

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

Present

Cllr Eldridge – Chairman

Cllr Amey – Vice Chair

Cllr Foord, Cllr Roberts, Cllr Thompson

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

1. Apologies for absence

Apologies for absence were received from Cllr Christien, Cllr Dunnett. Cllr Overton, Cllr St Ana and District Cllr Bendle.

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

Cllr Roberts declared an interest in agenda item 28, being a member of the Table Tennis Club.

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 he would Chair all agenda items.

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

There were no application for co-option onto the Town Council.

6. To agree the accuracy of the Minutes of the Town Council meeting of 07 February 2023

The minutes were agreed as correct.

7. Matters arising from the Minutes of the Town Council meeting 07 February 2023 (and other updates contained in a written Clerks report circulated prior to the meeting – See Appendix A)

In addition to the written report the Clerk advised that the contractor had started the tree work, with the Churchyard lime having been pollarded. It was also reported that work to repair the town clock had started.

It was queried if there was any news on renovations to the Market Place bus shelter, the Clerk advised that she had not heard anything further from the contractor, Cllr Eldridge offered to ring the contractor for an update.

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

- Meeting of the steering group took place on 28 February 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 designation 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.
- 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 Neighbourhood Plan, this is ongoing work to produce the draft plan for consultation.
- AECOM have provided the finished Design Code document.
- The AECOM have provided the final Parking Study document,
- The site assessment work is awaited from AECOM.
- 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 22 March 2023.

Events

- A Draft Neighbourhood Plan consultation event will be held during the consultation period – date to be confirmed.

Cllr Thompson, who is the Secretary of the Neighbourhood Plan Steering Group added that he was really pleased with the amount of the work that the Steering Group had achieved. Cllr Eldridge offered the Council's thanks to the Steering Group, it was agreed that this thanks should be noted in the Parish Magazine report.

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

Cllr Roberts advised that he had attended the King's Coronation community events co-ordination meetings, reporting that he had advised them about the Town Council grant funding and to apply to Norfolk County Council for any road closure and South Norfolk Council for alcohol licensing. It was reported that Coronation events include planned a breakfast on the Fairland and an event at the sports field (picnic), the residents of Baxter Close are keen to put on an event and it is hoped that bunting can be made by the community to decorate the town.

11. General Correspondence (information/circulars etc)

- 11.1 Consultation on Telecommunications Proposal at land east of Dereham Road, Hingham
- 11.2 Norfolk Citizens Advice, email of thanks for the donation
- 11.3 Norfolk County Council, Have your say on county deal

- 11.4 Norfolk Lieutenancy Coronation Newsletter 001 Feb 23, The Coronation of His Majesty King Charles III and Her Majesty The Queen Consort
- 11.5 South Norfolk Council, Parish Council elections 4 May 2023 (PLEASE NOTE: District Council elections are also taking place on this date).
- 11.6 South Norfolk Council, The Big South Norfolk Litter Pick 2023
- 11.7 Request for permission to hold events on The Fairland to commemorate the King's Coronation, and to install planters
(DISCUSSED UNDER AGENDA ITEM 24)

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

- 12.1 Copy letter sent from resident to local business regarding parked cars blocking access to Copper Lane.
It was agreed that the issues of parking at the top of Copper Lane should be highlighted in the parish magazine and that P.C Rance (or a member of the safer neighbourhood team) should be invited to a future meeting.

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 was not present at the meeting.

15. County Councillor's report

County Cllr Dewsbury advised that Norfolk County Council wanted people to respond to the Deal for Norfolk consultation, whether they thought it was a good idea or not.

It was reported that NCC had obtained funding to open a new construction training centre at Hellesdon for adult education. The centre offered 6 week course for 19 year olds and over, for free. Currently 33% of course attendees have been women. It is planned that a new centre will open in Kings Lynn with others hopefully opening. The Deal for Norfolk would secure more money for adult education and give NCC more flexibility on how that money could be spent.

16. Planning Decisions

None.

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

- 17.1 2023/0354 - Conversion of roof to create additional bedroom
25 Rectory Gardens Hingham Norfolk NR9 4RG
The Council agreed to recommend approval.
- 17.2 2023/0461 - New mast and associated supporting apparatus.
Land East Of Dereham Road Hingham Norfolk, Prior Notification – Telecommunications
The Council agreed to recommend approval, noting that this location was preferable to the previous planned location of the roadside verge.
- 17.3 2023/0464 & 2023/0465- Alterations to rear of listed dwelling, replacement of rear extension with new and replacement of garage with new garden studio
22 Market Place Hingham Norfolk NR9 4AF.
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 & 20

19. To review the Hingham Town Council Code of Conduct

A copy of the code of conduct was forwarded to all Cllrs prior to the meeting, the Cllrs also received the list of amendments as suggested by South Norfolk Council. It was agreed that these amendments were not necessary and the amendments referring issues to the Clerk instead of the Monitoring Officer were not appropriate. It was agreed to retain the Code of Conduct as published by the Local Government Association, to not make amendments suggested by South Norfolk Council and that no amendments were required.

