

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

Present

Cllr Thompson – Chair

Cllr Amey – Vice-Chair

Cllr Barnard, Cllr Eldridge, Cllr Overton Cllr Roberts

Clerk, Alison Doe

There were 3 members of the public present.

**1. Apologies for absence**

Apologies for absence were received from Cllr Christien, Cllr Foord, Cllr Dunnett, Cllr Sta Ana, Cllr Hardy, County Cllr Dewsbury and District Cllr Woolliscroft

**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 enquired as to whether the Council had received any complaints regarding speeding tractors and advised that the company operating the tractors had been contacted and asked to ensure that the speed limits are adhered to. The Clerk advised that she had not recently received any complaints regarding speeding tractors. Concerns were raised regarding the speed of tipper trucks using the Attleborough Road and speeding on the Watton Road in the 40MPH speed limit.

2.2 A member of the public introduced himself and advised that he had written to the Clerk to express an interest in joining the Highways, Transport and Environment working party. The resident was thanked for his interest and for attending the meeting.

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

There were no declarations of interest

**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 to Chair all items.

**5. To agree the accuracy of the Minutes of the Town Council meeting of 03 October 2023**

The minutes were agreed as correct and signed by the Chairman

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

In addition to the written report Cllr Thompson advised that he and the Clerk had roped off the area in the cemetery affected by the car accident, early in the morning following the incident. It was also noted that there were many assumptions being made on social media, which should be ignored. Insurance details of the driver were collected at the

time and the police were in attendance. The Clerk will now pursue costs for rectifying the damage via the insurance claim process.

The Clerk advised that the tree survey was scheduled for 16th November.

## **7. Neighbourhood Plan Steering Group report**

A written report was circulated 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 Steering Group met on 04 October and 11 October
- The Steering group worked with the consultant to consider comments/representations put forward during the Draft Neighbourhood Plan consultation and decided what amendments to the Plan are necessary and what responses are necessary to representations made. The consideration of representations is an ongoing task and will be undertaken over several meetings.
- Due to a reduced number of steering group members, and some members not currently available, concern was raised that the steering group may not be quorate for meetings, it was therefore agreed for Ali Doe (Clerk) to become a full member of the steering group. Work ahead (over the next month or so)
- 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 08 November 2023.

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

Cllr Roberts advised that the Chair and Vice-Chair of the HPFA meet with the Abrahams bar committee to ensure that the committees are working together. It was reported that there was an incident in which the men's toilet mirror was damaged and book shelves were spat on, the incident was reported to the police who advised there was not enough evidence to take any action, Abrahams Bar intend to bar the 2 individuals responsible. The new hiring agreement and costs are now agreed and will be forwarded to the clubs using the sports centre. The HPFA are awaiting a response from South Norfolk Council regarding proposed improved signage to be placed at the entrance to the sports field.

Cllr Robers and Cllr Thompson advised that they are going to attend the Town and Parish Forum at the new South Norfolk and Broadland Council Offices on 09 November. This is due to be a 3 hour session. Cllr Roberts advised that he will ask about the Pride in Place funding.

## **9. General Correspondence (information/circulars etc)**

- 9.1 Broadland and South Norfolk Business Awards 2024 - Nominations are now open!
- 9.2 George Freeman MP - Mid Norfolk Flood Partnership
- 9.3 Norfolk Community Foundation's Community Hot Spots Fund
- 9.4 Norfolk ALC update (particular attention to be paid to Biodiversity item, see agenda item 18)

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

- 10.1 Response from resident to Town Council correspondence, regarding the boundary wall.
- 10.2 individual 1 – expression of interest to volunteer on the Highways/Transport/Environment working party
- 10.3 Individual 2 – expression of interest to volunteer on the Highways/Transport/Environment working party

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

With regard to the individuals who had expressed an interest via email, in joining the Highways, Transport and Environment working party, (items 10.2 and 10.3), the Council were reminded that there was one volunteer space remaining as a volunteer had come forward and been invited to join the working party at the previous Council meeting. The content of the emails (10.2 and 10.3) were considered and it was agreed that the expression of interest should be taken in date order, that being the first expression of interest received should be the individual invited to join the working party (individual 1 as per 10.2).

It was noted that this individual has experience in highway issues via their previous employment. It was noted that the second individual was only offering a conditional expression of interest based upon if they agreed with the terms of reference for the working party which were to be considered and agreed by the Council at this meeting (agenda item 21), it was also noted that it would be their intention (if they were on the working party) to discuss working party matters with another resident outside of the working party.

