

## MINUTES THE ANNUAL MEETING OF HINGHAM TOWN COUNCIL ON TUESDAY 04 MAY 2021. THIS WAS A VIRTUAL MEETING (HELD VIA ZOOM)

### Present

Cllr Eldridge

Cllr Amey, Cllr Christien, Cllr Dunnett, Cllr Overton, Cllr Roberts, Cllr Thompson

Clerk, Alison Doe

District Cllr Bendle was present, with no other members of the public attending the meeting.

1. **To elect the Chairman. The newly elected Chairman to sign the Chairman's Declaration of Acceptance of Office**  
Cllr Eldridge was proposed and seconded as Chairman, a vote was taken and Cllr Eldridge was unanimously elected as Chairman. The acceptance of office of Chairman form was signed by Cllr Eldridge and shown to the camera, the Clerk will collect and sign the form in due course.
2. **To elect the Vice- Chairman. The newly elected Vice - Chairman to sign the Vice-Chairman's Declaration of Acceptance**  
Cllr Amey was proposed and seconded as Vice-Chairman, a vote was taken and Cllr Amey was unanimously elected as Vice- Chairman. The Council agreed that the acceptance of office of Vice-Chairman form could be signed by Cllr Amey and the Clerk outside of the meeting.
3. **Apologies for absence**  
Apologies for absence were received prior to the meeting from Cllr Gott, and County Councillor Dewsbury. Cllr Foord forwarded apologies post meeting.
4. **Introduction of newly Co-opted Councillor**  
Cllr Paul Roberts was welcomed and introduced to the Council, and thanks was given to him for coming forward to be on the Town Council.
5. **Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office forms**  
Cllr Roberts signed the Acceptance of Office form at the meeting (shown to the camera), the Clerk will arrange collection of the form in due course.
6. **Public participation session**  
No points were raised or comments made.
7. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**  
Cllr Christien advised that, regarding agenda item 21.1 she lived opposite the site for planning application 2021/0894 - Proposed Side Extension to Provide Dynamic Test Facilities 22-30 Ironside Way Hingham NR9 4LF.
8. **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 3) Apologies for absence and /or (agenda item 7) Declarations of interests**  
Cllr Eldridge advised he was able to preside over all agenda items.

9. Accuracy of the Minutes of the Town Council meeting of 06 April 2021

The minutes were agreed as correct. The Clerk will arrange for these to be signed by the Chairman.

10. Matters arising from the Minutes of the Town Council meeting of 06 April 2021  
(written report circulated prior to the meeting – including other updates. See appendix A)

No other points were raised.

11. To receive a draft copy of the Minutes of the Annual Town Meeting of 20 April 2021

A copy of the draft minutes from the Annual Town Meeting were forwarded to all Councillors prior to the meeting. The Chairman advised that these were for information and would be approved at the next Annual Town Meeting (due in 2022).

12. To consider any applications for co-option onto the Town Council (2 vacancies)

There were no application for co-option on to the Council.

13. Working party reports

**13.1 Neighbourhood Plan Working Party**

A written report was forwarded to all Cllrs prior to the meeting. Cllr Eldridge had been elected to Chair the working party and the Clerk was acting as secretary.

The working party reported the following points:

- Members had looked at Neighbourhood Plans available on line and noted the varying content, complexity, supporting reports. It was noted that a concise plan can have the same impact as a plan with many more pages.
- Neighbourhood Plans covered issues such as housing, design, protecting wildlife, road/transport.
- It was noted that a design code should be considered to include pavements within new developments.
- Neighbourhood Plans cannot stipulate ‘no development’ and must be consistent with larger authority plans/planning policies.
- The Planning White Paper indicates that it aims to keep Neighbourhood Plans, but also may the “Local Plan” procedure simpler, cutting the time taken from several years to 30 Months. The White Paper also indicated that Plan making should be more digitalised, for which funding would be available.
- Undertaking a Neighbourhood Plan is a big commitment, and would require finding people with relevant expertise willing to help/work with the Council.
- It was noted that some Council used consultants, some did not. It was likely that the use of consultants would be necessary to produce any specialist reports needed and to access information.
- It should be considered if the Town Council could fund the Neighbourhood Plan if they were unsuccessful in securing Funding (the Funding, up to £6000, available through South Norfolk Council is on a first come first served basis), this fund is to help with costs associated with the development of the Neighbourhood Plan, such as:
  - ❖ Printing costs
  - ❖ Venue hire
  - ❖ Communication and publicity costs
  - ❖ Document design/printing/distribution costs
  - ❖ Consultancy costs
  - ❖ NOT additional members of Staff – (may consider additional hours for existing Staff)

- ❖ The Parish/Town Council should have already had its intended Neighbourhood Area designated by SNC in advance of applying for a grant.
- Groups undertaking a Neighbourhood Plan can apply for up to £10,000 to the national body Locality.

