

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 05 SEPTEMBER 2023. THE MEETING COMMENCED AT 7.30pm.

Present

Cllr Thompson, Chair
Cllr Christien, Cllr Dunnett, Cllr Foord, Cllr Hardy, Cllr Overton, Cllr Roberts
Clerk, Alison Doe.

There were 8 members of the public present including District Cllr Woolliscroft.

1. Apologies for absence

Apologies for absence were received from Cllr Amey, Cllr Barnard, Cllr Eldridge, Cllr St Ana and County Cllr Dewsbury.

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

- 2.1 A member of the public identified themselves as a member of the former Hingham Road Safety Campaign group, thanked the Cllrs for volunteering their services to the community and advised that they saw this as an opportunity to “reset” communication between Hingham Town Council and Norfolk County Council regarding the needs of the community. They questioned whether the Greater Norwich Local Plan had sufficiently assessed the infrastructure needs as there was no provision for rectifying the issues which have been raised again and again. The member of the public referred to the Hingham Road Safety Campaign report that had previously been presented to the Town Council and asked that this report be adopted alongside the Hingham Neighbourhood Plan and asked what the Council’s view is on access onto the Norwich Road for the plot allocated in the GNLP (GNLP0520). It was noted by the member of the public that the budgeting priorities of Norfolk County Council were challenging and it was their opinion that NCC policies are unhelpful and needed to be challenged.
- 2.2 A member of the public spoke to identify themselves as the co-ordinator of the (no longer in operation) speed watch, citing that a lack of discussion with the Town Council was the reason for disbanding the speed watch. The member of the public praised the Hingham Neighbourhood Plan for their hard work and for the document it had produced (so far) but raised concerns that it would be a plan “without action” and would be a “documented dream”, as issues not fitting within the remit of the plan would not be addressed therefore a wider plan was needed.
- 2.3 Two members of the public spoke on behalf of the Hingham Methodist Church with regard to agenda item 20. It was noted that it would need to be established where would be the best position to plant the tree and if there were any services underground, it was recommended that an irrigation bag be provided to assist with watering the tree for up to 2 years to give it every chance of survival. It was noted that a plaque would also be provided by the Methodist Church to accompany the tree (wording to be decided).
- 2.4 With reference to agenda item 17.4 a member of the public spoke to identify themselves as the individual undertaking building works on land to the rear of

the public toilets. It was advised by that individual that the survey letter/party wall notice sent to the Town Council by Henry Woodley was sent without prior approval of its content, and Henry Woodley had not been appointed as surveyor. It was also advised that the party wall notice is inaccurate in its description of the works to be undertaken in so far as, excavations are not required for new foundations within 3metres of the toilet block building. A small trench approximately 1.5metres deep, within 3 metres of the toilet block building, is needed to accommodate services, (noting that the services for the toilets do not run in or near the area where the trench will be dug).

The member of the public asked that the Town Council reconsider their request for a survey to be undertaken, as they (the member of the public) deemed that such a survey is not required. It was advised that a written and photographic report would be provided for the works being undertaken. The member of the public proposed that they would fix/replace and maintain the (Council owned) fence at the rear of the toilet block.

It was noted that Cllr Thompson had met with the member of public on site and that email correspondence had been received and that all of the additional information provided would be considered at agenda item 17.4.

All members of the public were thanked for their comments and participation, at this point some members of the public left the meeting.

3. Declarations of interests with regard to items on the agenda and to consider requests for dispensations

With regard to agenda item 21, Cllr Thompson, Cllr Roberts, and Cllr Christien all advised that they owned electric vehicles, all advised they had private charging for their vehicles. Cllr Roberts and Cllr Hardy advised that they were on the Hingham Playing Field Committee (being that the survey if agreed would be undertaken on the sports field and any installation of a vehicle charging point at the playing field would require discussion at a HPFA committee meeting).

Cllr Dunnett declared an interest in agenda item 14.5, although it was noted that this was a planning decision for information, not an agenda item for discussion.

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 advised he would Chair all agenda items.

