

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

Prior to the commencement of the meeting, a minute's silence was observed as a mark of respect to the late Queen, Her Majesty Queen Elizabeth II, who died on 08 September 2022.

Present

Cllr Eldridge – Chairperson

Cllr Amey – Vice Chair

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

There was 1 member of the public present.

1. Apologies for absence

Apologies for absence were received from County Cllr Dewsbury and District Cllr Bendle, Cllr Foord gave belated apologies for the previous meeting.

The resident who had proposed to plant a tree in the Market Place (agenda item 19) had also sent apologies as they were unable to attend the meeting.

2. Public participation session, (members of the public may make a statement or ask a question of not more than three minutes duration)

The public will be invited to give their views and questions to the Town Council on items on the agenda or raise issues including those for the consideration of inclusion at future meetings.

No items were raised.

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 could 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 September 2022

The Minutes of the meeting of 06 September were agreed as correct and signed by the Chairperson.

7. Matters arising from the Minutes of the Town Council meeting 06 September 2022 (and other updates contained in a written Clerks report circulated prior to the meeting, see Appendix A)

The Clerk advised that she had noticed the bicycle racks had been installed on the Fairland, it was also noted that bike racks had been installed outside the toilets.

8. Working Party Reports

There were no working party reports.

9. Neighbourhood Plan Steering Group report

A written update was forwarded to all Cllrs prior to the meeting as below:

Work since last update

- Meetings of the steering group took place on 13 September 2022 and 27 September 2022 **(minutes of previous meetings will be on the NP website when available – see minutes for further details of points raised/discussions undertaken, further to the points listed below)**
- List of Local Green Spaces and Non-designated Heritage Assets being drafted
- AECOM have started work on the design code, and have produced a “Contents” page which has been discussed by the steering group and feedback has gone back to AECOM. A timetable has been produced and a draft design code should be available to the steering group mid November. The AECOM study on car parking issues is being undertaken, the officer has been liaising with Norfolk County Council officers who are currently tasked with the feasibility study.
- Call for sites has concluded and produced 4 submissions, these have been submitted to AECOM for independent assessment. When the independent assessments have been completed the sites will be discussed by the steering group.
- The steering group have drafted the objectives of the plan and are now working with the consultant to start to draft the policies which will underpin those objectives.
- Placecheck remains available and open for comments:

<https://placecheck.info/app/maps/hingham>

Work ahead (over the next month or so)

- Workshop for Neighbourhood Plan group and Town Councillors. Rachel to facilitate discussion with AECOM expert, to establish ideas for parking solutions
- Design Code timeline: Early November - AECOM to provide update on progress, 18th November - AECOM to send through first draft of the Design Code. Steering group to add comments to PDF, Late November - feedback meeting between AECOM and Steering Group to finalise document, Early December - final version issued
- Next Steering Group meeting 25 October 2022.

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

10.1 Hingham Charity/Mill Farm Allotments

It was reported that the Mill Farm Allotments had had a tenants meeting, the Hingham (non ecclesiastical) Charity (who raise funds through letting the allotments) were seeking the best way to distribute funds to Hingham residents who were in genuine need, the charity and will be liaising with the school who may be able to help by referring families to the charity. It was noted that there were funds left over from the Hingham Emergency Packages, and that these are retained in the original private bank account, as the Hingham Emergency Packages group were not able to secure a bank appointment to set up a new account while they were operational. It was suggested that the HEP funds could be handed over to the Hingham Charity to be retained and distributed to residents in severe financial hardship as required. This would need the agreement of the founders of the Hingham Emergency Packages and the Hingham Charity.

It was also noted that there is now other initiative in Hingham where people can access some emergency food provisions, via the telephone box outside the Christian Fellowship Church on Copper Lane (from food donations made by residents), and that there will be warm coats available in St Andrew’s Church. Free Warm and Well packages are available in the Library , containing toiletries, hats, scarves, gloves, etc.

