

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 01 FEBRUARY 2022. THE MEETING COMMENCED AT 7.30pm.

**Present**

Cllr Eldridge – Chairman

Cllr Amey – Vice Chair

Cllr Christien, Cllr Dunnett, Cllr Roberts, Cllr Thompson, Cllr Sta Ana

Cllr Foord was not present at the meeting.

There were 5 members of the public present including County Cllr Dewsbury and District Cllr Bendle.

1. **Apologies for absence**  
Apologies for absence were received from Cllr Overton and Cllr Stabler
2. **Introduction of newly Co-opted Councillor**  
Cllr Stabler gave his apologies and was unable to attend the meeting.
3. **Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office forms**  
It was agreed that Cllr Stabler could sign the acceptance of Office form outside of the meeting.
4. **Public participation session - (15 minutes) (Members of the public may make a statement or ask a question of not more than three minutes duration)**
  - 4.1 **Easter Fair at the Lincoln Hall**  
A representative from the Lincoln Hall spoke to outline the plans for the Easter Fair (ref agenda item 27). They advised that the hall is full, and they are seeking stalls for outside. It was explained that the Lincoln Hall's income from bookings is low, many regular bookings have not returned since Covid and some who have returned are not booking as regularly. It was also noted that the cost of running the hall had increased (oil for heating/electricity), and the roof recently needed repairing. The Committee are looking at new ways to raise income and are looking at the possibility of a regular farmers market selling local produce and products.
  - 4.2 **Road safety concerns**  
Concerns were raised regarding dangerous driving on the chicane at the eastern end of the Market Place. A resident had witnessed a vehicle overtaking on the chicane, in the fog. It was noted that there had been several accidents recently on Norwich Road, by the fire station, by Bears/Ringers Lane junction (involving an ambulance) and a serious accident by Edgefield Lodge.  
The Clerk advised that PC Read was unable to supply any further information regarding the accident involving the ambulance.
5. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**  
There were no declarations of interest with regard to agenda items.
6. **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 5) Declarations of interests**  
The Chairman advised that he would Chair all agenda items.

7. To consider any applications for co-option on to the Town Council  
The Clerk advised that there were no applications for co-option.
8. To agree the accuracy of the Minutes of the Town Council meeting of 04 January 2022  
The minutes were circulated to all Cllrs prior to the meeting. They were agreed as correct and signed by the Chairman.
9. Matters arising from the Minutes of 04 January 2022 (and other updates contained in a written Clerks report circulated prior to the meeting, see appendix A)  
The Clerk advised that none of the businesses had replied/commented on the letter sent to them regarding trying to ease the parking situation in Hingham.
10. Working Party Reports  
The Neighbourhood Plan working party had not met, the Clerk gave a brief update on their work.
- The working party had a meeting with the consultant on 01.02.22
  - The first steering group meeting is scheduled for Monday 21st Feb (7.45pm, Lincoln Hall)
  - South Norfolk Council £6000 grant funding has been awarded and the acceptance form had been returned to SNC, SNC require an invoice in order to pay the first 75% of the grant
  - Locality/Groundworks funding, awarded (ref agenda item 20.2)
  - A meeting is planned with the Consultant and person from Locality/AECON regarding the Technical assistance bid, (housing needs assessment and design code work)
  - Leaflets were all delivered at the beginning of January, the Clerk thanked everyone involved in this.
  - So far 10 email responses had been received, representing 11 volunteers
  - Those who have responded have been asked to fill out a skills audit form
  - Hingham Neighbourhood Plan website is now published
  - The working party have a meeting scheduled on 02 February 2022
11. Reports from representatives on external bodies/ attendees of external meetings/training  
Cllr Roberts gave a summary of a Norfolk Constabulary virtual meeting he attended, advising that the usual issues of speeding and parking were raised. It was noted that there were more crime incidents over Christmas.  
Cllr Roberts requested that PC Andy Read advises of when he will be able to attend Hingham for a walk about.
12. General Correspondence (information/circulars etc)
- 12.1. Norfolk Citizens Advice, Acknowledgment and thanks for donation
  - 12.2. Norfolk County Council, Partner and Community Focus News Updates
  - 12.3. Norfolk County Council, Norfolk to take a step closer to new integrated approach to health and care
  - 12.4. Greater Norwich Local Plan Matters, Issues and Questions and the Draft Programme for part two of the public examination
  - 12.5. CPRE, Norfolk Greater Norwich Local Plan legal costs appeal  
It was noted that the CPRE representation was focused against the proposed housing numbers in the Plan, and a Cllr could request that the CPRE appeal for donations toward their legal costs, could be added as agenda item for consideration at a future meeting.
  - 12.6. South Norfolk Council, grant update
  - 12.7. N&N Hospitals Charity, Norfolk Village Cycle Challenge Celebrating 250 Years of Philanthropy in aid of N&N Hospital - Fundraising Pack
  - 12.8. Norfolk Special Constabulary, Recruitment Event
  - 12.9. Norfolk County Council, Cabinet finalises budget proposals
  - 12.10. Norwich Western Link project update