5. To agree the accuracy of the Minutes of the Town Council meeting of 04 July 2023

A copy of the minutes was sent to all Cllrs prior to the meeting, they were agreed as correct and signed by the Chair.

6. Matters arising from the Minutes of the Town Council meeting 04 July 2023 and other updates contained in a written Clerks report circulated prior to the meeting (see appendix A)

A written report was forwarded to all Cllrs prior to the meeting, in addition to this the Clerk advised that she still had not had a response from South Norfolk Council regarding if there needed to be a change of use application made for Moon Court to be rented out on the open market and occupied by individuals not as described under the class in which the original planning application was granted.

The Clerk also advised that she had again written to the Diocese of Norwich with regard to Lady's Meadow in the hope that a dialogue could be entered into regarding the potential future use of the land. The correspondence had been sent to several different people and as yet no response had been received.

7. Neighbourhood Plan Steering Group report

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

Work since last update

(minutes of 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 public consultation period on the draft plan was from 03 July to 25 August 2023.
- An open day/evening event took place on 3rd July at the sports centre, there were over 100 attendees.
- An additional “pop-up” event was held on the morning of 22 July 2023 in the Market Place.
- 64 consultation response forms completed (paper/online), plus other written responses from organisations, interested parties, individuals, owners of proposed Local Green Spaces and proposed Non-Designated Heritage Assets.
- An application has been made for the Groundworks/Locality funding 2023/24 available amount based on previous awards and expenditure, which has been granted (£4,836.00)

Work ahead (over the next month or so)

- Steering group to consider comments/representations put forward during the Draft Neighbourhood Plan consultation and decide what amendments to the Plan are necessary.
- 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).
- Next Steering Group meeting scheduled for 04 October 2023.

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

- 8.1 Hingham Playing field Association - Cllr Roberts advised that the Hingham Playing Field Association is planning several events next year including the 1940's weekend, car show, bike meet/show, beer festival and party in the park. The fire risk assessment for the premises was being updated as is the terms and conditions of booking to make them more consistent for groups/individuals who hire the facility.
- 8.2 Lincoln Hall - Cllr Hardy reported that the recently scheduled Lincoln Hall meeting did not take place do to the committee not being quorate.

9. General Correspondence (information/circulars etc)

- 9.1 TTSR Ltd Extra Services Offer
- 9.2 Formal Consultation South Norfolk: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour
- 9.3 South Norfolk Council – Proposed Street Name (development off Attleborough Road)

- 9.4 Greater Norwich Local Plan - post hearing Inspectors letter
- 9.5 South Norfolk Council - Mindful Town and Villages - mental health support for your community
- 9.6 Bruno Peek - TOWN & PARISH COUNCILS & D-DAY 80 - 6TH JUNE 2024
- 9.7 Norfolk County Council - Enhanced bus services to run in the heart of Norfolk

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

- 10.1 Resident - Highway Matters
- 10.2 Resident/Business - Rectory Gates

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

- 11.1 9.1 TTSR Ltd Extra Services Offer, it was agreed to request a quotation for planting the tree as to be supplied by the Methodist Church
- 11.2 9.2 Formal Consultation South Norfolk: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour – it was agreed to respond “yes” to the three consultation questions.
- 11.3 9.4 Greater Norwich Local Plan - post hearing Inspectors letter – the Clerk to query if it is just the land allocation of GNL0503 to be removed from the GNL0 or if the associated 20 no. housing allocation is to also be removed.
- 11.4 9.6 Bruno Peek - TOWN & PARISH COUNCILS & D-DAY 80 - 6TH JUNE 2024, the Clerk asked if the Hingham Playing Field Association could be asked if they would like to incorporate this into their 1940’s weekend.

12. District Councillor's report

District Cllr Woolliscroft gave his apologies for non-attendance at the July Town Council meeting. Cllr

Woolliscroft reported that, following complaints regarding parking from residents of St Andrews Close he was trying to organise a site visit with the enforcement officer. It was also reported that the Nutrient Neutrality issue was due to be discussed in parliament which may see a policy change to enable housing to be built, the Norfolk councils effected by Nutrient Neutrality directive have been working on a environmental credit scheme.

