

**MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL  
ON TUESDAY 01 DECEMBER 2020. THIS WAS A VIRTUAL MEETING (HELD VIA ZOOM)**

**Present**

**Cllr Eldridge – Chair**

**Cllr Christien, Cllr Gott, Cllr Overton**

**Clerk – Alison Doe**

There were 4 members of the public attending the meeting including District Cllr Bendle and County Cllr Dewsbury.

1. **Apologies for absence** – Were received from Cllr Amey, Cllr Dunnett and Cllr Foord, it was noted that no contact had been made by Cllr Tyson for this or the previous meeting.
2. **Public participation session - (15 minutes maximum) (Members of the public may make a statement or ask a question of not more than three minutes duration).**  
Two residents present at the meeting spoke to raise concerns regarding the Hingham Road Safety Campaign. The concerns raised included the inaccurate claim of an “89% mandate from residents” and the proposals by the group for roundabouts and traffic lights to be installed on the B1108, how this would adversely affect the flow of traffic and have a negative impact on Hingham. One resident spoke very strongly against the group’s proposal for traffic lights at the Fairland crossroads, suggesting the realignment of the junction to improve visibility was what was needed to improve safety. The Clerk explained about the Fairland feasibility study being undertaken through the Norfolk County Council Parish Partnership Scheme. One resident expressed concerns regarding the “think” signage that had appeared on the B1108, which has given the town an unnecessarily cluttered appearance and does little to effect a slowing of the traffic. Councillors asked the residents if they felt that the report conveyed that the proposals were a “done deal”, one resident expressed concerns that the proposals appeared as what was going to happen and that the installations of traffic lights, roundabouts, and multiple pedestrian crossing points would lead to driver frustration, traffic congestion, are not in keeping with the environment and would be damaging to the heritage of the town. Cllrs expressed their agreement with these concerns and also concerns regarding the questionnaire (with reference to the report which made proposals that had not been included within the questionnaire). The residents were thanked for attending the meeting and bringing their concerns to the Town Council.
3. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**  
Cllr Eldridge advised that he wished to declare an interest and not participate in agenda item 16.2 planning application 2020/2120 Mistletoe Cottage 4 Pitts Square, as it was a neighbour’s property.
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**  
It was agreed that Cllr Christien would Chair item 16.2.
5. **To consider any application for co-option on to the Town Council**  
No applications had been received.
6. **To agree the accuracy of the Minutes of the Town Council meeting of 03 November 2020**  
It was agreed that the minutes are correct. The Clerk will arrange for them to be signed by the Chairman.

**7. Matters arising from the Minutes of 03 November 2020 (and other updates contained in a written Clerks report circulated prior to the meeting- see appendix A)**

A written report was circulated to all Cllrs prior to the meeting. In addition to this the Clerk advised that the Hingham Playing Field Association had confirmed receipt of the Covid Support Grant.

**8. Working Party Reports**

There were no working party reports.

**9. Reports from representatives on external bodies**

Cllr Gott reported that the Hingham Emergency Packages Scheme was currently helping 4 families. The scheme had new volunteers and plans for help for the families at Christmas were going well. It is intended to apply for funding through the Better Together scheme.

**10. General Correspondence (information/circulars etc)**

**10.1 George Freeman MP - views on (a) Lockdown (b) HMG Planning reforms**

**10.2 Norfolk County Council - winter support package to help feed those in need this Christmas**

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

**11.1 Hingham Playing Field Association - sports centre condition report – (noted as correspondence - for full discussion at a future Town Council meeting)**

The Clerk advised that the report would be added to a future Town Council meeting, after the HPFA had met to discuss it. In the meantime thought should be given as to what practical help can be given to the HPFA with regards to fundraising and upkeep of the sports facility.

Cllr Overton agreed to deputise for Cllr Foord (if she was unable to attend) at HPFA meetings.