10.2 Lincoln Hall

It was reported that the Lincoln Social Centre Committee AGM is on 18 October 2022 and the committee is in need of a treasurer.

11. General Correspondence (information/circulars etc)

- 11.1 Norfolk ALC Share Certificate
- 11.2 Norfolk Against Scams Day - Forum Sat 15th Oct
- 11.3 Norfolk Minerals and Waste Local Plan: Pre-Submission: Invitation to make representations
- 11.4 Norfolk ALC Newsletter - Crime Commission Q&A Cancelled/re arranged
- 11.5 Norfolk County Council Boost to multi-million-pound community support package revealed
- 11.6 NPLAW Parish and Town Council Consultation
- 11.7 Broadland and South Norfolk Town & Parish Council Forum for 2022 which will take place on Friday 21st October ,11:00am– 12:30pm
- 11.8 HINGHAM - Temporary closure of C136 Attleborough Road because of private tree trimming works (my ref STRO7116)
- 11.9 Norfolk County Council - Transformative art to shape Norfolk's future tourism landscape

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

None

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

None

14. District Councillor's report

District Cllr Bendle was not present at the meeting but had sent the following written report:

South Norfolk House at Long Stratton will close to both staff and public on 4th November 2022. All Committee meetings from 7th November will be held at the current Broadland Council Offices, Thorpe Road, Norwich. This is a temporary measure to save fuel costs on the Long Stratton building until the new Offices at the Horizon Centre in Broadland Business park are ready for occupancy.

15. County Councillor's report

County Cllr Dewsbury was not present at the meeting but had sent the following written report:

Following the Queen's death many NCC meetings were postponed for a couple of weeks or more. When meetings commenced, a minute's silence for reflection was held at the start of each meeting.

The Proclamation for King Charles was held outside County Hall so that members of the public could be present.

Libraries

The Summer Reading Challenge for children aged 12 and under was a great success with around 9,000 children taking part. This year the theme was Gadgeteers. Over the last couple of weeks children have been presented with certificates and medals as a reward for completing the challenge.

Fire Service

A new position of Director of Fire and Rescue has been created to replace the position of Chief Fire Officer and lead the Norfolk Fire Service. Ceri Sumner has been appointed to this

position. She will deal with all the regulations, Inspection and organisational work and her deputy will lead on operational responses.

Norwich Western Link

The eight week Norwich Western Link Consultation finishes on October 9th. There have been four events in nearby villages as well as the on line consultation to give everyone a chance to comment before the planning application is submitted.

Special Educational Needs

As part of the SEND Transformation programme 86 new specialist education places are being proposed at six primary and secondary schools. These are in addition to the 30 places agreed earlier this year and the three new SEND schools that are being built. The school at Easton will open next year.

Budget

The Council has been holding regular meetings to identify how to reduce the £60million gap that is predicted for 2023 by asking every Service to review it's budget and how it is used. They are reviewing how services are provided and ensuring there is no duplication across services. This is taking time but should be completed by Spring next year.

It was noted by the Town Council that there had been a strong letter of representation against the Norwich Western Link sent, with many signatories from individuals and organisations in reference to the negative impact on the environment and nature.

16. Planning Decisions

- 16.1 2022/1428: Erection of gazebo
Watton Road Farm Watton Road Hingham Norfolk NR9 4NN
Approval with Conditions
- 16.2 2022/1327: Installation of 20 x ground mounted solar panels
Highmoor Farm Little Ellingham Road Hingham Norfolk NR9 4NE
Approval with Conditions
- 16.3 2022/1295: Single storey front extension
12 Hardingham Street Hingham Norfolk NR9 4JB
Approval with Conditions

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

- 17.1 2022/1757: Single storey rear extension Open for comment icon
19 Watton Road Hingham Norfolk NR9 4HD
The Council agreed to recommend approval

18. Information regarding other planning applications where the Town Council is not a consultee, (for information only)

- 18.1 2022/1820: Details for condition 6 of 2021/1850 - External lighting
Barn At The Old Dairy Watton Road Farm Watton Road Hingham Norfolk

19. To consider a resident's proposal to plant a tree on the south Market Place green

The Council discussed and considered a proposal from a resident to plant a native oak tree on the south green of the Market Place, this proposal was very much welcomed, however concern was raised regarding the size the tree would reach and the effect on nearby properties and the effect

it would have on the vista of the architecture. It was agreed that the resident should be asked if a smaller variety of native tree could be sourced instead.