A new scheme to help Ukrainian families is proposed, where 10 new homes will be bought although the location has not yet been determined.

South Norfolk Council have raised concerns regarding the timing of the National Grid consultation on pylons to carry electricity from wind farms, as the consultation took place over summer many people may have missed the opportunity to have their say. There will be a focused Regulation 18 consultation for the Local Plan Village Clusters to find a replacement site for one potential site that has not been allocated.

SNC are proposing to increase parking charges at their public car parks, the fees have not been increased since 2008.

The Town Council raised the lack of response from SNC regarding the letting of Moon Court on the open rental market, meaning units in the facility were now occupied by persons not falling within the care categories for which the planning permission was given and as yet SNC had not answered the question as to whether a change of use was required through the planning system. The Council also advised that Hingham Town

Council had raised concerns regarding the allocations of housing at Wicklewood through the Local Plan village clusters, due to the knock on effect on Hingham as a Key Service Centre, and was subject to increase traffic and demand for Drs and the school, but without any investment in infrastructure being provided for Hingham in the GNLP. Concern was raised from the Council regarding the issue of parking on pavements, which has become a problem in many parts of the town including the Hops where a resident had expressed difficulty using their mobility aid due to parked vehicles on pavements.

13. County Councillor's report

County Cllr Dewsbury was not present at the meeting.

14. To Note the Planning Decisions (as decided by SNC)

- 14.1 2023/2317 - T1 Cherry tree - Fell
3 Chapel Street Hingham Norfolk NR9 4JH
No objections

- 14.2 2023/2228 - T1 Oak - Reduce large dead central upright limb by 5m to the live branch above tear wound. Remove large broken dead branch in central canopy. Remove or shorten deadwood over 1cm in diameter to stabilize.
5 Granary Way Hingham Norfolk NR9 4FA
Approval with conditions

- 14.3 2023/0464 and 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
Approval with Conditions

- 14.4 2023/1686 - Replacement of 9 windows and 2 doors to rear and side elevations
The Unicorn House 12 The Fairland Hingham Norfolk NR9 4HN
Approval with Conditions

- 14.5 2023/1279 - Mast and associated apparatus
College Farm Southburgh Lane Hingham Norfolk NR9 4PP
Prior Approval not Required

- 14.6 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
Approval with Conditions

- 14.7 2023/0805 - Variation of condition 1 of 2023/0051 - Change location of garage on plot 5 and form a new highway access to site (to west)
Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk
Approval with Conditions

- 14.8 2023/0493 - Extend residential curtilage, proposed porch, cart lodge and new access
Skylark Barn Watton Road Hingham Norfolk NR9 4NW
Approval with Conditions

- 14.9 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 Off Watton Road Hingham Norfolk
Approval with Conditions

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

(use SNC website to view applications)

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

- 15.1 2023/2339 - Outline planning permission for single storey dwelling with all matters reserved
Land To The Rear Of 9 Mill Corner Hingham Norfolk
The Council considered the details of the application as applied for and the concerns raised via an email from a resident regarding potential for this to become a dwelling with separate access onto Seamere Rd. The Council could only consider the details as applied for and therefore agreed there were no objections to the application.
- 15.2 2023/2335 - Erection of a bungalow
25 Norwich Street Hingham Norfolk NR9 4LJ
The details of this application were considered. Concern was raised that the garden of the proposed bungalow would be overlooked, including by the fire station training tower. Concern was also raised regarding there being no parking provision within the curtilage of the development site and that parking space(s) already allocated to the existing flats would be utilised. There is already at times insufficient parking for co-op customers, which leads to queuing on the B1108. Additional cars trying to utilise the parking for the flats will likely put additional pressure on the Co op car park. The Council agreed to recommend that the application be refused.
- 15.3 2023/2368 To repair/replace sole plate on end gable Cutbush Farm Hardingham Road Hingham Norfolk NR9 4LY
Listed Building Consent
The Council agreed there were no objections to the application.

