

HINGHAM TOWN COUNCIL

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 07 JULY 2020.

Present

Cllr Eldridge – Chairman

Cllr Foord – Vice Chair

Cllr Amey, Cllr Christien, Cllr Dunnett, Cllr Gott

Clerk – A Doe

There were 5 members of the public present including County Cllr Dewsbury

1. Apologies for absence

Apologies for absence were received from Cllr Dore, 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 It was questioned as to why issues regarding the B1108 trod path (agenda item 40) were to be discussed without the public present. Concerns were raised that there had been a closure notice displayed on one section of the trod advising of the closure of the permissive path, and that this was of public interest. It was explained (by the Chairman) that discussing the agenda item would require specific reference to named individual landowners and therefore it was considered that this should be a confidential discussion so as not to contravene data protection legislation. It was also explained that at agenda item 37, the Council would take a vote on if the agenda items below should be discussed without the public present.

The Chair also advised that if the agenda item were to be discussed in public, that the public would not be able to speak at that point, and that any points or concerns which they wished to raise should be put forward during the public participation session.

Residents present at the meeting advised that they were very concerned regarding the closure notice, as this would mean that part of the trod path from Frost Row to the pavement by the sports field, would no longer be available for the public to use. It was stated that this was a vital link that enabled residents of the Frost Row area (some of which do not have vehicles) to walk to town to access the towns facilities, services and shops, including the Drs surgery and pharmacy. It was stated that removal of this section of the trod path would cut residents of Frost Row off from the rest of the town. Concerns were also raised that the path was used by children walking to access the school bus and gives a safe route to do so.

Residents stated that significant financial investment had been made by residents of Frost Row who had initially campaigned for the trod path prior to it being installed, and they were very concerned that the investment would be 'lost' if a section of the trod was closed. The residents asked why it was not made clear at the time that there was the potential for the permissive path to be closed to the public as they were under the impression that the path would remain in place for 20 years.

It was explained by the Chairman and the Clerk that a land owner who has entered into a permissive path agreement can close a permissive path to the public and that there is not statutory right of access for the public on to private land on which there has been a permissive path. The path is only there by permission of the landowner.

The residents were advised that the permissive path agreements for phase 1 of the B1108 trod project were incorrect, and that Norfolk County Council had accepted the forms as submitted, even though the agreements were not correctly made (these agreements should have been made between the land owner and the Town Council, the forms named Norfolk County Council as party to the agreement instead of the Town Council, therefore the agreements are null and void). It was also advised to the residents that the closure notice was technically not necessary as there is no valid agreement in place, however the notice was given to due to concerns regarding liability for the path and to facilitate the sale of land. Residents were also advised that there had been a clear indication (via the social media

campaign) to keep the trod path open, that the potential new land owners were keen to have a new permissive path agreement in place and therefore keep this section of the trod path open. Residents questioned the status of the land sale, but were advised that this was a private matter between the landowner and potential buyer.

The Clerk advised that there is limited information given by Norfolk County Council regarding permissive paths, which they (NCC) advocate as part of the Parish Partnership funding scheme, and it is frustrating that at the time the B1108 trod path project was campaigned for by the residents and applied for as a Parish Partnership Scheme bid by the Town Council, the implications of funding a trod path (which the use of is reliant on a permissive path agreement remaining in place, when the land owner has the right to close a permissive path) were not more fully realised and discussed at the time. The Chairman advised that a NCC footpath officer had recently confirmed that permissive path agreements are not legally binding at that permission to use the path can be removed at any time, it was also advised that the land owner has the right to impose conditions of use on a permissive path (for example if dogs are permitted or if use of the path is limited to defined hours of the day).

It was noted that Cornwall County Council have some comprehensive information regarding permissive paths.

The Chairman advised that the Council were working with the landowner/potential new land owner to come to a new agreement which will allow for continued use of the permissive path, but the details of that agreement which includes maintenance by the Council needed to be finalised.

2.2 A resident expressed concerns that a new accessway onto the B1108 Watton Road had been created without planning permission (reference a recent planning application to turn an agricultural building into a dwelling), the resident advised that they considered that the access to be dangerous. The Clerk will raise this with South Norfolk Council and advised that the resident also contact SNC to raise their concerns directly.

2.3 With reference to agenda item 31, residents expressed their support for the cafes and pub to be able to use the Market Place and Fairland greens to provide customer seating, in order to help those businesses operate as their capacity would be reduced indoors due to the Covid-19 social distancing restrictions.

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

Cllr Dunnnett and Cllr Foord declared an interest in agenda item 40.

Cllr Eldridge declared an interest in agenda item 41 (and subsequently agenda item 29 with reference to the payment of the Chairman's Allowance).

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 presided over the meeting, with the exception of agenda item 41 which was chaired by Cllr Foord.

5. To agree the accuracy of the Minutes of the Town Council meeting of 03 March 2020

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

6. Matters arising from the Minutes of 03 March 2020 (and other updates contained in a written Clerks report circulated prior to the meeting see appendix D)

The Clerk was thanked for her extensive work on the Greater Norwich Local Plan consultation document and for her work on securing a commitment from BT to return the payphone to the Market Place kiosk.

It was queried as to whether the noticeboard in the Market Place could be moved to the side of the bus shelter, the Clerk explained that this was an initial suggestion as the current location of the noticeboard was not very accessible for anyone in a wheelchair to be able to read notices displayed, the Clerk was concerned that locating a noticeboard on the side of the bus shelter would encounter the same accessibility issues. The Clerk also explained that she was concerned that it would be difficult

to remove the exiting notice board from its current location without the potential for damaging the wall it is attached to. The Clerk suggested that the best solution would be to look to purchase a new free-standing notice board for the Market Place.

7. To ratify matters of business undertaken during the Covid -19 Lockdown:

7.1 24 March 2020 - Extraordinary meeting of Hingham Town Council, cancelled due to the Covid-19 lockdown, matters concluded via email – see appendix A

7.2 05 May 2020 - Notice of business to be conducted under scheme of delegation - matters concluded via email – see appendix B

7.3 02 June 2020 - Notice of business to be conducted under scheme of delegation - matters concluded via email – see appendix C

Appendices A, B and C, (as annotated) were published with the agenda for this Council meeting. It was agreed to ratify all business concluded on 24th March, 05 May and 02 June 2020 as annotated by the Clerk and that those Appendices shall form part of the minutes of this Council meeting.

