

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 03 JANUARY 2023. THE MEETING COMMENCED AT 7.30pm.

**Present**

Cllr Eldridge – Chairperson

Cllr Amey – Vice-Chair

Cllr Christien, Cllr Dunnett, Cllr Foord and Cllr Thompson

Clerk – Alison Doe

There were 2 members of the public present including County Cllr Dewsbury.

**1. Apologies for absence**

Apologies for absence were received from Cllr Overton, Cllr Roberts and Cllr Sta Ana. No communication had been received from Cllr Stabler.

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

No points 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 made.

**4. To agree a Chairman to preside over any agenda items of this meeting, if both the Chairman and Vice Chair are unable to preside due to (agenda item 1) Apologies for absence and /or (agenda item 3) Declarations of interests**

Cllr Eldridge confirmed he would Chair all agenda items.

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

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 December 2022**

The minutes of the Town Council meeting of 06 December 2022 were agreed as correct.

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

The Clerk confirmed that the contractor tasked with undertaking the bus shelter renovations has had issues obtaining materials and having time to undertake the work, it is now advised that this will be undertaken in spring. The Clerk will request with Norfolk County Council that the Parish Partnership funding be carried over into the new financial year.

**8. Working Party Reports**

There were no working party reports.

**9. Neighbourhood Plan Steering Group report**

The Neighbourhood Plan Steering Group had not met in December, however it was reported that work is continuing on the plan. The consultants have started to draft the plan and the steering group continue to work on the allocation of green spaced and non-designated heritage assets. The Design Code and Parking Study work from AECOM requires some reworking, and the Steering group are working to correct errors in these documents and provide additional information to

AECOM so the Design Code and Parking Study documents can be reworked. The next steering group meeting is scheduled for 10<sup>th</sup> January.

10. Reports from representatives on external bodies/ attendees of external meetings/training
  - 10.1 Lincoln Hall: It was reported that the information regarding grant funding had been forwarded on to the Lincoln Hall Committee and they are looking into they are able to apply.
11. General Correspondence (information/circulars etc)
  - 11.1 Norfolk ALC - Appraisals, Legal Updates, Toilets and dogs at Council Premises, Powers to Provide Commercial Bus Services and more
  - 11.2 Norfolk County Council submits proposal which could see fully electric bus depot in Norwich
  - 11.3 Norfolk ALC - Government Grants for Village Hall Improvements
  - 11.4 George Freeman MP - Reporting Back 2022 – Christmas Constituency Report
  - 11.5 Norfolk County Council - Temporary Traffic Order affecting the U78073 Seamere Road from its junction with B1108 Norwich Road for 71m south westwards because of BT pole inspection. The road will be temporarily closed (except for access) between 08:00 and 13:00 on 14th January 2023
12. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
  - 12.1 Request for a Grit Bin on The Hops  
The Clerk confirmed that she had responded to advise that any new grit bins would have to be agreed with Norfolk County Council, as they fill the bins, and that due to their current budgetary constraints they may not support the installation of a new bin, in particular on The Hops as some of the roads are not adopted. The Clerk had also advised that due to the lack of verges within the estate there may not be a suitable location for a grit bin to be placed.
13. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
  - 13.2 Ref: 12.1 Request for a grit bin on The Hops, Cllr Thompson will speak with the resident. The Clerk will ask Norfolk County Council if a grit bin would be supported on The Hops.
14. District Councillor's report  
District Cllr Bendle was not present at the meeting, she had sent her apologies and also best wishes to the Town Council for a Happy New Year.
15. County Councillor's report  
County Councillor Dewsbury reported that the Norfolk County Council budget for 2023/24 was almost finalised.  
It was also reported that the Norfolk devolution deal would provide an investment fund for the County and would see a directly elected (by the public) leader system in place, the elections would take place in May 2024. County Council elections are due to be held in May 2025.
16. Planning Decisions
  - 16.1 2022/2235 - T1 - Remove Lawsons Cypress tree in the front garden, T2 - Coppice 2x Ash trees on the boundary, T3 Remove dead Walnut tree in the front garden Walnut Tree House Hall Lane Hingham Norfolk NR9 4JX. No objections.
  - 16.2 2022/2174 -T1 Maple - Fell T2 Hornbeam - Fell

6 St Andrews Close Hingham Norfolk NR9 4JT. No objections.

- 16.3 2022/2121 - T1 Ash - Fell to stump T2 Ash - Fell to stump  
2 Mill Corner Hingham Norfolk NR9 4LG. No objections.
- 16.4 2022/2073 - Remove conservatory, erection of garden room to rear. Raise garage roof and add extension at first floor level with associated alterations  
12 St Andrews Close Hingham Norfolk NR9 4JT. Approval with Conditions
- 16.5 2022/1922 - Variation of condition 2 of 2021/1862 -To allow the erection of 3 garages to plots 2, 3 and 5 and minor elevation changes to Plots 2 and 3.  
Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk  
Approval with Conditions

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

- 17.1 2022/2366 - Add solar panels to roof  
White Hart 3 Market Place Hingham Norfolk NR9 4AF  
After some discussion regarding the placement of the solar panels and concern regarding the aesthetics within the conservation area, it was noted that the panels would be to the rear of the property and not on the roof directly facing the Market Place  
The Council agreed to recommend approval.
- 17.2 2022/2295 - Proposed detached bungalow and garage including access (Revised)  
Land South Of 31 Hall Moor Road Hingham Norfolk  
Concern was raised that the land was known locally for becoming waterlogged. It was also noted that the land was outside the development boundary. It was agreed that there was insufficient information contained within the application papers to justify supporting the application.

