

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 06 OCTOBER 2020.

Present

Cllr Eldridge - Chairman
 Cllr Foord – Vice Chair
 Cllr Christien, Cllr Dunnett, Cllr Gott
 Clerk – Alison Doe

There were 3 members of the public present including County Councillor Dewsbury

1 Apologies for absence

Apologies for absence were received from Cllr Amey, Cllr Tyson 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).

2.1 Rev Colin Reed advised that the church Christmas celebrations would not be able to take place as they have previously done, due to the Covid pandemic restrictions. The 'light of the world' service would normally attract 500 people and therefore the church are looking at how (if) the service can still be held in a safe manner. It is uncertain if the usual carols around the town Christmas tree can still take place. Rev Reed also advised that the Remembrance service will not take place as normal. Rev Reed and Rev Sally Wallace-Jones will be attending the receive remembrance wreaths from 2.45pm 8th November, and it is hoped that there will be a short reflective service at 3pm. On 11th November the bell will be rung at 11 am and again at 11.10 am.

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

Cllr Eldridge declared an interest in agenda item 17.2.

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 Foord agreed to preside over agenda item 17.2.

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

The Chairman asked if, within the public present, there was anyone who would like to be considered for co-option. One resident Charlie Overton asked to be considered for co-option for this vacancy (having given a brief written description of his background and interests prior to the meeting). Mr Overton (when asked why he wished to become a Town Cllr) advised that he had recently moved to Hingham and being a Councillor would be a good way to be involved in the community. It was proposed by Cllr Eldridge and seconded by Cllr Christien that Charlie Overton be co-opted. A vote was taken and it was agreed to co-opt Charlie onto the Town Council. The Clerk explained that Charlie would take office at the next meeting (03 November 2020). 3 Cllr vacancies now remain.

6 To agree the accuracy of the Minutes of the Town Council meeting of 21 July 2020

The Minutes were agreed as correct and signed by the Chairman.

7 Matters arising from the Minutes of 21 July 2020 (and other updates contained in a written Clerks report circulated prior to the meeting)

A written report was circulated prior to the meeting – see Appendix A

8 To ratify matters of business undertaken via delegation to the Clerk on 01 September 2020

It was agreed to ratify all business concluded on 01 September 2020 as described in 8.1 and 8.2 below.

8.1 Accounts for Payment – agreed via email on 01 September 2020

ACCOUNTS FOR PAYMENT 01 SEPT 2020

REF	TOTAL	PAYEE	DETAILS	VAT
104089	£835.39	<i>Staff</i>	WAGES	
104090	£918.04	<i>Staff</i>	WAGES	
D/DEBIT	£61.69	NEST	PENSION	
104091	£86.22	<i>Staff Cover</i>	TOILET CLEANING/BINS	
104092	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£40.00
104093	£21.81	FIRST COPY	METERED PRINTING	£3.64
104094	£74.41	NORFOLK COPIERS LTD	PRINTER RENTAL	£12.40
104095	£45.60	THE COMMUNITY HEARTBEAT TRUST LTD	DEFIB ELECTRODES (s137)	£7.60
104096	£688.32	E-ON	FOOTWAY LIGHTING ENERGY	£114.72
104097	£3,026.65	TTSR	GRASS CUTTING	£504.45
104098	£96.00	COZENS (UK) LTD	STREET LIGHT EMERGENCY CALL (POTTLES)	£16.00
	£ 6,094.13	TOTAL	TOTAL VAT	£698.81

8.2 - Planning Application

2020/1551 - 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

Cllrs commented that this application should be approved – comments made via email on 01 September 2020

9 Working Party Reports

There were no Working Party reports.

10 Reports from representatives on external bodies

- 10.1 Cllr Christien reported that the Lincoln Hall was one of only a few village halls that had managed to open and function (ref: Covid restrictions). It is hoped that future plans can include scope for extending the building/use of the facility, somehow perhaps incorporating the Library. It was advised that grants are available but it may be difficult to currently move anything forward. The Lincoln Hall AGM is on 13 October 2020.
- 10.2 Cllr Gott reported that in light of furlough ending more people may be in need of help from Hingham Emergency Packages before and during the Christmas period, therefore the scheme was starting to plan for being able to provide additional help.