8. To review the scheme of delegation

The Clerk advised that although the scheme of delegation was implemented due to the Coronavirus lockdown situation, the ability to consistently hold council meetings as per the future scheduled dates is now very uncertain and recommended that the scheme of delegation be amended and retained for future use. A written copy of the suggested scheme was forwarded to all Councillors prior to the meeting and was read out at the meeting by the Clerk with a brief explanation on certain points.

It was agreed to adopt the scheme of delegation as follows:

“In the event that it is not possible to convene a meeting of the Town Council within a reasonable time in order to be able to discuss and agree Council business deemed to be essential or of an emergency nature, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory /given deadlines, or to ensure public safety. This will be carried out where possible in consultation with all Council Members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance where necessary. This delegation does not extend to matters expressly reserved for decision only by the Council, as defined in legislation.

If business is conducted under this scheme of delegation, a written record will be kept of the consultation with Councillors.

All business concluded under this scheme of delegation will be ratified by the Council their next convened meeting, and such ratification will be detailed in the minutes of that meeting.

This delegated authority will be reviewed annually and may be ceased by a decision of the Council at a convened meeting when the scheme of delegation is considered no longer necessary”.

9. To note the resignation from the Town Councillors

The Chair confirmed that he had received and responded to the letter of resignation from Graham Shingfield, and had also received and responded to a letter of resignation from Emily Field. Thanks were offered to both Graham and Emily for their work and time serving as Councillors.

10. Working Party Reports

There had been no Working Party meetings and therefore were not reports.

11. Reports from representatives on external bodies (or reports from external meetings)

Cllr Gott reported that the Hingham Emergency Packages scheme had received substantial donations and has been able to help 8 Hingham families.

12. Review of representation on external bodies and arrangements for reporting back (including appointment of Council representatives/trustees onto external committees)

Cllr Eldridge volunteered to remain as the Council representative for the Hingham Education Trust and the representative for Citizens Advice.

Cllr Dunnett volunteered to remain as the Council representative for the Hingham Non-Ecclesiastical Charity
 Cllr Christien volunteered to be the Council representative for the Lincoln Hall Social Centre
 Cllr Foord volunteered to be the Council representative for the Hingham Playing Field Association
 All appointments were agreed as above.

It was also noted that the Lincoln Hall Committee are in desperate need of new committee members (including trustees) and that there is a danger of the hall being unable to operate if committee members cannot come forward. Those present at the meeting were asked to consider if they knew of anyone who would be able to help.

13. Review existing Working Parties and the Finance Committee and membership to them

The Clerk advised that due to social distancing and Covid-19 restrictions it was unlikely that working parties or the Finance Committee would be able to meet and undertake their normal work for the time being. It was agreed that this agenda item should be carried forward to a future meeting at a time when the Council vacancies had been filled.

It was noted that Emily Field, although having resigned as Cllr, had expressed an interest in remaining on the Environmental/Climate Change working party.

14. General Correspondence (information/circulars etc)

14.1 Norfolk County Council – Temporary Road closure/suspension of one way Bears Lane from 13th July 2020 to 15th July 2020

14.2 Norfolk County Council – Update on Bus Services

14.3 Norfolk County Council – Invitation to bid for Parish Partnership funding 2020/21 – The Clerk asked for Cllrs to consider suitable projects for a Parish Partnership bid and bring any suggestions to the meeting scheduled for September.

14.4 NALC New model code of conduct consultation – (reminder for Cllrs to respond to the consultation)

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

15.1 Speeding and Road Safety – A resident

The Clerk confirmed that she had responded to the resident and outlined the anti-speeding measures that had been put in place to try to alleviate the problem.

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

REF: 15.1 Speeding and road safety - The Chairman volunteered to write to George Freeman MP, regarding the concerns raised. This was agreed by the Council.

17. District Councillor's report

District Cllr Bendle was not present at the meeting.

18. County Councillor's report

County Councillor Dewsbury reported that a Covid-19 test and trace system had been set up by Norfolk County Council with a test centre at Postwick Park and Ride. NCC has a Local Outbreak Control Plan ready in case there is a spike in COVID 19 cases. It sets out how NCC will work with districts, NHS, Public Health and emergency services to prevent local outbreaks.

Cllr Dewsbury reported that there is an equalities Stop Hate initiative in Norfolk to encourage members of the public to report any hate incidents that they observe.

It was also reported that larger libraries, including Dereham and Wymondham, are opening where there is space for social distancing. People will need to take their library card to gain access and follow the one-way systems. Several library activities such as the Bounce and Rhyme and Stay and Chat will continue on-line and the children's Summer reading Scheme will also be run on line this year although NCC is also sending out some books with food parcels to families who do not have access to books on line.

Cllr Dewsbury advised that the Highways Parish Partnership Scheme is available again this year and that applications must be in by December, and that Highways has budget available for pothole repairs and maintenance.

It was also reported that Norfolk Fire service are recruiting to fill full time vacancies and would like to encourage more women and people from ethnic minorities to apply. The Fire Service are also asking people to think before they park as they recently experienced difficulty in getting to a fire because cars were badly parked, they could not get through and had to reverse and find another access. Time is precious when they are attending a fire.

Cllr Dewsbury also advised that all councils across the county are working together to get the economy restarted so that businesses survive and people keep their jobs.

19. Planning Decisions

- 19.1 2020/0429 - Erection of single storey rear extension
5 Hall Close Hingham NR9 4JU - Approval with Conditions
- 19.2 2020/0321 - Fell - scots pine
49A Admirals Walk Hingham Norfolk NR9 4JL - Approval with Conditions
- 19.3 2020/0287 - Erection of picket fence with trellis
12 The Dell Hingham Norfolk NR9 4HJ - Approval with Conditions
- 19.4 2019/2412 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB)
Barn West Of Watton Road Hingham Norfolk - Approval of details – approved
- 19.5 2020/0216 - Erection of detached timber garden room
St Andrews Lodge Attleborough Road Hingham NR9 4HP - Approval with conditions
- 19.6 2020/0771 Removal of condition 2 of FH\9696\ - Agricultural occupancy restriction condition
30 And 32 Hall Moor Road Hingham Norfolk NR9 4LB - Approval with no conditions
- 19.7 2020/0457 & 2020/0458 Change of use of part of ground floor from retail (A1) to flexible office (B1)/cafe (A3), resulting in one retail (A1) unit and one office (B1)/cafe (A3) unit
36 And 37 Market Place Hingham NR9 4AF - Approval with conditions
Concerns were raised regarding the use of this premises for office space as that would be result in staff parking their cars in the already limited space in the Market Place all day during office hours, on a daily basis. (When the Town Council considered the application it was understood locally that the premises was to be used as a café which would have a turnover of customers and not cause such parking issues). It was agreed that the Clerk should write to the business to express these concerns and ascertain if the company has considered parking provision for their staff.

