

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 07 FEBRUARY 2023. THE MEETING COMMENCED AT 7.30pm.

Present

CLlr Eldridge - Chairperson

CLlr Amey - Vice Chair

CLlr Christien, CLlr Dunnett, CLlr Overton, CLlr Roberts, CLlr Overton

Clerk – Alison Doe

CLlr Foord was absent from the meeting.

There were 3 members of the public present including County CLlr Dewsbury and District CLlr Bendle.

1. Apologies for absence

Apologies for absence were received from CLlr Sta Ana.

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

No declarations of interest were 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 advised that he would Chair all agenda items.

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

The Clerk advised that there had been no applications for co-option.

6. To agree the accuracy of the Minutes of the Town Council meeting of 03 January 2023

The Minutes were agreed as correct and signed by the Chair.

7. Matters arising from the Minutes of the Town Council meeting 03 January 2023 (and other updates contained in a written Clerks report circulated prior to the meeting, see Appendix A)

The Clerk advised that she had contacted the Norfolk County Council Highways Engineer regarding the missing finger post directional sign (Hall Moor Road) and had insisted that the sign be replaced like for like, and not with a plastic alternative. The Clerk read out the Highways Engineer's response as follows :

I can confirm that I've instructed refurbish works to 3no directional signs (finger arms) within Hingham, 2 sited along Hall Moor Rd and another on Ringers Lane.

2 posts are timber and the other concrete, I've instructed replacement of oak timber to all 3 and reuse of the letters where possible.

Hopefully that will pacify the concerns raised.

I must add that the cost of restoration works significantly outweighs the procurement of the plastic alternatives in both their installation and future maintenance so the County Council must reserve the right to assess on a site by site basis and action as it considers appropriate, by this I mean prominent located signs we will of course take efforts to restore or replace like for like, but other more remote locations we may look at alternatives or even remove totally given society more and more relies on satellite navigation systems and some signage serves little purpose.

Should any local councils present particular requests for restoration works in their communities there is always scope to explore additional monetary contributions to enable more work of this nature.

8. Working Party Reports

There were no working party reports.

9. Neighbourhood Plan Steering Group report

A written report was forwarded to all Cllrs prior to the meeting as follows:

Work since last update

- Meetings of the steering group took place on 10th and 31st January 2023 (**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**)
- Work on the identification of Non-designated Heritage Assets continues.
- Work to identify and assess the potential Local Green Spaces is nearly complete, consultation may be required before the list can be finalised and included in the Neighbourhood Plan.
- The work to identify Important Views of landscapes/features in and around the parish is almost complete, the suggested views have been mapped.
- The steering group have completed more work on the draft policies to be included in the Neighbourhood Plan, the consultant will work on this prior to the next meeting.
- The Character Appraisal work has been edited and an additional appraisal has been written to include the outlying areas of the parish, which form much of the Neighbourhood Plan Area. This work has been sent to AECOM.
- AECOM have completed a new (3rd) draft of the Design Code. AECOM will not be able to make further changes to the content and structure, other than to edit errors.
- The AECOM study on car parking issues has been received. The steering group have made comments via email on the study's accuracy and raised other points of concerns about the content, these comments have been fed back to AECOM.
- The site assessment work is awaited from AECOM. Some members of the steering group have met with AECOM to carry out site visits of the sites put forward during the call for sites. AECOM were reminded that the call for sites was specific to community use and a car park.
- A first draft of the Hingham Neighbourhood Plan has been written by the consultants.
- A revised timetable for the plan has been drawn up and it is hoped that the draft plan can go out for public consultation mid-May 2023, after the parish elections have taken place.

Work ahead (over the next month or so)

- Finalise work on Green Spaces, Non Designated Heritage Assets, Important Views.
- Steering group to continue to work with the consultant to re draft the policies for the Hingham Neighbourhood Plan, and the overall plan content.
- Next Steering Group meeting 28 February 2023.
- A Draft Neighbourhood Plan consultation event will be held during the consultation period – date to be confirmed.