Thanks was offered by the Chairman to both individuals who had written to the Clerk and to the individual who had attended the previous meeting and had already been agreed as a working party member. The working party membership is now complete and an initial meeting will be arranged.

**12. District Councillor's report**

District Cllr Woolliscroft was not present at the meeting.

**13. County Councillor's report**

County Cllr Dewsbury was not present at the meeting, a written report had been circulated prior to the meeting (as below), this was read out by the Chairman

**Fire Service**

The fire Service were very busy dealing with floods recently, they also went across the border to assist Suffolk as they had a major incident. It would be very helpful if Parish Councillors kept an eye on local ditches and advised landowners if they look as though they need clearing to accommodate flood water and keep it moving. To report a flood tel: 0344 800 8013 or [www.norfolk.gov.uk/flooding](http://www.norfolk.gov.uk/flooding)

**Adult Services**

Adult Services has put together an Integrated Winter Plan to cope with the increased demand on health and social care during the winter months. This includes Hospital Discharge Hubs which put together the care package that people need to safely leave hospital and return home. Last year the hubs helped over 11,000 people.

Budget consultation

Norfolk County Council is consulting on its proposed budget for the next year. To deal with cost pressures it is proposed to raise council tax by 2.99% and Adult Social Care by 2%. To see the proposal and feedback online use [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget). The consultation will end on December 1st.

#### **Libraries**

During the winter the libraries will once again be offering a warm place to go, a warm drink, and for those that need them the Household Support fund is enabling the libraries to provide free hotwater bottles, blankets, draft excluders and bags of toiletries as well as the usual Tricky Period sanitary packs. Some of the larger libraries will also be running knit and natter, board games and bounce and rhyme sessions to give people the opportunity to socialise as well.

#### **Highways**

Highways have increased their fleet of gritters to help keep the roads safe during the winter months.

Concern was raised that although parishes are best placed to keep an eye on ditches it should be NCC who contact land owners to ensure that ditches should be kept clear to prevent flooding.

The Clerk advised that all Libraries ran events to enable people to socialise, with Hingham running Knit and Natter, Bounce and Rhyme and various colouring, craft and other activities for children.

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

- 14.1 2023/2659 - Details of condition 4 and 6 of 2020/2454 - (4) Finished floor levels (6) Tree protection  
15 Market Place Hingham Norfolk NR9 4AF - Approval of details - Approved
- 14.2 2023/2368 - To repair/replace sole plate on end gable  
Cutbush Farm Hardingham Road Hingham Norfolk NR9 4LY - Approval with Conditions
- 14.3 2023/2339 - Outline planning permission for single storey dwelling with all matters reserved  
Land To The Rear Of 9 Mill Corner Hingham Norfolk – Refusal
- 14.4 2023/2792 - Rebuild and repair of dilapidated rear chimney stack and replacement concealed pitched roof light at rear  
Well House 5 Market Place Hingham Norfolk NR9 4AF - Approval with Conditions
- 14.4 2023/2496 - Conversion of existing garage & rear extension to form new annexe for family member  
31 Hall Lane Hingham Norfolk NR9 4JX - 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 2023/3174 - Variation of condition 2 of 2022/2079 - fenestration pattern to the Garden Pavilions and garden store amended and rear boundary and north boundary treatment changed from masonry to timber fencing. Roof to the garden pavilions amended to green/grey slate. Aluminium sliding doors to the

garden room extension changed from 4 No sliders to 3 No. two sliding and one fixed light.

6 Chapel Street Hingham Norfolk NR9 4JH

Noting that this property is listed and within the conservation area, the Council considered that the application should be refused, due to concerns raised regarding the loss of masonry boundary walls, being replaced with timber fencing, the roofing materials and pallet should also be in keeping with the surrounding buildings.

15.2 2023/3102 and 2999 - Conversion of attached garage to bedroom  
3 Geoffrey Buckingham Close Hingham Norfolk NR9 4JP

The Council raised concerns that the plan representing the plot appears to include land that is not within the curtilage of 3 Geoffrey Buckingham Close, and therefore the Town Council considered that the application should be rejected on those grounds.