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

None

17. To ratify the planning matters concluded via email in response to the Clerks email sent to all Councillors on 07 August 2023 and agree if further actions are required. The Clerk responded to those planning matters as follows

- 17.1 2023/2050 - NO OBJECTION
Location: Greenacres Farmhouse Watton Road Hingham Norfolk NR9 4NW Proposal: Two storey side extension, installation of balcony and rebuild garage with external stairs to room above. Application Type: Householder

- 17.2 2023/1904 - NO OBJECTIONS - REQUEST CONDITIONS PROMOTING RETENTION OF TREES AND HEDGING AND COMPENSATE FOR THE LOSS OF TREES AND HEDGING RESULTING FROM THE DEVELOPMENT
Location: 7 Bears Lane Hingham Norfolk NR9 4LL
Proposal: Demolition of existing three bedroom dwelling and erection of four bedroom dwelling
Application Type: Full Planning Permission
- 17.3 2023/2190 - NO OBJECTION
Location: Hillfields Hardingham Road Hingham Norfolk NR9 4LX
Proposal: 38 panel ground mounted solar array (Retrospective)
Application Type: Householder

The responses to 17.1, 17.2 and 17.3 as given to South Norfolk Council by the Clerk following consultation via email with the Councillors were all agreed as correct.

- 17.4 In reference to planning application number 2020/2454 (permission already granted by South Norfolk Council March 2021) 15-16 Market Place adjacent to land to the south of Market Place Hingham, the Clerk had received a surveyor's letter /party wall notice regarding the proposed works and options for surveying the party wall (with the public toilets). The correspondence was forwarded to all Councillors and the consensus was to request that out of the options given, option 2 should be chosen, that being, the agreed surveyor (as named in the letter) undertake the necessary survey work for both parties.

The Clerk has replied to the surveyor's letter within the 14 day deadline to request that the agreed surveyor undertake works for both parties and as described in the letter it would be expected that the costs would be met by the surveyor's client.

The proposer of works at the land at 15-16 Market Place has (since the Clerk has responded to the Surveyors letter) requested that the Town Council consider additional information provided and forgo the appointment of a Surveyor.

The Council considered all of the information provided (via email, at a site meeting with Cllr Thompson and verbally at this Council meeting) by the proposer of the works. It was noted that the offer to replace/fix and maintain the wooden fence was not relevant to the consideration of the review of the response given to the party wall notice.

The Council agreed:

- To accept the explanation given, of the expected works required as being contrary to the party wall notice served on the Town Council by Mr Woodley. That being, it is expected that excavations are not required for foundations within 3 metres of the toilet block building, and that the only excavations required (in this vicinity) are, a small trench 1.5m deep, within 3 metres of the toilet block building, to accommodate services.
- To accept the offer of the provision of a written and photographic report to be provided by the proposer of the works, detailing the works to be undertaken.
- In the event that excavations are required as per detailed in the party wall notice, then the original course of action must be reverted to, and a survey be undertaken on behalf of both parties, by the (an) agreed surveyor.

18. To receive an update regarding highway issues/pedestrian safety on Ringers Lane and agree any actions

It was noted that a second trip/fall incident had taken place on Ringers Lane and this had been reported to Norfolk County Council highways. The Highways engineer had advised that he had been successful in progressing Ringers Lane site as a full reconstruction scheme in the 2024/25 programme and that following the further incident, he would instruct another inspection and action interim measures accordingly.

19. To discuss a request by residents to have screening hedge along the B1108 at The Hops which is supported by South Norfolk Council, including an update on a meeting held with South Norfolk Council and consideration of a request from South Norfolk Council for the Town Council to contribute cost of hedging/trees/flowers/bulbs if planted.

Cllr Thompson advised that he had met with the South Norfolk Council Assets Manager who was supportive of a scheme to provide some screening planting along the road edge of the large green fronting The Hops. The planting would be in the form of a hedge, with the possibility of wild life border planting, a diagram had been supplied by SNC. It was reported that a contractor would water the hedging and that SNC had asked if the Town Council would make a small financial contribution to the watering and/or planting. The Town Council agreed in principle to contribute to the watering/planting cost but would need to agree an amount based on a pricing proposal by SNC.

