

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 06 JUNE 2023. THE MEETING COMMENCED AT 7.30pm.

Present

Cllr Amey – Chair

Cllr Barnard, Cllr Dunnett, Cllr Eldridge, Cllr Hardy, Cllr Overton, Cllr Roberts

Clerk – Alison Doe

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

1. The newly Co-opted Town Councillors to sign the Declaration of Acceptance of Office forms
Cllr Barnard and Cllr Hardy signed the Declaration of Acceptance of Office Form. It was agreed that Cllr Christien and Cllr Sta Ana could sign the form outside of the meeting, in the presence of the Clerk.
2. Apologies for absence
Apologies for absence were received from Cllr Foord, Cllr Christien, Cllr Sta Ana, Cllr Thompson and District Cllr Woolliscroft.
3. Public participation session, (members of the public may make a statement or ask a question of not more than three minutes duration)
 - 3.1 A member of the public congratulated the new Cllrs on their appointment to the Town Council.
 - 3.2 A member of the public representing the Hingham Society spoke to advise that the Society were winding up their activities and will cease to exist. After advertising in the parish magazine for new committee members to run the Society, no volunteers had come forward. The Hingham Society had written to the Town Council (Ref 10.3 below), to request that the money held by the Hingham Society be taken over by the Town Council and ringfenced for activities similar to those carried out by the Hingham Society and that Hingham Town Council take over any records/minutes held by the Hingham Society.
This request for the Hingham Society will be on the agenda for the July meeting for formal consideration by the Town Council.
4. Declarations of interests with regard to items on the agenda and to consider requests for dispensations
Cllr Dunnett declared an interest (as land owner) in agenda item 16.1.

5. 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 2) Apologies for absence and /or (agenda item 4) Declarations of interests
Cllr Amey advised that she would Chair all agenda items.

6. To agree the accuracy of the Minutes of the Annual Town Council meeting of 16 May 2023

The minutes of the meeting held on 16 May 2023 were agreed as correct and signed by the Chair.

7. Matters arising from the Minutes of the Town Council meeting 16 May 2023 (and other updates contained in a written Clerks report circulated prior to the meeting, see Appendix A)

Cllr Eldridge suggested that a new plaque should be purchased for the Market Place bus shelter following its renovations, to commemorate Coronation of King Charles III. It was agreed that this should go on the agenda for the July meeting.

8. Neighbourhood Plan Steering Group report

A written report was forwarded to all Cllrs prior to the meeting (as below):

Work since last update

- Meeting of the steering group took place on 23 May 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)
- The majority of the meeting was given over to finalising the draft Hingham Neighbourhood Plan ready for it to be considered by the Town Council at a meeting on 13 June 2023.
- The Steering group discussed 'Community Land Trust' and agreed that this was not something to include in the Neighbourhood Plan, as a Community Land Trust does not currently exist in Hingham and was not something that the Town Council had formally discussed. If a Community Land Trust was to be set up within the life of the Neighbourhood Plan, then NP could be reviewed to include this if necessary.
- It was noted that Environmental Screenings may be required, and South Norfolk Council will advise if additional work is required, although it is unlikely as the Neighbourhood Plan is not seeking to allocate housing.
- The steering group agreed that the Hingham Neighbourhood Plan should run from 2023 to 2043.
- The consultation period was agreed as 03 July to 25 August 2023, with an open day/evening event taking place on 3RD July.

Work ahead (over the next month or so)

- Draft Neighbourhood Plan to be amended if necessary following comments from the Town Council's consideration of the draft plan.
- Claim the remaining funding for the Neighbourhood Plan held by South Norfolk Council (the funding has already been awarded however it is forwarded to the Council in 2 portions, the second becoming available at the plan consultations stage).

There has been no announcement by Groundworks/Locality regarding Neighbourhood Plan funding for 2023/24.

- Undertake any required consultation on Green Spaces, Non Designated Heritage Assets, Important Views as part of the part of the public consultation on the draft plan.
- Delivery of leaflets advertising the Draft Neighbourhood Plan consultation period, open day event on 3rd July and arrangement for commenting on the draft plan.
- Next Steering Group meeting is anticipated to be in September 2023, after the public consultation.

EVENTS: A Draft Neighbourhood Plan consultation event will be held during the consultation period – 03 July 2023, 1pm-8pm at Hingham Sports & Social Club

9. Reports from representatives on external bodies/ attendees of external meetings/training
Cllr Roberts reported that the Hingham Playing Field Association is seeking to employ a caretaker for the sports centre building and grounds, this position would be for 16 hours a week.