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

None

**17. Tree Preservation Order Consultation - The South Norfolk District Council Hingham Tree**

Preservation Order 2023 No. SN0629 Tree(s) at : 7 Mill Corner Hingham Norfolk NR9 4LG  
Easting : 602651 Northing : 301842

South Norfolk Council has served a new Tree Preservation Order (TPO) to protect tree(s) at the location detailed above. The Town Council are being consulted and the response options are – Support; Object ( must explain reasons), or No comment

As there was not a plan available of the location of the tree in question, the Council agreed that they could not send a support or object comment regarding this application. Cllr Thompson advised that he would visit the site and report back.

(post meeting note, Cllr Thompson reported to Cllrs via email, regarding the trees location and circumstances under which the TPO had been applied for, the Clerk advised South Norfolk Council that the Town Council did not object to the TPO)

**18. (With reference from the Norfolk ALC correspondence agenda item 9.4) To note the requirement that Public Authorities who operate in England must consider what they can do to conserve and enhance biodiversity in England.**

Complying with the biodiversity duty - GOV.UK ([www.gov.uk](http://www.gov.uk))

Noted. The Clerk asked Cllrs to follow the website link provided to them and bring forward ideas to the next meeting. This will be added to the agenda for the meeting scheduled for 05 December 2023.

**19. To consider the request from the Hingham History Centre for the Town Council to take over assets and funds held by the History Centre, as they (History Centre) are proposing to cease as an organisation**

An email had been received from the Hingham History Centre, advising of their intention to wind down the Charity. It was advised that the History Centre constitution states that in the event that the charity winds down, funds and assets will be transferred to the Town Council. It was noted that this could include the website and the Clerk advised that this could provide the basis for some of the archive material available online. The Council agreed in principle to taking on the History Centre documents, artifacts and

funds however requested to know the volume of materials involved. It was noted that there was not capacity to amalgamate the History Centre material to the archive material in the archive's current location.

**20. To agree Terms of Reference for the working party to assist with parish archives**

The proposed Terms of Reference (as prepared by the Clerk) for the Archives working party were read out and agreed.

**21. To agree Terms of Reference for the working party to cover highway/transport and environmental issues**

The proposed Terms of Reference (as prepared by the Clerk) for the Highways, Transport and Environment working party were read out and agreed. The Clerk advised that the individual from agenda item 10.3 had requested to see the Terms of Reference for the working party, and will advise accordingly when they are available on the website.

**22. Proposal to investigate setting up a Community Emergency Response Plan**

CLlr Eldridge requested that the Council consider looking into how a Community Emergency Response Plan could be implemented, recent flooding issues had brought this to the forefront, but such a response plan could be applicable in other circumstances.

It was queried as to if Hingham has a designated building to be used as an emergency centre, and if this is the Lincoln Hall it would not be suitable in the event of a power failure (as there is no back up power available).

The Clerk advised that it would appear that a community emergency response would require the keeping of a register of individuals willing to help in the event of an emergency including what skills and resources they could offer. It was noted that this would require someone to collect the data and maintain and review it and any such plan put in place. The Clerk advised that she would make enquiries with South Norfolk Council emergency planning department

**23. A) To receive feedback from Norfolk County Council regarding the proposed Parish partnership scheme project 2024/25 funding bid for replacement Public Right of Way plank bridges, NCC have advised that after investigation they have concluded that due to the location of the plank bridges, it is not possible for replacement bridges to be applied for under the Parish Partnership Scheme.**

At the previous meeting the Council agreed to prepare a bid for Parish Partnership funding for replacement plank bridges on Public Rights of Way (PRoW) paths forming part of the circular route of Public Right of way HIN 1 HIN 2 and HARDINGHAM 8. Initially the PRoW officer agreed that this would be an acceptable project IF the bridges are on the PRoW as defined by the definitive map. After visiting the site, the PRoW officer has identified that the path that is in use does not follow the line of the path on the definitive map, and the plank bridges are effectively serving a route used for walking which is not a PRoW, therefore bridges cannot be replaced under the parish partnership scheme. However, one bridge is on the definitive route (FP1) and the PRoW officer has it in hand to replace this one bridge.

With regard to getting that PRoW back to its definitive route, the PRoW officer is talking to the relevant land owners to effect a resolution.

**B) To consider if there are any other potential projects for making Parish Partnership Scheme bid for funding 2024/25, considering bids must be submitted by 08 December 2023**

The Council agreed that as there was not another project which had been suggested and timescales were now tight to prepare a bid, it was agreed to not apply for Parish Partnership funding for 2024/25.