20. To consider the further information from Hingham Methodist Church regarding their proposal to plant a Rowan tree on the Market Place green and installation of associated plaque (to commemorate the King's Coronation, proposal previously agreed by the Town Council), including consideration of a donation toward the cost of the tree and committing to the Town Council to watering the new tree

It was agreed that a site meeting with a representative of the Methodist Church would be required and that investigations were needed to identify if services were present under the green and agreement was then needed as to the best place to plant the tree.

21. To consider the new information from Norfolk County Council on proposals for Electric Vehicle Charging Points and agree any actions

The Clerk had forwarded information from NCC regarding the electric vehicle charging point project. Funding is available through NCC for EV charging points, with NCC making the necessary arrangements to install the equipment and take on the 'back office' function of running and maintenance of the equipment for 7 years (insurance costs were not covered by the scheme, and NCC would reimburse for the electricity used) the "host" (land owner) would remain the owner. The only site identified (as being publicly accessible car parking) is the sports centre (it was noted that the Hingham Playing Field Association had verbally indicated they would be in support of the installation of an EV charging point).

Concern was raised regarding the destructive environmental impact resulting from production of electric vehicles including the mining of resources to make the required batteries and that overall electric vehicles are not an environmentally friendly alternative to petrol cars.

It was raised that the Councillors should consider what the residents and businesses of Hingham would like the Council to do on their behalf.

A vote was taken as to whether the Town Council should agree, to a survey (only at this stage) to be undertaken at the sports centre to assess if the site is suitable for EV charging points, noting that it was not an agreement to actually have such installations undertaken. The majority vote was that a survey should be undertaken.

22. To consider the following proposals from the Hingham Santa's Grotto Committee

Yard Sale - Sunday 24th September

Request permission to erect a gazebo on the Marketplace adjacent to the bus shelter for the purpose of selling maps, plants and cakes.

Gazebo will be erected in the morning and removed at the end of the event, secured by pegs and leg weights.

Gift and Craft Fair - Sunday 5th November

Request permission to have stalls on the Fairland adjacent to the Bowls Club. Area will be roped off to prevent access to and from the road.

Stall holders vehicles to remain on the Fairland for the duration of the event.

Grotto committee members to supervise vehicle movements.

Risk Assessment and Public Liability insurance to be provided.

Grotto on the Fairland - 1st December to 6th January

Erection of Christmas tree in the middle of the Fairland to the north of Watton Road and west of Dereham Road.

Siting of Santa's cabin and grotto on same.

Use of electric supply from rear of the bus shelter to power lights for the tree, cabin and grotto as before.

Grotto Day - Saturday 9th December

Erection of gazebos on the Fairland as described above for fund raising stalls

Provision of portable lighting

Owl display, Singers, Food and drink supply

Santa being driven round Hingham in a fire engine. Exact route and timings to be coordinated with Hingham Fire Brigade and of course Santa giving out gifts from the Grotto Risk Assessment and Public Liability insurance to be provided.

It was agreed to permit the activities as proposed by the Hingham Santa's Grotto Committee providing that public liability insurance and a risk assessment is provided for each activity/event.

23. To consider a request from Gray's Fair to use the Fairland for the visiting funfair and agree any actions

The Clerk confirmed that she had requested proof of Public Liability Insurance and a risk assessment, and that previously the Fair had paid £40 to use the Fairland greens, however they had not visited Hingham for a few years. The Council agreed that Gray's Fair could use the Fairlands for a funfair, paying £40, subject to public liability insurance and risk assessment being in place and provided to the Council.

24. To consider a proposal to set up a working party to assist with archive material including planning for the long-term use and storage of the archive and (if agreed) to agree membership

It was noted that this was a suggestion made at the July Council meeting. It was queried if it was intended that a working party would meet at the archivist's house, the Clerk stated that this would not be the case and that the Lincoln Hall could be utilised to undertake any meetings and tasks needed. It was noted that the previous archivist who had collected the archive materials was resolute that the material belonged to the town, and that looking at long term storage and community access to/use of the archive material could be a key task for a working party. It was noted that terms of reference would be needed for a working party formed. It was agreed to form a working party, and to agree membership and terms of reference at a later date.