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

- 20.1 **2020/1059 - Location: Rowan House Bears Lane Hingham Norfolk NR9 4LL**
Proposal: Single new detached dwelling - Application Type: Full Planning Permission
(With reference to the planning documents including the Water Management Officer's response to the application), concerns were raised regarding the risk of flooding to the site and the know surface water flooding issues that already occur in the vicinity, (around Mill Corner and Seamere Road). Concerns were also raised that work has already commenced on site, without permission being granted.
The Council agreed to recommend that this application should be refused.

**20.2 2020/1172 - Location: Land To The Rear Of 27 Norwich Road Hingham Norfolk
Proposal: Proposed new dwelling - Application Type: Full Planning Permission**

Having regard to the details of the planning application, concerns were raised regarding the location and access of the proposed dwelling. The track which it is proposed would serve as the access to the property turns sharply at its junction with the public foot path from Norwich Road, with the proposed development being after this sharp bend, this would not be easily accessible to emergency vehicles. There is not sufficient space for larger vehicles to turn and the trackway could not sustain large delivery vehicles that would be required during the build. Concerns were raised that granting this application would set a precedent for similar applications to be made along the length of the track, leading to the potential for vehicular congestion on what is also a pedestrian route to the rear of properties on Hardingham road and Norwich Road. The Town Council agreed to recommend that the application be refused.

21. (other planning applications where the Town Council is not a consultee – for information only)
none

(ITEMS 22-29 FINANCE)

22. To discuss and agree amendments to the bank mandate/cheque signatories

It was agreed that the Clerk should make the necessary arrangements to remove Graham Shingfield as signatory, and add Cllr Gott (Cllr Christien also volunteered to act as signatory if needed).

23. To agree the asset register (for year ending 31 March 2020)

A copy of the asset register was forwarded to all Cllrs prior to the meeting, the Clerk confirmed that all relevant items had been added/removed for year ending 31 March 2020, including the addition of the toilets. The Clerk advised that the asses register would normally (under normal circumstances) be agreed prior to the internal audit. The asset register was agreed by the Council.

24. To agree and sign off the Year End Accounts (for year ending 31 March 2020)

A copy of the 2019/20 financial workbook (excel spreadsheet) was forwarded to all Cllrs prior to the meeting. The spreadsheet includes all receipts and payments for the year. The Clerk advised that under normal circumstances the year end accounts would be agreed prior to the internal audit. The year end accounts were agreed by the Council. (See Appendix E)

25. The receive and discuss the Internal Auditors report for 2019/20

A copy of the internal auditor's report was forwarded to all Cllrs prior to the meeting. The Clerk was thanked for her hard work to achieve a positive audit report, with no discrepancies found.

26. To approve the Annual Governance Statement for the annual return 2019/20

Questions 1-9 on section 1 of the annual return form, the Annual Governance Statement, were read out and it was agreed and answered as follows: questions 1 – 8 YES, question 9 Not Applicable. Section 1 of the annual return form was signed by the Chairman.

27. To approve the Accounting Statement for the annual return 2019/20

The Accounting Statement (section 2) on the annual return had been completed by the Clerk, it was agreed as correct and signed by the Chairman. A copy of the Annual Governance and Accountability Return form was forwarded to all councillors prior to the meeting and will be published on the Town Council website. The Clerk advised that the auditor requires a detailed explanation of variances to be sent with the AGAR form.

28. To receive notification of payment by South Norfolk Council of the Precept

Noted.

29. To approve Accounts for Payment

The Clerk advised that several additional invoices had been received since the publication of the agenda, Cllrs had been sent details of all invoices prior to the meeting. The accounts for payment were approved as below – (and the cheques signed) with the addition of the payment of allowances for the Chairman and the Clerk once agenda items 41 and 42 had been concluded.

ACCOUNTS FOR PAYMENT 07 JULY 2020

REF	AMOUNT	PAYEE	DETAILS		
104067	£1,025.45	STAFF	WAGES £1020.47		
			BINBAGS £4.98	VAT	£0.83
104068	£918.04	STAFF	WAGES		
104069	£806.40	HMRC	TAX/NI		
D DEBIT	£77.12	NEST	PENSION		
104070	£82.20	ROSPA PLAY SAFETY	SKATEPARK INSPECION	VAT	£13.70
104071	£20.16	FIRST COPY	METRED PRINTING	VAT	£3.36
104072	£115.31	XEROX FINANCE	PRINTER RENTAL	VAT	£18.49
104073	£636.74	E-ON	FOOTWAY LIGHTING ENERGY	VAT	£106.12
104073	£616.21	E-ON	FOOTWAY LIGHTING ENERGY	VAT	£102.70
		TOTAL FOR CHEQUE 104073=£1252.95			
104074	£185.82	ANGLIAN WATER	PUBLIC TOILETS		
104075	£21.80	ANGLIAN WATER	FAIRLAND STANDPIPE		
104076	£11.99	ANGLIAN WATER	CEMETERY STANDPIPE		
104077	£5,000.00	NORFOLK COUNTY COUNCIL	PARISH PARTNERSHIP FAIRLAND STUDY		
104078	£84.93	EDF	PUBLIC TOILETS ELECTRICITY	VAT	£4.04
104079	£90.00	COZENS (UK) LTD	REPAIR TO COLUMN HARDINGHAM RD	VAT	£15.00
104079	£240.00	COZENS (UK) LTD	MAINTENANCE CONTRACT	VAT	£40.00
		total for cheque 104079=£330.00			
104080	£160.00	NORFOLK PARISH TRAINING AND SUPPORT	INTERNAL AUDIT		
104081	£216.00	STAFF	HOME WORKING ALLOWANCE		
104082	£187.00	P ELDRIDGE	CHAIRS ALLOWANCE		
Total	£10,495.17		total	VAT	£304.24

30. To receive and accept the Parish Partnership funding award offer for the Fairland crossroads feasibility study

It was explained that the feasibility study was to assess what measures (if any) would be feasible with regards to road/junction safety improvements at the B1108 Fairland crossroads. The feasibility study would not ensure a commitment from Norfolk County Council for works to be undertaken, but would at least give the Town Council evidence of what would be feasible and could potentially be campaigned for at a later date. It was further explained that the only way to get the feasibility study undertaken by NCC was for the Town Council to contribute toward the cost.