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

None.

14. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
- No actions required.

15. District Councillor's report

District Cllr Bendle reported that she had £2000 in grant money and had been able to give grants to support projects in Deopham (a new bench) and in Hingham (the luncheon club with funding towards a new heated food trolley and the Methodist Church with funding towards a new hearing loop).

Cllr Bendle advised that the 2022/23 budget had been drafted and was due to go before Cabinet and full Council, after which the precept figure will be released. She advised that the Help Hub was able to offer help and advise to those experiencing fuel poverty.

Cllr Bendle also advised that although she was no longer on the Cabinet, she was still active in the Council, being on Licensing, Scrutiny and Planning committees.

Cllr Bendle thanked the Town Council for their thoughts after Roger (her husband) died.

16. County Councillor's report

County Cllr Dewsbury reported the following points:

**Norwich Western Link**

Although Chris Packham, Extinction Rebellion and others sent out a call and got about 300 people to attend a protest against the Norwich Western Link on Saturday 29th January, the petition in support of the new road link, started by Gary Blundell Vice-Chair of Costessey Parish Council, which desperately wants to stop the congestion and tailbacks of traffic through their village, had already been signed by 3500 people by the Friday evening, showing great support locally for the final link in that road.

**SEND**

The five year £120 million Special Educational Needs Development transformation programme to improve inclusion in mainstream schools and deliver 500 new places in three new special schools is on track. The Bure Park Specialist Academy opened in Gt Yarmouth in September, the Duke of Lancaster School opened in Fakenham in January and work is due to begin on the third school at Easton, which should be finished this year and open in Spring 2023. It will have capacity for 170 children, aged 4 – 19, with cognition and learning needs.

**Health**

Active Norfolk, which is based at Easton and works closely with the County Council to help provide ways in which local people of all ages can keep fit has launched a new website called Every Move which lists all the sports and health activities in Norfolk. Website [www.everymove.uk](http://www.everymove.uk) shows the wide range of activities run by sports clubs and informal activity groups across the county for children and adults.

**Norfolk Strategic Flood Alliance**

At a meeting on the first anniversary of the Norfolk Strategic Flood Alliance partnership, work already done on the first 16 most seriously flooded sites was reported and a second tranche of eleven more sites to be examined was announced.

**Digifest at libraries**

During February local libraries will be hosting the Digifest 2022 which will give children aged 4 – 14 the chance to try digital technologies such as simple coding, creating a 3D work of art with a 3D pen or making a stop-motion film.

## COVID

Although the Governments Plan B restrictions ended on January 27th Norfolk County Council buildings, museums, libraires etc are still recommending that visitors wear face coverings to help protect each other and staff.

Cllr Thompson spoke to advise County Cllr Dewsbury of a counter petition against the Norwich Western Link which had over 6000 signatures. Cllr Thompson advised that it was important to represent both sides of the public response to the NWL. Cllr Dewsbury advised she was not aware of the counter petition.

The Clerk asked Cllr Dewsbury if there had been any progress on trying to resolve the parking issues in Hingham, advising that the Market Place is just as affected at the Fairland and there had been a recent incident when an ambulance could not get through its instructed route to Copper Lane (as cars now park 3 deep across the carriage way opposite the chip shop) and had to reverse onto the B1108 to then find another way round.

The Clerk advised that the Fairland feasibility study was still awaited and as NCC had suggested a feasibility study was needed regarding the parking issues, suggested that feasibility study should be extended to include parking issues.

Cllr Christien asked if NCC would be planning ahead to raising funds now to help an increasing number of people who will be experiencing poverty and who will need help, she raised concerns that people will suffer as the cost of living increases and NCC needed to act now.

Cllr Dewsbury advised that NCC were reorganising Adult Social Service to streamline and remove duplication, making better use of the funds and resources available.

