

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 04 JANUARY 2022. THE MEETING COMMENCED AT 7.30pm.

Present

Cllr Eldridge, Chairamn

Cllr Amey, Vice-Chair

Cllr Christein, Cllr Dunnett, Cllr Roberts, Cllr Sta Ana and Cllr Thompson

Clerk, Alison Doe

There were 3 members of the public present.

1. **Apologies for absence**
Apologies for absence were received from Cllr Foord, Cllr Overton, District Cllr Bendle and County Cllr Dewsbury.
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)**
There were no points raised/questions asked.
3. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
There were no declarations of interest.
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 confirmed he would chair all agenda items.
5. **To consider any applications for co-option on to the Town Council**
One application for co-option had been received, the applicant attended the meeting and was invited to speak. The applicant introduced himself as Philip Stabler, a Hingham resident and gave a brief overview of his background and interests. Mr Stabler advised that he had recently moved back to Hingham and being a Councillor would be a good opportunity to be involved in the community and bring good things to the town. It was proposed by Cllr Thompson and seconded by Cllr Roberts that Philip Stabler be co-opted. A vote was taken, and it was unanimously agreed to co-opt Philip onto the Town Council. The Clerk explained that Philip would take office at the next meeting (01 February 2022). One Cllr vacancy now remains. Mr Stabler was thanked for coming forward to be on the Town Council.
6. **To agree the accuracy of the Minutes of the Town Council meeting of 07 December 2021**
The minutes were circulated to all Cllrs prior to the meeting and were agreed as correct and signed by the Chairman.
7. **Matters arising from the Minutes of 07 December 2021 (and other updates contained in a written Clerks report circulated prior to the meeting, see appendix A)**
In addition to the written report, the Clerk added that County Cllr Dewsbury had responded to the parking issues on the Fairland, advising that NCC highways had suggested that a feasibility study would be required, however she had pointed out that the Town Council are still awaiting the results of the Fairland crossroads safety feasibility study, and advised that this should be made available in February.

8. Working Party Reports

The Neighbourhood Plan working party had not met, however it was reported that the leaflets were ready to be delivered, the website is being worked on, applications had been made to both South Norfolk Council and Locality for grant funding.

9. Reports from representatives on external bodies/ attendees of external meetings/training

There were no reports from representatives on external bodies etc.

10. General Correspondence (information/circulars etc)

10.1 Greater Norwich Local Plan: Greater Norwich Local Plan Examination Hearings - Parish and Town Councils

The Clerk confirmed that she had emailed the Programme Officer to advise that due to the tight time scales, the Town Council had no choice than to express an intention to speak at all hearings programmed, and would withdraw that intention from hearing dates that were not necessary, once the matters issues had been cross referenced with the Hingham Town Council reg. 19 representation. The Programme Officer had advised that she would check the representation to confirm which hearings the Town Council would be entitled to attend, due to the representation having to be relevant to the matter to be discussed. The Clerk confirmed that she would cross reference the Hingham Town Council representation and confirm with the Programme Officer the hearings that it would be relevant to attend.

It was noted that the matters issued by the Planning Inspectorate were very specific and the Town Council representation may not be relevant to the majority of the points.

10.2 South Norfolk Council: Hospitality Grant now available

10.3 Norfolk ALC's forthcoming webinars including Countryside Access

10.4 Temporary closure of U35177 Manson Green because of BT pole replacement works (ref STRO5821) Hardingham

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

11.1 Skate Park surface

A visitor to the skatepark had raised concerns regarding the deterioration of the skatepark surface. The Clerk confirmed that the cracks in the surface were now not the only issue as the whole surface had deteriorated and was very rough. The Clerk advised that on safety grounds she felt that the skate park should be closed, until repairs can be undertaken. A concern was raised that a facility was being closed that was of benefit to an underrepresented section of the community (youth) and that if the park is closed they should be notified of what steps are being taken to resolve the issue. It was agreed that the skate park should be temporarily closed until the surface can be repaired. It was noted that the equipment and most likely the fence would need to be removed in order to resurface the skate park and that (based on previous experience of trying to obtain quotations), finding a suitable contractor to quote for the work may be difficult.