31. To discuss the suggestion to allow businesses to use the Market Place and Fairland greens for the provision of customer seating, and if agreed, define terms and conditions of use (including such matters as, provision of risk assessment, insurance, area, hours, how long the agreement will be in place) and measures to be taken if complaints are received.

The Clerk advised that the recent initiative by the Government to make it easier for cafes and pubs to seat customers outdoors was referring to a Highways Tables and Chairs licence, this legislation, she thought could not be applied to use of the greens.

It was confirmed that to date only one business had made an informal enquiry as to whether providing seating for customers on the greens would be possible.

The Clerk advised that she has sought advice from the insurance company with regards to allowing business to provide customer seating on the greens, and that she was awaiting a response. The Council discussed the options and issues with regards to allowing the Cafés and Pub to use the greens.

The Council agreed to the principle of allowing this, if the insurance company confirmed that it would be permissible. The businesses would have to provide a detailed written risk assessment (to include control of litter, control of noise nuisance so as not to disturb residents, details of how complaints would be dealt with and with specific reference to the pub use of recyclable plastic cups), proof of public liability insurance to cover the area, written confirmation from environmental services and (with reference to alcohol) the Licensing Authority that this was permissible. There was a discussion on suitable times for allowing the pub to use the greens but nothing was agreed.

It was noted that one café and the pub do have outside areas already and may not require additional outdoor space. The Chairman offered to speak with the pub to see if this is something that they would be considering asking permission for.

It was agreed to further discuss this at the following meeting on 21 July 2020 once more information had been obtained.

32. To receive and discuss the RoSPA skatepark report.

A copy of the RoSPA report was forwarded to all Cllrs prior to the meeting. The Clerk advised that she had not managed to get a company to quote on filling the joins in the tarmac surface of the skatepark. It was suggested that an outdoor grout may work.

It was agreed that the Clerk should obtain quotes for fixing the rivets and for a skatepark maintenance agreement to include annual cleaning of the boards.

33. With reference to government guidance, discuss and agree arrangements for the re-opening of the Skatepark

Prior to the meeting Cllrs were sent links to the Government guidance for opening playgrounds and guidance by Association of Play Industries. A risk assessment (forwarded by NALC and drafted by BHIB Councils Insurance) had also been annotated by the Clerk with references specific to the Skate Park.

It was agreed to re-open the Skate Park with notices detailing conditions of use (maximum numbers, social distancing, no food and drink, no littering etc) and that the Council were unable to clean/disinfect the equipment, provide hand sanitiser or monitor use of the skatepark. It was also agreed that the notices would also state that the Skate Park may be subject to further closures. These notices will be displayed alongside those produced by Skateboarding England as these are “young person friendly”. It was suggested that these should be printed in a large scale, the Clerk advised that initially the notices may have to be A4 until larger ones can be sourced.

34. With reference to government guidance, discuss and agree arrangements for the re-opening of the public toilets

Prior to the meeting Cllrs were sent Government guidance for opening public toilets. A risk assessment (forwarded by NALC and drafted by BHIB Councils Insurance) had also been annotated by the Clerk with references specific to Hingham Toilets. The Clerk suggested that the ladies should be opened with only one cubicle available, and the gents should be cubicle only in order to maintain social distancing (the toilets therefore being used on a “one in one” out basis). The alternative of only opening the disabled access toilet was considered but concerns were raised that the additional use caused by only having one toilet available may cause additional risk to vulnerable people who may require the use of a disability accessible toilet.

It was agreed to re open the toilets with relevant signage to indicate that there was only one toilet available in the ladies and only the cubicle in use within the gents, the notices also to specify that the toilets are cleaned once daily. The Clerk will arrange additional cleaning equipment and PPE for the cleaner and talk through the opening arrangements with him.

35. Proposal to hold an additional meeting of the Town Council on 21 July 2020 – primarily to arrange payment of invoices and discuss/ undertake a review of (some) Council policy documents.

It was agreed to hold the meeting as recommended by the Clerk.

- 36. To propose items for the agenda for the Town Council meeting scheduled for 01 September 2020 (This will include any items as proposed on 03 March 2020 (if still relevant and necessary), which have not been included in this agenda due to prioritising of essential and mandatory items of business) (NB: Any change in the Covid-19 guidance/restrictions may prevent future Town Council meetings from taking place)**

No proposals were made.

- 37. '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 personal information with regards to staff and land owners and information that is commercially sensitive, these agenda items are therefore confidential

A vote was taken as to whether the agenda items below, with specific emphasis on agenda item 40, should be discussed to the exclusion of the public. It was agreed that these agenda items should be discussed without the public present. The public were asked to leave the meeting.

- 38. To discuss/agree any quotations received with regards to the provision of a leased Council printer (including agreement of length of lease)**

The Clerk advised that she was awaiting some additional information and asked that this agenda item be carried over for the meeting on 21 July, this was agreed.

- 39. To discuss the footway lighting column on The Dell, which has been damaged and is missing, and any quotations received to replace it.**

The Clerk advised that the maintenance company had informed her that they had found the column to be missing (with only a small part of the column remaining in situ) and had provided a quotation for it to be replaced. It was agreed to accept the quotation and ask that the replacement to be installed as soon as possible, due to safety concerns.

- 40. To discuss matters regarding the B1108 Watton Road trod path, including the necessity for new agreements between landowners and the Town Council and to agree arrangements for the provision (by the Town Council) of inspection and maintenance of the trod.**

The Clerk explained that she had found various versions of a permissive path agreement, and that the 2 different versions used for phase 1 and phase 2 of the trod project differed from the permissive path agreement template that is currently on the Norfolk County Council website. The Clerk advised that NCC had confirmed that the templated can be amended to suit the requirements of the agreement between the landowner and the Council and that the landowner has the right to impose conditions of use for a permissive path. The Clerk advised that landowners are only likely to agree to a permissive path agreement if the terms of such are agreeable to them.

