

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 02 JANUARY 2024. THE MEETING COMMENCED AT 7.30pm.

Present

Cllr Thompson – Chair

Cllr Dunnett, Cllr Eldridge, Cllr Foord, Cllr Overton and Cllr Roberts 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 Amey, Cllr Barnard, Cllr Christien, Cllr Hardy and Cllr Sta Ana.

Cllr Sta Ana had also written to the Chair to tender her resignation (agenda item 11.1)

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 Thompson confirmed he would Chair all items.

5. To agree the accuracy of the Minutes of the Town Council meeting of 05 December 2023

The minutes of the meeting of 05 December 2023 were agreed as correct and signed by the Chair.

6. Matters arising from the Minutes of the Town Council meeting 05 December 2023 (and other updates contained in a written Clerks report circulated prior to the meeting, see appendix A)

The Clerk advised that the incidents at the cemetery had been referred to the insurance company to recover the costs of repairing damage. The Clerk also advised that she had forwarded details of the incidents to Norfolk County Council highways and requested that a reduction of the speed limit be considered, the highways engineer advised he would refer the matter to the highway safety team.

7. Working Party Reports

- 7.1 Highways, transport and environment working party
Cllr Overton was elected Chair of the working party and the working party agreed that the Clerk should be the Secretary. Correspondence received from a resident, was discussed in detail along with the background of correspondence from that resident to the Town Council, including the Hingham Road Safety Campaign. Points raised of particular concern the lack of pedestrian priority over the B1108 and the poor footway access from The Hops to the Town

(reference the lack of footway on Norwich Road south side between The Hops and Bears Lane).

The working party discussed the NCC Feasibility Study, Ladies Meadow, Biodiversity, Neighbourhood Plan, the issue of provision of off-road parking and the parish partnership project for Village Gates. With regards to the feasibility study, it was agreed that NCC should be pursued for “easy wins” to resolve some of the more immediate issues, such as parking on Dereham Road arm of The Fairland.

The working party noted that biodiversity/environmental gains would be a consideration for projects and agreed to see what other traffic management/calming provisions are in place locally that could be applied to Hingham. It was also agreed that to help identify priorities, consultation should be undertaken with the community. It was noted that the Neighbourhood Plan steering group had undertaken consultation which identified parking congestion as an issue residents wished to see resolved. The working party agreed tasks including, to record highway accident information (recent occurrences and going forward and to draft a survey to be sent to households and businesses The next meeting is planned for Tuesday 23 January 2024.

- 7.2 Archives working party
The working party had not yet met.

8. Neighbourhood Plan Steering Group report

The Neighbourhood Plan will be on the agenda for the Council meeting of 06 February 2024 for signing of by the Town Council.

The Chair asked for the Council’s grateful thanks to be record, to all of the volunteers on the steering group, for their time and hard work.

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

- 9.1 Hingham Playing Field Association
It was reported that the new signage at the sports field would soon be installed. It had been suggested by the HPFA that the sports field car park could be used as a general Town car park to solve the parking congestion, concern was raised by the Council that people wouldn’t use it due to the distance from the town centre and that the playing field car park is often full to capacity when there are events on at the playing field, and such general use of the car park could cause parking overspill into Springfield Way by users of the sports facilities.

10. General Correspondence (information/circulars etc)

- 10.1 "Reporting Back 2023" - Christmas Bulletin Report 2023 from George Freeman MP
10.2 NorfolkALC – renewal pricing, .gov.uk domain offer and audit
10.3 Norfolk County Council - Householders to get free DIY waste for small projects
10.4 Norfolk Citizens Advice – thank you for the donation

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

- 11.1 Resignation of Town Councillor Louise Sta Ana
Thanks was noted for the time given and work undertaken by Louise during her time as Town Councillor.
The Clerk advised of the procedure of advertising the Councillor Vacancy.

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

No further actions required

13. District Councillor's report

District Cllr Josh Woolliscroft was not present at the meeting.