11.2 Lack of footway between Bears Lane and The Hops

A resident had forwarded to the Council a letter that they were proposing to send to the owners of Mandalay on Bears Lane, to enquire if the landowners would be amenable to selling land, for the provision of a pavement. The Clerk had forwarded to all Cllrs her response, requesting that references to the Town Council be removed from the proposed letter, as it could be misconstrued that the resident was acting on behalf of the Town Council. Cllrs agreed that the Clerks response was appropriate and measured. The Clerk advised that she had contacted Norfolk County Council regarding the potential provision of a footway between Bears Lane

and The Hops (based on the resident's original proposal to crown fund to raise money), NCC Highways had not responded.

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

- 12.1 Ref 11.1. The Council agreed to temporarily close the Skate Park, the Clerk will arrange notices and will ask the handyman to lock the gates, relevant information will be included in the parish magazine.

13. District Councillor's report

District Cllr Bendle was not present at the meeting.

14. County Councillor's report

County Cllr Dewsbury was not present at the meeting.

15. Planning Decisions

- 15.1 2021/2436 Proposed single storey side extension and alterations
23 The Glen Norwich Street Hingham Norfolk NR9 4LJ. Approval with Conditions

- 15.2 2021/2305 Single storey rear extension
27 Dereham Road Hingham NR9 4HH. Approval with Conditions

- 15.3 2021/2294 Grass Verge At Dereham Road Hingham Norfolk
Mast and associated supporting apparatus
Decision: Prior Approval not Required

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

- 16.1 2021/2708 Land South Of 31 Hall Moor Road Hingham Norfolk
Proposed detached bungalow and garage
The Council considered the details of this application, it was noted that previous applications for this location had been refused. Although no objections were raised by the Council regarding the proposals/principle of development, concerns were raised regarding the area's watercourse and history of the land becoming waterlogged. It was noted that it would be preferable to have gradual small developments in keeping with the town, rather than a large dense development forced upon the town.

- 16.2 2021/1687 Fairland House 2 The Fairland Hingham NR9 4HN
Replacement of seven rotten wooden single glazed windows. Five of these windows are to the front of the property and will be replaced with double glazed wooden windows. The Council agreed to recommend approval.

- 16.3 2021/2748 Holly Court Barn Watton Road Hingham Norfolk NR9 4NN
Demolition of existing storage building. Erection of new dwelling and detached garage and store.
The Council agreed to recommend approval.

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

None.

Item 18 Finance

18. To approve the Accounts for Payment (as listed below)

The accounts for payment were approved as listed below and the cheques were signed.

REF	PAYEE	DETAILS	AMOUNT	VAT
104238	staff	WAGES	£871.53	
104239	staff	WAGES	£1,031.86	
104240	HMRC	QUARTERLY TAX/NI	£717.44	
D/DEBIT	NEST	PENSION	£64.66	
104241	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£240.00	(VAT) £40.00
104242	NPOWER	STREET LIGHT ENERGY	£718.33	(VAT) £119.72
104243	ANGLIAN WATER BUSINESS	TOILETS	£81.30	
104244	ANGLIAN WATER BUSINESS	CEMETERY	£13.40	
104245	BARKERS PRINT AND DESIGN	NEIGHBOURHOOD PLAN LEAFLETS	£167.00	
104246	HINGHAM PCC	CHURCHYARD LIGHTS ENERGY	£60.00	
104247	EDF	ELECTRICITY TOILETS	£95.97	(VAT) £6.00
		TOTAL FOR PAYMENTS	£4,061.49	
				TOTAL VAT £165.72

19. To finalise the review of Standing Orders

The Clerk forwarded a copy of Standing Orders to all Cllrs prior to the meeting. The Clerk confirmed that this was the most recent version on the NALC website and had been edited (where permissible) to include amendments that the Council had previously agreed. It was noted that The Clerk had highlighted sections where the Council were required to confirm information and these sections were considered in turn.

It was noted that Standing Order 3J states "A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)". It was proposed and agreed that this standing order be amended and the word "his" should be replaced with the word "their".

The Council agreed the conclusion of the review of Standing Orders, the document will now be placed on the Town Council website.