**11.2 Hingham Road Safety Campaign – Background paper on policy thinking – further to the HRSC report discussed at the Town Council meeting on 03 November 2020**

Cllrs again expressed concern regarding the campaign groups report, and the claim of 89% mandate from residents, it was reiterated that the assumption that every member of a household agreed with the person filling in the questionnaire was flawed and misleading. It was restated that the proposals were not a constructive solution to reducing speed on the B1108 and there was no logical pragmatic pathway from the objective of reducing speed to the proposals being made.

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

No actions required

**13. District Councillor's report**

District Cllr Bendle offered thanks to all residents who have pulled together to help the community during the Covid 19 pandemic and offered apologies for not being able to attend Town Council meetings recently.

It was reported that the Hingham Playing Field Association had received a grant for the improvement of the toilets at the sports centre.

South Norfolk Council are recruiting Covid support staff, to be present in towns to check the Covid Secure guidance is being adhered to and to help and advise shops, and also to assist with support for residents.

Cllr Bendle advised that SNC were very critical of the planning white paper and have submitted a response as such. It is not yet known how much longer it will take to finalise the new Local Plan (GNLP), however the current plan runs to 2026.

Special temporary accommodation is available at the old Coltishall airbase to alleviate homelessness, the spaces have however been reduced from 25 to 10, for the South Norfolk and Broadland area. Cllr Bendle confirmed that the 10 places were enough (and were in addition to the 20 plus already available) and that

help has been given to Norwich City Council in providing temporary accommodation for homeless people. Additional support (in particular for mental health and working with the Matthew Project) has been available by utilising the leisure centre staff whilst leisure centres were closed.

Concerns were raised regarding the specialist accommodation on Hardingham Road as this still remains unused and empty. Cllr Bendle advised that this would need to be raised with Norfolk County Council.

#### 14. County Councillor's report

County Cllr Dewsbury reported Norfolk County Council had launched Norfolk COVID Winter Help to support those facing financial hardship over the winter period. The scheme will run until the end of March 2021.

The Fire Service is working with the Police on a Drink/Drug Drive campaign called #IMPACT to highlight the dangers and protect other road users. They are also raising awareness of the possible causes of fires in homes via a series of short videos on how to spot early signs of a fire and tips on how to reduce the risk of fire in homes.

Norfolk Trusted Trader Scheme has been offering 50% off membership to Norfolk businesses to help them promote themselves and find more work and to ensure that local residents can be confident when selecting a local company to do some work for them. Norfolk Against Scams Partnership has also been warning people and businesses about scams.

Three museums, Lynn Museum, Time and Tide Gt Yarmouth and the Castle Museum reopened on December 3rd. Most libraries are open again. Hingham has not yet opened as it is so small but the mobile library is visiting the town there may be a click and collect system from the library building set up in the new year.

#### 15. Planning Decisions

- 15.1 2020/1691 - Proposed Welfare Facility within existing building footprint and new exterior cladding  
A C Bacon Engineering 61 Norwich Road Hingham Norfolk NR9 4LS - Approval with Conditions
- 15.2 2020/1354 Replace existing front door  
1A Norwich Street Hingham Norfolk NR9 4JJ - Approval with Conditions

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

- 16.1 **2020/2052 Location: 25 Granary Way Hingham Norfolk NR9 4FA**  
**Proposal: Erection of rear single storey extension and link to existing garage converted to bedroom with en-suite shower room. Application Type: Householder**  
It was noted that residents had raised concerns regarding the change of use of the garage to living accommodation. Concerns were raised that there is limited off road parking available for each house and that removal of the garage facility for this application would set a precedent and therefore have the potential for the need for cars to be parked on the highway, which is narrow and unsuitable to accommodate on road parking. It was agreed to recommend that the application for the extension be approved but to highlight the concerns regarding the conversion of the garage.
- 16.2 **2020/2120 Location: Mistletoe Cottage 4 Pitts Square Hingham NR9 4LD**  
**Proposal: Single storey side extension, including alterations to rear 'lean-to' roof to flat roof**  
**Application Type: Householder**  
Cllr Eldridge did not participate in this agenda item which was chaired by Cllr Christien. No objections were raised to this application.
- 16.3 **2020/2001 Location: Dogtales Daycare Attleborough Road Hingham Norfolk NR9 4NQ**  
**Proposal: Change of use of the existing building used as a dog-care business to holiday accommodation - Application Type: Full Planning Permission**  
It was agreed to recommend that this application be approved.

