MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL
ON TUESDAY 05 JANUARY 2021. (VIRTUAL MEETING HELD VIA ZOOM)

Present

Cllr Eldridge – Chairman
Cllr Amey, Cllr Christien, Cllr Dunnett, Cllr Gott and Cllr Overton.
Clerk - Alison Doe
There were 4 members of the public present including Distict Cllr Bendle and County Cllr Dewsbury

1. **Apologies for absence**
   Apologies for absence were received from Cllr Foord, the Clerk advised that a letter of resignation had been received from Cllr Tyson, thank was offered for Cllr Tyson's time on the Council.

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).**
   No items were raised by the public.

3. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
   Cllr Overton declared an interest in agenda item 16.2 – (planning application received since the publication of 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**
   The Chairman advised he was able to preside over all agenda items, it was agreed that should the Chairman have difficulties Chairing the meeting due to a poor internet connection then Cllr Christien would act as Chair for the remainder of the meeting.

5. **To consider any applications for co-option on to the Town Council**
   Two residents came forward to be considered for co-option. Each resident was given an opportunity to address the Council, and both spoke to give a little background information about themselves (one had submitted information in writing prior to the meeting). It was proposed and seconded that bother residents be co-opted and a vote was taken which was unanimously in favour of both individuals being co-opted onto the Council.
   (n.b - one resident has since withdrawn their interest in becoming a Town Cllr, due to family commitments).
   The Co-option will formally take effect at the next Council meeting with the signing of the acceptance of office form by the (remaining) co-opted resident Mr Stephen Thompson.

6. **To agree the accuracy of the Minutes of the Town Council meeting of 01 December 2020**
   The minutes were agreed as correct. The Clerk will arrange for these to be signed by the Chairman.

7. **Matters arising from the Minutes of 01 December 2020 (and other updates contained in a written Clerks report circulated prior to the meeting – see appendix A)**
   The Clerk also advised that she had taken some leave during the festive period.

8. **Working Party Reports**
   There had been no working party meetings and therefore was no reports.

9. **Reports from representatives on external bodies**
   9.1 Lincoln Hall Cllr Christien had forwarded a brief report to all Cllrs following a December meeting of the Lincoln Hall Committee. Cllr Christien reported that the Chair of the committee was stepping down and a new volunteer was taking over and there was now a full executive committee with a Chair, Treasurer and

Secretary. The recent building survey showed previous end wall repairs have worked although some minor mortar is needed. The Committee had agreed to replace the stage curtain and back curtain soon, and pending the quote for the above mortar work, will be followed by all the internal curtains being replaced with a neutral colour. Covid grants have been received the committee are also looking at developing a reserves policy for future financial planning.
The Youth Cafe will need to find a new home as a regular Friday night booking has been taken and represents better income security for the hall. There are still issues with the uneven surface of the car park.
The provision of internet access is making progress with the line to the hall is being tested.

9.2 Hingham Emergency Packages

The Scheme is currently helping 6 families and are hoping to be able to refer some on to the professionals from the relevant authorities. There were lots of presents donated to the scheme from the school and the families in receipt of these were very grateful. Excess gifts were donated to a local charity. Concerns were raised regarding the new lockdown restrictions and challenges this brings with shopping and volunteer safety, the volunteers will make use of click and collect services when possible.

10. General Correspondence (information/circulars etc)

10.1 Covid Winter Support Scheme

10.2 Norfolk Community Foundation - new pilot for food boxes

10.3 Boots - 4 Market Place, Hingham - Bin storage

The Clerk advised that she had responded to Boots, and raised concerns regarding the placement of a bin to the side of the property, with regard to the conservation area (Boots had been advised to contact South Norfolk Council) and the previous instances of rubbish being left and not secured sufficiently, which resulted in rubbish from the store , including empty pill blister packs being blown over the Market Place. Nothing further has been heard from Boots regarding this matter.

10.4 NorfolkALC Wellbeing - Vaccination Centre Update

Concerns were raised regarding the accessibility to the "local" centres, the Community Car Scheme were busy helping customers attend their vaccine appointments, The Clerk will contact the scheme to see if they need assistance recruiting volunteer drivers.

10.5 Norfolk County Council - Council services make changes for Tier 4 restrictions (it was noted that this information was now out of date)

10.5 Norfolk Police - PCC Budget Consultation

10.6 Norfolk ALC Bulletin - 4 January 2021

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

11.1 a) Hingham Road Safety Campaign Team response to the draft minutes of 3rd November meeting of Hingham Town Council

b) Further correspondence from the HRSC regarding the Town Council report in the Parish Magazine

Concerns were raised that current Covid "Lockdown" is not the right time to be trying to progress discussions with the HRSC groups via email, and that the campaign group should be invited to attend a Council meeting when meetings are able to be held in person again. It was also noted that there was a danger of committing time to challenging National and County policy regarding traffic calming. The Council acknowledges the value of an anti speeding campaign, it was reiterated that the Council do not agree with the conclusions and recommendations put forward in the campaign report.