14. County Councillor's report

County Cllr Dewsbury reported as follows:

County Deal

At the Council Meeting on December 12th it was agreed that it would be better to postpone the election of a Directly Elected Leader until 2025 so that the Leader is elected at the same time as the other councillors and not a year earlier in 2024 as previously suggested by government. All other aspects of the County Deal will remain the same.

New Year Honours

The King's New Year Honours list recognised the work of four NCC officers. James Bullion was made CBE for services as a Director of Adult Social Care, Sara Tough, Director of Children's Services, was made an OBE and Steve Miller, Director of Culture and Heritage and Al Collier, Director of Procurement and Sustainability, were both made an MBE.

Ready to Change

NCC is promoting its 'Ready to Change' health behaviour project to support local residents who would like to change their lifestyle and give up smoking, drink less or reduce their weight. Support on how to achieve these aims is offered on the website www.readytochange.co.uk Sustainable, Zero Emissions buses

NCC were awarded funding from Department for Transport ZEBRA 1 programme to purchase 70 electronic buses which should be in service in Norwich by March. This will help reduce emissions in the built up areas. DIY waste

From January 1st there will no longer be a charge for the disposal of DIY waste from small scale projects at our recycling centres. Each household will be allowed four visits with DIY waste every four weeks. People will be able to dispose of a maximum of 100 litres or one single item, free of charge, anything larger than this will be charged at the normal rates under the 'Pay as you Throw' service.

Cllr Overton raised concerns regarding environmental impact of the manufacture of electric buses and will forward information to County Cllr Dewsbury.

15. Planning Decisions

- 15.1 2023/2730 - Replacement of windows and external doors, re-render of external walls, repair to chimney, replacement of rainwater goods and section of sole plate, installation of biomass boiler.
Chestnut Farm Money Hill Lane Hingham Norfolk NR9 4NJ
Approval with Conditions
- 15.2 2023/1904 - Demolition of existing three- bedroom dwelling and erection of four -bedroom dwelling
7 Bears Lane Hingham Norfolk NR9 4LL - Approval with Conditions

- 15.3 2022/1820 - Details for condition 6 of 2021/1850 - External lighting Barn At The Old Dairy Watton Road Farm Watton Road Hingham Norfolk Approval of details - Approved

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

- 16.1 2023/3332 - Lyngwhite House Little Ellingham Road Hingham Norfolk NR9 4NE
Proposal: - Proposed extension of an existing agricultural building to provide more storage space. Application Type: Full Planning Permission 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. To consider installing bollards at the cemetery driveway

It was agreed to investigate the installation of specialist heritage style safety bollards at the north entrance to the cemetery, following the 2 incidents where vehicles had left the road and crashed in to the cemetery. The Clerk advised that some families of those who's headstones that had been damaged had asked the council to install some protective measures at this cemetery entrance. It was noted that bollards are rated according to the impact speed/weights of vehicles they are designed to mitigate against.

FINANCE 19 - 22

19. To note the Norfolk ALC renewal fees and to consider the Norfolk ALC offer for a “.gov.uk” domain name (as per correspondence item 10.2)

It was agreed to take up the Norfolk ALC offer for a new .gov.uk domain named and .gov.uk email addresses for Councillors. The cost will be £112 plus VAT for 2 years. The Clerk will re adjust figures within the budget to include the funds within the website budget (taking money form the contingency budget so as not to increase the overall budget requirement figure).

20. To discuss and agree the budget for 2024/2025. (See Appendix B)

The Council finalised and agreed the budget for 202/25 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 staffing cost and 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.

21. To discuss and agree the parish precept for 2024/25

The Council also considered options for the 2024/25 parish precept requirements and in consideration of the budget aimed to keep the precept figure as low as possible. It was agreed that a raise in the precept was needed to meet the budget requirement and to request a precept of £84,000 (it was noted that previously the precept figure has remained at £77,000 for four consecutive financial years). Due to the increase in precept requirement and a reduction in the tax base figure (the figure notified to the Town Council by South Norfolk Council which is used to calculate the cost per property) there will be an increase equivalent of £ £10.36 a year on a band D property.