11 General Correspondence (information/circulars etc)

11.1 CPRE - Planning White Paper

Concerns were raised that the local people will not have adequate influence on planning decisions affecting their community. With housing numbers being allocated which do not take into account smaller “ad-hoc” developments and new sites being allocated prior the existing sites within districts being used. It was also raised that houses being built do not meet the needs of communities, with too many larger homes, and not enough bungalows, affordable and/or social housing being built. It was also raised that social housing

is not being adequately replaced as it is/ has been sold off through right to buy schemes. It was suggested that these concerns be raised with MP George Freeman.

11.2 South Norfolk Council - COVID-19 Business Support Update

11.3 Norfolk ALC Wellbeing - Food Waste Saving Tip

11.4 Norfolk County Council - Partner and Community Focus News Update September 2020

11.5 Norfolk ALC Bulletin - 5 October 2020

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

12.1 Various Matter – (inc. Hingham Library, Town Clock, Post Office, Councillor Vacancies, Council meetings and Town Council plan to “pave the way” for Hingham)

The Clerk advised that she had responded to the resident and further to that response added that the Post Office had advised that they were still looking into 2 options of how to provide a Post Office service in Hingham.

12.2 Compliment regarding the cleanliness of the toilets

The compliment and Council's thanks are to be passed to the member of staff who undertakes the cleaning of the toilets.

12.3 Complaint regarding the cemetery

The Clerk advised that many Councils do not allow the planting of grave plots and only allow a headstone (with integral vase for flowers if desired). By not prohibiting planting within plots, it does make cutting the grass more difficult and this is done by strimming and therefore unprotected small shrubs are in danger of being damaged. If the grass is strimmed whilst damp, it will stick to headstones. The Clerk suggested that the cemetery terms and conditions could state that items placed on or planted within the a grave plot are done so at the families risk and the Council should consider this amendment when the terms and conditions are next reviewed.

12.4 Objections to the Hingham Road Safety Campaign (re their survey)

The Council acknowledged that they had supported the campaign through a grant and are grateful for those trying to raise speed awareness and improve road safety in the town. Concerns were raised regarding some aspects of the way that the Safety Campaign had been conducted, with the survey trying to address matters that are not feasible and unrealistically raise the expectations of residents. Concerns were also raised regarding the roadside conduct of some campaign members during campaign days. The Council also acknowledged that they need to be open to listen to and represent residents that are opposed to the suggestions made by the road safety campaign group. County Cllr Dewsbury advised that she had used her members budget to pay for the “Think” speed awareness signs.

12.5 Parking issues

Residents are experiencing difficulties through inconsiderate parking. The Clerk will put something in the parish magazine referring to this.

12.6 Cemetery – compliment

The Clerk will pass on the compliment to the relevant staff member and grass cutting contractor.

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

The Clerk had responded to the residents' correspondence (items 12) .

14 District Councillor's report

District Cllr Bendle was not present at the meeting, but had sent her regards and asked if anyone was needing assistance to get in touch with her.

15 County Councillor's report

County Cllr Dewsbury reported that Norfolk County Council staff are still working from home, most services are carrying on as usual, plus, providing support for anyone who needs assistance with problems caused by the pandemic. NCC have a new anti COVID campaign with the slogan – “Protect ourselves, Protect others, Protect Norfolk”, to try to get people to work together to prevent the spread of the virus and another peak in Norfolk.

The Boundary Commission’s recommendation for Norfolk Divisional boundaries is out for consultation until November 23rd. It recommends that the Division for Hingham which is made up of three South Norfolk District Wards, is divided into two parts. It suggests that South Norfolk’s Easton Ward (Easton, Gt Melton, Marlingford and Colton) are put with Queen’s Hills and South Norfolk Wicklewood Ward (Barford, Wrampingham, Barnham Broom, Kimberley, Carleton Forehoe, Coston, Runhall, Welborne, Brandon Parva, Morley, Wicklewood) and Hingham Ward (Hingham, Deopham, Hackford) join with part of North Wymondham. As the pandemic has brought everything to a standstill the current boundaries will still be in place for the County Council elections next May.

NCC held their first virtual Fire Station Open Day. Some of it was screened live on the day. There were over 3,000 views on Youtube. This marked the beginning of Fire Safety Week with lots of information and advice being made available to help people keep themselves and their homes safe from fire.