With regards the length of the B1108 trod, the Clerk advised that there were 5 agreements (2 for phase 1 and 3 for phase 2). Of those 5 agreements, it appears that only 2 from phase 2 are still current (i.e the land owner has not changed) and that a section of the trod (furthest west) is no longer accessibly due to a fence having been installed. Where it appears that the agreements are no longer valid, new agreements would need to be made, and it was advised that as each agreement would be with a different landowner, the agreements could be varied in their requirements/terms.

The Clerk had forwarded an amended template to all Councillors prior to the meeting as a starting point for the section of the trod for which the closure notice had been given. The Clerk suggested that the agreement be for a 5 year period, (with the view to be renewed at 5 yearly intervals or sooner if land ownership changed). This would ensure that the Council would be taking steps to review the agreements (rather than letting them run unreviewed for 20 years) and ensure that maintenance provisions were in place. The Clerk also advised that she had included a requirement for public notice to be given of the intention to close the permissive path (previously the agreement used stated notice on closure only had to be given to the Council).

The Clerk advised that the prospective new landowners had been consulted on the draft agreement and they had requested some additions with reference to a specified day of closure each year and requirement to display notices. The Council agreed to use the template as suggested as a starting point, and it was reiterated that the landowner would have the right to close a permissive path.

It was agreed that the path should be inspected (and records kept) on a monthly basis and that the Handyman should undertake strimming as required, with any additional maintenance requirements to be arranged as necessary.

The Clerk will meet with the landowner to finalise the agreement, then look at the other sections of the path which require new agreements to be put in place.

41. To Consider and agree the Chairman's Allowance

The Chairman left the room, it was agreed to award the Chairman half of the £374 annual allowance, to cover November 2019-April 20, (the Clerk explained that Cllr Eldridge had taken over as Chair from November 2019 *(NB under normal circumstances a new chair would have been elected in May 2020, however Covid-19 legislation allowed for the current elected Chair to remain in place)*).

42. To Consider and agree the Clerk's home working allowance 2019/20

It was agreed that that the Clerk's allowance should be as specified, (being the amount as permissible by law £4 a week (£18 a month) to cover additional costs for working from home).

The meeting ended at 9.45pm

Signed Chairman 21 July 2020

Appendix A

This agenda was published on 19 March 2020, the meeting was subsequently cancelled due to the Government imposing the Covid-19 Lockdown. With no feasible alternative, the Council had no option than to conduct the business as advertised on the agenda, via email. The business was concluded as annotated below each agenda item.

Extraordinary meeting of Hingham Town Council

While this is a public meeting and open to all to attend, Due to COVID 19 pandemic and Government advice on Social Distancing, the Council do not recommend public attendance. It is planned that this meeting will be very brief and has been called to agree appropriate emergency delegations to enable the Council's essential business, such as essential maintenance and payment of invoices to continue if, during the Pandemic situation the Council are unable to meet or are required to cancel public meetings

Other immediate Council business (planning applications and accounts for payment) will also be discussed due to the uncertainty of the Council's ability to hold scheduled meetings during the Pandemic situation.

YOU ARE INVITED TO AN EXTRAORDINARY MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 24 MARCH 2020. THE MEETING WILL COMMENCE AT 7.30pm.

Planning Applications and conditions attached to planning decisions should be viewed on the South Norfolk Council website (paper copies will not be available at this meeting)

<http://www.south-norfolk.gov.uk/planning/index.asp>

A G E N D A

1. **Apologies for absence** – (apologies were received from Cllr Dore)
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
None
3. **Public participation session - (15 minutes) (Members of the public may make a statement or ask a question of not more than three minute's duration).** No comments were received from the public
4. **To consider/agree a temporary emergency delegation scheme (as below) to enable the Council's essential business, such as (but not exclusively) essential maintenance and payment of invoices, to continue if during the Pandemic situation, the Council are unable to meet or are required to cancel public meetings.**

Emergency Delegation Scheme

In response to the Covid-19 pandemic situation and in the event that it is not possible to convene a meeting of the Town Council in reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadlines, or to ensure public safety. This will be carried out where possible in consultation with Council Members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance where necessary. This delegation does not extend to matters expressly reserved to the Council in legislation. This delegated authority will be ceased by a decision of the Council at a meeting when it is considered no longer necessary.

All Cllr responding agreed to the adoption of the delegation scheme

The Clerk asked that, due to the lockdown situation, she be able (under this delegation) to formally cancel the Town Council meeting scheduled for 07 April 2020 (all Cllrs responding agreed) and the Annual Town Meeting scheduled for 21 April 2020 (all Cllrs responding agreed, it was suggested that meeting could be undertaken virtually, it was explained that due to the nature of the meeting that would not be feasible)

- 5 **To agree any accounts for payments/invoices received up until the time the meeting commences (see table below)**

All Cllrs responding agreed to the payments being made as below

Cheques dated 01 April 2020					
REF	TOTAL	PAYEE	DETAIL		
104044	£1030.84	STAFF	WAGES £1011.71		
			CLEANING PRODUCTS £12.40	VAT	£2.07
			BINBAGS 6.73	VAT	£1.12
104045	£909.28	STAFF	WAGES		
D / DEBIT	£ 77.12	NEST	PENSION		
104046	£240.00	COZENS UK LTD	LIGHTING MAINTENANCE	VAT	£40.00
104047	£869.73	HMRC	TAX/NI		
104048	£24.68	ANGLIAN WATER	FAIRLAND STANDPIPE		
104049	£176.39	ANGLIAN WATER	PUBLIC TOILETS - WATER		
104050	£11.93	ANGLIAN WATER	CEMETERY		
104051	£47.90	J S	TOILET CLEANING COVER		
104052	£597.18	E-ON	STREET LIGHTING	VAT	£99.53
104053	£75.00	LINCOLN SOCIAL CENTRE	HALL BOOKING		
104054	£442.93	NORFOLK ALC	SUBSCRIPTION		
TOTAL	£4502.98		TOTAL VAT		£142.72

6 Planning Applications

6.1 2020/0429 - 5 Hall Close Hingham NR9 4JU

Erection of single storey rear extension

All Cllrs responding agreed to recommend approval

6.2 2020/0458 - 36 And 37 Market Place Hingham NR9 4AF

Change of use of part of ground floor from retail (A1) to flexible office (B1)/cafe (A3), resulting in one retail (A1) unit and one office (B1)/cafe (A3) unit

All Cllrs responding agreed to recommend approval, it was suggested that a condition be requested that takeaway packaging is recyclable/biodegradable.

