

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 07 SEPTEMBER 2021. THE MEETING COMMENCED AT 7.30pm.

**Present**

Cllr Eldridge – Chairman

Cllr Amey – Vice Chair

Cllr Overton, Cllr Sta Ana, Cllr Thompson

There were 6 members of the public present including District Cllr Bendle and County Cllr Dewsbury

**1. Apologies for absence**

Apologies for absence were received from Cllr Christien, Cllr Dunnett, Cllr Foord and Cllr Roberts.

**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 A member of the public asked if the Town Council had a community engagement strategy. The Chairman advised that there wasn't a written strategy in place.

2.2 Concerns were raised by a member of the public regarding children cycling against the direction of one way traffic on Pottles Alley. The Chairman advised that there was little the Town Council could do regarding this, other than to include this concern in the parish magazine report.

2.3 A member of the public spoke to implore the Town Council to employ legal/professional representation for the Greater Norwich Local Plan independent review public hearing.

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

Cllr Sta Ana declared an interest in agenda item 15.2 (planning application decision 8 Pitts Square).

**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**

The Chairman advised that he was able to Chair all agenda items.

**5. To consider any applications for co-option on to the Town Council**

There were no applications for Co-option onto the Town Council.

**6. To agree the accuracy of the Minutes of the Town Council meeting of 06 July 2021**

The minutes of the Town Council meeting of 06 July 2021 were agreed as correct and signed by the Chairman.

**7. Matters arising from the Minutes of 06 July 2021 (and other updates contained in a written Clerks report circulated prior to the meeting – See appendix A)**

The Chairman added that he had not received a reply to his correspondence to the diocesan office, regarding Ladies Meadow.

**8. Working Party Reports**

NB: the Neighbourhood Plan Working Party Report will be discussed at agenda item 23

There were no other working party reports.

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

9.1 The Clerk reported that the foyer and toilets in the Lincoln Hall were currently undergoing the installation of new flooring.

- 9.2 There was no report from the representative on the Hingham Playing Field Association, however it was noted that the Sports and Social club are now very active in organising events and fund raising.

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

- 10.1 Notification of Greater Norwich Local Plan Submission** - the Clerk confirmed that as yet a date had not been published for the GNLP independent review and public hearing.
- 10.2 Norfolk ALC – Share Certificate**
- 10.3 South Norfolk Council - Planning and street naming updates**
- 10.4 Norfolk ALC Wellbeing - Details required to deliver &/or present a Commemorative Gift to your Council-** A commemorative plaque is being presented to Town and Parish Councils to recognise the community efforts during the Covid pandemic. It was suggested that a plaque could be fixed near the rose garden and a rose could be planted in recognition of the difficulties experienced by many and to commemorate the loss of life due to the pandemic.
- 10.5 Norfolk ALC Wellbeing - Free Trees and Launch of ‘Tricky Friends’ film** – The Clerk advised that she would apply for a pack of 10 trees.
- 10.6 Norfolk ALC Bulletin**
- 10.7 South Norfolk Council - The Big South Norfolk Litter Pick 2021**
- 10.8 Norfolk County Council - Flood fund spending to be agreed**
- 10.9 Broadland & South Norfolk Council Accommodation Review – consultation-** it was suggested that any Council office should be accessible by good public transport links.

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

- 11.1 Market Place Car Parking-** The Clerk advised that she had responded to the resident. It was noted that the parking situation in the Market Place had worsened on the north side, especially since the lifting of covid restrictions, it was also noted that Market Place businesses have no parking facilities for staff.
- District Cllr Bendle advised that Copper Lane was frequently blocked due to parked cars. The Clerk advised that she had previously been in touch with an officer at South Norfolk Council who had advised last year that a parking review was planned for South Norfolk but this had been delayed due to Covid.
- It was suggested that businesses could be approached to ask their staff to park considerately. It was also suggested that if more people who live locally could be persuaded to walk or cycle to the shops, parking issues may be reduced.
- 11.2 Hingham Road Safety Campaign - Highways / Speeding**
- A representative of the HRSC group spoke to emphasise the message that the report was a suggestion of options that need debate and refinement to come up with solutions.

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

- 12.1 - REF 10.9 – clerk to respond to the consultation to suggest that any Council office should be accessible by good public transport links.