Members agreed to:

- Read the information available (NALC guidance, .gov.uk website etc)
- Look at Neighbourhood Plans available to ascertain good examples (especially from parishes similar size/make up/conservation/historical considerations) – not limited to Norfolk.
- Look at inspectors reports to ascertain common pitfalls
- Consider what information/specialist reports needed / identify how to obtain this
- Consider how to get local people involved
- Clerk will seek information from other Clerks of their experiences and get in touch with the Planning Department

There were no other working party reports.

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

There were no reports from representatives on external bodies/ attendees of external meetings/training

#### 15. General Correspondence (information/circulars etc)

##### 15.1 **GMLP - Greater Norwich Local Plan team's response to Hingham Town Council invitation to meet to discuss issues raised**

The GMLP team had refused to meet with the Town Council due to the Council having raised several points of representation against the soundness of the plan.

##### 15.2 **Norfolk ALC Bulletin**

It was noted that the business rate “ public toilet tax” abolishment would result in a refund being made to the Town Council.

##### 15.3 **South Norfolk Council - Love Local posters for promoting local businesses**

##### 15.4 **Swainsthorpe wins important Judicial review against Norfolk County Council**

This was noted as an interesting case.

##### 15.5 **NorfolkALC AGM – 20 May 2021**

##### 15.6 **NorfolkALC Wellbeing - Fires caused by Portable heaters**

##### 15.7 **NorfolkALC Wellbeing – Norfolk Strategic Flood Alliance**

#### 16. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (e.g from residents/individuals)

None

#### 17. To discuss any required responses/actions in relation to any item(s) of correspondence

No actions required.

#### 18. District Councillor's report

District Cllr Bendle apologised for not having sent apologies prior to the previous meeting. Cllr Bendle reported that the Norfolk Strategic Flood Alliance had been set up in response to the flooding issues over the Christmas period affecting many parts of the county, the flooding in Long Stratton had been caused by water run off from the fields and poor maintenance of ditches. The Scrutiny Committee Chairman is part of the NSFA and South Norfolk Council will

be employing additional Environmental Officers and part of their duties will be concerning investigating unkept ditches as well as investigating fly tipping, illegal Gypsy and travellers sites.

Cllr Bendle advised that the South Norfolk Council AGM had taken place, prior to the remote meetings legislation expiring. Florene Ellis was elected as the new Chairman. SNC are concerned that it will be difficult to hold Council meetings in a Covid secure way due to number of Cllrs and available space, this will therefore lead to some Council meetings being postponed.

Cllr Bendle advised that she had requested that she be able to step down from the Cabinet, and had now been given the role of Chair of the Licensing Committee.

## 19. County Councillor's report

County Councillor Dewsbury had given her apologies for the meeting.

## 20. Planning Decisions

- 20.1 2021/0413 - Certificate for lawful existing use as a Kiln log drying business (B2 use).  
Frost Row Farm Watton Road Hingham NR9 4NW – Approval no conditions
- 20.2 2021/0317 - Extension to external boundary wall.  
8 The Fairland Hingham NR9 4HN - Approval with Conditions
- 20.3 2021/0103 - Conversion and extension of office block to dwelling.  
The Old Dairy Watton Road Farm Watton Road Hingham NR9 4NN - Approval with Conditions