FINANCE ITEMS 25 - 31

25. To receive and discuss any points (if necessary) the draft minutes of the meeting of the Finance Committee, held on 18 July 2023 (see appendix B).

A copy of the Finance Committee draft minutes was circulated to all Cllrs, no points were raised.

26. To receive, discuss and agree the reserves policy (as agreed by the Finance Committee), as updated following year end 31 March 2023

A copy of the financial reserves policy, as agreed by the Finance Committee, was forwarded to all Cllrs prior to the meeting, it was agreed that no amendments were required. The reserves policy noted the closing balances of 31 March 2023 as £285,440.94, and where reserves were earmarked for specific purposes.

27. To note the accounts for payment authorised by the Finance Committee at their meeting held on 18 July 2023 (as below)

Noted.

REF	PAYEE	DETAILS		AMOUNT	VAT
451	STAFF	WAGES	£1,001.67		
		BINBAGS	£5.28		£0.88
		TOTAL		£1,006.95	
452	STAFF	WAGES		£1,143.56	
D	NEST	PENSION		£72.19	
453	HINGHAM PLAYING FIELD ASSOCIATION	NP HALL HIRE		£150.00	
454/460	EUROFFICE	TOILET SUNDRIES		£129.57	£21.59
455	ZURICH	INSURANCE		£2,178.46	
456	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	£40.00
457	COZENS (UK) LIMITED	LIGHT REPLACEMENT LINCOLNE AVE		£2,154.00	£359.00
D	SSE	STREET LIGHT ENERGY (3 MONTHS)		£3,654.85	£609.13
458	EMMA HARRISON(NP CONSULTANT)	NP ENVIRONMENTAL SCREENING		£360.00	

459	WAVENEY SURFACING	SKATE PARK RESURFACING		£14,217.60	£2,369.60
D	NORFOLK COPIERS	PRINTER RENTAL		£74.41	£12.40
		TOTAL FOR ALL PAYMENTS		£25,381.59	
		TOTAL VAT		£3,412.60	

28. To note the proposed date of the next meeting of the Finance Committee 21 November 2023
Noted.

29. To note the transfer of funds (£85,000) to the Hingham Town Council new account held with Charity Bank
Noted.

30. To receive and discuss External Auditors Report (2022/23 AGAR Section 3 External Auditor Report)
This had not been received at the time of the meeting.

31. To agree and approve the accounts for payment (as below)
A scanned copy of invoices had been forwarded to all Cllrs prior to the meeting and the accounts for payment were agreed as below and the cheques were signed.

REF	PAYEE	DETAILS		AMOUNT	VAT
462	STAFF	WAGES	£1,170.84		
		BINBAGS	£15.84		£2.64
		CLEANING PRODUCTS	£17.48		£1.58
		MOPHEADS	£12.99		
		TOTAL		£1,217.15	
463	STAFF	WAGES	£1,143.56		
		POSTAGE	£6.85		
		TOTAL		£1,150.41	
D	NEST	PENSION		£90.24	
464	TTSR LTD	GRASS CUTTING CONTRACT		£3,572.96	£595.50
465	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00	£25.00
466	COZENS (UK) LIMITED	CHURCHYARD COLUMNS		£3,060.00	£510.00
D	SSE	STREET LIGHT ENERGY		£1,298.47	£216.41
467	SOUTH NORFOLK COUNCIL	DOG WASTE BIN 23/24		£701.40	£116.90
468	SOUTH NORFOLK COUNCIL	DOG WASTE BIN 22/23		£624.96	£104.16
469	NORFOLK COPIERS	METERED PRINTING		£52.26	£8.71
470	LINCOLN SOCIAL CENTRE	HALL HIRE		£75.00	
471	HAWARD HOROLOGICAL	CALL OUT TO CLOCK FAILED CHIMES		£240.00	£40.00
		TOTAL FOR ALL PAYMENTS		£12,232.85	
		TOTAL VAT		£1,620.90	