20. To review the Hingham Town Council Freedom of Information Policy /publication scheme

A copy of the Hingham Town Council Freedom of Information Policy /publication scheme was forwarded to all Cllrs prior to the meeting. It was agreed that no changes were required.

21. To note the date of the Annual Town Meeting, proposed date 18 April 2023

Noted. Cllr Amey gave her apologies as she would be unable to attend the meeting.

22. To consider a proposal to write to Norfolk County Council regarding safety concerns at the raised bank along the B1108 between The Hops and Bears Lane

It was noted that work carried out by Abel Homes approximately a year ago, resulted in the removal of the hedge which prevented people walking on the bank. The boundary of the property called Mandalay appeared to have been pushed back to accommodate a fence. This has resulted in a raised bank/verge between The Hops and Bears Lane, which pedestrians are using rather than crossing the road to gain footpath access. The bank becomes muddy and slippery during rainfall and concerns were raised that this is dangerous, as a pedestrian could easily slip into the road. Pedestrians using this bank during hours of darkness would be at particular risk as they are not lit by street lighting and would not be visible to drivers.

The Clerk advised that she had raised this as a potential issue with the Highways Officer at the time the work was carried out.

It was noted that the removal of the hedge had improved visibility for pedestrians trying to cross the road (south to north) at the pedestrian island.

It was agreed to write to NCC Highways and Able Homes to raise these concerns and request that the bank be either turned into a safe usable footway or blocked off from use.

It was also agreed to put something in the parish magazine to discourage people from using the bank as a footway.

23. To raise with County Cllr Margaret Dewsbury the lack of progress on the Norfolk County Council Parish Partnership project for the feasibility study

Issues include:

- Another accident at the Fairland crossroads
- The traffic count at the Fairland crossroads not having been redone (this was promised by those undertaking the study as the original traffic count had been undertaken during Covid when people were still working from home and the numbers were not a true reflection of the normal traffic volumes)

- The issues with on street parking persist, double/triple parking, parking congestion, residents not being able to access or exit properties, roads being blocked (especially for larger vehicles such as deliveries, bin lorries and emergency vehicles)
- Lack of communication/updates

County Cllr Dewsbury advised that she had forwarded this agenda item to the Highways Engineer who had passed it on to the team doing the feasibility study, at the time of the meeting there had not been a response. Cllr Dewsbury advised that if the County Deal for Norfolk went ahead it would provide extra funding for highways.

Concern was raised by the Town Council that none of the additional funding, if obtained by NCC, would not be allocated to Hingham.

It was raised that “cost” is one justification by NCC highways for not making a commitment to improve the Fairland crossroads junction, it was pointed out that there is already a cost incurred every time the emergency services are called to attend an incident. It was reported that the most recent incident was attended by 3 ambulances and a number of police vehicles.

It was requested of County Cllr Dewsbury that she continued to pursue highways to help resolve the issues with parking and road safety in Hingham which are a constant source of complaints from residents.

24. To consider any request (s) for permission to hold an event on The Fairland/Market Place greens to commemorate the King's Coronation

A request had been received from the Santa's Grotto Committee, to hold a breakfast event on the Fairland (with relevant insurance and risk assessment in place). This was agreed. The Santa's Grotto Committee had also requested that they be able to install planted barrels in various locations in the Town. The Clerk confirmed that she had advised that some locations were not on Town Council land and therefore the Council could not give permission for those, and the Committee should seek permission from the relevant land owner. Council agreed that the planters could be installed at the locations identified as belonging to the Town Council, providing that the long term maintenance was undertaken by the Grotto Committee. It was noted that planters, if done well, could enhance the town.

25. To consider the proposal by Commonwealth War Graves Commission to install signage at the cemetery.

It was agreed to permit the Commonwealth War Graves Commission to install the appropriate signage at the cemetery. The Clerk suggested that this would probably work best on the outer railings rather than the leg of the entrance sign.

FINANCE – ITEMS 26 - 30

26. Reminder of the date of the next Finance Committee meeting, date 21 March 2023

Noted.

27. Proposal for the Finance Committee to approve any Accounts for Payment due (for ease of end of financial year)

It was agreed that the Finance Committee should authorise any necessary payments.