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

- 10.1 Cllr Dunnett reported that the Hingham Charity have been in touch with the volunteers running the Community Cupboard to see if there is a way that the Charity can help. The Hingham Charity were hoping to be able to provide the finances for 10 free lunches a month to people in need.
- 10.2 Cllr Roberts reported that he had attended the meeting set up by the Hingham Playing Field Association for community groups to get together and co-ordinate events. Events to celebrate the King's Coronation are currently being organised.
- 10.3 Cllr Roberts advised that he had attended the Police Crime Commissioner meeting at Wymondham Library on 13 January. Cllr Roberts raised the issue speeding in Hingham, especially within the 20MPH limit and was advised that the lower speed limit in the UK is 30mph and therefore the 20MPH limit is not enforceable and a Speed watch group may help to reduce speeding.
The Council noted that this information was not correct, as the 20MPH speed limit is enforceable (as oppose to a 20MPH zone), and that the police had previously advised that a Speed Watch cannot operate within a 20mph speed limit.
- 1.0.4 Cllr Roberts advised that he had also attended the Town and Parish forum hosted by South Norfolk council via Zoom. It was reported that a joint venture between 5 authorities and Anglian Water were working on resolving the Nutrient Neutrality issue.

11. General Correspondence (information/circulars etc)

PLEASE NOTE 11.1,11.2 and 11.3 WERE DISCUSSED AT AGENDA ITEM 29

- 11.1 South Norfolk Village Clusters Housing Allocations Plan - Regulation 19 Publication
- 11.2 Greater Norwich Local Plan A focused consultation on sites for Gypsies and Travellers will commence at 09.00 on Monday 30 January and will close at 17.00 on Monday 13 March 2023.
- 11.3 Greater Norwich Local Plan (GNLP) – Sustainability Appraisal and Strategic Environmental Assessment of the Greater Norwich Local Plan: Note in response to Inspectors' questions relating to the SA of reasonable alternative sites: Addendum to the Regulation 19 SA / SEA Report
- 11.4 Norfolk County Council - High-rise residential buildings target of new Fire Safety Regulations
- 11.5 South Norfolk Council – Voter I.D –
The Clerk to place information in the parish magazine.
- 11.6 Norfolk County Council - Multiply Project

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

- 12.1 Bush pruning on The Fairland
The Clerk had responded to the resident and will check to see if the bushes are on Town Council land.
- 12.2 Parking on the Fairland

13. To discuss and agree any required responses/actions in relation to any item(s) of correspondence No additional actions required.

14. District Councillor's report

District Cllr Bendle reported that money has been saved by South Norfolk Council moving into a new building, therefore there is a recommendation to Cabinet not to increase the precept. South Norfolk Council have invested in solar power which has also helped to save money. The Council are also planning to use a Government loan to install ground source heat pumps at Diss and Wymondham leisure centres. These initiatives are contributing toward making the Council carbon neutral.

There is a proposal for more money to be made available to people in need through the Help Hub, this proposal is due to go to Cabinet and Full Council. The Help Hub is undertaking a lot of work, such as the integrated care project, to try to help more people. Grant money for Warm Spaces has been awarded, including some in Hingham.

The building at Long Stratton has been up for sale as a business opportunity and tenders have been submitted. It is hoped that a decision will be made at the end of March as to the future of the building.

The Town Council asked about progress on Moon Court, Cllr Bendle advised that the owners and SNC were in conversation regarding the facility but no agreement had been made. SNC would want an economical solution to bringing the building into use as it would require adaptations to bring it into use.

15. County Councillor's report

County Cllr Dewsbury reported that Norfolk County Council had managed to balance the budget for the next financial year, finding the necessary savings. However it was anticipated that £45 million saving would be required in the following year.

There will be a quarter budget cut for Mobile library services, with the stops within a mile and a half of a Library and the stops not visited by customers being removed.

16. Planning Decisions

- 16.1 2023/0013 - Felling of Willow tree
23 Market Place Hingham Norfolk NR9 4AF - No objections
- 16.2 2022/2322 - Details of condition 3 of 2022/1982 - (3) External doors
18 Bond Street Hingham Norfolk NR9 4HA - Approved
- 16.3 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
No objections
- 16.4 2022/2252 Replace two windows and one door to the rear
27 Baxter Road Hingham Norfolk NR9 4HY - withdrawn
- 16.5 2022/2193 - Utility room and internal alteration comprising removal of part kitchen wall (retrospective)
Dovecote House 4-6 Dereham Road Hingham Norfolk NR9 4HU - Approval with Conditions
- 16.6 2022/2079 and 2022/2080 - Demolition of a single storey rear extension, garden outbuilding and a north/south pitched link roof part way into garden and alterations to rear extension fenestration and doorway. New rear extension, new garden pavilions and garden wall to north and east of rear garden together with a new north/south link roof and installation of roof mounted low profile PV units. Replace existing doors to outbuilding at south rear boundary wall.
6 Chapel Street Hingham Norfolk NR9 4JH - Approval with Conditions

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

- 17.1 2023/0051 - Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk
Variation of condition 2 of 2021/1862 - Design changes to plot 1 only
Application Type: Removal/Variation of Condition (S73 / S19)
The Council agreed to recommend approval
- 17.2 2023/0171 - Change of use of agricultural land to dog walking and activity area with fenced enclosures, hardstanding for vehicles and erection of two field shelters.
Application Type: Full Planning Permission
The Council agreed to recommend approval
- 17.3 2023/0185 - Agricultural Building North Of The Old Dairy Watton Road Hingham Norfolk
Demolition of agricultural building with extant permission to convert to a single dwelling, and erection of two new dwellings and cartlodes, with associated change of use of land from agricultural to residential.
Application Type: Full Planning Permission
The Council agreed to recommend approval.