Peter Eldridge - Chairman

19 March 2020

Any planning applications received after the publication of this notice may also be discussed.
(no additional planning applications were received)

Appendix B

This notice was published on 30 April 2020, the Clerk requested responses to be sent via email, from Councillors to items of business as listed below on the notice. The business was concluded as annotated below each item.

Hingham Town Council – Notice of business to be conducted under scheme of delegation**05 May 2020 Town Councillors are requested to respond to the Clerk between 7.30pm and 10pm**

Apologies were received from Cllr Gott and Cllr Field

Due to the Covid-19 social restrictions, it is not known when the next Town Council meeting will be able to be held.

The Town Council are currently using a delegation scheme whereby essential business which normally requires agreement at a Council meeting, can be **authorised by the Clerk with written agreement of Councillors**, this will allow such things as invoices to be paid and essential maintenance to be arranged, responses to be submitted for planning applications, and any other appropriate business which is considered to be essential. All business conducted under this delegation will be included in a report to the Council when they are able to hold their next public meeting, and therefore minuted accordingly.

Business to be conducted under this delegation scheme (as listed below)**on 05 May 2020 (in lieu of a Town Council meeting on this date)**

Members of the public who wish to make a comment to the Town Council regarding an item of business as listed below, may do so by contacting the Clerk, via email hinghamtc@hotmail.com or by telephone 01953 483891 by 15.00 hours on 05 May 2020.

No comments were received from the public.

1 Accounts for Payment (as listed, and any additional invoices received by 05 May 2020)

No additional invoices were received – all Councillors responding agreed to the payments being made as listed below.

ACCOUNTS FOR PAYMENT 05 May 2020					
REF	TOTAL		PAYEE	DETAILS	
104056	£ 835.39		staff	wages	
104057	£ 918.04		staff	wages	
Direct debit	£ 61.69		NEST (D/DEBIT)	PENSION	
104058	£ 80.00		B FOREMAN	WAGES ADMIN	
104059	£ 33.61		FIRST COPY	METERED PRINTING	VAT £5.60
104060	£ 240.00		COZENS UK Ltd	LIGHTING MAINTENANCE	VAT £40.00
104061	£ 638.36		E-ON	STREET LIGHTING	VAT £106.39
104055	£ 87.11		EDF	TOILETS (PAID 07.04.20)	VAT £4.15
TOTAL	£ 2,894.20			TOTAL VAT	£156.14

2 Planning Applications (as listed, and any additional applications received by 05 May 2020)

Planning Applications and conditions attached to planning decisions should be viewed on the South Norfolk Council website <http://www.south-norfolk.gov.uk/planning/index.asp>

- 2.1 2020/0771 Location: 30 And 32 Hall Moor Road Hingham Norfolk NR9 4LB
 Proposal: Removal of condition 2 of FH- Agricultural occupancy restriction condition
 Application Type: Removal/Variation of Condition (S73)

Cllr Shingfield declared an interest

All other Cllrs responding agreed to recommend approval

3 Scheduled dates for Town Council meetings

Town Council meetings will resume in line with this timetable as soon as practicable.

The current **scheme of delegation** will in the meantime be used in line with these dates to conduct essential business.

Additional dates may be set as and when required.

02 June 2020, 07 July 2020, (August, no scheduled meeting), 01 September 2020, 06 October 2020, 03 November 2020, 01 December 2020, 05 January 2021, 02 February 2021, 02 March 2021, 06 April 2021, 04 May 2021 (Annual Town Council Meeting).

It is anticipated that the next Annual Town Meeting will be held on 20 April 2021.

All Cllrs responding agreed the dates as above.

4 Adoption of the NALC Additions to Standing Orders (Mandatory in Part)

Following the publication of **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**, NALC have published additions to Standing Orders (which are mandatory in part), and need to be incorporated into/read in conjunction with the Town Council's existing Standing Orders.

All Cllrs responding agreed to the Clerk assuming adoption of the standing orders on behalf of the Town Council.

This notice was published on 30 April 2020 – A Doe, Clerk to Hingham Town Council

Appendix C

This notice was published on 28 May 2020, the Clerk requested responses to be sent via email, from Councillors to items of business as listed below on the notice. The business was concluded as annotated below each item.

Hingham Town Council – Notice of business to be conducted under scheme of delegation**On 02 June 2020 ,Town Councillors are requested to respond to the Clerk between 7.30pm and 10pm**

Apologies were received from Cllr Shingfield

Due to the Covid-19 social restrictions, it is not known when the next Town Council meeting will be able to be held.

The Town Council are currently using a delegation scheme whereby essential business which normally requires agreement at a Council meeting, can be **authorised by the Clerk with written agreement of Councillors**, this will allow such things as invoices to be paid and essential maintenance to be arranged, responses to be submitted for planning applications, and any other appropriate business which is considered to be essential. All business conducted under this delegation will be included in a report to the Council when they are able to hold their next public meeting, and therefore minuted accordingly.

Business to be conducted under this delegation scheme (as listed below)**on 02 June 2020 (in lieu of a Town Council meeting on this date)**

Members of the public who wish to make a comment to the Town Council regarding an item of business as listed below, may do so by contacting the Clerk, via email hinghamtc@hotmail.com or by telephone 01953 483891 by 15.00 hours on 02 June 2020.

No comments were received from the public

1 Accounts for Payment (as listed, and any additional invoices received by 02 June 2020)

An additional invoice was received after the publication of the notice (from TTSR Ltd) –
All Cllrs responding agreed to the payments being made as below.