## 13. District Councillor's report

District Cllr Bendle encouraged the Town Council to submit their thoughts regarding the South Norfolk/Broadland Councils' staff accommodation review. Cllr Bendle reported that the Councils were trying to resolve staff accommodation and find ways of working to give the most cost-effective result for taxpayers. With regards to the current buildings, one is too small and one is too big, space at County Hall would not be sufficient.

It was also reported that the GNLP had been submitted to the planning inspectorate, and that the independent examination and public hearing would not be for a long time, and that it may take 2 years for the GNLP to come back following the planning inspectorate examination.

An initiative called Solar Together Norfolk is underway, which makes it easier and more cost effective for residents to buy solar panels.

South Norfolk Council are undertaking a review of the Taxi and Hackney Carriage licencing policy.

#### 14. County Councillor's report

County Cllr Dewsbury reported that most staff are still working from home. A new multi storey car park had been built but it could not accommodate all of the staff should they all return to working at County Hall.

NCC are supporting Green Canopy for the Queen, a project which is encouraging Community groups to Plant a Tree for the Platinum Jubilee .

The Norfolk Strategic Flood Alliance have identified 16 areas worst hit by flooding and have a budget of £1.5 million for flood prevention projects, it is anticipated that the same amount may be needed next year. There will be training for parish councils to help them take action during flooding and parishes are encouraged to have an emergency action plan. Watton and Saham Toney will be amongst the first to receive the training. NCC have agreed a new £1million Community Highways Safety fund, projects will be considered in phases based on the district area and the legal orders required will be processed in bulk, with South Norfolk falling in the 3<sup>rd</sup> year of the project. Concerns were raised by the Town Council that the project would run out of money and that the same proportion of funding would not be available to all districts.

Cllr Dewsbury praised the report written by Cllr Thompson (agenda item 24) advising that it had been passed to Highways, as the report demonstrates how the road markings and signage have not been maintained. She suggested that some of the member's budget of £10,000 could be used to help implement improvements, although the budget was to be spread over several parishes.

#### 15. Planning Decisions

- 15.1 2021/1141 - Change of use from agricultural land to garden curtilage and erection of steel framed storage building for garden equipment.  
Watton Road Farm Watton Road Hingham NR9 4NN - Approval with Conditions
- 15.2 2021/0258 - Two-storey side extension, single-storey rear extension, and new entrance porch  
8 Pitts Square Hingham NR9 4LD - Refusal
- 15.3 2021/1289 - Conversion and extension of office to dwelling. Erection of cart shed and conversion of paddock to residential garden  
The Old Dairy Watton Road Farm Watton Road Hingham NR9 4NN - Approval with Conditions
- 15.4 2021/1216 - Erection of a double garage  
17 Low Road Hingham NR9 4NG - Approval with Conditions
- 15.5 2021/1019 - Outline planning permission for a new bungalow  
Land West Of 19 Low Road Hingham Norfolk - Refusal

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

- 16.1 **2021/1862 - Demolition of 2 no. agricultural buildings and erection of 5 no. detached two storey dwellings with associated works**  
**Agricultural Buildings At Lyngwhite Farm Hingham Road Hingham Norfolk**  
The council agreed to recommend approval.
- 16.2 **2021/1850 - Conversion of barn to dwelling and extension of existing garage**  
**Barn At The Old Dairy Watton Road Farm Watton Road Hingham Norfolk**  
The council agreed to recommend approval.
- 16.3 **2021/1831 - Proposed extensions and alterations**  
**8 Hall Moor Road Hingham NR9 4LB**  
The council agreed to recommend approval.
- 16.4 **2021/1779 - New first floor pitched roof side extension above existing flat roofed side extension**  
**17 Norwich Road Hingham NR9 4LS**  
The council agreed to recommend approval.
- 16.5 **2021/1746 - Single storey side extensions to replace existing bay and conservatory.**  
**Rowansyde Watton Road Hingham NR9 4NW**  
The council agreed to recommend approval.
- 16.6 **2021/1712 - 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 At Manson Green Farm Dereham Road Hingham Norfolk**

The council agreed to recommend approval.

A query was raised regarding the number of “windfall” developments that had taken place and if these had exceeded the numbers allocated to Hingham in the current local plan and therefore would they contribute to the numbers allocated to Hingham in the GNLP. Cllr Bendle advised that the windfalls would not contribute to numbers allocated to Hingham in the GNLP as the developments are being considered under the current local plan and she did not believe the numbers in the local plan had yet been reached.

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

None

**(ITEMS 18 - 22 FINANCE)**

18. To note the date of the next Finance Committee meeting, proposed date 16 November 2021

Noted.