The meeting ended at 9.20 pm

Signed Chair 03 October 2023

Appendix A matters Arising/Clerks Report

Matters arising from the minutes of the Town Council Meeting of 04 July 2023

- MIN 18: Cheque received from Hingham Society, passing on their funds to the Town Council, arrangements to be made for collection of any paperwork to be handed over from the society to the Town Council .
- MIN 19: Plaque to be purchased for the Market Place bus shelter
- MIN 21: enquiries made with Norfolk County Council Rights of Way regarding using Parish Partnership funding to replace ditch bridging planks
- MIN 22: Formal response submitted to the Hingham Draft Neighbourhood Plan consultation
- MIN 25: Raddiramps have been asked to attend to the ramp defects on the skate park, awaiting date confirmation.
- MIN 32: Footway lighting on Norwich Road and Watton Road appointed contractor has been instructed to undertake the works, parts have been ordered.

Other Updates/Outstanding Issues

- tree survey to be arranged
- 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 replacement of lighting columns (3 columns in churchyard and 1 on Lincoln Avenue, now complete.
- The Clerk has asked Norfolk County Council if a grit bin for The Hops will be supported, no response.
- Charity Bank Account now open and funds deposited.
- A suitable place for a new Town Council notice board to be established.
- 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, awaiting a response from Planning regarding if a change of use was required for the units to be let on the open rental market. Planning department have been emailed twice for a response, so far only a generic response given stating the enquiry has been passed to the relevant officer.
- Letter to the Chief Constable and the Police Crime Commissioner regarding parking drafted photographs need to be added prior to sending.
- Market Place Bus Shelter renovations reimbursement has been received for the Norfolk County Council 50% portion of costs.
- 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 despite being chased up again.

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

Crime Figures – June 2023 <https://www.police.uk/pu/your-area/norfolk-constabulary/wymondham/?tab=CrimeMap> on or near:

Lincoln Avenue - Violence and sexual offences 2 Criminal damage and arson, 1
 Norwich Road - Violence and sexual offences 3, Criminal damage and arson, 1
 Hardingham Street – Public order, 1
 Baxter Road - Criminal damage and arson, 1
 The Dell - Other theft, 1
 Fleeters Hill - Violence and sexual offences 2

Appendix B

DRAFT MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD IN THE LINCOLN HALL ON TUESDAY 18 JULY 2023. THE MEETING COMMENCED AT 7.30pm.

Finance Committee membership:

Cllr Amey, Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson.

1. Present

Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson.

Clerk – Alison Doe

There were no members of the public present.

2. To Elect a Chairman

Cllr Roberts was proposed and seconded as Chair and was elected unopposed.

3. Apologies for absence

Apologies for absence were received from Cllr Amey.

4. Declarations of interests with regard to items on the agenda and to consider requests for dispensations

There were no declarations of interest made.

5. Public participation

There were no members of the public present and no points raised by the Cllrs.

6. Accuracy of the Minutes of the Finance Committee meeting of 21 March 2023

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

7. Matters arising from the minutes of the meeting of 21 March 2023

The Clerk reported that all paperwork had been sent to Charity Bank for the opening of the new account and that the £85,000 needed to be transferred (when the account was approved) would be an agenda item to be noted by the Council.

8. To review Financial Regulations

A copy of the Financial Regulations were forwarded to all Cllrs prior to the meeting, it was agreed that no amendments were required.

9. To undertake a review of the budget April – June 2023

The Clerk had prepared a detailed spreadsheet showing amounts received and spent (April 2023 to June 2023) in £'s and also as a percentage of the allocated budget for each item. Figures were also provided for income received and money spent for items that are not contained within the budget. The Committee discussed the figures provided, it was noted that interest on the bank accounts would be higher than anticipated. No items of concern were raised regarding the budget figures.