October 5th – 10th is Libraries Week. Libraries are providing free support for adults who struggle with reading, online activities for all ages, including Storytime, Coding Clubs and a writing competition for children, plus the usual knit and natter, reading Friends, and other events for adults and events to mark Black History Month.

Adult learning is starting the new term with some face to face classes, such as silver smithing and pottery at Wensum lodge but many new courses are now online. Norfolk Records Office is running various courses on line including how to trace your family history, or the history of your house, and free a Community Archives project with a Toolkit for people involved in local history groups which explains how to collect and catalogue information.

NCC are still working on how to balance the budget for this year and prepare for next year after overspending when supporting local people during and since the Covid-19 lockdown.

16 Planning Decisions

- 16.1 2020/1214 - Single storey side extension
23 Greenacre Road Hingham NR9 4HG - Approval with Conditions
- 16.2 2020/1172 - Proposed new dwelling
Land To The Rear Of 27 Norwich Road Hingham Norfolk - Refusal
- 16.3 2020/1059 - Single new detached dwelling
Rowan House Bears Lane Hingham Norfolk NR9 4LL - Approval with Conditions
- 16.4 2020/0936 - Self build dwelling and garage.
Land East Of The Fields Hingham Norfolk - Refusal
- 16.5 2020/0841 - Reserved matters for appearance, landscaping, layout and scale following outline planning permission 2017/2330 for 2 self build dwellings (Plot 2).
Engineering Works Watton Road Hingham NR9 4NN - Approval with Conditions
- 16.6 2020/1737 - Non material amendment to 2018/0339 - Change to the external window configuration
Millside Mill Corner Hingham NR9 4LG - Approval with no Conditions

- 16.7 2020/1551 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB) Open for comment icon
Agricultural Building On Land North Of Seamere Road Hingham Norfolk - Withdrawn
- 16.8 2020/1299 - Change of use from shop to leisure
3 Bond Street Hingham Norfolk NR9 4HA - Approval with Conditions

17 Planning Applications (as notified by SNC for consultation)

- 17.1 2020/1584 & 2020 1585 Location: Pearces Farm Seamere Road Hingham NR9 4LP**
Proposal: Change of use and building operations for a dog daycare facility.
Application Type: Full Planning Permission/ Application Type: Listed Building Consent

The Council agreed that the application should be approved with the condition that the business should be conducted solely on a pick-up and drop-off basis. (i.e the dogs are picked up and dropped off by the business (therefore no customers are visiting the site), preventing additional traffic on Seamere Road which is a narrow single track carriage way with limited passing places). Concerns were also raised regarding noise disturbance (barking dogs) to neighbouring properties and that any such potential for noise nuisance should be mitigated.

- 17.2 2020/1677 Location: 3 Hardingham Street Hingham NR9 4JB**
Proposal: Alterations to kitchen and formation of increased door opening.
Application Type: Listed Building Consent

The Council agreed that the application should be approved.

- 17.3 2020/1691 Location: A C Bacon Engineering 61 Norwich Road Hingham Norfolk NR9 4LS**
Proposal: Proposed Welfare Facility within existing building footprint and new exterior cladding
Application Type: Full Planning Permission

The Council agreed that the application should be approved, however a query was raised regarding the details of the application form relating to car parking, as the form seems to indicate that there will be a loss of 25 car parking spaces.

- 18 (other planning applications where the Town Council is not a consultee – for information only)
 2020/1626 - (1) horse chestnut - fell. (2) conifers x 2 - fell. (3) blue cedar - raise crown to 5m. Open for comment icon
 8 Pitts Square Hingham NR9 4LD

(ITEMS 19 – 24 FINANCE)

19 To receive the bank reconciliation and monitor the budget (April – September 2020)

The Clerk had prepared the bank reconciliation and budget monitoring figures and forwarded this to all Cllrs prior to the meeting.