19. To receive the draft minutes of the Finance Committee meeting held on 20 July 2021

A copy of the draft minutes of the Finance Committee were forwarded to all Cllrs prior to the meeting (see Appendix B). The Clerk advised that the minutes would be agreed at the next meeting of the Finance Committee

20. To receive (and agree) the reserves policy (as discussed by the Finance Committee), as updated following year end 31 March 2021

A copy the reserves policy (as discussed by the Finance Committee), as updated for reserves held following year end 31 March 2021, was circulated prior to the meeting and agreed at the meeting.

21. To note the accounts for Payment agreed for payment by the Finance Committee on 20 July 2021

Noted

REF	AMOUNT	PAYEE	DETAILS	VAT
104193	<b>£871.80</b>	staff	WAGES (871.53)	
			bin bags underpaid previous receipt (27p)	
104194	<b>£1,031.86</b>	staff	WAGES	
D DEBIT	<b>£64.66</b>	NEST	PENSION	
104195	<b>£2,474.48</b>	ZURICH MUNICIPAL	INSURANCE	
104196	<b>£240.00</b>	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<i>£40.00</i>
104197	<b>£664.55</b>	E-ON	STREET LIGHT ENERGY	<i>£110.76</i>
104198	<b>£82.20</b>	PLAYSAFETY LIMITED	SKATE PARK INSPECTION	<i>£13.70</i>
D DEBIT	<b>£74.41</b>	NORFOLK COPIERS	PRINTER LEASE	<i>£12.40</i>
104199	<b>£30.00</b>	HINGHAM METHODIST CHURCH	HALL HIRE	
104200	<b>£41.34</b>	EDF ENERGY	Toilets	<i>1.97</i>
104201	<b>£ 90.00</b>	R LEGGETT	Neighbourhood plan meeting/training	
<b>TOTAL</b>	<b>£5,665.30</b>		<b>TOTAL VAT</b>	<b>£178.83</b>

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

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

REF	AMOUNT	PAYEE	DETAILS	VAT
104202	<b>£1,065.51</b>	staff	WAGES	
104203	<b>£1,031.86</b>	staff	WAGES	
D/DEBIT	<b>£80.82</b>	NEST	PENSION	
104204	<b>£240.00</b>	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<i>£40.00</i>
104205	<b>£686.70</b>	E-ON	STREET LIGHT ENERGY	<i>£114.45</i>
104206	<b>£23.26</b>	NORFOLK COPIERS	METERED PRINTING	<i>£3.88</i>
104207	<b>£3,087.17</b>	TTSR LTD	GRASS CUTTING CONTRACT	<i>£514.53</i>
104208	<b>£360.00</b>	PKF LITTLEJOHN	EXTERNAL AUDIT	<i>£60.00</i>

REF	AMOUNT	PAYEE	DETAILS	VAT
<b>TOTAL</b>	<b>£6,575.32</b>		<b>TOTAL VAT</b>	<b>£732.86</b>

### 23. To receive and discuss the Neighbourhood Plan Working Party Report and consider the following proposals contained within it:

A copy of the Neighbourhood Plan Working Party report was forwarded to all Cllrs prior to the meeting.

The NP working party had discussed the following items:

- Discussion regarding the “training” session with the consultant
- Assess whether the working party has fulfilled the Terms of Reference as far as practicable
- Decide if the Working Party are at the stage of making a recommendation to the Council regarding whether or not to undertake a Neighbourhood Plan ( and if so agree the recommendation to be made to Council)
- Decide whether to propose that Council disband this Working Party (i.e if a recommendation is made to Council to undertake a Neighbourhood Plan and the Council agree to do so – as this current working party was set up to look at the feasibility of doing a plan – a new working party would be needed with a new Terms of Reference)

#### 23.1 Proposal for Hingham Town Council to undertake a Neighbourhood Plan

From the NP working party discussions, the WP had listed the pros and cons of undertaking a neighbourhood plan (as listed below). The Council having considered the NP working party report agreed to undertake a Neighbourhood Plan for Hingham.