Cheque Number	ACCOUNTS FOR PAYMENT 02 JUNE 2020			
	TOTAL	PAYEE	DETAILS	VAT
104062	£921.22	STAFF	wages (835.39)	
			fertiliser (14.29)	
			cleaning products (6.60)	£1.10
			binbags (4.98)	£0.83
			woodstain (59.96)	£11.99
104063	£918.04	STAFF	Wages	
D/DEBIT	£61.69	NEST (D/DEBIT)	PENSION	
104064	£240.00	COZENS UK Ltd	LIGHTING MAINTENANCE	£40.00
104065	£616.21	E-ON	FOOTWAY LIGHTING ENERGY	£102.70
104066	£3,026.65	TTSR Ltd	GRASS CUTTING	£504.45
TOTAL	£5,783.81		TOTAL VAT	£661.07

2 Planning Applications (as listed, and any additional applications received by 02 June 2020)

Planning Applications and conditions attached to planning decisions should be viewed on the South Norfolk Council website <http://www.south-norfolk.gov.uk/planning/index.asp>

2.1 2020/0841 Location: Engineering Works Watton Road Hingham NR9 4NN

Proposal: Reserved matters for appearance, landscaping, layout and scale following outline planning permission 2017/2330 for 2 self build dwellings (Plot 2).

Application Type: Reserved Matters

2 Cllrs abstained from comments.

All other Cllrs responding agreed that the application should be approved, concerns were raised (with reference to reposts submitted with the original planning application) regarding the possibility of soil

contamination and removal of wildlife habitat at the site. Therefore to represent the comments made the following submission was made (by the Clerk on behalf of the Town Council) to the planning authority

“Hingham Town Council consider this application should be granted, but with due regard and consideration to mitigate any concerns raised with regard to soil contamination and loss of wildlife habitat (which would be relevant to this application) as per the ecology survey and Arboricultural report as submitted for the original application 2017/2330”

(additional application received after the publication of the notice)

- 2.2 2020/0936 Location: Land East Of The Fields Hingham Norfolk
 Proposal: Self build dwelling and garage.
 Application Type: Full Planning Permission

2 Cllrs commented that the application should be granted (one with concerns regarding access and space for turning for vehicles associated with the build, and disturbance to neighbours)

All other Cllrs responding commented that the application should be refused, with concerns raised regarding the inadequate road structure, contrary to South Norfolk Council planning policy and being outside the development boundary.

Therefore to represent the comments made the following submission was made (by the Clerk on behalf of the Town Council) to the planning authority.

“Hingham Town Council consider that this application should be refused

The Fields is a very narrow road with sharp bends and is therefore unsuitable access for the heavy traffic/ size of vehicles required for the development of the site. The proposed development is likely to cause difficulties for existing residents, and pedestrians and cyclists using the road, with potential for the road to become blocked as there is no turning or passing places. The proposed development is likely to increase difficulties caused by existing issues with mud and poor drainage. The infrastructure of the road is insufficient and unsuitable to support this development.

Road safety issues have not been addressed.

The proposed development is Contrary to South Norfolk Council planning development management policy (policy DM 3:11)

Policy DM 3.11 Road Safety and the free flow of traffic

(1) On all sites development will not be permitted that endangers highway safety or the satisfactory functioning of the highway network.

(2) Planning permission will be granted for development involving the formation or intensified use of a direct access onto a Corridor of Movement providing it would not:

(a) Prejudice the safe and free flow of traffic or planned proposals for sustainable transport initiatives along the Corridor of Movement;

(b) Be practical to gain access from the site to the Corridor of Movement via a secondary road; and

(c) Facilitate the use of the Corridor of Movement for short local journeys.

The proposed development is outside the development boundary.

A Similar proposal was turned down last year, the new application described as self build but this is not sufficient overriding benefit to allow this development”.

3 Provision of Town Council Insurance Cover

The current insurance policy (3 year agreement) expires on 01 September 2020. The Clerk is seeking a delegation to arrange the continuation of Insurance Cover for the Town Council with the current insurance provider for a further 3 years.

All Cllrs responding agreed to the Clerk arranging cover with the current insurance provider for a further 3 years.

4 Unmetered Supply of Electricity for Footway Lighting

The current 3 year agreement ends on 30 June 2020. The Clerk is seeking a delegation to arrange a new agreement with the current energy provider for a further 3 years.

Quotations were received from E-on for 12, 24 or 33 month agreements.

6 Cllrs responding agreed to the new agreement being 33 months
3 Cllrs agreed to the new agreement being 24 months

The Clerk has therefore signed and returned the agreement for the 33 month period.

5 Provision of a Printer for the Town Council

The current 5 year agreement ends on 01 September 2020. The Clerk is seeking a delegation to make arrangements for the continuous provision of printing facilities for the Town Council via the lease of a printer from either the current supplier or an alternative supplier (if a more cost effective deal with better service provision is available), for the most cost effective time period up to 5 years.

The Clerk advised that she would initially obtain quotations and terms and conditions with the view to an agreement to be decided at a later date.

All Cllrs responding agreed.

This notice was published on 28 May 2020 – A Doe, Clerk to Hingham Town Council

Update

Matters Arising From the minutes of the meeting on 03 March 2020	
6	GNLP – The Clerk responded to the GNLP site and policy consultation on 16 March 2020 – uploading comments directly to the website and sending a response document directly to the GNLP team and to ALL district Cllrs. The GNLP team acknowledged receipt of the document, no acknowledgements were received from District Cllrs.
7	Hingham Road Safety Campaign, held a roadside speed reduction event on 03 July 2020, which was attended by Cllr Gott. The HRSC have written to the Clerk to express disappointment that the campaign event was not better attended and supported by the Town Council
29	Replacement street light columns Hall Moor Road and Lincoln Close – these have been installed and are awaiting connection by UK Power networks.
Other Updates	
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. A response has been chased but not received, Rev. Reed has given a verbal response that work to the Lime Tree was approved by the PCC	
Church (car park) wall – the PCC have confirmed the planned supporting buttresses are acceptable and required on safety grounds, the builder has verbally confirmed that he will undertake the work as soon as possible	
The Clerk had a meeting with the lighting maintenance contractor (04.03.2020) to discuss undertaking the condition survey on the footway lighting, and providing a quotation for changing to LED and re numbering the lighting stock, information regarding these matter is expected from the contractor soon. 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 – The Clerk contacted/chased BT on 08 June, following a complaint from a resident about the missing phone- the following response was received : “Thanks so much for letting me know about the complaint, I’m sorry that this has impacted a resident in Hingham. We have initiated plans to re-instate the calling function, but they have been severely delayed by engineers being re-directed to other work during the Covid lockdown. Thankfully I now have my engineers back, and we can start to work on our estate again. Whilst I don’t have an exact date (I will update as soon as I have one) I can certainly guarantee that it will happen as soon as I can get an engineer to site. Please do keep me up to date if there are any further complaints, but rest assured we’re dealing with this as a matter of urgency”.	
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. – Delayed due to Covid 19 lockdown	
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	
Risk Assessment - this has been worked upon to improve the document to make it more robust and clearly identify actions and responsibilities - draft is ready for discussion	

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.