10. General Correspondence (information/circulars etc)

- 10.1 The Greater Norwich Growth Board is inviting you to take part in a consultation on green spaces in and around Norwich.
the consultation is open for six weeks from 10 May to 21 June. Everyone who responds to the consultation will be entered into a prize draw to receive an annual family membership pass for the Norfolk Wildlife Trust. To participate in the survey please visit:

<https://www.greaternorwichgrowth.org.uk/projects/giconsultation/>

- 10.2 Norfolk ACL Newsletter
10.3 Hingham Society – closing down of charity

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

None.

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

No additional action required.

13. District Councillor's report

District Cllr Woolliscroft was not present at the meeting.

14. County Councillor's report

County Cllr Dewsbury gave a summary of the information in her written report which was forwarded to all Cllrs prior to the meeting reporting the following:

The Annual General Meeting had taken place, Andrew Proctor did not stand again for Leader of the Council. Kay Mason Billing is now Leader of the Council and Andrew

Jamieson is the Deputy. There were also changes to the Cabinet which are listed below together with their portfolio.

Kay Mason Billing	Strategy and Governance
Andrew Jamieson	Finance
Alison Thomas	Adult Social Care
Bill Borrett	Public Health and Wellbeing
Penny Carpenter	Children's Services
Margaret Dewsbury	Communities and Fire

Jane James	Corporate Services and Innovation
Fabian Eagle	Economic Growth
Eric Vardy	Environment and Waste
Graham Plant	Highways, Infrastructure and Transport

Norfolk County Council will also be bringing back the role of Chief Executive so that there is a single point of whole authority accountability with a clear management line to Executive Directors.

The Council's responsibilities include: 13 Special Educational Needs Schools and support for 1,150 children in care, support for 19,000 adults via Social Care, 42 Fire Stations, 47 Libraries, 10 Museums, 20 Recycling and Waste Centres with 15 Re-use Shops and 6,200 miles of roads. Children's Services have been inspected by Ofsted and considered 'Good'.

County Equipment Contract

Working with Suffolk County Council and Norfolk and Waveney Integrated Care Board Norfolk County Council has contracted with Medequip UK to provide Integrated Community Services across Norfolk and parts of Suffolk. The Service will help people get out of hospital or remain in their own homes by providing equipment such as beds and hoists which when no longer required will be collected and refurbished so they can be used again.

Trading Standards

The Police and Trading Standards are aware that there has been an increase in illegal vaping products and in sales of these to under aged children. They would welcome any information to help them investigate and prevent these activities. Information should be reported via Citizen's Advice Consumer Helpline 0808 223 1133.

Highways – Walking, Cycling and Travel

Norfolk County Council has received nearly £3 million from Active Travel England to develop schemes to improve the cycling and walking infrastructure across the county. This will fund some extra cycling lanes and pedestrian crossings on several A roads. Phase 2 of the Local Cycling and Walking Infrastructure Plan has been launched to improve active travel around 20 Norfolk towns, including Wymondham, Hethersett, Attleborough and Watton. The aim is to give people alternatives to travelling by car. An 8 week survey was launched on May 18th asking for residents feedback on the Plan. See www.norfolk.gov.uk/activetravel

£2 bus Fares

To help with the cost of living, etc. the government has extended funding for the £2 bus fare cap until 31st October. It will then increase by 50p and remain at £2.50 until November 2024.

Cllr Overton raised a concern with County Cllr Dewsbury regarding the lack of emergency provision for help for homelessness following an incident where he was unable to contact an organisation who was able to offer provision for homelessness out of “working hours”. South Norfolk Council phone number was not answered. Cllr Overton asked if contact details for out of hours provision for homelessness could be sourced.

15. Planning Decisions

- 15.1 2023/1210 - 6 Market Place Hingham Norfolk NR9 4AF
Tilia - approx height 6m. Raise crown to 3m all round. Reduce branches back from building approx 1.5m clearance. Remove detached hanging branches.
Remove branch stubs - **Approval with Conditions**
- 15.2 2023/1107 31 Rectory Gardens Hingham Norfolk NR9 4RG
Fell Lime Tree - **Refusal**
- 15.3 2023/0427 - 17 Norwich Road Hingham Norfolk NR9 4LS
Proposed drop kerb to front to make access for new driveway
Approval with Conditions
- 15.4 2022/2133 - Engineering Works Watton Road Hingham Norfolk NR9 4NN
Details of condition 10 of 2017/2330 - (10) Contamination - **Approved**

16. Planning Applications (as notified by SNC for consultation) (use SNC website to view applications)

<https://info.southnorfolkandbroadland.gov.uk/online-applications/>

16.1 2023/1279 - Mast and associated apparatus

College Farm Southburgh Lane Hingham Norfolk NR9 4PP

The Clerk advised that the applicant had stated that this application was being made with the land owner’s knowledge but not with the land owner’s support. The Clerk also advised that the applicant had stated they were making this application alongside a similar one for a site on Dereham Road, but it was the intention to only pursue one site in the long term. It was also noted that as a utility company there was a permitted development right to install equipment, concern was raised that points raised via consultation through the planning application process would not be given consideration or have any weight.