Bank reconciliation as follows as per the bank statements up to 25 September 2020

Current account	£88,835.71
Tracker account	£89,455.78
High interest account	£38,808.15
dormant account	£186.80
TOTAL	£217,286.44

LESS Amount from Unpresented Cheques	£3,488.87
ADD any unbanked cash	£0.00
ADD CHEQUES PAID IN 29 September 2020	£1,984.50
Net bank balances as per the Cashbook as of 29 September 2020	£215,782.07

With reference to the budget monitoring figures (April to September 2020) the Clerk advised that there were overspends on street light replacements due to 2 having been damaged and needing to be replaced and that the insurance premium had increased significantly due to last year's insurance claim. (Budget Monitoring figures – see Appendix B)

20 To agree a temporary arrangement for undertaking the financial scrutiny/checking (until Finance Committee meetings resume and it is practical the committee to undertake the check)

The Clerk suggested and it was agreed that the financial scrutiny/checking should be undertaken by the Chairman with the Clerk on hand to answer queries.

21 To receive notification of payment by South Norfolk Council of the Precept

The Clerk had forwarded the remittance notice to all Cllrs prior to the meeting, of the payment of £38,500 being made on 28 September 2020.

22 To receive notification of payment by South Norfolk Council of £10,000 Small Business Grant Fund

The Clerk advised that this payment was being made to the Town Council because of the Cemetery being subject to small business rate relief. The Clerk confirmed that there were no conditions attached to the grant and suggested "ringfencing" it for use in the cemetery.

23 To receive information regarding the 2020-21 NATIONAL SALARY AWARD as agreed by The National Joint Council for Local Government Services (NJC)

The Clerk forwarded the information regarding the National Salary award to all Cllrs prior to the meeting and advised that a review of staff wages would be on a future agenda. (staff appraisals need to be undertaken).

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

The accounts for payment were agreed as below and cheques signed by the Chairman, the Clerk will arrange for the cheques to be countersigned.

ACCOUNTS FOR PAYMENT 06 OCT 2020				
REF no.	TOTAL	PAYEE	DETAILS	
104099	£1,038.40	D RAMM	WAGES	
			BINBAGS £17.93	VAT £2.99
104100	£918.04	A DOE	WAGES	
D/DEBIT	£77.12	NEST	PENSION	
104101	£806.40	HMRC	TAX/NI	
104102	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	VAT £40.00
104103	£110.95	XEROX FINANCE	FINAL PAYMENT PRINTER LEASE	VAT £18.49
104104	£119.65	EDF ENERGY	ELECTRIC/ TOILETS	VAT £5.70
104105	£688.32	E-ON	STREET LIGHT ENERGY	VAT £114.72
104106	£21.73	ANGLIAN WATER	FAIRLAND	
104107	£13.36	ANGLIAN WATER	CEMETERY	
104108	£130.06	ANGLIAN WATER	TOILETS	
104109	£67.05	EUROFFICE	TOILET PAPER	VAT £11.18
104110	£40.00	ROYAL BRITISH LEGION	WREATH (S137)	
TOTAL	£ 4,271.08		TOTAL VAT	£193.08

25 Norfolk County Council Highways Parish Partnership Scheme – To discuss/agree whether make a submission bid and if so discuss potential projects, and agree project (s) for costing for a final decision on a submission bid to be made in November (bids must be submitted by 04 December 2020)

The Clerk advised that she had enquired with the highways engineer regarding improved pedestrian crossing facilities and if a disabled parking bay could be provided under the Parish Partnership Scheme, he had advised that a disabled parking bay was not possible because the PPS cannot be used for Road Traffic Orders, and that as the current PPS feasibility study was now including an assessment of the feasibility of a crossing point in the Market Place, a Parish Partnership bid for an alternative crossing point would not be likely to be supported (as the current study had not been concluded). It was agreed to not apply for Parish Partnership funding this time but to await the results of the feasibility study in anticipation of being able to make a bid based on the results of that study (with reference to improved crossing facilities) during the next round of funding.

26 Public Toilets - to discuss the recent abuse of the toilet facility and agree any actions to be taken

It was explained that the gents toilets had been closed for approximately 2 weeks due to unsanitary/unhygienic use/abuse of the facility. It was agreed that the toilet should now re open but that the cleaner should have the authority to close the facility again if needed. The Clerk will discuss the potential to close the toilets at an earlier hour with the cleaner. Thanks to be passed to the cleaner for dealing with the issue. It was also noted that if the toilets are subject to further similar abuse, there may be an issue within the community that needs addressing.