20. To Review the Hingham Town Council General Data Protections Regulations Policy

The General Data Protection Regulations Policy was forwarded to all Cllrs prior to the meeting. The Clerk advised that the document is based on templates on the NALC website, but Councils are required to amend the templates to suit their own requirements. The Clerk advised that she did not consider any changes to the current policy were necessary at this time. It was agreed to retain the General Data Protection Regulations Policy with no changes/amendments.

21. To Review the Hingham Town Council Privacy Statement

The Clerk advised that the Council are obliged to have and publish a privacy statement under the GDPR. A copy of the Privacy Statement had been forwarded to all Cllrs prior to the meeting. It was agreed that no changes were required to be made to the Privacy statement.

22. To review the Hingham Town Council Risk Policy and Risk Assessment

A copy of the Risk Policy and Risk Assessment was forwarded to all Cllrs prior to the meeting. It was agreed that the Risk Policy did not require any changes and that the Risk Assessment covered all necessary points. It was noted that any outstanding actions on the Risk Assessment need to be completed as soon as possible.

23. To review the Information/Data Audit

A copy of the Information/Data Audit was forwarded to all Cllrs prior to the meeting. The Clerk highlighted that she had included volunteers specific to the Neighbourhood Plan as part of the audit. It was agreed that the Information/Data Audit did not require any further amendment.

24. To discuss/agree any actions regarding the Greater Norwich Local Plan hearings

Further to the points raised at agenda item 10.1, the Clerk advised that at present there had been no indication of the content of the next set of Matters to be published by the Planning Inspectorate. It was noted that the matters that had been published for the first set of hearings were very much concerned with part 1 of the GNLP (the “strategic policies”), it was also noted that the Matters for part 2 of the hearings were scheduled to be published on 17th January 2022. Concerns were raised that the hearing process may be very off-putting to many who had made representations.

25. To consider and agree a Draft Terms of Reference for the Neighbourhood Plan Steering Group (for final agreement by the Town Council in February 2022 following discussion with the NP Consultant)

The Clerk had forwarded a draft Terms of Reference to all Cllrs prior to the meeting and explained that they were based on the ones provided by the Neighbourhood Plan officers at Broadland council. The Clerk also advised that she had looked at other groups Terms of Reference to compare how they had been altered to suit the different groups needs. The Clerk had included points in the draft Terms of Reference to reflect the discussions at a previous Town Council meeting, with regard to the payment of invoices and assurances needed that work had been completed prior to payments being made. It was queried as to why the Clerk recommended removing childcare costs from the possible costs that volunteers could reclaim. The Clerk advised that she was concerned that childcare costs were not a direct cost of producing the plan and may not be an appropriate use of funds.

The meeting ended at 8.50pm

Signed Chairman

01 February 2022

Matters Arising from the minutes of the Meeting of 07 December 2021

- Minute 10.4: Information regarding Avian Flu is included in the Town Council report for the January Parish Magazine
- Minute 22: Precept request sent to South Norfolk Council
- Minute 23: Advert for Internal Auditor to be included in the January Parish Magazine
- Minute 24: Neighbourhood Plan Grant Funding applications have been submitted to South Norfolk Council and Locality
- Minute 27: Parish Partnership funding bid for the Market Place bus shelter refurbishment has been submitted to Norfolk County Council, acknowledgement has been received
- Minute 28: The Clerk will meet with the NCC Officers regarding the cycle rack project
- Minute 29: The pack of free trees have not yet been received due to a delivery error
- Minute 30: The Highways Engineer has been sent a copy of the report from his meeting with representatives from the Town Council
- Minute 31: The Clerk will meet with the family in the new year regarding the placement of a memorial bench.

Other Updates/Outstanding Issues

- A letter regarding parking issues has been produced and is ready to be delivered to the businesses in the Fairland and Market Place (Early Jan)
- A new SAM sign battery to be purchased (Early Jan)
- Grass cutting contract tenders to be sought Early Jan for consideration in February
- Options for a suitable solution for the skate park are to be sought.
- 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.
- 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 02 January 2022

does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Crime Figures – latest November 2021

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

Bond Street: Anti social behaviour 1

The Fields: Criminal damage and arson 1

Lincoln Avenue: Violence and sexual offences 3, Public Order 1