22. To agree and approve the accounts for payment

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

REF	PAYEE	DETAILS		AMOUNT	VAT
503	STAFF	WAGES	£1,063.35		
		BINBAGS	£7.16		£1.19
		CLEANING PRODUCTS	£3.80		
		TOTAL		£1,074.31	
504	STAFF	WAGES		£1,219.04	
D	NEST	PENSION		£78.63	
505	HMRC	TAX/NI		£1,683.40	
506	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00	£25.00
	COZENS (UK) LIMITED	ST ANDREWS REPLACEMENT	£2,220.00		£370.00
	COZENS (UK) LIMITED	RECTORY GARDENS EMERGENCY	£2,220.00		£370.00
	COZENS (UK) LIMITED	LEDS WATTON RD AND NORWICH RD	£4,128.00		£688.00
508		TOTAL		£8,568.00	
D	SSE	STREET LIGHT ENERGY		£1,085.99	£53.85
509	ANGLIAN WATER BUSINESS	TOILETS		£236.80	
510	ANGLIAN WATER BUSINESS	CEMETERY STANDPIPE		£17.32	
511	LINCOLN SOCIAL CENTRE	HALL HIRE		£37.50	
512	TTSR LTD	GRASS CUTTING CONTRACT		£3,572.96	£595.50
513	EUROFFICE	TOILET SUPPLIES AND PAPER		£107.27	£17.88
		TOTAL FOR ALL PAYMENTS		£17,831.22	
		TOTAL VAT		£2,121.42	

The meeting ended at 9.30 pm

signed.....Chair 06 February 2024

Appendix A Clerks report for 02 January 2024

Matters arising from the Minutes of the Town Council meeting 05 December 2023

MIN 20	Pride in Place application, quotation information for application in progress.
MIN 21	Meeting with PC Busfield to be rearranged
MIN 24	Quotation for tree works to be sought
MIN 28	Advert for Internal Auditor placed in the parish magazine, previous auditor to be contacted.

Other Updates/Outstanding Issues

- Incident at the cemetery, car crashed into the rail fence and ashes are on the afternoon of 05 November 2023, some damage to a small number of ashes headstones and to a section of the fence. The driver's name and insurance details were obtained, this has been referred to the insurance company, and contact made with families of those ashes' plots affected (if possible). The site has been roped off and dislodged headstones laid on the appropriate ashes' plots.
A second car crashed on 18 December, the driver has contacted the Clerk, this will be referred to the insurance company as further damage was caused.
Information has been sent to Norfolk County Council with a request for the speed limit to be lowered. The Highways engineer will refer to the safety team.
- Regarding the Hingham History Centre request for the Town Council to take over assets and funds, the Clerk will meet with History Centre representative, hopefully in January regarding the assets, funds have been confirmed as a little over £10,000.
- The clerk has been in touch with SNC and will set up a zoom meeting to discuss what is needed for a Community Emergency Response Plan. The Council will need to make a decision regarding if an Community Emergency Response Plan should be implemented and if so agree responsibilities for its implementation and monitoring/reviewing, and the responsibilities regarding holding of any associated personal data.
- A site visit to be arranged regarding Methodist Church tree planting on The Market Place, During the tree survey it was recommended against a rowan tree but to find an alternative species due to soil conditions
- Norfolk County Council have been advised that the Town Council consent to a survey being undertaken to assess the suitability of the sports centre for an Electric Vehicle charging point, but that the actual installation of such a charging point has not been agreed – no further communication from NCC
- Moon Court facility, SNC have now confirmed they will investigate issues raised regarding Moon Court i.e if a change of use was required for the units to be let on the open rental market and issues with the secondary “emergency vehicles only” access track being used by residents/delivery vehicles for vehicular access. No further communication from SNC.
- Awaiting Raddiramps report on defects at the skate park.
- 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 resolve from Norfolk County Council to undertake any action to implement measures to prevent access to the bank.
- “Re-dedication” of the bus shelter to be organised.
- Commonwealth War Graves Commission have been invited to install signage at the cemetery
- The Clerk has asked Norfolk County Council if a grit bin for The Hops will be supported, no response.
- A suitable place for a new Town Council notice board to be established.
- 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.