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

- 21.1 **2021/0894 - Proposed Side Extension to Provide Dynamic Test Facilities  
22-30 Ironside Way Hingham NR9 4LF**  
**Application Type: Full Planning Permission**  
The Council agreed to recommend approval. It was noted that the extension of the Mirus site would potentially increase the frequency of large HGV's entering and exiting Ironside way, (being that this was only one of two such test facilities in the country), and therefore had a bearing of concern to the allocation of site GNLP0520 in the Greater Norwich Local Plan.
- 21.2 **2021/0803 - Replacement storage barn  
The Watermill Deopham Road Hingham NR9 4NL**  
**Application Type: Full Planning Permission**  
The Council agreed to recommend approval.
- 21.3 **2021/0787 - Notification for Prior Approval for a proposed change of use  
and associated building works of an agricultural building to a 5 no  
dwellinghouses (QA and QB)**  
**Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk**  
**Application Type: Prior Notification - Agricultural to Residential**  
The Council agreed to recommend approval.
- 21.4 **2021/0915 - New agricultural building for machinery storage**  
**Location: Agricultural Building West Of Watton Road Hingham Norfolk**  
**Application Type: Full Planning Permission**  
The Council agreed to recommend approval.
- 21.5 **2021/0940 - removal of existing stable block and erection of new timber  
cart lodge.**  
**27A Hall Moor Road Hingham NR9 4LB**

**Application Type: Householder**

The Council agreed to recommend approval.

**21.6 2021/0951 - Erection of a two storey side extension to chalet.****19 Dereham Road Hingham NR9 4HH . Application Type: Householder**

The Council agreed to recommend approval.

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

*None.*

**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 Roberts advised that he had received the documents from the Clerk.**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 24 May 2021**

Cllr Roberts confirmed that he had received the form from the Clerk. He enquired about training, the Clerk advised they it was hoped that training could be arranged for the whole Council later in the year.

**25. To receive the LGA Revised Model Code of Conduct, in view of a forthcoming review of the Hingham Town Council Code of Conduct, (NALC advice regarding this is awaited).**

A copy of the revised Code of Conduct had been sent to all Cllrs prior to the meeting. The Clerk advised that Norfolk ALC and the Society of Local Council Clerks were endorsing it's adoption by Parish Council's, but as yet NALC had not issued any advice on the matter. The Clerk advised that a Review of the Town Council's Code of Conduct would be on the agenda at a future meeting, when this new Model Code of Conduct could be adopted.

**26. Review existing Working Parties and Committees (including consideration of dissolving existing Working Parties/Committees) and membership to them**  
Prior to the meeting the Clerk had forwarded the current membership to the working parties. The Clerk advised that since the working parties memberships had last been agreed, there had been a number of changes to Town Council (Cllrs) membership.**26.1 Neighbourhood Plan Working Party**

It was agreed that membership of this newly formed working party should remain the same, as, Cllr Amey, Cllr Eldridge, Cllr Foord, Cllr Overton and Cllr Thompson.

(n.b Cllr Overton has since stepped down from the working party).

**26.2 Climate Emergency and Environment Working Party**

Membership to the Climate Emergency and Environment Working Party was agreed as, Cllr Christien, Cllr Dunnett, Cllr Eldridge, Cllr Foord, Cllr Gott.

**26.3 Policy Working Party**

The Clerk advised that there were more policy templates becoming available and there is better information sharing of policies with other Clerks. It was agreed to dissolve this working party as it had not met, policies would be referred to the Council, as the Council would be responsible for adopting and upholding them.

**26.4 Finance Committee**

Membership to the Finance Committee was agreed as Cllr Amey, Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson.

**27. To review Standing Orders for Working Parties**

A copy of the Standing Orders for Working Parties was forwarded to all Cllrs prior to the meeting. It was agreed that no changes were required.

**28. To review Terms of Reference for Working Parties/Committees**

A copy of the Terms of Reference for all Working Parties and the Finance Committee were forwarded to all Cllrs prior to the meeting.

**28.1 Neighbourhood Plan Working Party**

It was agreed no changes were needed.

**28.2 Climate Emergency and Environment Working Party**

It was agreed no changes were needed.

**28.3 Policy Working Party**

The Council agreed to dissolve this working party at agenda item 26.3.

**28.4 Finance Committee**

The Clerk recommend adding that the Finance Committee be delegated to authorise payments in the event that such payments cannot be authorised by a meeting of Full Council in the require timescales.

(Therefore allowing the Finance Committee to authorise payments at a meeting in July, as there was no scheduled Council meeting in August, and to allow a Finance Committee (requiring a smaller space) to authorise payments if they are able to meet when/if Covid restrictions means full council cannot meet.

It was agreed to include this within the Finance Committee Terms of Reference.

**29. To consider the appointment of any new Committees/Working Parties**

It was agreed that no new Committees/ Working parties were required at this time, it was noted that proposals for new Working Parties/Committees could be considered by the Council if necessary.