27 Parking issues within the town – to discuss matters relating to parking issues within Hingham and to make suggestions/agree action point relating to this issue

Concerns were raised that there are on going complaints from residents regarding inconsiderate parking practices and that vehicles are being parked “3 deep” on the carriageway on the Fairland (in the vicinity of the café). Cllr Eldridge had sent an email to all Cllrs prior to the meeting, which outlines some options regarding potential space for a carpark. One option was to use (part of) the Fairland green by the bowls club as a parking area, this would require some alteration to the surface/structure of the green to prevent it from becoming muddy. The Clerk advised that the area was protected by legislation as it was registered village green, and allowing it to be parked upon on a daily basis would be contrary to that legislation and could be perceived as contrary to the Town Council’s acknowledgement of a climate emergency. It was discussed that these issues needed to be considered on balance with providing space for parking to enable to town to be vibrant and flourish and providing an area for parking on the Fairland could also mean there was the provision for farmers markets/outdoor events. The other option presented was the potential to use some of Ladies Meadow as a parking area, which could also be combined with an extension to the cemetery. Concerns were raised regarding this option as the Council do not own the land and it may be too far from the towns shops/facilities for it to be utilised if it was a car park area.

The Clerk advised that South Norfolk Council were going to be undertaking a review of car parking within the district and suggested that the Council should request that Hingham is included in this review. An officer from SNC had suggested that a pay and display car park could be used to provide income to support road traffic orders and enforcement to implement highway parking restrictions. However this would require Norfolk County Council to agree. It was noted that there were time restrictions and disabled parking provision within the “on highway” parking in Wymondham

It was also suggested that the rose garden outside the Lincoln Hall could be removed (re planted elsewhere) to provide additional parking space.

Concerns were raised that the issue of parking in Hingham is tied up with the lack of access to public transport for nearby villages and that Hingham is used as a destination to drive to, by people wishing to access the bus service.

It was agreed to further investigate the options.

28 Cycle Racks – to discuss and agree suitable locations and arrangements for installing the 4 cycle racks held in storage

The Clerk confirmed that there are 4 cycle racks in storage. It was agreed that they should be placed as follows – 1 by the Fairland bus shelter, 2 near to Lincolns Café (possibly near to the benches already situated on the Fairland green) and 1 near to the public toilets. Cllr Dunnett offered to speak with a local builder regarding installation.

29 Hingham Library – To discuss the notification by Norfolk County Council they are unable to re-open Hingham Library that Hingham will be served by a temporary mobile library service

Concerns were raised that the emails from Sarah Hassan (Assistant Head of Service, Norfolk Library and Information Service) did not provide adequate information as to why Hingham Library could not re-open. It had been suggested to NCC that the library could operate safely with a “one in one out system” (as used by the mobile library), hand washing facilities could be provided via a mobile hand washing station and the use of the Lincoln Hall toilets were still available to the Library staff (additional sanitiser could be made available to Library staff needing to use the toilets). It was also noted that the Lincoln Hall is not in full use and that the library hours could be altered (shortened shifts) to reduce the potential of staff needing to use the toilets within the hall. Currently the Lincoln Hall is not in use on a Saturday. The Clerk advised that as far as she was aware that there had been no consideration or investigation into temporarily moving the library into another premises within the Town. It was also noted that NCC had not consulted with the Lincoln Hall and that this had caused some difficulties when the mobile library had parked in the car park while the Lincoln Hall was in use. County Cllr Dewsbury is now looking to see if the mobile library can be parked to the rear of the fire station.

Concerns were also raised that the mobile library provision in Hingham was going to be for less than an hour a week and that the different days/times may be confusing to residents wishing to access the service. The concern was raised that if there is low take up of the limited mobile service then NCC would deem that there isn't the call for a library service in Hingham and that the long term future of Hingham Library is would be under threat. It was noted that Hingham has been identified as a key service centre in the Greater Norwich Local Plan, and is now subject to a severe reduction in access to a Library facility and the loss of the printing, photocopying and free computer access. It was noted that Library staff had been informed in January 2020 of how well Hingham Library was performing in terms of increased visitor numbers therefore demonstrating its importance within the community. Although the prolonged closure of the library building has been described as “temporary” (due to the Covid situation) there has been no commitment by NCC to resolve the situation and look at how the permanent Library in Hingham can be re-opened, despite the suggestions being made on how this could be done safely.