It was agreed that future discussions should be within a public face to face meeting.

11.2 Parking issues – Fairland

The residents have been advised to keep reporting instances of obstruction of the highway to the police and to Norfolk County Council, with if possible photographic evidence.

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

Regarding agenda item 11.1 a) and b) , the Clerk to write to the Hingham Road Safety Campaign group to invite them to attend a meeting, when meetings can again be held face to face, therefore allowing better access for the public to attend.

Cllr Christien took over the Chair at this point due to Cllr Eldridge's poor internet connection to the meeting

13. District Councillor's report

District Cllr Bendle advised that the vaccinations being given at Cringleford were the ones that require to be stored at very cold temperatures and advised that the vaccination programme would become more local with the roll out of the other vaccines.

It was reported that there is a food box scheme available and the Community Connectors and Covid support staff are available to help residents. There is money available for business support grants and South Norfolk Council are looking at how best to distribute this with the money available for discretionary funding. The recent flooding meant that many staff worked through Christmas and some residents needed to be re-homed. It had been decided to close the emergency housing at Coltishall as this was for single people (single people are not coming forward for emergency housing), instead the focus will be on finding emergency housing for families. It was queried what was happening with the still vacant adult specialist accommodation on Hardingham Rd, Cllr Bendle advised this was something to query with Norfolk County Council.

Cllr Bendle offered her thanks to the crew at Hingham Fire Station for assisting with the flood relief efforts.

14. County Councillor's report

County Cllr Dewsbury advised that the fire service were very busy due to the flooding as many areas of Norfolk were effected. It was reported that although click and collect had been planned for the larger libraries, all libraries are currently closed.

Norfolk County Council hopes to be carbon neutral by 2030 and are undertaking a largescale tree planting programme to help to reach this goal, 11,000 streetlights are also being changed to LED.

With regard to the adult specialist housing on Hardingham Road, it was noted that the housing complex was not "adopted" by NCC after its completion and therefore belongs to a private company.

15. Planning Decisions

15.1 2020/2297- Discharge condition 3 of listed building consent 2020/1677 - Door details
3 Hardingham Street Hingham NR9 4JB - Approved

15.2 2020/2133 - Discharge of conditions 3 from 2020/1584 - Doors, windows and timber cladding.
Pearces Farm Seamere Road Hingham Norfolk NR9 4LP - Approved

15.3 2020/2120 - Single storey side extension, including alterations to rear 'lean-to' roof to flat roof
Mistletoe Cottage 4 Pitts Square Hingham NR9 4LD – Approval with conditions

15.4 2020/2134 - Discharge of condition 3 from 2020/1585 - Doors, windows and timber cladding.
Pearces Farm Seamere Road Hingham Norfolk NR9 4LP - Approved

15.5 2020/2029 - Proposed two storey side extension, single storey rear extension and internal alterations.
23 Hall Moor Road Hingham Norfolk NR9 4LB – Approval with conditions

15.6 2020/1948 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB)

Agricultural Building On Land North Of Seamere Road Hingham Norfolk - Approved

15.7 2020/1921 - 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.
8 The Fairland Hingham NR9 4HN – Approval with conditions

15.8 2020/1923 & 2020/1922- Proposed extension to existing garage
18 Bond Street Hingham Norfolk NR9 4HA – Approval with conditions

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

Received since publishing the agenda

16.1 2020/2439 - Location: Land Adjacent To Greenacres House Watton Road Hingham Norfolk Proposal: Demolition of barn and erection of detached house, garage and tractor shed. Formation of new access onto Watton Road (B1108). Application Type: Full Planning Permission

The Council agreed to recommend that the application be approved.

16.2 2020/2454 - Location: 15 Market Place Hingham NR9 4AF
Proposal: Conversion and extension of warehouse and replacement of workshop/store to form dwelling. Application Type: Full Planning Permission
The Council agreed to recommend that the application be approved.

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

17.1 2020/2353- Non material amendment to 2020/1691 - amendment to the internal layout to include a external door and reduction in size of the immediate window adjacent on south facing elevation Open for comment icon - AC Bacon Engineering 61 Norwich Road Hingham Norfolk NR9 4LS

17.2 2020/2297- Discharge condition 3 of listed building consent 2020/1677 - Door details 3 Hardingham Street Hingham NR9 4JB

(ITEM 18 – 23 FINANCE)

18. Proposal to pay Norfolk Citizens Advice a donation of £600 as per the 2020/21 budget allocation (as noted by the Council in December 2019)

It was agreed to pay the £600 donation to Norfolk Citizens Advice, especially in light of the Covid-19 pandemic.