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

- 18.1 2022/2269 - Tilia Cordata - remove epicormic shoots at a base and up to 5m on main stem/scaffold limbs, raise crown by 5m over road (ensure 5m clearance), reduce branches to 5m from overhead utilities cables, remove dead branches and crown raise above boundary wall to 5m  
Verge On Junction Of Hardingham Street And Bond Street Hingham Norfolk

**FINANCE**

- 19 **To discuss and agree the budget for 2023/2024.**  
The Council finalised and agreed the budget for 2023/24 after careful consideration of where money could be saved and how careful use of financial reserves could be used to lessen the overall impact on the budget from increases in costs of goods and services, including electricity costs which have significantly increased. See Appendix B for the agreed budget, where a figure appears as £0.00, it has been agreed that financial reserves should be used should expenditure be required for these items.
- 20 **To discuss and agree the parish precept for 2023/24**  
The Council considered options for the 2023/24 parish precept requirements and in consideration of the budget aimed to keep the precept figure as low as possible. It was agreed

to request a precept of £77,000. The precept figure remains the same as the current and previous financial years (2022/23, 2021/22 and 2020/21), however due to a change to the tax base (the figure used to calculate the cost per property) there will be a small decrease equivalent of £1.48 a year on a band D property

- 21 To agree and approve the accounts for payment (as below)  
The accounts for payment were agreed and the cheques were signed.

PAYEE	DETAILS		AMOUNT		VAT
STAFF	WAGES	£1,001.87			
	BINBAGS	£4.98		VAT	£0.83
		TOTAL	£1,006.85		
STAFF	WAGES		£1,150.16		
NEST	PENSION		£72.19		
HMRC	TAX/NI		£1,191.37		
JS	TOILET/CLEANING/BIN COVER		£100.89		
NPOWER	STREET LIGHTING ELECTRIC		£681.86	VAT	£113.64
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	VAT	£40.00
ANGLIAN WATER BUSINESS	TOILETS		£67.31		
ANGLIAN WATER BUSINESS	CEMETERY		£13.66		
TTSR	GRASS CUTTING		£3,210.67	VAT	£535.11
EUROFFICE	MEMORY STICKS		£51.65	VAT	£8.61
		<b>TOTAL FOR ALL PAYMENTS (TO DATE)</b>	<b>£7,786.61</b>		
		TOTAL VAT	£698.19		

The meeting ended at 8.05pm

Signed..... Chairman 07 February 2023

## Appendix A: Clerks report for 03 January 2023

### Matters arising from the minutes of the Town Council Meeting of 06 December 2022

- MIN 11.5 : The Clerk has advised Norfolk ALC of the expression of interest in the Managed Websites service.
- MIN 11.8: A zoom meeting with Norfolk County Council will be held regarding the Rural Road Improvements Initiative (anticipated 2<sup>nd</sup> week in January)
- MIN 19: Parish Partnership bid submitted to Norfolk County Council and acknowledgment received.
- MIN 21: A suitable place for a new Town Council notice board to be established.
- MIN 22: Advert for Internal Auditor has been placed in the parish magazine.
- MIN 23: Laptop to be purchased.
- MIN 25: New bank account to be set up in January
- MIN 31,32,33: Agreed contractors for tree work, skate park resurfacing and repairs to the clock have been contacted.

#### Other Updates/Outstanding Issues

- The resident who has proposed to plant a Oak tree on the Market Place green has agreed to source an alternative species and will be in touch in due course.
- The street lighting contractor has been instructed to undertake the replacement of the churchyard pathway lighting.
- Tree work required as a result of the tree survey, relevant applications to South Norfolk Council have been granted.
- SNC and lifeways are now in correspondence regarding the Moon Court facility, following the November Town Council meeting, the Clerk has contacted both parties who advise conversations are ongoing, but no agreement has been reached.
- Letter to the Chief Constable and the Police Crime Commissioner regarding parking drafted photographs need to be added prior to sending.
- Quotations seeking letter being for improving/upgrading the footway lighting on Norwich Road and Watton Road ready to send.
- Market Place Bus Shelter renovations, the contractor the new year for the 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).
- Feasibility study for Fairland Cross roads and various parking, road and pedestrian safety issues in the Market Place and Fairland, NCC stated that “hopefully” there will be a draft issues in the new year
- Report on poor state of directional road signs, to be forwarded to NCC.
- 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. The Clerk has spoken to the family of the past Archivist.
- Trees for planting (Fairland and Market Place permanent Christmas Trees) have been sourced, they are small so will need protecting when planted.
- Notice boards for the toilets to be purchased.