CONS:

- A NP will be a substantial financial commitment, not all of which may be able to be covered by external funding sources
- Concerns that the community will not see the value for money in such a financial investment
- Attracting and retaining suitable volunteers with skills/knowledge base
- Concerns about effectively managing communities’ expectations and communicating what can and cannot be included in the plan as Policies
- It won’t be able to influence the GNLP

PROS

- Funding is available which will cover some of the cost of the NP
- If the TC has a NP it will benefit from receiving a larger proportion of CIL money 25% (the TC currently receives 15%) – (but a NP plan has to be in place before a development has started to receive the higher amount)
- The NP making process relies on consultation with the residents so it gives the residents a voice on planning matters
- The NP policies will be used when the District Council determine planning applications and would be referred to when the TC are considering Planning applications - therefore it could include policies to ensure future developments (including individual dwellings) are built with adequate environmental considerations
- It would be a tool against an aggressive developer pushing to build above the housing numbers already allocated for the town – for example in a Local Plan review (i.e to compensate for a shortfall in land supply elsewhere in the local plan)
- A design code could include pavements within developments as compulsory
- Could allocate land OR steer development away from an area of town
- Can include “aspirations” as well as policies which could encourage a developer to contribute positively to the needs of the town outside the “development” they are proposing
- A NP would influence the reviews of (and next) Local Plan
- If there is a no NP in place, the GNLP process has proven that the views of a community are ignored

#### 23.2 To dissolve the current Neighbourhood Plan Working Party

The Clerk explained that the Neighbourhood Plan working party had been set up to investigate the feasibility of undertaking a NP, and that the working party had fulfilled that brief and should therefore

be dissolved.

The Council agreed to dissolve the Neighbourhood Plan working party.

**(and if 23.1 and 23.2 are agreed)**

**23.3 To set up a new Neighbourhood Plan Working Party**

The Clerk advised that a new Neighbourhood Plan working party with a new terms of reference would now be needed to take forward the Neighbourhood Plan project, and it's primary role would be to set up and oversee a NP steering group. It was agreed to set up a new Neighbourhood Plan working party.

**23.4 To agree the Terms of Reference for the new Neighbourhood Plan Working Party**

The Clerk had prepared a Terms of Reference for the new Neighbourhood Plan working party, which was forwarded to all Cllrs prior to the meeting. The Terms of Reference were agreed.

**23.5 To agree Cllr membership to the new Neighbourhood Plan Working Party**

Cllr Roberts had indicated that he wished to be part of the working party, prior to the meeting. Cllr Amey, Cllr Thompson, Cllr Sta Ana and Cllr Eldridge volunteered to be on the working party. This was agreed as the working party membership.

**23.6 To agree that the Hingham Neighbourhood Plan area should be designated as the parish boundary**

It was agreed that the parish boundary should be designated as the Neighbourhood Plan area, as there was no overriding reason why the NP area should be designated differently.

**23.7 To agree that the Clerk is to make the relevant notifications to the District Council regarding the intention to undertake a Neighbourhood Plan and designated plan area**

It was agreed that the Clerk is to make the relevant notifications to South Norfolk Council.

**24. To receive and discuss a report from Cllr Thompson regarding highway issues and to consider each proposal contained within that report**

Cllr Thompson's report was forwarded to all Cllrs prior to the meeting. It was also sent to County Cllr Dewsbury, County Cllr Wilby and the Area Highways Engineer. The report was available on the Hingham Town Council website prior to the meeting.

Cllr Thompson explained that it was apparent that speeding traffic was impacting on the lives of Hingham residents and that he had noticed that speed mitigation had been applied in other areas with some degree of success. He had also noticed that basic speed mitigation present in Hingham was poorly maintained (such as worn and missing road markings and signage) and that further measures could be easily applied. One area highlighted was the lack of warning on the approach to the 30mph speed limit on the Norwich Rd on entering Hingham from the 60mph speed limit. The report details all of these issues and makes suggestions of how speed mitigation could be improved in Hingham, not only by proper maintenance of existing measures, but additional measures such as advance warning of the 30mph speed limit and changing signage colour to be more visible.

The report also suggested that fixed enforcement cameras would be key to providing a permanent speeding deterrent, Cllr Thompson advised that although this would be desirable, it is unlikely that cameras would be installed due to low serious accident statistics, and that they are primarily installed on the A road network. It was noted that the presence of a Police Officer undertaking speed enforcement and the presence of Community Speed Watch works as a speeding deterrent while the activity is underway, but frustrations were voiced that neither are permitted to operate within the 20mph speed limit, where speeding impacts on pedestrian safety.