**24. To receive a report following a meeting with the Diocese regarding Ladies Meadow**

Cllr Thompson and the Clerk advised that they had met with the Glebe Surveyor and the Director of Property Services at the Diocese on 31 October 2023. An in depth discussion had taken place as follows:

Ladies Meadow, and the view of the Town Council that the land could be a potential location to provide for community infrastructure, such as car parking, cemetery extension and a community building. Pressing the point that it is very positive that the church has undergone improvements with the installation of heating and lighting and the current installation of better kitchen and toilet facilities. It would be very welcomed for the church to become a more widely used venue in Hingham, however the current parking situation means there is a reliance on use of the registered 'village green' for parking when there are events held at the church, and permission should not be given for the green to be used for parking (parking is at own risk, but not with permission). There was a general explanation given of the parking issues in Hingham, and the need for a community building that could house a Council Office, archive/storage, information point, community space etc. It was advised that Ladies Meadow is the only piece of land that is in a central position suitable for such uses referencing the Neighbourhood Plan and the allocation of the land as "for community uses", and the fact that it's potential for allocation was a consideration as Ladies Meadow had been put forward in the GNLP (and discounted) for housing (indicating that the Diocese would be open to the disposal of the land).

It was noted that Ladies Meadow is 9.66 acres of tenanted farm land (a notice period would apply to end the tenancy). It is held by the diocese in a 'restricted fund' as a long term investment with all income derived going towards the annual stipends (salaries) paid to the clergy in the diocese. The decision to dispose of the land has to be taken by the Glebe Committee that meets every quarter, next one is in Spring 2024. Any decision to sell or lease would have to be shown to benefit the Church either financially or otherwise.

There was a discussion about the Rectory, the Diocese advised that the Rectory (now former Rectory) will be put up for sale in the near future, as an alternative, more suitable energy efficient property has been purchased to serve as a rectory in Hingham.

The value of the current Rectory is as yet unknown. The property has shared responsibility for access from The Fairland with the Coach House to its north.

It may be possible that a small parcel of the garden could be sold separately for a potential pedestrian path from the existing Rectory Gardens footpath, to enable safer access to Ladies Meadow.

Permission was requested to be able to apply for the funding offered by SNC (Pride in Place). to undertake a feasibility study on Ladies Meadow.

The Diocese have written to confirm that:

"It is agreed that the council are welcome to pursue their interest in the Diocese land on a no obligation basis for the Diocese to take it forward if the proposal is not deemed suitable"

The Chair advised that the Town Council will need to consider purchase options of land including potential of footway links from Ladies Meadow via land currently attached to

the Rectory, and if Ladies Meadow is assessed as feasible the quantity of land that would be required, noting that purchasing a portion of land may not leave sufficient farm land to make it viable to be retained as tenanted farmed land. It was also noted that Ladies Meadow although currently values as agricultural land, may be valued differently if sold to be developed for community uses/car parking.

**25. To receive a report following a meeting with the new Police Safer Neighbourhood Beat**

Manager, PC Helen Busfield

It was reported that PC Busfield had cancelled the scheduled meeting due to being unwell. The Clerk will re arrange for a future date.

**FINANCE ITEMS 26 - 31**

**26. Reminder of the proposed date of the next meeting of the Finance Committee 21 November 2023**

Noted.

**27. To receive notification from the Hingham Playing Field Association that they wish to rescind the grant funding for a senior citizens Christmas party as they have adequate events funds available, and agree any actions, (n.b the grant application was considered and agreed at the Town Council meeting of 03 October 2023)**

The Hingham Playing Field Association had written to the Clerk to advise that they had reassessed their available funds and had sufficient to fund the senior citizens party without the need for the grant which had been applied for and agreed at the previous Council meeting.

**28. Proposal to make the annual donation to Norfolk Citizens Advice, of £600**

Agreed.

**29. Further to the previous agreement of the Town Council to make a financial contribution to the screening hedge/planting scheme at The Hops green space/Norwich Road, proposal to forward a £100 contribution to South Norfolk Council.**

South Norfolk Council had advised that it had been requested that The Conservation Volunteers conduct the planting and the pricing estimate is:

TCV Daily Rate is Approx £350.

100m of hedging £900 – £1000 including holly and Crab apple trees

Apple trees x 5 £100

Total £1500

The Council agreed to make a contribution of £100.