30 Town Council Meetings – Ref: Covid-19 – To discuss the holding of Town Council meetings virtually (and Cllr ability to participate) if it is deemed unsafe to hold face to face meetings or restrictions are introduced prohibiting face to face meetings.

It was agreed that face to face meeting should be held whilst legislation did not prohibit this and if it was deemed safe to do so, as holding face to face meetings gives best opportunity for residents/public to attend a meeting without any cost or need for use of technology. The Lincoln Hall is adequate in space to be able to offer good social distancing and the setting up/packing away and cleaning regime prior to and after meetings is easily implemented. The various “virtual meeting” options were discussed and the Clerk advised that most Councils having virtual meetings seem to be doing so via Zoom and this would be the option most likely to be used if face to face meetings were prohibited. It was noted that the ability to hold hybrid virtual meetings would be advantageous, but not easily feasible in the Lincoln Hall whilst it does not have wi-fi access.

31 Lincoln Hall (Lincoln Social Centre)

31.1 Notification of the Lincoln Social Centre AGM on 13th October 2020 Start time: 19.00pm

Noted - Cllr Christien to attend

31.2 Proposal to approach the Lincoln Hall Social Centre regarding the feasibility of the installation of Wi-Fi at the premises

Cllr Christien advised that she was already in discussion with the Lincoln Hall regarding this and will update the Council on any progress.

32 Proposal to purchase a Christmas tree

It was agreed to see if a Christmas tree could be purchased from Great Hockham again this year.

33 The discuss future placement and provision of a Christmas tree

It was suggested that a permanent Christmas tree could be planted nearer to the bus shelter (and possibly on the Fairland too), so that in future years a tree would not have to be sourced and purchased each year and that the tree would be nearer to the electricity supply for the lights. It was agreed that enquiries should be made as to suitable species for planting.

34 Proposal to have safety testing undertaken on the Christmas Tree lights

It was agreed for the Clerk to make the necessary arrangements for testing of the tree lights.

35 Proposal to ask Hingham Primary School to make Christmas Tree decorations, and for the Town Council to supply relevant materials (from the events fund)

It was agreed to ask the Primary School if the children could make decorations again this year and for the Council to supply materials, (paid for from the events fund).

36 To discuss and agree a response to the proposals of the Hingham Grotto Committee

The Grotto committee proposed to install a temporary lit mini forest this year on the Fairland instead of the normal grotto buildings. They were requesting permission to be able to use the electricity supply from the Fairland bus shelter. It was agreed to give permission for the forest and use of electricity subject to the equipment being used having been properly safety tested and public liability insurance being put in place by the Grotto committee.

37 Proposal to purchase a wreath from the Royal British Legion (under S137 LGA 1972)

It was agreed to purchase the wreath (£40) (under S137 LGA 1972).

38 Proposal to request that Ravencroft Tree Services undertake a tree survey for the Town Council

It was agreed to ask Ravencroft to undertake the tree survey again this year, therefore providing consistency year on year of the data within the survey.

39 Proposal to set up a Working Party to look at the feasibility of undertaking a Neighbourhood Plan (suggested in March)

It was agreed to set up a Working Party to look at the feasibility of undertaking a neighbourhood plan and to look for people from outside of the Council to join the Working Party (Clerk to include something in the parish magazine).

40 '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 any members of the public remaining to leave the meeting at this point.

41 To consider any quotations received for tree works to undertake the reduction to small leaf lime in churchyard

Three quotations had been received and were considered for the required works to the small leaf lime in the church yard. A contractor was agreed. The Clerk to liaise with them and Rev. Reed regarding dates for the work to be undertaken.