In discussing the report concerns were raised that engagement with NCC highways was becoming increasingly difficult. The Clerk advised that she had not yet met the (new) Area Highway Engineer but had requested NCC Highways engage with the Town Council to assess what measures could be taken to mitigate speeding.

It was agreed to keep pursuing NCC highways for engagement with the Town Council and to keep pushing the issue of speeding to at least ensure that maintenance was undertaken on existing speed mitigations signage and to try to achieve additional mitigation measures.

Cllr Thompson was thanked for his hard work on a very comprehensive report.

25. To propose and discuss projects for NCC Parish Partnership funding and agree a “shortlist” for further investigation, in view of making a final decision on a bid submission at the Town Council meeting in October (Bids to be submitted by 10<sup>th</sup> December 2021)

The Clerk explained that the Parish Partnership Scheme was limited to small highway related projects and could not include anything that required a Road Traffic Order. It was also explained that the Town Council had used the scheme to have the safety feasibility study undertaken on the Fairland crossroads, but the results of the study (not yet received) would not be a commitment from NCC to undertake work, it would just provide the evidence of what would be feasible in relation to improving safety at the junction. The Council had previously discussed the renovation of the Market Place bus shelter (built in the mid 1950's) as a potential Parish Partnership Scheme project, no other suggestions were made and it was agreed to prepare a bid for bus shelter renovations to ensure that the bus shelter remained fit for purpose for many more years to come. A resident requested that the windows be put back in to the bus shelter.

26. To consider the Town Council employing the services of legal representation/planning consultant in reference to the Greater Norwich Local Plan Public Enquiry

The Clerk advised that she had spoken to a representative of Cornerstone Barristers who had advised that while they could provide legal representation, the cost implications would likely to be substantial (hourly rates range from £125-750 per hour). He had also advised that it may be worth speaking with a planning consultant to see if employing a consultant would be more appropriate to the Town Council's needs. The Council discussed the issue and concerns were raised that it would not be good value for money to pay for someone to represent what the Clerk had previously submitted as representations to the GNLP, as this is the information which the independent examiner would be considering. It was agreed to investigate use of a consultant further and to enquire with the programme officer as to when the GNLP examination was likely to take place.

27. To receive and discuss the RoSPA Skate Park inspection noting that the maintenance visit is due end September and to consider a proposal for all works required by the RoSPA inspection not falling within the general maintenance specification, to be undertaken by the maintenance contractor while on site (if able to do so).

A copy of the RoSPA skate park report was forwarded to all Cllrs prior to the meeting. The Clerk advised that the maintenance visit would include such issues as replacing rivets and cleaning the boards. It was agreed to authorise any additional work needed in the interests of safety, if the contractor was able to undertake them at the time of the maintenance visit.

28. To receive and discuss External Auditors Report (2020/21 AGAR Section 3 External Auditor Report)

A copy of the external auditors report was forwarded to all Cllrs prior to the meeting. The auditor advised that the review concluded that no matters have come to their attention giving cause for concern and that relevant legislation and regulatory requirements have been met.

29. To propose, discuss and agree applications to South Norfolk Council for nominating Assets of Community Value

The Town Council had previously agreed to request the White Hart pub be relisted as a Asset of Community Value and the Clerk confirmed that she had enquired as how to do this (i.e if it needed to be a new listing or a renewal of the existing listing would be possible, response awaited).

The following venues were also proposed and agreed as applications for Assets of Community Value Library, Bowls Club, Lincoln Hall, School, Allotments and land associated with the Hingham Charity and Education Trust.

The meeting ended at 9.30pm

Signed ..... Chairman 05 October 2021

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

Please note the Clerk has been on annual leave during August

- MIN 4.1 and 22 The Luncheon Club have been sourcing quotations and liaising with the Lincoln Hall committee regarding the work, they are also seeking other grant funding and will come back to the Town Council with an amount required as a grant in due course
- MIN 13.10 Clerk has nominated the residents who set up the Hingham Helpers for the South Norfolk Community Award
- MIN 13.9 The Clerk spent some time with P C Read from the Police Safer Neighbourhood Team, discussing speeding in the town and undertaking speed enforcement
- MIN 28 The Hingham Road Safety Campaign group have sent their report to Norfolk County Council (Cllr Wilby and the highways engineer), the Clerk has written to Cllr Wilby and the engineer to advise of the Councils position regarding the recommendations in the report, but to confirm that there is agreement that highway/pedestrian safety and speeding are issues that need resolving within town. The Clerk enquired with County Cllr Wilby regarding the potential rural road network improvements project, Cllr Wilby advised that a report was going to Council in September
- MIN 33 Standing Orders review to be completed at a future meeting