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

The Clerk advised that since the publication of the agenda there was one more invoice, from Euroffice for toilet supplies. The accounts for payment were agreed as below.

	ACCOUNTS FOR PAYMENT 05 JAN 2021				*VAT*
cheque	**TOTAL**		PAYEE	DETAILS	
104129	**£1,064.91**		staff	WAGES	
104130	**£962.46**		staff	WAGES	
D/DEBIT	**£80.82**		NEST	PENSION	
104131	**£1,181.76**		HMRC	TAX/NI	
104132	**£240.00**		COZENS (UK) LTD	STREET LIGHT MAINTENANCE	*£40.00*
104133	**£666.12**		E-ON	STREET LIGHT ENERGY	*£111.02*
104134	**£20.21**		ANGLIAN WATER BUSINESS	FAIRLAND STANDPIPE	
104135	**£11.85**		ANGLIAN WATER BUSINESS	CEMETERY	

104136	**£171.99**		ANGLIAN WATER BUSINESS	TOILETS	
104137	**£166.00**		SLCC	MEMBERSHIP	
104138	**£3,026.65**		TTSR LTD	GRASS CUTTING CONTRACT	*£504.45*
104139	**£462.00**		RAVENCROFT TREE SERVICES	TREE SURVEY	*£77.00*
104140	**£100.04**		J.S	CLEANING HOLIDAY COVER	
104141	**£116.96**		EDF ENGERGY	TOILETS	*£5.57*
104142	**£812.40**		*UK POWER NETWORK*	*RECONNECTION OF REPLACEMENT COLUMN*	*£135.40*
(104143)	**£600.00**		NORFOLK CITIZENS ADVICE	DONATION	
104144	**£76.41**		EUROFFICE	TOILET PAPER/SOAP	*£12.73*
	£9,760.58		**TOTAL**	**TOTAL VAT**	***£886.17***

20. To discuss if a Zoom subscription is required and agree action and associated budget requirement (if Zoom subscription is to be purchased)

The Clerks advised that other Clerks she had been in contact with had not noticed a difference in the quality of meetings between the paid and free version, but those that had chosen the paid for version of Zoom had done so to prevent the need for relogging into a meeting after each 40 minutes. The Clerk also advised that Clerks were paying for the subscription themselves and reclaiming the cost back from their Council.

It was decided that using Teams, which is free and not time limited should be explored and a "practice" Teams meeting be held between Clerk and Cllrs.

21. Proposal to increase the budget figure for grants to allow for greater support (where permitted) of voluntary organisations providing a service/benefit to Hingham residents.

The figure in the budget for general grants and donations is £2000, and there was support for increasing this figure. The Clerk explained that increasing the budget for grants would impact on the precept needed to cover the expected expenditure budget (the precept would need to be increased). Cllr Christien advised that she was aware that the Youth Café were likely to apply for a grant to fund a years running costs, which would be in the region of £5000, the Youth Café however currently don't have a functioning committee and need to secure a new premises to meet. The Clerk explained that the Council would still be able to consider grant applications for greater amounts (as they have done in the past) and could agree at the time to use reserve funds to award a grant. It was agreed to retain the £2000 general grants and donations budget so as to avoid the necessity of increasing the precept.

22. To discuss and agree the budget for 2021/2022.

The Clerk advised that she had not made any changes to the draft budget that was presented to and discussed by the Council in the previous meeting. It was agreed to set the budget as presented. (See Appendix B)

23. To discuss and agree the parish precept for 2021/22

The Clerk had prepared a spreadsheet showing various options for a precept figure and how this would compare as increase/ decrease for the annual amount paid by for a band D property via the Council Tax (compared to 2020/21). The Clerk advised that the precept figure for 2020/21 (the current financial year) was £77,000. With the budget figures presented, a precept of the same amount would be adequate to cover the expected expenditure. The Clerk explained that as the tax base figure had changed, a precept of £77,000 would result in a small annual increase on a band D property of £0.26.

It was agreed to request a precept of £77,000

24. To receive and discuss the information from Norfolk County Council regarding Hingham Library

Following the Freedom of Information request to Norfolk County Council regarding justification for the continued closure of Hingham Library since the end of the first Covid-19 lockdown, various correspondence and a risk assessment had been received. Concerns were raised that the risk assessment document was not adequate to explain why various measure could not have been put in place to allow the Library to open.