## 17. Planning Decisions

- 17.1 2021/2605, Details for condition 4 of 2021/0894 - Materials  
22-30 Ironside Way Hingham Norfolk NR9 4LF - Approved
- 17.2 2021/2576, T1 Sycamore - reduce in height from approx 10m to 5m T2 Acacia - reduce in height from approx 10m to 7m T3 Beech - fell  
23 Market Place Hingham Norfolk NR9 4AF  
No objections
- 17.3 2021/2409, T1 Sycamore - fell. T3 Common Beech - crown reduction, reduce height from 18m to 15.5m and reduce spread from 9m to approximately 6.5m. T4 Common Horse Chestnut - reduce over highway by 2.5m. T5 Common Horse Chestnut - reduce over highway by 2.5m. T6 Common Lime - reduce height only from 20.6m to 17.1m. T7 Common Horse Chestnut - crown reduction, reduce height from 17.6m to 15.1m and reduce spread from 9, to 6.5m. T8 Common Beech - fell, replace with Copper Beech. T9 Copper Beech - crown reduction, reduce height from 19m to 16.5m and reduce spread from 9 to 6.5m. T10 Sycamore - fell.  
The Rectory Attleborough Road Hingham NR9 4HP. Approval with conditions
- 17.4 2021/2105, New stabling and feed storage barn with manege (all weather turn out area).  
The Barn White Lodge Farm Hardingham Road Hingham NR9 4LY  
Approval with conditions
- 17.5 2021/1862, Demolition of 2 no. agricultural buildings and erection of 5 no. detached dwellings with associated works  
Agricultural Buildings At Lyngwhite Farm Hingham Road Hingham Norfolk  
Approval with conditions

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

**18.1 2022/0032, Land Adjacent To Skylark Barn Watton Road Hingham Norfolk**

Proposal: Proposed temporary accommodation for a period of 18 months consisting of a glamping pod sited on existing concrete adjacent to the private drive

Application Type: Full Planning Permission

The Council agreed to recommend approval.

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

19.1 2022/0014, The Cottage 2 Dereham Road Hingham Norfolk NR9 4HU.

T1 Laurel - fell and grind out stump as large split down trunk T2 Holly (multi stemmed) - coppice T3 Lawsons Cypress - fell and grind out stump T4 Silver Birch - remove smaller trunk that leans over fence T5 Amelanchier - fell and remove stump T6, T7 & T8 Holly - coppice T9 Bird Cherry - fell and grind out stump T10 Horse Chestnut - fell and grind out stump.

19.2 Withdrawn Planning Application

2021/2708 Land South Of 31 Hall Moor Road Hingham Norfolk

Proposal: Proposed detached bungalow and garage

Noted.

## Item 20 – 22, Finance

20. Neighbourhood Plan Grant Funding

20.1 To acknowledge receipt and acceptance of the Grant Funding Offer of £6000 from South Norfolk Council.

The Clerk advised that she needed to invoice SNC for the first 75% of the grant fund.

20.2 To receive the grant funding offer from Groundworks (Locality) for £7855, consider (and agree to) the Terms and Conditions and agree that the Clerk should respond accordingly to secure payment of the grant.

A copy of the Terms and conditions were forwarded to all Cllrs prior to the meeting. It was agreed to accept the Terms and Conditions and for the Clerk to complete the required due diligence to secure payment of the grant.

21. To note the date of the next meeting of the Finance Committee 15 March 2022

Noted.

22. To approve the Accounts for Payment

The Accounts for payment were agreed as listed below and the cheques were signed.

REF NUMBER	PAYEE	DETAILS	AMOUNT	VAT
104248	STAFF	WAGES (£871.53)		
		BINBAGS (£3.98)		VAT £0.78
		CLEANING PRODUCTS (£5.80)		VAT £0.97
		TOTAL	<b>£883.31</b>	
104249	STAFF	WAGES	<b>£1031.86</b>	
d/d	NEST	PENSION	<b>£64.66</b>	
104250	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<b>£240.00</b>	VAT £40.00
104251	NPOWER	STREET LIGHT ENERGY	<b>£785.11</b>	VAT £130.85

REF NUMBER	PAYEE	DETAILS	AMOUNT	VAT
104252	JS	HOLIDAY COVER CLEANING	<b>£70.28</b>	
104253	WESTCOTEC	SAM SIGN BATTERY	<b>£96.00</b>	VAT £16.00
d/d	NORFOLK COPIERS	PRINTER RENTAL	<b>£74.41</b>	VAT £12.40
		<b>TOTAL</b>	<b>£3243.63</b>	
		<i>TOTAL VAT</i>	<i>£201.00</i>	