20. To propose and agree a project for a bid to the Norfolk County Council Parish Partnership scheme for funding 2023/24 (bids to be submitted by 09th December 2022)

Following the suggestions made at a previous meeting that a speed signage scheme with some town branding should be applied for under the parish partnership scheme. The Clerk had outlined some ideas for such a scheme.

The suggestion was for new signage at the “entrances” to the town (Norwich Rd. Watton Rd, Attelborough Rd and Dereham Rd). It was noted that space may be limited in some locations therefore each location may have to have different signage.

It was suggested that at Norwich Road a new “Welcome” sign could be installed prior to the 30 MPH speed limit, and be accompanied with some advanced warning for the speed limit. NCC highways had confirmed that the only painted road marking they would permit would be a SLOW sign.

It was also suggested that a “Welcome” sign could be installed at Frost Row.

The Clerk advised that such signage would need to incorporate a “Please drive carefully” (or similar message, it was suggested that signs could incorporate a “thank you for driving carefully” sign on the reverse and new speed signage should have a yellow background. If “village gates were to be incorporated, that they should be brown (wood effect) as white ones already installed around the county seem to become dirty and prone to algae growth very quickly.

The Clerk expressed concern regarding getting costings for the project from NCC.

Cllr Sta Ana offered to design a simple branding graphic to incorporate on signage (where possible).

The Clerk will further draft the project submission based on the suggestions made.

Final agreement to be made at the December meeting, in time for submission by 09 December.

21 to 27 FINANCE

21. To receive and discuss External Auditors Report (2021/22 AGAR Section 3 External Auditor Report)

A copy of the External Auditors Report (2021/22 AGAR Section 3 External Auditor Report) was forwarded to all Cllrs prior to the meeting, the report concluded that there were no matters of concern, the report is published on the Hingham Town Council website. The Council thanked the Clerk for her work to ensure the audit was completed successfully.

22. To note the date of the next Finance Committee meeting, proposed date 15 November 2022

Noted

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

It was noted that South Norfolk Council had forwarded notification of the payment (to be made) of £38,500, (final half of the precept money). Receipt of payment will be confirmed in the accounts as reviewed by the Finance Committee.

24. Proposal to purchase a Town Christmas tree for the Market Place.

Agreed. The Chairperson to contact Great Hockham Christmas Trees.

25. Proposal to ask Hingham Primary School to make Christmas Tree decorations, and for the Town Council to purchase and supply relevant materials (from the events fund)

Agreed. The Clerk will contact the school and arrange materials if the school agrees to make decorations.

26. Proposal to purchase a remembrance wreath from the Royal British Legion (under S137 LGA 1972)
Agreed to purchase a wreath (under S137 LGA 1972) at £40.00