## Other Updates/Outstanding Issues

- Parish Archives – collection of the materials to be arranged.
- Annual Governance forms submitted to the external auditor, and acknowledgement received
- Parking – Please do not park on the grass signs to be purchased.
- Council training to be arranged
- The Clerk will arrange a suitable date for the skate park maintenance visit to take place after the RoSPA inspection report has been received (the RoSPA inspection is due in June)
- Skatepark repairs – Joins in the tarmac to be filled .
- 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.
- Several suitable areas have been identified, Clerk and Chair have spoken to the Council's Gardener who is happy to put a plan into action
- 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 – To be added to a future agenda
- 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 visit for quotation to be arranged
- Installation of cycle racks to be arranged
- NCC are undertaking a Cycle parking project, the Clerk has asked if funding is available for the installation of the cycle racks already purchased, no response as yet
- 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.

- 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 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 – 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 -
- Commemorative Plaque for the Fairland Bus shelter – To be ordered

Report prepared 06 September 2021 does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Crime Figures – latest update May 2021

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

on or near:

Lincoln Avenue - Public Order 2, anti social behaviour 2, violence and sexual offences 1,

Norwich Street - violence and sexual offences 1, Public Order 1

The Fields – Other Crime 1, Southburgh Lane - violence and sexual offences 1

Admirals Walk - violence and sexual offences 1, Ringers Lane - criminal damage and arson 1, Public Order 1, Bears

Lane - violence and sexual offences 1, Mill Corner - violence and sexual offences 1

The Fairland – Robbery 1, Chapel Street – Other Theft 1, The Dell - violence and sexual offences 1

**DRAFT - MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD IN THE METHODIST CHURCH HALL ON TUESDAY 20 JULY 2021.**

*Finance Committee membership:*

*Cllr Amey, Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson.*

**Present**

*Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson*

*Clerk - A Doe. There were no members of the public present.*

**1. To Elect a Chairman**

*Cllr Eldridge said he was happy to continue as the Chairman, no other Cllrs put themselves forward for the position. Cllr Eldridge was elected unopposed.*

**2. Apologies for absence**

*Apologies were received from Cllr Amey.*

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

*None.*

**4. Public participation**

*There were no members of the public present, and no points raised by committee members on behalf of the public.*

**5. Accuracy of the Minutes of the Finance Committee meeting of 19 November 2019**

*It was noted that Cllr Eldridge was the only committee member present at the previous meeting, and that a Finance Committee meeting had not been held since November 2019 due to the Covid pandemic. It was agreed that the minutes of that meeting should be signed as correct.*

**6. Matters arising from the minutes of the meeting of 19 November 2019**

*None.*

**7. To receive the Terms of Reference for the Finance Committee**

*A copy of the Terms of Reference were forwarded to all committee members prior to the meeting.*

**8. To review Financial Regulations**

*A copy of the Financial Regulations were forwarded to all Cllrs prior to the meeting. The Clerk advised that these had been reviewed in July 2020 by the Town Council and that NALC had not made further amendments to them since that review. It was agreed that no changes were required to the Financial Regulations.*

**9. To undertake a review of the budget April – June 2021 (see Appendix A)**

*The Clerk had prepared a spreadsheets showing amounts received and spent in £'s and also as a percentage of the allocated budget for each item. The Committee discussed the figures provided.*

*With regard to income, it was noted that the income for the Cemetery was currently quite low as not many interments had taken place.*

*With regard to expenditure, it was noted that the MS Office software purchased had been allocated under "contingency" and that the overspend on stationary was due to the bulk purchase of printer paper.*

**10. To discuss and agree the reserve figures (following financial year 2020/21)**

*The Clerk had updated the figures in the reserves policy for reserves held at the end of the 2020/21 financial year, these figures were considered by the committee.*

*It was explained that allocating reserves held at the end of the financial year was a way to designate amounts of money for specific purposes, including projects that the Town Council had agreed were necessary, for example replacement/upgrading street lighting, extension of the turning circle at the cemetery and work to the town clock.*

*It was queried as to whether a reserve figure should be included for legal representation at the Greater Norwich Local Plan public enquiry, the Clerk advised that as the Council had not yet agreed that they were going to employ the services of legal representations a figure should not be included, however the funds marked as contingency could be used for this purpose, (Cllr Thompson requested that an agenda item be included at the next TC meeting to discuss legal representation at the GNLP public enquiry).*

It was queried as to whether money could be allocated for Highway improvements, it was noted that £5000 had been included for the (currently annual) Norfolk County Council Parish Partnership scheme as this is the mechanism that allows the Town Council to contribute to small highway schemes and it was likely that a bid would be made by the Town Council in December under the Parish Partnership Scheme.

