100.00%	£600.00		£600.00
defibrillator	£250.00	106.00%	£265.00	£53.00	£318.00
general	£100.00	40.00%	£40.00		£40.00
TOTAL budget for PAYMENTS (expenditure) 2021/22	£84,286.00	65.80%	£55,457.91	£4,189.52	£59,647.43

OTHER PAYMENTS (EXPENDITURE) - NOT PART OF THE BUDGET	NET £'S	VAT	TOTAL (NET PLUS VAT)
CIL			
NONE			
EVENTS			
CRAFT ITEMS FOR CHRISTMAS DECS	£78.17	£15.63	£93.80
RESERVES			
ELECTRICAL TEST FOR INSURANCE CLAIM	£100.00	£20.00	£120.00
COMMUNITY CAR SCHEME 2019/20 AND 2020/21	£3,564.45		£3,564.45
NEIGHBOURHOOD PLAN			
PRINTING	£167.00		£167.00
PLACECHECK	£100.00	£20.00	
PARISH MAG LEAFLET	£20.00		
TOTALS	£4,029.62	£55.63	£4,085.25