- Letter to the Chief Constable and the Police Crime Commissioner regarding parking drafted photographs need to be added prior to sending.
- 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).
- 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 and Market Place bus shelter, to be ordered

Report prepared 02 January 2024 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – no further updates available on the website since last reported figures for October 2023 <https://www.police.uk/pu/your-area/norfolk-constabulary/wymondham/?tab=CrimeMap>

**Appendix B Agreed budget for Receipts (including precept) and Payments
2024/25**

RECEIPTS	£
PRECEPT	£84,000.00
INTEREST	1,200.00
CEMETERY CHARGES	4,000.00
HPFA RENT	100.00
FEE FROM NCC FOR GRASS CUTTING	4,863.32
INVESTMENT FUND	40.00
NCC COMMUNITY CAR CONTRIBUTION	180.00
TOTAL ANTICIPATED RECIEPTS	94,383.32

PAYMENTS NOTE WHERE BUDGET FIGURE IS £0 RESERVES OR CONTINGENCY WILL BE USED	£
CONTINGENCY	1847.86
HMRC/EMPLOYER CONTRIBUTIONS	2000
PENSION (@3%)	1180
WAGES CARETAKING/GARDENING	11000
WAGES CLERK	23500
WAGES TOILETS	4900
ADVERTISING/PUBLICITY	0
ALLOWANCE CHAIRMAN	374
ALLOWANCE CLERK WORK AT HOME	312
AUDIT	800
ELECTIONS	0
HALL HIRE	675
INFORMATION COMMISSION FEE	40
INSURANCE	2178.46
PAYROLL ADMIN FEES	110
PRINTING (LEASE/METERED)	550
STATIONARY/STAMPS/SUNDRIES	150
STORAGE HIRE	250
TRAINING AND SUBSCRIPTIONS	1200
WEBSITE	126
CHURCHYARD LIGHTS ENERGY	60

ENERGY	14000
MAINTENANCE	1800
REPAIRS	0
REPLACEMENTS (UNPLANNED)	0
CLEANING PRODUCTS/SUNDRIES	600
ELECTRIC	1600
HOLIDAY COVER	370
REPAIRS/OTHER	0
WATER	600
BUS SHELTERS	0
CEMETERY & FAIRLAND STANDPIPES	150
CEMETERY GENERAL MAINTENANCE	0
CEMETERY MEMORIAL REPAIRS	0
CHRISTMAS TREE, LIGHTS	300
CHURCH CLOCK	500
CHURCHYARD MAINTENANCE	0
COMMUNITY CAR SCHEME	3000
DOG WASTE BIN EMPTYING	750
GRASS CUTTING	12750
MAINTENANCE/EQUIPMENT AND HOLIDAY COVER	200
REPLACEMENT BINS (DOG/LITTER/GRIT)	0
SIGNS	0
SKATEPARK (ROSPA & MAINTENANCE)	550
TOWN SIGN (REPAIRS/REFURB)	0
TREES/DITCHES/PLANTING - TREE SURVEY - MAINTENANCE FROM RESERVES	1000
GENERAL GRANTS/DONATIONS (USE RESERVES FOR 23/24)	0
CITIZENS ADVICE DONATION	600
DEFIBRILLATOR	320
GENERAL S137	40
TOTAL PAYMENTS AGREED BUDGET	90383.32