**30. Further to the Town Council agreement to support the Methodist Church planting a tree in the Market Place (to commemorate the Coronation of King Charles III), proposal to make a financial contribution of £120 to the Methodist Church to cover the cost of purchasing the tree planting sundries (such as stakes, irrigation bag and delivery charge for the tree). In addition to this proposal to cover the cost of planting the tree.**

The Methodist Church had advised that they now have the funds to purchase the tree and the plaque but would welcome some financial assistance with regards the delivery, accessories and planting costs quoting the delivery cost at £50, £37 for accessories (stakes, fixings, growing medium etc) and £29 for the irrigation bag.



The Council agreed to make a contribution of £120 and to cover the cost of the planting of the tree (the Clerk advised that she was awaiting a price from TTSR Ltd).

### 31. To agree and approve the accounts for payment

The Clerk advised that there had been issues with the SSE invoicing for the street lighting as SSE were changing their billing system, therefore direct debit payments may not be made to SSE as reported in the minutes, this will be monitored to ensure all payment amounts tally as reported. The Accounts for payment were agreed as below and the cheques were signed.

Noted the returned (unbanked) grant given to HPFA

REF	PAYEE	DETAILS		AMOUNT	VAT
485	STAFF	WAGES	£1,170.84		
		CLEANING PRODCUTS	£4.00		
		TOTAL		£1,174.84	
486	STAFF	WAGES	£1,143.56		
		CHRISTMAS TREE DECORATION CRAFT	£112.65		£18.78
		TOTAL		£1,256.21	
D	NEST	PENSION		£90.24	
487	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00	£25.00
D	SSE	STREET LIGHT ENERGY (OCT AND NOV)		£2,590.82	£418.20
D	SSE	TOILET ELECTRICITY		£577.56	£27.50
488	LINCOLN SOCIAL CENTRE	HALL HIRE/STORE ROOM HIRE		£287.50	
D	NORFOLK COPIERS	PRINTER RENTAL		£74.41	£12.40
489	SOUTH NORFOLK COUNCIL	HEDGING PROJECT		£100.00	
490	HINGHAM METHODIST CHURCH	TREE PLANTING SUNDRIES		£120.00	
491	NORFOLK CITIZENS ADVICE	DONATION		£600.00	
		<b>TOTAL FOR ALL PAYMENTS</b>		<b>£7,021.58</b>	
		<b>TOTAL VAT</b>		<b>£501.88</b>	
484	HINGHAM PLAYINGFIELD ASSOCIATION	GRANT	ADDING INTO CASHBOOK	-£650.00	
		<b>TOTAL</b>		<b>£6,371.58</b>	

### 32. To consider the Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:

The following agenda item requires discussion which will make reference to Town Council staff and is therefore considered confidential.

The Council agreed to exclude the public and the public were asked to leave the meeting.

**33. To review staff wages**

A copy of the LGA wage agreement for 2023/24 was forwarded to all Cllrs prior to the meeting. The Clerk advised that the LGA agreement had the effect on the current staff wages, as to an increase of £1.00 per hour.

It was noted that the Groundsman/Cleaner had reached the top spinal column point for non-Clerk members of staff (SPC 5) so an incremental rise is not available. It was agreed that the Clerk should receive an incremental rise to spinal column scale point 27. Pay adjustments will be back dated to April 2023.

Noting that the Clerks current paid hours per week average at less than 17.5, the Council agreed that the Clerk should report back at the next meeting with a proposal for an increase in hours to be worked as the workload had increased since the hours were last reviewed and increased.

The meeting ended at 9.25pm

Signed ..... Chairperson  
05 December 2023

## Appendix A - Clerks report for 07 November 2023

### Matters Arising from the Minutes of the Town Council meeting held on 03 October 2023

- MIN 23            Town Christmas Tree to be sourced and purchased
- MIN 25            The primary school have agreed to make festive decorations for the tree and craft supplies have been ordered.

### 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 will need to be 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 site visit to be arranged in November regarding Methodist Church tree planting on The Market Place
- 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.
- Footway lighting on Norwich Road and Watton Road appointed contractor has been instructed to undertake the works, parts have been ordered, awaiting confirmation of start date.
- Awaiting Raddiramps report on defects at the skate park.
- Tree survey date 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 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.
- 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.
- 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 and Market Place bus shelter, to be ordered

Report prepared 06 November 2023 does not include Matters Arising when the item is on the forthcoming meeting’s agenda

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

Frost Row – Burglary 1, Watton Road - Violence and sexual offences 1

Stone Lane - Violence and sexual offences 2

Norwich Street - Criminal Damage and arson 1 Violence and sexual offences 3

Hardingham Road - Violence and sexual offences 1