**30. Review of Town Council representation on external bodies and arrangements for reporting back**

Prior to the meeting the Clerk had forwarded a list of current representation on external bodies. The following Council representatives were agreed:

**30.1 Hingham Playing Field Association**

Cllr Foord

**30.2 Hingham Charity**

Cllr Dunnett

**30.3 Hingham Education Trust**

Cllr Eldridge

**30.4 Lincoln Social Centre**

Cllr Christien

**30.5 Others**

It was noted that Cllr Eldridge was previously a Council representative for Citizens Advice, however the CA restructure meant the Council representation on this body was no longer feasible.

It was also noted that Cllr Eldridge was a named recipient of the Norfolk ALC Wellbeing updates, Cllrs were advised they could be added to the mailing list should they wish to do so.

**31. To review the scheme of delegation and to review the matters of delegation to the Finance Committee**

The Clerk advised that Scheme of delegation was last reviewed and agreed 07.07.2020

At which time 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”.

It was agreed to retain the scheme of delegation.

With regard to the Delegation of matters to the Finance Committee, the Clerk advised that this was defined in the Terms of reference (as would be amended by agenda item 28.4) and by the Financial Regulations, which would be reviewed at a future meeting (last reviews in July 2020). It was agreed no amendments were needed to the delegation of the Finance Committee.

**32. To consider the appointment of a tree warden**

The Clerk advised that it was useful to have a Tree Warden to enable to Council to apply for trees through various schemes, and to help with tree related issues, such as sourcing trees and identifying where trees were needed/could be planted. Cllr Thompson was asked if he would take on the role. Cllr Thompson agreed, this was agreed by the Council.

**33. To discuss the fire in the public toilets/agree actions**

The Clerk advised that she had been in touch with the insurance company and quotations were required for cleaning, redecoration, electrical checks and any remedial works required. The Council agreed to pursue this through the insurance company.

Concerns were raised regarding the toilet being subject to criminal activity. There was a discussion regarding the use of CCTV, concerns were raised regarding the Data Protection implications and legislation requirements.

District Cllr Bendle advised that she was very sorry to hear of the fire in the toilets.

**34. To note the time and place of meetings of the Council up to and including the next annual meeting of the council (to include the date of the next Annual Town Meeting)**

It was agreed to continue to meet on the first Tuesday of the month (excluding August) as per the following dates, with the Lincoln Hall being the most suitable venue.

(2021) June 1st, July 6th, September 7th, October 5th, November 2nd, December 7th, Jan 4th 2022, Feb 1st 2022, March 1st 2022, April 5th 2022 and May 3rd 2022.

19th April 2022 for the Annual Town Meeting.

**FINANCE (Items 35-39)**

**35. Proposal to not request the annual rent from the Hingham Playing Field Association for financial year 2020/21**

The Clerk suggested that although the annual rent was only £100, this would be an appropriate “good will gesture” due to the time the sports centre had remained closed during the Covid lockdowns. This was agreed by the Council.

**36. To receive a Financial Report and confirmation of the Financial check (for financial year 2020/21)**

The Clerk had prepared the end of year bank reconciliation, Budget Monitoring and Year end Accounts and forwarded this to all Cllrs prior to the meeting.

The Clerk advised that the Financial check was undertaken on Monday 26th April 2021 by Cllr Eldridge, Cllr Amey and the Clerk.

All income as recorded in the cashbook was checked against the bank statements, paying in book, receipt book, no financial anomalies were found.

A random selection of transactions (payments made) as recorded in the cash book, were checked for each month. Cross referencing the cash book to: cheque book, invoices, bank statements, minutes, no financial anomalies were found.

The year-end figures (£’s amount in each account) as recorded in the cash book/bank reconciliation were cross referenced with the bank statements, confirming that one cheque payment (£240.00) as made by the Council was still outstanding on 31/03/2021.

**37. To agree and sign off the Year End Accounts (please see Appendix B)**

The Clerk had prepared the end of year bank reconciliation, Budget Monitoring and Year end Accounts and forwarded this to all Cllrs prior to the meeting. It was proposed and agreed to accept the accounts. The Clerk will arrange for the account summary to be signed by the Chairman.

**38. To receive South Norfolk Council notification of payment of the precept**

The Clerk had emailed the remittance notice from South Norfolk Council that half of the precept (£38,500) to be paid on 28<sup>th</sup> April 2021.

**39. Accounts for Payment (as below and any additional invoices received)**

Copies of invoices were sent to all Cllr prior to the meeting. The accounts for payment were agreed as below (allowances agreed in agenda items 42 and 43). The Clerk will arrange for the cheques to be signed.