The Clerk explained that all Libraries were now closed due to the new lockdown, however there had been plans to open Hingham Library as a click and collect service only, with customers not being permitted to enter the library. This was noted as being a worse service provision than had been provided by the mobile library van which had in the interim been visiting the town once a week, and it was again queried how this was justifiable on the basis of the library being "too small", being that it is larger than a mobile library van. It is not known what status Hingham Library will have when the current lock down is ended.

The meeting ended at 9pm

Signed ……. Chairman

Appendix A

MIN	Update
	Matters Arising From the minutes of the meeting on 01 December 2020
21	**Advertisement for internal auditor went in the parish magazine, the previous auditor will be asked if she can provide a quotation**
Other Updates	
Trees for planting (Fairland and Market Place permanent Christmas Trees) will be sourced in the new year	
Notice boards for the toilets to be purchased	
Christmas Tree to be removed (scheduled 06 Jan 2021)	
Notice Boards - both wooden notice boards 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	
Tree survey has undertaken the Clerk met the Arboriculturist to discuss any concerns, the report has been received and will be added to a future agenda	
Work to reduce the small leaved lime in the churchyard rescheduled for January	
New bank mandate forms have been sent to the mandate team - more signature confirmations have been requested by the bank – (one new signature still required)	
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 – 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. Another company has been in touch regarding the clock and will be asked to provide advice/quotation.	
Skatepark repairs – quotation to be requested for the replacement rivets, quotation for maintenance contract received and needs to be discussed the cost is being included in the draft budget. Joins in the tarmac to be filled .	
Outstanding Issues	
Financial checking/scrutiny to be undertaken. Chairman and Clerk	
Working Party for the feasibility into a neighbourhood plan to be set up when more Councillor Vacancies are filled	
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 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/depending location of installation of bike racks
Commemorative Plaque for the Fairland Bus shelter – To be ordered
Report prepared 04 January 2021 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Clerks Report for 05 Jan 2021

Crime Figures – latest update November 2020
https://www.police.uk/pu/your-area/norfolk-constabulary/wymondham/?tab=CrimeMap

Fleeters Hill - violence and sexual offences 1
Mill Corner – criminal damage and arson 1
Muir Drive - Shoplifting 1, Violence and sexual offences 1, anti social behaviour 1
The Dell - Violence and sexual offences 1
Watton Road - Violence and sexual offences 1

2021/2022 budget as agreed at the meeting on 05 January 2021 Appendix B

INCOME	
£77,000.00	Precept
£100.00	Interest
£3,000.00	Cemetery charges
£100.00	HPFA rent
£3,942.13	Fee from NCC for grasscutting
£30.00	CBF INVESTMENT 132001129S
£84,172.13	TOTAL

EXPENDITURE	
£5,000.00	**Contingency**
	Footway lighting
£7,000.00	Energy
£2,700.00	Maintenance
£1,000.00	Repairs
£3,000.00	Replacements
	Open spaces
£8,600.00	Handyman salary
£11,000.00	Grasscutting
£3,000.00	Trees, ditches
£200.00	Maintenance/equipment/COVER
£1,000.00	Church Yard repairs/Maintenance
£100.00	Cemetery refurbishment
£1,000.00	Cemetery /memorial repairs
£600.00	Skatepark
£60.00	Church Lights
£200.00	signs
	Amenities
£500.00	Church clock repairs, maintenance
£2,000.00	Bus shelters
£2,500.00	Community car scheme
£300.00	Christmas tree, lights
£0.00	Town sign

£200.00	Rates, cemetery, water inc fairland stand pipe
£525.00	Dog bin emptying
£200.00	replacement bins (dog/litter/grit)
	Administration
£14,600.00	Clerk's salary
£35.00	website
£50.00	Stationery ,post, phone
£374.00	Chair's allowance
£1,500.00	NI – employers contribution
£2,500.00	Insurance
£250.00	storage room hire
£450.00	Hall hire
£750.00	Subs/training/ICO FEE
£600.00	Audit
£800.00	Advertising/publicity
£800.00	Elections
£120.00	Payroll admin fees
£500.00	Printing costs lease and metered printing)
£800.00	PENSION (3% WAGES)
£312.00	CLERKS ALLOWANCE HEATING/ELEC ETC
	Grants and Donations
£2,000.00	
	S137
£100.00	general
£250.00	Automated Defibrillator
£600.00	Citizens Advice
	TOILETS
£3,650.00	Wages
£300.00	Holiday/SICKNESS Cover
£400.00	Cleaning Products/Sundries
£600.00	Electric
£600.00	Water
£300.00	Repairs
£360.00	OTHER /RATES/LEGAL
£84,286.00	**TOTAL (budget for expenditure 2021/22)**