It was also noted that the Community Car Scheme had failed to submit invoices for some time and therefore the underspent budget allocated to help fund the scheme had been ringfenced within the reserves.

**11. To agree additional bank account signatories**

Cllr Thompson and Cllr Roberts agreed to become bank signatories. This was agreed, the Clerk will arrange the relevant paperwork.

**12. To agree the Accounts for Payment (as listed below and any further invoices received)**

**ACCOUNTS FOR PAYMENT 20 JULY 2021**

REF	AMOUNT	PAYEE	DETAILS	VAT
104193	<b>£871.80</b>	staff	WAGES (871.53)	
			bin bags underpaid previous receipt (27p)	
104194	<b>£1,031.86</b>	staff	WAGES	
D DEBIT	<b>£64.66</b>	NEST	PENSION	
104195	<b>£2,474.48</b>	ZURICH MUNICIPAL	INSURANCE	
104196	<b>£240.00</b>	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£40.00
104197	<b>£664.55</b>	E-ON	STREET LIGHT ENERGY	£110.76
104198	<b>£82.20</b>	PLAYSAFETY LIMITED	SKATE PARK INSPECTION	£13.70
D DEBIT	<b>£74.41</b>	NORFOLK COPIERS	PRINTER LEASE	£12.40
104199	<b>£30.00</b>	HINGHAM METHODIST CHURCH	HALL HIRE	
104200	<b>£41.34</b>	EDF ENERGY	Toilets	1.97
104201	<b>£ 90.00</b>	R LEGGETT	Neighbourhood plan meeting/training	
	<b>£5,665.30</b>	<b>TOTAL</b>	<b>TOTAL VAT</b>	<b>£178.83</b>

**13. To undertake the internal financial check April – June 2021**

Cash Book Balances End Jun 2021 noted as

account 1	account 2	account 3	dormant account	cash book total balance
£54,366.25	£170,615.02	£38,811.06	£186.80	£263,979.13

April - June 2021 RECEIPTS £52,787.64

April – June 2021 PAYMENTS £11,936.90

A random sample of transactions were cross referenced between the cashbook, cheque book, minutes, and invoices. The Clerk confirmed that no cheques or cash had been paid into the bank account therefore there were no entries in the paying in book. No errors were found.

The meeting ended at 9.15pm

## (APPENDIX A )BUDGET MONITORING – APR – JUN 2021

## MONEY IN :

<b>% OF BUDGET RECEIVED</b>	<b>ACTUAL RECEIVED</b>	<b>AGREED BUDGET 2021/22</b>	
		<b>INCOME</b>	
50.00%	£38,500.00	<b>£77,000.00</b>	Precept
4.61%	£4.61	<b>£100.00</b>	Interest
26.25%	£787.50	<b>£3,000.00</b>	Cemetery charges
0.00%	£0.00	<b>£100.00</b>	HPFA rent
0.00%	£0.00	<b>£3,942.13</b>	Fee from NCC for grasscutting
30.43%	£9.13	<b>£30.00</b>	CBF INVESTMENT 132001129S
46.69%	£39,301.24	<b>£84,172.13</b>	TOTAL

## OTHER AD HOC INCOME RECEIVED

	£3,942.13	<b>NCC</b>	Grass cutting for 2020/21
	£180.00	<b>NCC</b>	community car
	£9,364.27	<b>HMRC</b>	2019/20 VAT
	£13,486.40	<b>AD HOC TOTAL</b>	
	<b>£52,787.64</b>	<b>OVERALL TOTAL RECEIVED</b>	