The Council discussed the application and agreed to raise the following points:

Installation of the equipment would hinder the current use of the land as agricultural grazing land.

Access to the site is poor and access needed for installation and maintenance of the equipment could hinder the business of the land owner.

The area earmarked for installation is on occasion subject to poor drainage and therefore may not be suitable for the equipment or vehicular access to install and maintain it.

The proposed site is a green field site and it is considered that the land off Dereham Road which already has been utilised for small temporary buildings is a more location.

16.2 2023/1120 - New stud wall to square off internal sitting room. Reinstate double doors in keeping with the original footprint

8 Chapel Street Hingham Norfolk NR9 4JH

The Council agreed to recommend approval.

16.3 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.

Land South Of Watton Road Hingham Norfolk

AMENDED APPLICATION

Concern was raised regarding the duration of opening hours for the site and the lighting, however it was clarified that the lighting would be of low level bollard lighting, which would not be on outside operating hours.

16.4 2023/1291 - Demolish an existing stable block and replace with a new dwelling, vehicle parking area and private leisure facility

Land North Of White Lodge Farm Hardingham Road Hingham Norfolk

The Council agreed to recommend approval.

16.5 2023/1406 - Repairs to roof, gable end and rotting dormer windows at the rear of the Well House, 5 Market Place Hingham Norfolk NR9 4AF

The Council agreed to recommend approval

16.6 2023/0493 - Extend residential curtilage, proposed porch, cart lodge and new access, Skylark Barn Watton Road Hingham Norfolk NR9 4NW

The Council agreed to recommend approval

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

None

18. For the newly co-opted Councillors to confirm receipt of the "Registration of Pecuniary and Other Interests" forms – (to be returned to the Clerk by 30 June)

The newly co-opted Cllrs confirmed receipt of the Registration of Pecuniary and Other Interests forms.

19. For the newly co-opted Councillors to confirm receipt of the Good Councillor Guide, Code of Conduct, Financial Regulations and Standing Orders
The newly co-opted Cllrs confirmed receipt of the Good Councillor Guide, Code of Conduct, Financial Regulations and Standing Orders.
20. Reminder of the additional meeting to discuss/sign off the draft Hingham Neighbourhood Plan, 13 June 2023 (at Christian Fellowship Church, Copper Lane) and to discuss/agree requirements of that meeting
Noted
21. To receive the Draft Minutes of the Annual Town Meeting held on 18 April 2023
A copy of the draft minutes from the Annual Town Meeting of 18 April 2023 was forwarded to all Cllrs prior to the meeting, the Clerk advised that these minutes would be agreed at the 2024 Annual Town Meeting scheduled to be held in April 2024.
22. Proposal to request Ravencroft Tree Services to undertake the tree survey
Noting that having the tree survey undertaken by the same company annually (or as advised) has given a consistent approach to monitoring the health of the trees and has identified when a tree has suffered from decline from year to year. It was agreed to request that Ravencroft undertake the tree survey in 2023.

FINANCE ITEMS 23 TO 29

23. To receive the Internal Auditors report for financial year 2022/23, discuss any points raised and agree any actions.
A copy of the Internal Auditors report was forwarded to all Cllrs prior to the meeting. Each point raised by the auditor was discussed and actions for the recommendations were agreed as follows:
Consideration of multiple quotations -The Clerk needs to ensure that the name of the chosen contractor and the value of the contract/work is provided in the minutes:
Noted, information to be included in minutes.
- Budget - The 2022-23 budget, approved in December 2021, had slightly higher expenditure than income. Local councils operate a balanced budget so it is necessary to include a line in the income such as 'income from reserves' to ensure both the income and expenditure totals are the same.**
Noted, to be included in future budgets.
- Employment terms - Ensure that staff receive the updated annual leave entitlement (an additional day for all staff on national joint contract staff from 1 April 2023).**
Noted. Staff to be informed.

There is still an outstanding payment due from a funeral director relating to the 21-22 financial year. The Clerk has made numerous attempts to try to obtain the amount but there has been no response. Discuss this at the next Finance Committee meeting to

decide whether to write off the amount or find another means to chase the payment (review what has already been done to recover the payment). It is noted that if the payment is not received the council will not take further burials from this organisation. Note the debtor and amount in the year-end accounts.

To be discussed at the Finance Committee meeting in July.

Website accessibility (relates to the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 It is a legal requirement for councils to publish a website accessibility statement on its website.