The meeting ended at 9.50pm

Signed.....Chairman 03 November 2020

Appendix A

Clerks Report for 06 October 2020

MIN	Update
Matters Arising From the minutes of the meeting on 21 July 2020	
22	Businesses using the green for seating – The pub declined as it was not feasible with their staffing levels for them to monitor use of the green by customers. The greens were not used by the cafes.
24	Printer – a new printer has been installed and the old printer has been collected
25	Street Lighting renumbering – the contractor has been asked to re number the street lighting columns as per the quotation
Other Updates	
New bank mandate forms have been received and need to be completed	
Skatepark repairs – quotations to be requested for the replacement rivets and potential for a maintenance contract. Cllr Foord has sent the Clerk details of exterior grout that may be suitable for filling the joins in the tarmac.	
The Clerk is to arrange a meeting with land owners regarding finalising the permissive path agreement.	
A letter was sent to the PCC for their meeting in January, regarding permission for tree work to the lime tree, and the request from a resident to reduce the trees overshadowing the Market Place properties. A response is awaited. , Rev. Reed has given a verbal response that work to the Lime Tree was approved by the PCC – and has since forwarded official permission for the work to the lime tree to be undertaken.	
Church (car park) wall – remedial works have been undertaken to rebuild the portion of wall that had fallen down.	
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.	
Market Place Payphone – A payphone has been installed – but the kiosk is secured shut with rope – awaiting a response from BT as to if the payphone is functioning and when the kiosk will be refurbished	
Moving the litter bin on the Market Place – the local company have looked at the bin and it should be feasible for them to move it – when they have staff capacity to do so. –	
Lockable Bollard for the Fairland – quotations to be obtained and discussed at a future meeting	
Re-siting of the Town Council notice board – a suitable place has not been identified in the Market Place and removing the notice board from it’s current location may leave damage to the building – 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>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.</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>OUTSTANDING ISSUES</p>
<p>Church Clock – recommendations by other Clerks are being sought for reputable companies to approach regarding advice and quotations for the church clock .</p>
<p>Staff/Cllr communication/relationship protocol to be drafted</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 05 October 2020 does not include Matters Arising when the item is on the forthcoming meeting’s agenda</p>

Crime Figures – latest update August 2020

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

Lincoln Avenue – anti social behaviour 10, public order 13, violence and sexual offences 10, other crimes 2

Ironside Way – other theft 1

Ringers Lane – public order 1

Bears Close – anti social behaviour 1

Drink Water Close - anti social behaviour 1

Oak Lane - violence and sexual offences 3

Market Place - anti social behaviour 1

Hardingham Street - anti social behaviour 1

Bell Meadow – public order 1

Muir Drive - violence and sexual offences 4

Agenda item 19 Budget Monitoring

Income

2020/21 Budget as agreed 07 JANUARY 2020		
% OF BUDGET RECEIVED		budget
	General income not including CIL and EVENTS or VAT REFUNDS	TOTAL RECEIVED
50.00%	Precept	£77,000.00
35.43%	Interest	£150.00
91.37%	Cemetery charges	£3,000.00
0.00%	HPFA rent	£100.00
0.00%	Fee from NCC for grasscutting	£3,746.48
89.30%	CBF INVESTMENT 132001129S	£20.00
49.17%	BUDGET TOTAL	£84,016.48
	other ad hoc income -	
	HPFA RENT FOR 2019.20	£100.00
	SNC BUSINESS SUPPORT GRANT COVID	£10,000.00
	VAT RECLAIM	£0.00
	CIL	£0.00
	NCC - COMMUNITY CAR	£180.00
	EVENTS	£0.00
	OVERALL TOTAL RECEIVED	£51,592.01