<b>% OF BUDGET SPENT (FROM NET)</b>	<b>ACTUAL TOTAL</b>	<b>VAT</b>	<b>ACTUAL NET</b>	<b>EXPENDITURE AGREED BUDGET 2021/22</b>	
2.00%	£119.99	£20.00	£99.99	£5,000.00	<b>CONTINGENCY</b>
					<b>STAFF COSTS</b>
11.08%	£166.26		£166.26	£1,500.00	<i>hmrc/employer contributions(as per wageslips)</i>
11.26%	£90.06		£90.06	£800.00	<i>pension (@3%)</i>
24.28%	£2,088.32		£2,088.32	£8,600.00	<i>wages caretaking/gardening</i>
23.69%	£3,458.25		£3,458.25	£14,600.00	<i>wages clerk</i>
25.03%	£913.64		£913.64	£3,650.00	<i>wages toilets</i>
					<b>ADMINISTRATION</b>
0.00%	£0.00		£0.00	£800.00	<i>advertising/publicity</i>
100.00%	£374.00		£374.00	£374.00	<i>allowance chairman</i>
100.00%	£312.00		£312.00	£312.00	<i>allowance clerk</i>
28.00%	£168.00		£168.00	£600.00	<i>audit</i>
0.00%	£0.00		£0.00	£800.00	<i>elections</i>
0.00%	£0.00		£0.00	£450.00	<i>hall hire</i>
0.00%	£0.00		£0.00	£40.00	<i>information commission fee</i>
0.00%	£0.00		£0.00	£2,500.00	<i>insurance</i>
66.67%	£80.00		£80.00	£120.00	<i>payroll admin fees</i>
23.26%	£139.53	£23.25	£116.28	£500.00	<i>printing (lease/metered)</i>
103.84%	£60.48	£8.56	£51.92	£50.00	<i>stationary/stamps/sundries</i>
0.00%	£0.00		£0.00	£250.00	<i>storage hire</i>
57.45%	£407.93		£407.93	£710.00	<i>training and subscriptions</i>
100.00%	£35.00		£35.00	£35.00	<i>website</i>
					<b>FOOTWAY LIGHTING</b>
0.00%	£0.00		£0.00	£60.00	<i>churchyard lights energy</i>
23.51%	£1,974.58	£329.10	£1,645.48	£7,000.00	<i>energy</i>
22.22%	£720.00	£120.00	£600.00	£2,700.00	<i>maintenance</i>
0.00%	£0.00		£0.00	£1,000.00	<i>repairs</i>
0.00%	£0.00		£0.00	£3,000.00	<i>replacements</i>
					<b>TOILETS</b>
2.90%	£11.60		£11.60	£400.00	<i>cleaning products/sundries</i>
22.22%	£140.00	£6.67	£133.33	£600.00	<i>electric</i>
23.43%	£70.28		£70.28	£300.00	<i>holiday cover</i>
99.80%	£359.28		£359.28	£360.00	<i>other</i>
0.00%	£0.00		£0.00	£300.00	<i>repairs</i>
0.00%	£0.00		£0.00	£600.00	<i>water</i>
					<b>OPEN SPACES AND AMENITIES</b>
0.00%	£0.00		£0.00	£11,000.00	<i>bus shelters</i>

1.15%	£34.59		£34.59	£3,000.00	cemetery and fairland standpipes
0.00%	£0.00		£0.00	£200.00	cemetery general maintenance
0.00%	£0.00		£0.00	£1,000.00	cemetery memorial repairs
0.00%	£0.00		£0.00	£100.00	christmas tree, lights
0.00%	£0.00		£0.00	£1,000.00	church clock repairs, maintenance
0.00%	£0.00		£0.00	£600.00	churchyard maintenance
0.00%	£0.00		£0.00	£200.00	community car scheme
0.00%	£0.00		£0.00	£500.00	dog bin emptying
0.00%	£0.00		£0.00	£2,000.00	grasscutting
3.32%	£91.37	£8.32	£83.05	£2,500.00	maintenance/equipment/hol.cover
0.00%	£0.00		£0.00	£300.00	replacement bins (dog/litter/grit)
	£0.00		£0.00	£0.00	signs
0.00%	£0.00		£0.00	£200.00	skatepark (Rospa and maintenance)
0.00%	£0.00		£0.00	£525.00	town sign (repairs/refurb)
0.00%	£0.00		£0.00	£200.00	trees/ditched
					<b>GRANTS/DONATIONS</b>
0.00%	£0.00		£0.00	£2,000.00	
					<b>S137</b>
0.00%	£0.00		£0.00	£600.00	Citizens Advice
0.00%	£0.00		£0.00	£250.00	defibrillator
0.00%	£0.00		£0.00	£100.00	general
13.41%	£11,815.16	£515.90	£11,133.00	£84,286.00	<b>TOTAL (budget for expenditure 2021/22)</b>