It was noted that, of the agreed expected annual receipts of £86,088.43, a total of £41,425.79 had been received (including the first precept payment of £38,500). A total of £8,172.47 ad hock income had also been received (£2,647.47 CIL and £5,525.00 Parish Partnership funding for the bus shelter renovations). Of the agreed £86,165.40 budget for the annual expenditure a total of £15,609.72 (inc. VAT) had been spent. It was also noted that £54,729.11 had been spent on items outside of the budget, this included

Hingham Neighbourhood Plan spending and return (to Groundworks) of unspent grant money, tree works and the Parish Partnership projects of bus shelter renovations and village gates (financial reserved used to pay for such items outside of the budget).

The closing bank balances for June were noted as:

Account 1:	£106,123.26
Account 2:	£119,414.11
Account 3:	£38,979.82
Dorm. Account:	£186.80
Total:	£264,703.99

10. To discuss and agree the reserve figures (following financial year 2022/23)

The Clerk had updated the figures in the reserves policy for reserves held at the end of the 2022/23 financial year, these figures were considered by the committee.

It was noted that the closing cashbook balance on 31 March 2023 was £ £285,440.94 Of which £105,203.31 was protected reserves for specific purposes, including CIL money, the public toilet (commuted sum) reserve, money raised for events and the Neighbourhood Plan grant funding end of year payments to the consultants and underspend which had since been returned to Groundworks. The reserves policy allocated the remainder (£180,237.63) for certain purposes, including the recommended one quarter precept for a general reserve. It was explained that allocating reserves held at the end of the financial year was a way to designate amounts of money for specific purposes, including unexpected expenditure and projects that the Town Council had agreed were necessary, therefore (based upon the Clerk's estimation of the costs) allocations of the reserves were made to projects already agreed or most likely to be required: replacement/upgrading street lighting (£25,000) extension of the turning circle at the cemetery/pathway repairs (£15,000) skate park repairs (£14,000) work to the town clock (£15,000).

The reserves policy was agreed as prepared by the Clerk.

11. To discuss the points raised and recommendation made by the internal auditor (as delegated to the Finance Committee by the Council) and agree any actions

- (Audit point) 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.

The Finance Committee noted the attempts made by the Clerk to recover the outstanding fee of £105. It was agreed to make a further attempt to try to recover the fee from the funeral director. The Chair offered to contact the funeral director in writing. It was agreed that if the fee could not be recovered the Finance Committee could consider writing it off at the next Finance Committee meeting.

- (Audit point) 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. Forms have been completed and submitted to the bank in person on 17 July 2023.

12. To discuss Pride in Place funding opportunity and agree any actions

The funding opportunity is being put forward from South Norfolk Council who had advised that it could be used for a feasibility study with regards to provision of a car park. It was agreed to explore the potential of applying for this funding in time for the next round of applications (November 2023) (and make an application).

13. To agree payment of invoices due/ Accounts for Payment

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

REF	PAYEE	DETAILS		AMOUNT	VAT
451	STAFF	WAGES	£1,001.67		
		BINBAGS	£5.28		£0.88
		TOTAL		£1,006.95	
452	STAFF	WAGES		£1,143.56	
D	NEST	PENSION		£72.19	
453	HINGHAM PLAYING FIELD ASSOCIATION	NP HALL HIRE		£150.00	
454/460	EUROFFICE	TOILET SUNDRIES		£129.57	£21.59
455	ZURICH	INSURANCE		£2,178.46	
456	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	£40.00
457	COZENS (UK) LIMITED	LIGHT REPLACEMENT LINCOLNE AVE		£2,154.00	£359.00
D	SSE	STREET LIGHT ENERGY (3 MONTHS)		£3,654.85	£609.13
458	EMMA HARRISON(NP CONSULTANT)	NP ENVIRONMENTAL SCREENING		£360.00	
459	WAVENEY SURFACING	SKATE PARK RESURFACING		£14,217.60	£2,369.60
D	NORFOLK COPIERS	PRINTER RENTAL		£74.41	£12.40
		TOTAL FOR ALL PAYMENTS		£25,381.59	
		TOTAL VAT		£3,412.60	

32. To undertake the internal financial check April – June 2023

Transactions were cross referenced between the cashbook, cheque book, minutes, bank statements and invoices. All transactions for income were checked and a random sample of transactions for expenditure were checked. No financial errors were found.

The meeting ended at 8.45pm