The Clerk advised that the web accessibility testing had been done and it stated “no errors” however the testing showed some structural errors and “ARIA”, the Clerk will clarify with Norfolk ALC who host the website what these mean and on the correct content of an Website Accessibility statement appropriate to the capabilities of the website. Website testing undertaken using. <https://wave.webaim.org/>

Dormant bank account - The Clerk has visited the bank to instruct the bank to close the account and now has the correct forms. She plans to visit the bank with two councillors within the next month so that ID can be checked.

Bank visit to be organised.

The Council noted thanks to the Clerk for her work to prepare the audit submission.

24. To approve the Annual Governance Statement for the annual return 2022/23
Questions 1-9 on section 1 of the annual return form, the Annual Governance Statement, were read out and it was agreed and answered as follows: questions 1 – 8 YES, question 9 Not Applicable.
25. To approve the Accounting Statement for the annual return 2022/23
The Accounting Statement (section 2) on the annual return had been completed by the Clerk, it was agreed as correct. A copy of the Annual Governance and Accountability Return form was forwarded to all councillors prior to the meeting and will be published on the Town Council website. The AGAR form and associated documentation will be submitted to the external auditor.
26. To note the date of the next Finance Committee scheduled for 18 July 2023
Noted.
27. To agree that Finance Committee can agree any Accounts for Payment due (noting there is no Town Council meeting scheduled for August)
It was agreed that the Finance Committee should approve any required payments.

28. To consider any grant applications received

An application for a grant of £200 had been received from Hingham 1st Guides, to assist with the purchase of equipment and loan uniform. The Council agreed to award the grant.

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

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

REF	PAYEE	DETAILS	AMOUNT	VAT
430	STAFF	WAGES	£1,170.84	
		BINBAGS	£3.29	
		TOTAL	£1,174.13	
431	STAFF	WAGES	£1,150.16	
D	NEST	PENSION	£90.24	
432	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE	£240.00	VAT £40.00
433	NOFOLK COPIERS	METERED PRINTING	£105.97	VAT £17.66
	LUISA CANTERA	INTERNAL AUDIT	£216.00	
434	EUROFFICE	ARCHIVE STORAGE BOXES/PAPER	£78.14	VAT £13.02
435	LINCOLN SOCIAL CENTRE	HALL HIRE	£25.00	
436	ORLANDO HORNER EASTERN TREE CARE	TREE WORK	£840.00	
437	HINGHAM 1ST GUIDES	GRANT FUNDING	£200.00	
		TOTAL FOR ALL PAYMENTS (TO DATE)	£4,119.64	
		TOTAL VAT	£70.68	

The meeting ended at 8.30pm

Signed Chairman 04 July 2023

Matters arising from the minutes of the Town Council Meeting of 16 May 2023

- MIN 12.2 Email from resident regarding substance misuse information, reply sent.
 MIN 19 Registration of Pecuniary and Other Interests” forms forwarded to South Norfolk Council and confirmation of receipt confirmed

Other Updates/Outstanding Issues

- Norfolk ALC to be contacted regarding suitable wording for the Accessibility Statement, with regard to how the template works awaiting reply
- Raised bank between The Hops and Bears Lane – no further correspondence received from NCC
- “Re-dedication” of the bus shelter to be organised.
- Commonwealth War Graves Commission have been invited to install signage at the cemetery
- The Lighting contractor has been advised to undertake the replacement of lighting columns (3 columns in churchyard and 1 on Lincoln Avenue.
- The Clerk has asked Norfolk County Council if a grit bin for The Hops will be supported, no response.
- Paperwork for the new bank account is complete, needs to be sent.
- A suitable place for a new Town Council notice board to be established.
- Tree works almost complete, work to trees in the churchyard overhanging Church Street still to be undertaken, traffic management required (may now have to wait until autumn).
- Skatepark resurfacing and repairs start date awaited.
- Laptop to be purchased.
- The resident who has proposed to plant an Oak tree on the Market Place green has agreed to source an alternative species no further correspondence received.
- Moon Court facility, 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. The Clerk has spoken with one contractor regarding the project, quotations awaited.
- Market Place Bus Shelter renovations invoices forwarded to Norfolk County Council.
- 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 issued in the new year. No further updates from the team undertaking the work.
- Applications for Assets of Community Value to be finalised, plans and ownership details are required.

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

Crime Figures – April 2023 (reported on or near)

The Dell – Other Theft 1

Rectory Gardens - Violence and sexual offences 1

Oak Lane - Violence and sexual offences 1

Low Road - Violence and sexual offences 1

Norwich Road - Violence and sexual offences 1

The Stalland – Anti-social behaviour 1