- Street Lighting, the contractor has been asked to undertake the renumbering of the footway lights which has been started. A condition report is awaited on all of the Council's footway lighting, (priority can then be assessed depending on the condition/safety of the light columns, for obtaining quotations for changing lights to LED). With regards to possible solutions to replacing the Tally Alley light, the contractor suggested the use of illuminated bollards, ownership of the alleyway needs to be established.
- Communications Policy, including social media policy is being worked upon. Cllrs are reminded not to comment on public social media pages making reference to themselves as Councillors, in a way that could give inaccurate information or be misleading or misconstrued as the Council having discussed and agreed something, when this is not the case. Staff/Cllr communication/relationship protocol to be drafted.
- The Clerk has been working on an overall Cemetery Fees Policy containing all points relevant to the fee structure including frequency and method of fees reviews. This is to be finalised and brought back to a future Town Council meeting with a review of the cemetery fees and cemetery terms and conditions.
- Extension of Cemetery Driveway and turning circle, the Clerk has spent some time in the cemetery looking at the area that would be required to extend the driveway. The area is very extensive and the clerk is concerned about the application of such a large area of tarmac , (environmental and cost). There may be other more appropriate solutions, including a shorter tarmac extension followed by "matting" under the grass surface (and possibly a tarmac path for better pedestrian/disability access), and leaving the existing grass as a driveway over the old cemetery area. Advice is needed from a funeral director with regard to vehicles used. The use of the driveway (as in frequency) for funerals is minimal therefore the grass should not become too worn from being driven on, this requires a lot of further thought to ensure the Council have a cost effective but long term solution for the future use of the cemetery .
- 2 steel liners for the Market Place bins to be ordered (liners available at a reasonable price are a slightly different size to the existing ones (by mm's) liners of the same size have not yet been found.
- Commemorative Plaque for the Fairland Bus shelter, to be ordered

Report prepared 02 January 2023 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – latest November 2022

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

on or near:

Bears Lane: Vehicle Crime 1

Hopsack Road: Criminal Damage and Arson 1

Granary Road: Violent and sexual offences 2

Lincoln Avenue: Violent and sexual offences 1

Bell Meadow: Public order 1

Springfield Way: Violent and sexual offences 2

The Dell: Other theft 1

Watton Road: Violent and sexual offences 2

## Appendix B: Agreed budget figure for 2023/24

<b>RECEIPTS</b>	
Precept	£77,000.00
Interest	£400.00
Cemetery charges	£4,000.00
HPFA rent	£100.00
Fee from NCC for grass cutting	£4,368.43
Investment fund	£40.00
NCC community car contribution	£180.00
<b>TOTAL</b>	<b>£86,088.43</b>
<b>PAYMENTS</b>	
CONTINGENCY	£3,000.00
<b>STAFF COSTS</b>	
hmrc/employer contributions	£4,319.40
pension (@3%)	£940.00
wages caretaking/gardening	£10,000.00
wages clerk	£17,000.00
wages toilets	£4,300.00
<b>ADMINISTRATION</b>	
advertising/publicity	£0.00
allowance chairman	£374.00
allowance clerk WORK AT HOME	£312.00
audit	£750.00
elections	£0.00
hall hire	£450.00
information commission fee	£40.00
insurance	£3,000.00
payroll admin fees	£100.00
printing (lease/metered)	£550.00

stationary/stamps/sundries	£150.00
storage hire	£250.00
training and subscriptions	£1,200.00
website	£35.00
FOOTWAY LIGHTING	
churchyard lights energy	£60.00
energy	£14,000.00
maintenance	£3,500.00
repairs	£0.00
replacements (unplanned)	£0.00
TOILETS	
cleaning products/sundries	£600.00
electric	£1,600.00
holiday cover	£330.00
repairs/other	£300.00
water	£600.00
OPEN SPACES AND AMENITIES	
bus shelters	£0.00
cemetery & Fairland standpipes	£150.00
cemetery general maintenance	£100.00
cemetery memorial repairs	£0.00
Christmas tree, lights	£300.00
church clock	£0.00
churchyard maintenance	£0.00
community car scheme	£3,000.00
dog waste bin emptying	£575.00
grass cutting	£12,000.00
maintenance/equipment and holiday cover	£250.00
replacement bins (dog/litter/grit)	£0.00
signs	£60.00
skatepark (RoSPA & maintenance)	£600.00



town sign (repairs/refurb)	£0.00
trees/ditches/planting	£400.00
GRANTS/DONATIONS	
General	£0.00
Citizens Advice	£600.00
S137	
defibrillator	£320.00
general	£50.00
TOTAL AGREED BUDGET	£86,165.40