27. To agree and approve the accounts for payment (as below)

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

REF	PAYEE	DETAILS	AMOUNT	VAT	VAT
331	STAFF	WAGES	£901.75		
		BIN BAGS	£9.96	VAT	£1.66
		TOTAL	£911.71		
332	STAFF	WAGES	£1,097.17		
		STAMPS	£26.08		
		STAKES	£12.00		
		TOTAL	£1,135.25		
d	NEST	PENSION	£65.75		
333	HMRC	TAX/NI	£713.09		
334	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE	£240.00	VAT	£40.00
335	NPOWER	STREET LIGHITNG ELECTRIC	£525.98	VAT	£87.66
336	ANGLIAN WATER BUSINESS	TOILETS	£295.59		
337	ANGLIAN WATER BUSINESS	CEMETERY	£17.05		
338	PKF LITTLEJOHN LLP	EXTERNAL AUDIT	£480.00	VAT	£80.00
339	EUROFFICE	CHAIR	£121.07	VAT	£20.18
340	ROYAL BRITISH LEGION	REMEMBERANCE WREATH (S137)	£40.00		
341	EDF	TOILETS	£325.90	VAT	£15.51
		TOTAL FOR ALL PAYMENTS (TO DATE)	£4,871.39		
		TOTAL VAT	£245.01		

The meeting ended at 8.45pm

Signed..... Chairperson 01 November 2022

APPENDIX A – CLERKS/MATTERS ARISING REPORT

Matters arising from the minutes of the Town Council Meeting of 09 September 2022

- MIN 12.1 Letter to the Chief Constable and the Police Crime Commissioner regarding parking drafted, a collection of photographs needed.
- MIN 27 Tree work required as a result of the tree survey, quotation document drafted, photos required, relevant applications to South Norfolk Council to be made.

Other Updates/Outstanding Issues

- **BOND STREET ROAD CLOSURE FOR FOOTWAY WORKS**
Although no formal road closure notice has been received road closure planned for Bond Street due October.
The Clerk has contacted the highways engineer, who has advised:
“The scheme is currently programmed to commence Oct 31st under a road closure for an estimated 6 week duration. To expedite the works safely for both operatives and public it was considered essential to close the road, this will hopefully facilitate completion sooner and likely to enable on street parking easier for residents. As with all road closures, access must be maintained for residents and emergency/delivery/refuge vehicles etc albeit the direction providing access may alter as the scheme progresses. This requires close liaison with contractor during construction who I’m confident will be as accommodating to residents needs as the work allows. This in turn will also require residents to be understanding to help the scheme progress as speedily as possible”.
- Quotations seeking letter being drafted for improving/upgrading the footway lighting on Norwich Road and Watton Road- photographs to be taken
- Market Place Bus Shelter renovations, the contractor has taken wood samples and is sourcing wood for cladding and materials for windows, now quoting November for work to be undertaken
- Fairland Oak Tree stumps, advice has been sought regarding hollowing the stumps out, a suggestion has been made that a stump grinder will be required (cost approximately £500-600 per stump).
- Norfolk County Council have been advised of the preferred (revised) locations for the cycle racks on the Fairland, no further contact from NCC regarding this.
- Feasibility study for Fairland Cross roads and various parking, road and pedestrian safety issues in the Market Place and Fairland – survey equipment has been in place in the Market Place, it is assumed this is to facility the study although no formal notification has been received from Norfolk County Council.
Correspondence between NCC and AECOM (in reference to parking), stated that “hopefully” there will be some draft
- The town clock was assessed on 07 April 2022, quotation provided, 2 further companies have been contacted for advice/quotations awaiting date for site visit from one company , no response from other company
- Report on poor state of directional road signs, to be forwarded to NCC.
- Skate Park - 4 companies have been asked to quote for the resurfacing, one already has declined. The difficulty will be the removal and storage of the skate park equipment.
- SNC and lifeways are now in correspondence regarding the Moon Court facility
- The pack of free trees have been received, planting required (winter)
- 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 to be put in situ
- Trees for planting (Fairland and Market Place permanent Christmas Trees) to be sourced.

- 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.
- 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 03 October 2022 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – latest July 2022

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

on or near:

Market Place: Violent and sexual offences 1

Manor Court: Violent and sexual offences 1

St Andrews Close: Violent and sexual offences 1

Fleeters Hill: Violent and sexual offences 1

Lincoln Close: Violent and sexual offences 1

Lincoln Avenue: Violent and sexual offences 2, vehicle crime 1

Coopers Crescent: Anti social behaviour 1

Ironside Way: Theft 1