REF	AMOUNT	PAYEE	DETAILS	VAT
104166	<b>£883.13</b>	staff	WAGES (871.53)	
			CLEANING PRODUCTS (11.60)	
104167	<b>£963.06</b>	staff	WAGES	
D DEBIT	<b>£64.66</b>	NEST	PENSION	
104168	<b>£80.00</b>	B FOREMAN	WAGES ADMIN	
104169	<b>£240.00</b>	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<i>£40.00</i>
104170	<b>£688.32</b>	E-ON	STREET LIGHT ENERGY	<i>£114.72</i>
104171	<b>£140.00</b>	EDF	TOILETS	<i>£6.67</i>
D/DEBIT	<b>£74.41</b>	NORFOLK COPIERS	PRINTER RENTAL	<i>£12.40</i>
104172	<b>£312.00</b>	A DOE	HOMEWORKING ALLOWANCE	

REF	AMOUNT	PAYEE	DETAILS	VAT
104173	<b>£374.00</b>	P ELDRIDGE	CHAIRS ALLOWANCE	
<b>TOTAL</b>	<b>£3,819.58</b>		<b>TOTAL VAT</b>	<b>£173.79</b>

**40. 'Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:'**

District Cllr Bendle had left the meeting by this point and there were no other members of the public present.

**41. To Consider and agree the Chairman's Allowance (2020/21)**

The Chair apologised for not declaring an interest at the relevant part of the meeting, and declared an interest at this point, he then left the meeting for this agenda item.

The Clerk advised that the figure was set by South Norfolk Council, and no notification had been received that the figure had changed. It was agreed to pay the Chairman's Allowance.

**42. To Consider and agree the Clerk's Homeworking Allowance (2020/21)**

The Clerk advised that the amount that an employer could pay an employee to cover employee home working expenses had increased from April 2020 from £4 a week to £6 a week equal to £312 a year.

The Clerk left the meeting. The Council agreed to pay the Clerk the home working allowance as permitted by Government.

The meeting ended at 9.20pm

Signed..... Chairman 01 June 2021

## Clerks Report for 04 May 2021

### Matters Arising From the minutes of the meeting on 06 April 2021

#### MIN Update

- 8 The Neighbourhood Working Party has had their first meeting
- 23 The Clerk will arrange a suitable date for the skate park maintenance visit to take place

#### Other Updates/Outstanding Issues

- The GNLP team have declined the invitation to visit Hingham to meet with representatives of Hingham Town Council and discuss the issues raised within the representation document.
- Tree Survey – quotations for relevant work to be obtained
- Creation of a wildflower/bee friendly area in the cemetery – plan to be drawn up on how to achieve this.
- Trees for planting (Fairland and Market Place permanent Christmas Trees) will be sourced in Jan 2022
- Notice boards for the toilets to be purchased
- Notice Boards - both wooden notice boards 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
- Market Place Payphone – A payphone has been installed the kiosk door has been repaired. BT have been asked to refurbish the kiosk – however there has been no response to this
- Church Clock – Site visits will be looked into post lockdown
- Skatepark repairs – Joins in the tarmac to be filled .
- Parking “options” to be investigated and report to be written for a future meeting
- Installation of cycle racks to be arranged
- Street Lighting – the contractor has been asked to undertake the renumbering of the footway lights – this is due to be undertaken soon.
- A condition report is awaited on all of the Council’s footway lighting – (priority can then be assessed depending on the condition/safety of the light columns, for obtaining quotations for changing lights to LED)
- With regards to possible solutions to replacing the Tally Alley light, the contractor suggested the use of illuminated bollards, ownership of the alleyway needs to be established.
- Lockable Bollard for the Fairland – quotations to be obtained and discussed at a future meeting
- Communications Policy (including social media - this is being worked upon) – Cllrs are reminded not to comment on public social media pages making reference to themselves as Councillors, in a way that could give inaccurate information or be misleading or misconstrued as the Council having discussed and agreed something, when this is not the case.
- Staff/Cllr communication/relationship protocol to be drafted
- 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 with a review of the cemetery fees
- 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
- Commemorative Plaque for the Fairland Bus shelter – To be ordered
- Report prepared 03 May 2021 does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Crime Figures – latest update March 2021

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

on or near:

Lincoln Avenue - Public Order 5, anti social behaviour 3, violence and sexual offences 3