Appendix B continued

Budget Monitoring - expenditure

% OF BUDGET SPENT *(NOT INC VAT)	General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES		NET	VAT	TOTAL
0.00%	Contingency	£5,000.00	£0.00		£0.00
	Footway lighting				
45.16%	Energy	£7,000.00	£3,160.86	£632.16	£3,793.02
40.00%	Maintenance	£3,000.00	£1,200.00	£240.00	£1,440.00
15.50%	Repairs	£1,000.00	£155.00	£31.00	£186.00
169.50%	Replacements	£3,000.00	£5,085.00	£1,017.00	£6,102.00
68.58%	TOTAL	£14,000.00	£9,600.86	£1,920.16	£11,521.02
	Open spaces				
48.31%	Handyman salary	£8,250.00	£3,985.28		£3,985.28
45.86%	Grasscutting	£11,000.00	£5,044.40	£1,008.90	£6,053.30
0.00%	Trees, ditches	£4,000.00	£0.00		£0.00
43.62%	Maintenance/equipment/COVER	£250.00	£109.06	£15.60	£124.66
0.00%	Church Yard repairs/Maintenance	£500.00	£0.00		£0.00
0.00%	Cemetery refurbishment	£300.00	£0.00		£0.00
0.00%	Cemetery /memorial repairs	£1,000.00	£0.00		£0.00
68.50%	Skatepark	£100.00	£68.50	£13.70	£82.20
0.00%	Church Lights	£60.00	£0.00		£0.00
0.00%	signs	£200.00	£0.00		£0.00
35.88%	TOTAL	£25,660.00	£9,207.24	£1,038.20	£10,245.44
	Amenities				
0.00%	Church clock repairs, maintenance	£500.00	£0.00		£0.00
0.00%	Bus shelters	£2,000.00	£0.00		£0.00
0.00%	Community car scheme	£2,500.00	£0.00		£0.00
0.00%	Christmas tree, lights	£300.00	£0.00		£0.00
	Town sign	£0.00	£0.00		£0.00
50.29%	Rates, cemetery, water inc fairland stand pipe	£140.00	£70.40		£70.40
0.00%	Dog bin emptying	£525.00	£0.00		£0.00
0.00%	replacement bins (dog/litter/grit)	£200.00	£0.00		£0.00
1.14%	TOTAL	£6,165.00	£70.40	£0.00	£70.40
	Administration				
46.61%	Clerk's salary	£14,000.00	£6,525.00		£6,525.00
100.00%	website	£35.00	£35.00		£35.00
0.00%	Stationery,post, phone	£100.00	£0.00		£0.00
50.00%	Chair's allowance	£374.00	£187.00		£187.00
25.25%	NI – employers contribution	£1,500.00	£378.76		£378.76
121.17%	Insurance	£2,000.00	£2,423.33		£2,423.33
0.00%	storage room hire	£250.00	£0.00		£0.00
16.67%	Hall hire	£450.00	£75.00		£75.00
59.72%	Subs/training/ICO FEE	£750.00	£447.93		£447.93
26.67%	Audit	£600.00	£160.00		£160.00
0.00%	Advertising/publicity	£800.00	£0.00		£0.00
0.00%	Elections	£800.00	£0.00		£0.00
66.67%	Payroll admin fees	£120.00	£80.00		£80.00
34.12%	Printing costs lease and metered printing)	£650.00	£221.81	£43.49	£265.30
34.37%	PENSION	£500.00	£171.86		£171.86
100.00%	CLERKS ALLOWANCE	£216.00	£216.00		£216.00
	HEATING/ELEC ETC				
47.19%	TOTAL	£23,145.00	£10,921.69	£43.49	£10,965.18

	Grants and Donations				
0.00%		£2,000.00	£0.00		£0.00
0.00%	TOTAL	£2,000.00	£0.00	£0.00	£0.00
	S137				
0.00%	general	£100.00	£0.00		£0.00
19.00%	Automated Defibrillator	£200.00	£38.00	£7.60	£45.60
0.00%	Citizens Advice	£600.00			
4.22%	TOTAL	£900.00	£38.00	£7.60	£45.60
	TOILETS				
49.50%	Wages	£3,600.00	£1,781.88		£1,781.88
22.35%	Holiday Cover	£300.00	£67.06		£67.06
37.74%	Cleaning Products/Sundries	£600.00	£226.41	£25.72	£252.13
23.41%	Electric	£700.00	£163.85	£8.19	£172.04
51.74%	Water	£700.00	£362.21		£362.21
0.00%	Repairs	£300.00	£0.00		£0.00
41.96%	TOTAL	£6,200.00	£2,601.41	£33.91	£2,635.32
39.05%	TOTAL	£83,070.00	£32,439.60	£3,043.36	£35,482.96
			NET	VAT	TOTAL
	OTHER - NOT PART OF THE BUDGET		NET	VAT	TOTAL
	CIL				
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
	EVENTS				
			£0.00		£0.00
			£0.00		£0.00
	RESERVES				
	PARISH PARTNERSHIP FAIRLAND		£5,000.00		£5,000.00
		TOTALS (NOT INC IN BUDGET)	£5,000.00	£0.00	£5,000.00