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

None

**(ITEM 18 – 21 FINANCE)****18. To approve Accounts for Payment**

The Clerk advised that since the publication of the agenda 2 additional invoices had been received, a copy of all invoices were sent to Cllrs prior to the meeting. The Accounts for payment were agreed as below.

ACCOUNTS FOR PAYMENT 01 DEC 2020				VAT
cheque	TOTAL	PAYEE	DETAILS	
104120	<b>£1,150.52</b>	staff	WAGES (1137.55)	
			BINBAGS (6.97)	
			CLEANING PRODUCTS (6.00)	
104121	<b>£1,273.00</b>	staff	WAGES	
D/DEBIT	<b>£86.87</b>	NEST	PENSION	
104122	<b>£240.00</b>	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<i>£40.00</i>
104123	<b>£688.32</b>	E-ON	STREET LIGHT ENERGY	<i>£114.72</i>
104124	<b>£618.24</b>	SOUTH NORFOLK COUNCIL	DOG BIN EMPTYING	<i>£103.04</i>
104125	<b>£480.00</b>	PKF LITTLEJOHN	AUDIT	<i>£80.00</i>
104126	<b>£99.38</b>	A DOE	REINBURSEMENT/BAKER ROSS CRAFT ITEMS	<i>£16.56</i>
104127	<b>£482.50</b>	N FOREMAN	CHURCH WALL ATTLEBOROUGH RD	
104128	<b>£22.70</b>	NORFOLK COPIERS LTD	METERED PRINTING	<i>£3.78</i>
	<b>£ 5,141.53</b>	<b>TOTAL</b>	<b>TOTAL VAT</b>	<b><i>£358.10</i></b>

**19. To discuss the draft budget for 2021/2022.**

The Chairman's connection to the meeting was very poor, it was agreed that Cllr Christien should act as Chair for the remainder of the meeting. District Cllr Bendle advised that use of the free version of Zoom may lead to a poorer quality of connectivity to the meeting. The Clerk will investigate pricing for Zoom subscription. The Clerk had prepared a draft budget for 2021/22 by looking at figures for current year 2020/21 (first six months and to date) and budget figures for 2019/20 (whole year). The draft budget was forwarded to all Cllrs prior to the meeting and was presented with recommendations for where figures should be increased or decreased on the budget for 2020/21. The Clerk explained that she had increased the budget figures associated with wages, pension and payments to HMRC, Council insurance cover, and costs for the skate park to include a budget for an annual basic maintenance visit. The Clerks suggested using reserves for larger projects (which would require spending beyond the budget figure) such as refurbishment of the Market Place bus shelter and replacement of old street light columns. The Clerk suggested a small reduction in budget figures for tree work and cemetery refurbishment, new contracts allowed for a small reduction in the budget required for printing costs and street light maintenance. The Clerk advised that she had try to maintain an overall budget figure for expenditure close to that of 2020/21 to try to reduce the potential for an increase in the precept required. The budget will be finalised in January 2021 when the precept figure will need to be agreed.

**20. To receive and discuss External Auditors Report (2019/20 AGAR Section 3 External Auditor Report)**

A copy of the external auditors report was forwarded to all Cllrs prior to the meeting. The report advised that no irregularities were found. The auditor had queried the dates for the advertising of electors rights to inspect

the accounting records as the advertisement was dated more than 14 days after the Council had agreed the accounting statement. The Clerk advised that the advertisement was within the permitted time scales and she had set the dates so they did not fall when she was away and therefore unavailable.