Ironside Way - violence and sexual offences 1

Norwich Rd - Public Order 1

Fleeters Hill - Public Order 1

Copper Lane – criminal damage and arson 1

Hardingham Street - anti social behaviour 1

## APPENDIX B

Hingham Town Council Accounts Year End 31 March 2021		RECEIPTS			
	2019/20			2020/21	
	£67,000.00	PRECEPT		£77,000.00	
	£350.36	BANK INTEREST		£61.17	
	£5,212.50	CEMETERY FEES		£3,991.00	
(late) PAID in 2020/21	£0.00	RECREATION GROUNDS LETTINGS		£100.00	FOR 2019/20 PAID LATE
	£1,335.40	CIL		£0.00	
	£0.00	EVENTS		£0.00	
late paid 3745.48 for 2018.19	£7,594.11	NCC GRASS CUTTING PAYMENT		£0.00	payment not yet made for 2020/21
late paid FOR 2018.19	£3,426.96	SNC TOILET CLEANING PAYMENT	N/A		
	£1,744.70	MISCELLANEOUS		£972.67	
	N/A	COVID GRANT		£10,000.00	
	£37,570.00	SNC TOILET TRANSFER COMMUTED SUM/REFURB	N/A		
	£124,234.03	TOTAL		£92,124.84	
for VAT paid 2018.19	£8,136.86	RECLAIMED VAT		£0.00	FOR 2019/20 (has been reclaimed - received on 01 APR 2021)
	£132,370.89	GRAND TOTAL		£92,124.84	
PAYMENTS (N.B. NET FIGURE SHOWN FOR GOODS AND SERVICES)					
	2019/20			2020/21	
	£25,300.64	STAFF COSTS		£27,170.78	
	£5,310.30	GENERAL ADMIN (EXCLUDING STAFF)		£4,997.47	
	£675.00	S137		£678.00	
	£1,490.00	GRANTS/DONATIONS (OTHER THAN S137 & EVENTS)		£0.00	
	£9,466.48	STREET LIGHTING		£14,942.46	
	£9,891.00	GRASS CUTTING		£10,088.80	
	£445.97	TREES		£1,665.00	
	£229.00	CEMETERY		£49.13	
	£2,066.92	TOILETS (NOT STAFF)		£2,248.15	
	£554.83	EVENTS		£82.82	
	£0.00	NCC PARISH PARTNERSHIP PROJECTS		£5,000.00	
INC. CHRISMAS TREE, DOG BIN EMPTYING, HOLIDAY COVER LITTER BINS, FARLAND STANDPIPE, MISC EQUIPMENT AND MAINTENANCE	£1,043.57	MISCELLANEOUS		£1,421.16	INC. CHRISMAS TREE, DOG BIN EMPTYING, HOLIDAY COVER LITTER BINS, FARLAND STANDPIPE, CHURCH WALL REPAIR, MISC EQUIPMENT AND MAINTENANCE
	£26,815.00	CIL (other than Parish Partnership)		£0.00	
	£83,288.71	NET TOTAL		£68,343.77	
	£9,364.27	VAT		£5,471.59	
	£92,652.98	TOTAL INC. VAT		£73,815.36	
Balance per bank statements 31 March 2021					
		Current account		£56,391.38	
		Tracker account		£127,980.12	
		High interest account		£38,810.09	
dormant account		Business reserve account (last statement available 28/03/12 called CAPIT		£186.80	
		TOTAL		£223,368.39	
		LESS Amount from Unpresented Cheques		£240.00	
		ADD any unbanked cash		£0.00	
		Net bank balances as at 31/03/2021 reconciled with the cash book		£223,128.39	
The net balances reconcile to the Cash Book for the 12 MONTHS - 01 April 2020-31 MARCH 2021					
CASH BOOK					
Opening Balance (as per bank reconciliation 31 March 2020)				£204,818.91	
Add Receipts 01 April 20 -31 MARCH 2021				£92,124.84	
Less: Payments 01 April 20 -31 MARCH 2021				£73,815.36	
Closing balance per cash book as at 31 MARCH 2021				£223,128.39	
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/COMMUTED	£31,210.47				
EVENTS	£2,728.58				
NCC COMMUNITY CAR SCHEME PAYMENTS REC. 19/20 & 20.21	£360.00	CC SCHEME HAVE NOT SUBMITTED INVOICE FOR PAYMENT			
TOTAL	£56,612.49				
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					