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

None

Policy Review ITEMS 19 – 26

A copy of all the policy documents for review were forwarded to all Cllrs prior to the meeting.

19. To review of Standing Orders

The Clerk advised that following the last review of Standing Orders when the Council requested the word “his” be changed to the word “their” on one standing order, she had followed this change through on Standing Orders that were not in bold (mandatory). The Council agreed to replace the work Chairman with Chair, this change will only be applied to Standing Orders not in bold.

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

It was agreed that no changes were required.

21. To Review the Hingham Town Council Privacy Notice

22. To Review the Hingham Town Council Privacy Statement

The Clerk apologised as items 20 and 21 were the same document.
It was agreed that no changes were required.

23. To review the Information Audit

The Clerk advised that she had retained the inclusion of “track and trace” data (from this being a requirement of Covid). It was agreed to re word this to reflect any potential future use of data collection due to pandemic or emergency procedures required to be implemented.

24. To review the Hingham Town Council Document Management Policy

The Clerk advised that she had found Councils had different versions of this policy and therefore needed to check the requirements of the policy.

25. To Review the Hingham Town Council Complaints Policy and Procedure

It was agreed that no changes were required.

26. To Review the Hingham Town Council Filming and Recording of Meetings Policy

It was agreed that no changes were required.

27. To discuss the Kings Coronation and agree any actions

It was agreed that the Town Council would not organise Coronation events, as several organisations in town were making arrangements for events.

It was agreed to support the community events via grant funding.

The Clerk suggested adapting the current small grant form for this purpose to allow for grant applications to be made by organisations, and for all to be considered at the Town Council meeting of 04 April 2023. This was agreed.

The Clerk reported that South Norfolk Council had advised they would not be providing grant funding for Coronation events.

28. To nominate a Cllr to regularly attend the Community Groups Get Together meetings (arranged by the Hingham Playing Field Association/Sports and Social Club)

Cllr Roberts volunteered to attend the meetings, this was agreed by the Council, Cllr Roberts was thanked for volunteering.

29. To discuss the update and consultation information provided regarding the Greater Norwich Local Plan and agree any actions as per items of correspondence:

- (11.1) South Norfolk Village Clusters Housing Allocations Plan - Regulation 19 Publication

Cllr Thompson advised that he had attended a recent meeting of Wicklewood Parish Council where this had not been included as an agenda item, but had been raised by a member of the public.

At the Town Council meeting concerns were raised regarding the housing numbers which had increased since initial consultations, the effect that those increased housing numbers would have on Wicklewood, and the knock on effect for Hingham's infrastructure and services especially considering that there are no planned improvements for the B1108. Concern was also raised regarding the potential for increase in construction traffic, (Hingham has previously been adversely effected by a vast increase in aggregate lorries using the B1108). It was noted that the consultation was on the soundness and legal compliance of the plan. It was agreed that the Council should write to South Norfolk Council to formally raise their concerns. It was also noted that the South Norfolk Village Clusters Housing Allocations Plan was originally described as a means enabling smaller communities to benefit from the allocation of small numbers of housing. Cllr Thompson agreed to write a draft letter.

- (11.2) Greater Norwich Local Plan A focused consultation on sites for Gypsies and Travellers will commence at 09.00 on Monday 30 January and will close at 17.00 on Monday 13 March 2023.

The Council agreed that they would not comment on this consultation.

- (11.3) Greater Norwich Local Plan (GNLP) – Sustainability Appraisal and Strategic Environmental Assessment of the Greater Norwich Local Plan: Note in response to Inspectors' questions relating to the SA of reasonable alternative sites: Addendum to the Regulation 19 SA / SEA Report

It was noted that the document made no mention of the representations made by Hingham Town Council, furthermore, it did not provide an explanation as to why the Norwich Road site was allocated over the Watton Road site, (or even why the Watton Road site was not consulted on as a reasonable alternative). The conclusion of the GNLP was that to allocate the Watton Road site "in addition to the preferred site would result in growth which may swamp the town's services." This conclusion, demonstrated that

the allocation of Norwich Road site was a predetermined decision taken by the GNLP and that representations made during the consultation process have been dismissed without consideration.