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.

OUTSTANDING ISSUES

Church Clock – advice /quotations will be sought in the new year.

Staff/Cllr communication/relationship protocol to be drafted

Skate Park surface repairs – the Clerk has spoken with a ground maintenance officer from a local company who has advised that the surface joins could be “banded”. Enquiries to be made with contractors as to feasibility and cost of this suggestion - difficulty in finding contractors who will quote or give advice -

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 06 July 2020 – does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Clerks Report for 07 July 2020

Crime Figures – May 2020

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

Lincoln Avenue – Antisocial Behaviour 24, Violent and sexual offences 7, Public order 2. other crimes1 Bears Lane -

Violent and sexual offences 2

Market Place – Anti-social behaviour 1 Pottles Alley - Violent and sexual offences 2

Muir Drive and The Dell - Anti social behaviour – 2

Primrose Road – Public Order 2 , Watton Rd Anti Social behaviour – 1

Hingham Town Council		Accounts Year End 31 March 2020			
		RECEIPTS			
		2018/19		2019/20	
		£61,000.00	PRECEPT	£67,000.00	
		£1,008.00	GOVERNMENT GRANT	N/A	
		£380.98	BANK INTEREST	£350.36	
		£5,900.00	CEMETERY FEES	£5,212.50	
		£100.00	RECREATION GROUND LETTINGS		
		£5,908.78	CIL	£1,335.40	
		£770.00	EVENTS	£0.00	
		£643.76	NCC PARISH PARTNERSHIP/HIGHWAY PROJECTS	N/A	
		NCC PAID LATE - (APR 19)	NCC GRASS CUTTING PAYMENT	£7,594.11	£3,746.48 FOR 2018.19
		SNC PAID LATE - (APR 19)	SNC TOILET CLEANING PAYMENT	£3,426.96	£3,426.96 FOR 2018.19
		£714.03	MISCELLANEOUS	£1,744.70	
			SNC TOILET TRANSFER COMMUTED SUM/REFURB	£37,570.00	
		£76,425.55	TOTAL		
for 2017/18		£9,070.43	RECLAIMED VAT	£8,136.86	FOR 2018.19
		£85,495.98	GRAND TOTAL	£132,370.89	
		PAYMENTS (N.B. NET FIGURE SHOWN FOR GOODS AND SERVICES)			
		2018/19		2019/20	
		£22,492.70	STAFF COSTS	£25,300.64	
		£5,064.88	GENERAL ADMIN (EXCLUDING STAFF)	£5,310.30	
		£93.00	S137	£675.00	
	not accounted for separately		GRANTS/DONATIONS (OTHER THAN S137 & EVENTS)	£1,490.00	
		£21,780.48	STREET LIGHTING	£9,466.48	
		£9,697.80	GRASS CUTTING	£9,891.00	
		£5,785.00	TREES	£445.97	
		£65.00	CEMETERY	£229.00	
	Not accounted for separately		TOILETS	£2,066.92	
		£437.06	EVENTS	£554.83	
	CIL USED	£7,400.00	NCC PARISH PARTNERSHIP PROJECTS	£0.00	
	Items Misc Maintenance/items purchased/Grants (other than CIL), water, toilet cleaning products & cover	£6,009.34	MISCELLANEOUS	£1,043.57	INC. CHRISTMAS TREE, DOG BIN EMPTYING, HOLIDAY COVER LITTER BINS, FAIRLAND STANDPIPE, MISC EQUIPMENT AND MAINTENANCE
		£5,000.00	CIL (other than Parish Partnership)	£26,815.00	
		£83,825.26	NET TOTAL	£83,288.71	
		£8,136.86	VAT	£9,364.27	
		£91,962.12	TOTAL INC. VAT	£92,652.98	
		Balance per bank statements 31 March 2020			
	Current account		£125,219.19		
	Tracker account		£40,620.56		
	High interest account		£38,792.36		
	dormant account	Business reserve account (last	£186.80		
			TOTAL	£204,818.91	
	LESS Amount from Unpresented Cheques		£0.00		
	ADD any unbanked cash		£0.00		
	Net bank balances as at 31/03/2020 reconciled with the cash book			£204,818.91	
		The net balances reconcile to the Cash Book for the 12 MONTHS - 01 April 2019-31 MARCH 2020			
		CASH BOOK			
	Opening Balance (as per bank reconciliation 31 March 2019)			£165,101.00	
	Add Receipts 01 April 19 -31 MARCH 2020			£132,370.89	
	Less: Payments 01 April 19 -31 MARCH 2020			£92,652.98	
	Closing balance per cash book as at 31 MARCH 2020			£204,818.91	
		OF THE BALANCE THE FOLLOWING IS DESIGNATED OR RESTRICTED FUNDS			
	CIL	£21,913.44			
	BUS SHELTER PLAQUE	£300.00			
	CAR PARK DRAIN REPAIRS (FROM CHURCH)	£100.00	UNABLE TO UNDERTAKE AS NOT OWNERS OF LAND		
	TOILET REFURB/COMM	£31,864.35			
	EVENTS	£2,827.96			
	TOTAL	£57,005.75			
IN ADDITION TO THIS THE TOWN COUNCIL HAS A RESERVES POLICY WHICH ALLOCATES ANY REMAINING RESERVES TO A SPECIFIC PURPOSE (FIGURES ADJUSTED ANNUALLY), INCLUDING A RESERVE FIGURE OF 1 QUARTER OF THE PRECEPT - TO ENSURE THE COUNCIL COULD CONTINUE TO OPERATE IN THE SHORT TERM IF THE PRECEPT IS NOT RECEIVED					