NB – agenda item 27 was discussed at this point of the meeting

23. To confirm that the newly co-opted Councillor has received a copy of the Good Councillor Guide, Code of Conduct, Standing Orders and Financial Regulations  
Cllr Stabler was not present at the meeting, the Clerk confirmed that she had forwarded the Good Councillor Guide, Code of Conduct, Standing Orders and Financial Regulations to him.
24. For the newly Co-opted Councillor to receive the “Registration of Pecuniary and Other Interests” forms -which must be completed, signed and returned to the Clerk by 28 February 2022  
The Clerk confirmed that Cllr Stabler had been sent the Registration of Pecuniary and Other Interests form.
25. With regard to the recent installation of a speed camera in Costessey within the 20mph speed limit; To discuss and consider a project to gather information in view of a potential campaign for speed camera provision in Hingham, and agree any actions.  
The Council discussed the provision of speed cameras in general, and it was noted that Police forces reveal almost 50 per cent of speed cameras in the UK are inactive, with four forces not having any at all. Of the 2,838 speed cameras in the UK, just 1,486 are currently switched on, it was also noted that generally 20mph speed limits go unpoliced.  
It was noted that the report in the local newspaper EDP stated that the speed camera installed at Costessey (within the 20mph speed limit) had been funded via the Next development at Longwater. It was also noted that this camera was not an enforcement camera and would only result in non-compliant drivers receiving a letter, it would not result in prosecutions, however the existence of the “yellow box” (speed camera), may act as a deterrent against speeding and Cllrs agreed that a similar deterrent may be beneficial to Hingham.  
Concern were raised that speeding is a consistent issue of concern for residents, and enforcement is the best deterrent, however it was noted that a fixed camera would not be likely to be installed without road traffic accident statistics showing serious injury or death.  
It was agreed to investigate the funding provision for the Costessey camera, including ongoing costs of administration and maintenance. Cllr Thompson agreed to lead on this task.
26. To discuss the need for preservation of heritage style directional road signs and propose/agree any actions  
Cllr Thompson raised the issue of the poor state of many of the heritage style directional road signs in and around Hingham, and that those that had been replaced by NCC, had been replaced with inferior signs made of a plastic type material, some of which had broken.  
Concerns were raised that NCC were replacing heritage wooden signs with inferior plastic ones, which were not appropriate to the conservation area (and surrounding area).  
Cllr Thompson will prepare a report on the location of signs that are in dis repair. The Clerk will check the Town Council powers to see if there is a power that allows the Town Council to contribute to the refurbishment of the road signs in appropriate materials.

27. To consider a proposal by the Lincoln Hall, for use of the Fairland greens for an Easter Fair (discussed after agenda item 22)

The Lincoln Hall Committee had supplied details of their public liability insurance and a risk assessment for their proposal to use the Fairland green for an Easter Fair. The Council agreed to permit the Committee to use the greens for the Easter Fair.

28. To discuss the Greater Norwich Local Plan (especially with regards to the public examination hearings) and agree any actions

The Clerk reported that she had attended the GNLP hearing that had taken place during the day (01 February 2022), and had been given the opportunity to speak regarding Duty to Co-operate. The Clerk advised that she had reiterated the concerns regarding the extensive development taking place in neighbouring Breckland and the additional pressures on the infrastructure (in particular roads) in Hingham, and that this cumulative impact had not been considered.

The Clerk confirmed that she had also spoken briefly regarding the site selection process, however the Inspectors had requested that these discussions be non-site specific and advised that they were not considering the merits of sites that were rejected.

The Clerk had forwarded the matters published for section 2 of the GNLP hearings which include site specific matters. These hearings begin in March. The Clerk will request to attend all hearings relevant to Hingham GNLP sites, including the HIN2 site allocated for employment, as concerns were raised in the Town Council GNLP representation that there is no indication of when the land allocated will be developed, and that it may be less attractive to industry due to housing development planned in the near vicinity, concerns were also raised regarding the conflict between needing road improvements to facilitate expansion of the employment area, the large HGV vehicles that enter and exit the industrial area and the policy requirement proposed for GNLP to install a pedestrian island in the vicinity of Ironside Way.