**21. Proposal to invite tenders for an internal auditor for (2020/21) financial year-end audit**

Agreed.

**22. To discuss the effectiveness of the virtual/remote meeting protocol and suggest any necessary amendments and proposal for formal adoption of the protocol.**

It was agreed that the protocol seemed to cover what was needed and should be formally adopted for use at virtual meetings.

The meeting ended at 8.30pm

Signed Chairman ..... ( Minutes agreed at virtual meeting 05 January 2021)

MIN	Update
	<b>Matters Arising From the minutes of the meeting on 03 November 2020</b>
23	<b>Norfolk County Council – budget consultation – ref: library closure concerns. A Freedom of Information request has been made to NCC regarding Covid risk assessments for Hingham Library</b>
26	<b>The Grotto Committee are hoping to install the mini forest on 05/06 December</b>
27	<b>Trees for planting (Fairland and Market Place permanent Christmas Trees) will be sourced in the new year</b>
29	<b>Notice boards for the toilets to be purchased</b>
<b>Other Updates</b>	
Christmas Tree is now in situ decorated, lovely feedback has been made on social media	
PAT testing on Christmas tree lights done	
Tree survey has been requested to be undertaken – due Thurs 3 <sup>rd</sup> December	
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	
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. Advice 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 .	
<b>Outstanding Issues</b>	
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	

<p>Re-siting of the Town Council notice board – a suitable place has not been identified in the Market Place and removing the notice board from it’s current location may leave damage to the building – The clerk advises considering the purchase of a new purpose build free standing notice board if there is a suitable location in the Market Place</p>
<p>Communications Policy (including social media - this is being worked upon )– Cllrs are reminded not to comment on public social media pages making reference to themselves as Councillors, in a way that could give inaccurate information or be misleading or misconstrued as the Council having discussed and agreed something, when this is not the case. Staff/Cllr communication/relationship protocol to be drafted</p>
<p>Cemetery fees discretion policy – The Clerk has been working on this as an overall Cemetery Fees Policy all points relevant to the fee structure including frequency and method of fees reviews This is to be finalised and brought back to a future Town Council meeting.</p>
<p>Extension of Cemetery Driveway and turning circle – The Clerk has spent some time in the cemetery looking at the area that would be required to extend the driveway – the area is very extensive – and the clerk is concerned about the application of such a large area of tarmac – (environmental and cost) There may be other more appropriate solutions – including a shorter tarmac extension followed by “matting” under the grass surface (and possibly a tarmac path for better pedestrian/disability access), and leaving the existing grass as a driveway over the old cemetery area - advice is needed from a funeral director with regard to vehicles used. The use of the driveway (as in frequency) for funerals is minimal – therefore the grass should not become too worn from being driven on - this requires a lot of further thought to ensure the Council have a cost effective but long term solution for the future use of the cemetery .</p>
<p>2 steel liners for the Market Place bins to be ordered – need to re measure the inside of the bin – (liners available at a reasonable price are a slightly different size to the existing ones (by mm’s) - Have not yet found liners of the same size -</p>
<p>“Please do not park on the grass” signs to be priced/depending location of installation of bike racks</p>
<p>Commemorative Plaque for the Fairland Bus shelter – To be ordered</p>
<p>Report prepared 30 November 2020 does not include Matters Arising when the item is on the forthcoming meeting’s agenda</p>

### Clerks Report for 01 December 2020

Crime Figures – latest update October 2020

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

Lincoln Avenue: public order 4, violence and sexual offences 3,

Muir Drive - violence and sexual offences 1

Mill Corner - violence and sexual offences 1

St Andrews Close – Burglary 1

Market Place: Vehicle crime 1

Norwich Street - Shoplifting 1

Ringers Lane - Violence and sexual offences 1, anti social behaviour 1.

Low Road – Drugs 1