The Clerk will write a response to the consultation raising all of the relevant points,

FINANCE – ITEMS 30 - 31

30. To note the date of the next Finance Committee meeting, proposed date 21 March 2023

Noted

31. To agree and approve the accounts for payment

The accounts for payment were agreed as below and the cheques were signed. It was agreed that a cheque could be signed for an initial payment for the Church clock repairs to be undertaken, when the invoice had been received.

| REF | PAYEE | DETAILS | | AMOUNT | | VAT |
|-----|-------------------------------|---|-----------|------------------|-----|-------------------|
| 370 | EDF | ELECTRIC/TOILETS | | 303.26 | VAT | 14.51 |
| 371 | NPOWER | STREET LIGHITNG ELECTRIC | | 799.75 | VAT | 133.29 |
| 372 | STAFF | WAGES | | £1,170.64 | | |
| 373 | STAFF | WAGES | | £1,150.16 | | |
| DD | NEST | PENSION | | £90.24 | | |
| 374 | COZENS (UK) LIMITED | STREET LIGHT MAINTENANCE | | £240.00 | VAT | £40.00 |
| DD | NORFOLK COPIERS LTD | PRINTER RENTAL | | £74.41 | | £12.40 |
| 375 | HINGHAM PCC | CHURCHYARD PATH LIGHTS ELECTRIC | | £60.00 | | |
| 377 | R LEGGETT | NEIGHBOURHOOD PLAN WORK/milage expenses | | | | |
| | | CONSULTANCY FEES | £3,330.00 | | | |
| | | PRINTING | £511.00 | | VAT | 6.00 |
| | | POST BOX | £27.99 | | | |
| | | MILEAGE | £149.85 | | | |
| | | TOTAL FOR R LEGGETT | | £4,018.84 | | |
| 378 | COMPASS POINT | NEIGHBOURHOOD PLAN WORK/milage expenses | | | | |
| | | CONSULTANCY FEES | £1,845.00 | | | |
| | | MILEAGE | £19.80 | | | |
| | | TOTAL FOR COMPASS POINT | | £1,864.80 | | |
| 380 | NPOWER | STREET LIGHITNG ELECTRIC | | £774.22 | VAT | £129.04 |
| 381 | HARWARD HOROLOGICAL LTD | INSTALLMENT FOR WORK TO CLOCK | | £3,054.00 | VAT | £509.00 |
| | | TOTAL FOR ALL PAYMENTS (TO DATE) | | | | £13,600.32 |
| | | | | TOTAL VAT | | £844.24 |

The meeting ended at 9.45 pm

Signed Chairma

Appendix A – Matters Arising/Clerks Report

Matters arising from the minutes of the Town Council Meeting of 03 January 2023

| | |
|-----------------|--|
| MIN 7 | Norfolk County Council have agreed to roll over the funding offer for the bus shelter renovations into 2023/24 |
| MIN 12.1 & 13.1 | CLlr Thompson has spoken with the resident on The Hops who requested the grit bin, and another resident has also verbally requested a grit bin. The Clerk has asked Norfolk County Council if a grit bin for The Hops will be supported. |
| MIN 20 | The parish precept request has been sent to South Norfolk Council and an acknowledgement has been received. |

Other Updates/Outstanding Issues

- CLlr Roberts and the Clerk will meet in Feb to undertake the paperwork for the new bank account.
- A suitable place for a new Town Council notice board to be established.
- Agreed contractors for tree work, skate park resurfacing and repairs to the clock have been contacted, all have acknowledged and will be in touch regarding dates for the works to be undertaken.
- Laptop to be purchased.
- On 12th January a zoom meeting with Norfolk County Council was held, regarding the Rural Road Improvements Initiative. NCC confirmed invitations to bid will be sent to parishes later in the year. There is a budget of £10,000 per local member (County CLlr), the County CLlr must support the project bids put forward.
- 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. Awaiting update.
- 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. No further update.
- 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 be sent in February.
- Market Place Bus Shelter renovations, the contractor advises the work to be undertaken in spring.
- 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. No further updates.
- Report on poor state of directional road signs, has been 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 (due to be planted Wednesday 8th Feb).

- 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 06 February 2023 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – latest December 2022

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

on or near:

Springfield Way: Antisocial behaviour 1

Watton Road: Violent and sexual offences 1

Chapel Street: Violent and sexual offences 1

Mill Corner: Possession of weapons 1

Lincoln Close: Violent and sexual offences 1