28. To consider the grant application from the Hingham Playing Field Association for table tennis equipment

It was agreed to award the Table Tennis Club a grant of £600, to enable them to purchase 2 table tennis tables.

29. To discuss the invitation from South Norfolk Council for Town and Parish Councils to apply to SNC for a grant of £300 for community events to celebrate the Kings Coronation (this grant can be passed on to community organisations organising events, they would be required to prepare post event reports and supply photographs if requested)

Details of the grant offer from South Norfolk Council were forwarded to all Cllrs prior to the meeting. It was agreed not to apply for the £300, as there was concern as to how this would be split if it was needed to be passed on to several organisations, it was noted that the Clerk would not have the relevant information to make the application. It was noted that the Town Council were offering grant funding and organisations could apply to the Council for the amount they required to help run their Coronation events.

30. To agree and approve the accounts for payment (as below and any other invoices received)

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

REF	PAYEE	DETAILS	AMOUNT	VAT	VAT
382	STAFF	WAGES	£1,001.87		
		BINBAGS	£8.96	VAT	£1.49
		TOTAL	£1,010.83		
383	STAFF	WAGES	£1,150.16		
		URINAL BLOCKS	£24.00	VAT	£4.00
		TOTAL	£1,174.16		
dd	NEST	PENSION	£72.19		
384	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE	£240.00	VAT	£40.00
385	NORFOLK COPIERS LTD	METERED PRINTING	£56.17	VAT	£9.36
386	TTSR LTD	GRASS CUTTING	£3,210.67	VAT	£535.11
387	EUROFFICE	PAPER/TOILET CLEANER/STAMPS	£142.74	VAT	£10.21
388	LINCOLN SOCIAL CENTRE	HALL BOOKING	£25.00		
389	JS	TOILET /HOLIDAY COVER	£112.10		
390	NPOWER	STREET LIGHT ENERGY	£672.95	VAT	£112.16
391	HINGHAM PLAYING FIELD ASSOCIATION	GRANT FUNDING /TABLE TENNIS	£600.00		
		TOTAL FOR ALL PAYMENTS (TO DATE)	£7,316.81		
		TOTAL VAT	£712.33		

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

The following agenda item (s) require discussion of information that is either commercially sensitive or personal details, the following agenda item(s) is therefore confidential
It was agreed to ask the public to leave the meeting. The public left the meeting.

32. To consider any tenders for the Internal Auditor for Year ending 31 March 2023 and agree the appointment of an Internal Auditor

One tender had been received for the Internal Audit 2022/23. It was agreed to accept this tender and appoint the Internal Auditor.

33. To consider a request for the placement of a memorial bench in the cemetery

The Clerk advised that she had received a verbal request for a memorial bench, as yet the location within the cemetery was to be discussed with the family, although it was likely to be along the main pathway to the western end of the cemetery.

It was agreed that the family could install the bench in an appropriate position.

34. To discuss non-attendance at meetings by a Town Cllr and agree any actions

It was noted that there had been no contact from Cllr Stabler since his email of 31 August 2022, taking that email as apologies for the September meeting, Cllr Stabler had not attended a meeting since or given apologies. As 6 consecutive meetings had been missed, with no apologies given, the Town Council agreed to declare that Cllr Stabler is disqualified by reason of non-attendance and no longer holds the position of Town Cllr. It was noted that this casual vacancy would not be required to be filled by an election, as the schedule elections are due on 4th May 2023.

Th meeting ended at 9.15pm

Signed Chairman 04 April 2023

Appendix A - Clerks report for 07 March 2023

Matters arising from the minutes of the Town Council Meeting of 07 February 2023

MIN 7	Matters arising regarding finger post directional signs. Report on poor state of directional road signs, has been forwarded to NCC, 3 finger posts have all been replaced with wooden heavy timber post signs, the metal heritage one on Church Street opposite Bond St is in dire need of refurbishment or replacement.
MIN 27	Grant Form for King's Coronation is on the Hingham Town Website and information has gone into the parish magazine.
MIN 29	Response sent to South Norfolk Council Local Plan email address regarding the Village Clusters allocation for Wicklewood. Response to the Sustainability Appraisal addendum document for the GNLP is to be sent, deadline 13 th March.

Other Updates/Outstanding Issues

- The Clerk has asked Norfolk County Council if a grit bin for The Hops will be supported, no response.
- Cllr Roberts and the Clerk have to start completing 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.
- 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 sent.
- 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.
- 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 March 2023 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – latest January 2023

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

on or near:

Bell Meadow – Public Order, 1

Norwich Street: Violent and sexual offences 1