29. 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.

The Council agreed to request that the public leave.

The Public left the meeting.

30. To consider any tenders received for the grass cutting contract (initial 1 year contract for April 2022-March 2023)

The Clerk confirmed that she had approached six companies for tenders, and that the opportunity to tender had been advertised in the parish magazine. The Clerk also confirmed that the contract was initially for 1 year, and could be extended for a further 2 years by mutual agreement .

Three tenders had been received. The three tenders and associated documents were viewed and considered by the Council and it was agreed to award the contract to TTSR Ltd.

The meeting ended at 8.50pm

Signed ..... Chairman 01 March 2022

## Appendix A - Clerks Report

### Matters Arising from the minutes of the Meeting of 04 January 2022

Minute 11.1 Skate Park is now temporarily closed, notices are on display and the gates are locked. Skatepark contractor has been asked for advice regarding suitable surface materials.

#### Other Updates/Outstanding Issues

- The Clerk has requested to meet with the NCC Officers regarding the cycle rack project
- The pack of free trees have now received, planting is required
- The Highways Engineer has been sent a copy of the report from his meeting with representatives from the Town Council
- A letter regarding parking issues has been delivered to the businesses in the Fairland and Market Place
- A new SAM sign battery has been purchased
- Applications for Assets of Community Value to be finalised, plans and ownership details are required.
- Parish Archives, the collection of the materials to be arranged.
- Parking, Please do not park on the grass signs received, they require suitable stakes.
- Tree Survey, quotations for relevant work to be obtained.
- Trees for planting (Fairland and Market Place permanent Christmas Trees) will be sourced in Jan 2022.
- Notice boards for the toilets to be purchased.
- Both wooden notice boards (Market Place and Fairland) are now becoming difficult to open and lock, they become damp and condensated. The clerk advises considering the purchase of a new purpose built free standing notice board if there is a suitable location in the Market Place. A new notice board for the Fairland is also recommended. To be added to a future agenda.
- Church Clock site visit for quotations for upgrading the clock are to be arranged. Previous contractor has been contacted for advice regarding a new clock mechanism.
- Street Lighting, the contractor has been asked to undertake the renumbering of the footway lights which has been started. A condition report is awaited on all of the Council's footway lighting, (priority can then be assessed depending on the condition/safety of the light columns, for obtaining quotations for changing lights to LED). With regards to possible solutions to replacing the Tally Alley light, the contractor suggested the use of illuminated bollards, ownership of the alleyway needs to be established.
- Communications Policy, including social media policy is being worked upon. Cllrs are reminded not to comment on public social media pages making reference to themselves as Councillors, in a way that could give inaccurate information or be misleading or misconstrued as the Council having discussed and agreed something, when this is not the case. Staff/Cllr communication/relationship protocol to be drafted.
- The Clerk has been working on an overall Cemetery Fees Policy containing all points relevant to the fee structure including frequency and method of fees reviews. This is to be finalised and brought back to a future Town Council meeting with a review of the cemetery fees and cemetery terms and conditions.
- Extension of Cemetery Driveway and turning circle, the Clerk has spent some time in the cemetery looking at the area that would be required to extend the driveway. The area is very extensive and the clerk is concerned about the application of such a large area of tarmac , (environmental and cost). There may be other more appropriate solutions, including a shorter tarmac extension followed by "matting" under the grass surface (and possibly a tarmac path for better pedestrian/disability access), and leaving the existing grass as a driveway over the old cemetery area. Advice is needed from a funeral director with regard to vehicles used. The use of the driveway (as in frequency) for funerals is minimal therefore the grass should not become too worn from being driven on, this requires a lot of further thought to ensure the Council have a cost effective but long term solution for the future use of the cemetery .
- 2 steel liners for the Market Place bins to be ordered (liners available at a reasonable price are a slightly different size to the existing ones (by mm's) liners of the same size have not yet been found.
- Commemorative Plaque for the Fairland Bus shelter, to be ordered



Report prepared 31 January 2022 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – latest December 2021

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

The Fields: Anti social behaviour 1

Rectory Gardens: Criminal damage and arson 1

Pottles Alley: Violence and sexual offences 2

Chapel Street: Other theft 1

Admirals Gardens Public Order 1, Violence and sexual offences 1

Ironside Way: Violence and sexual offences 2

Lincoln Avenue: Violence and sexual offences 2

Copper Lane: Public Order 1

Fleeters Hill: Other theft 1