MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 01 OCTOBER 2024. THE MEETING COMMENCED AT 7.30pm.

Present
Cllr Thompson – Chair
Cllr Amey – Vice Chair
Cllr Anthony, Cllr Barnard, Cllr Dunnett, Cllr Eldridge, Cllr Hardy
Clerk – Ali Doe

There were 2 members of the public present.

1. **Apologies for absence**
   Apologies for absence were received from Cllr Foord, Cllr Christien, Cllr Roberts 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)**
   The public are invited to give their views and questions to the Town Council on items on the agenda or raise issues including those for the consideration of inclusion at future meetings.
   Concern was raised regarding vehicles parking on Dereham Road (The Fairland), including in close proximity to the B1108 junction. Parked vehicles cause difficulty for agricultural vehicles to safely use Dereham Road.

   The Rev'd Tori Venmore-Rowland attended the meeting to introduce herself. The Cllrs introduced themselves and Tori was welcomed to the community.

3. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
   Cllr Hardy declared an interest in agenda item 20, being a member of the Hingham Playing Field Association.

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 agenda items.

5. **To consider any applications for Co-option onto the Town Council (1 vacancy)**
   (An individual Co-opted will take office at the next Town Council meeting)
   There was no application for Co-option onto the Council.

6. **To agree the accuracy of the Minutes of the Town Council meeting of 03 September 2024**
   The minutes of the meeting of 03 September were circulated prior to the meeting, the minutes were agreed as correct and signed by the Chair.

7. **Matters arising from the Minutes of the Town Council meeting 03 September 2024 (and other updates contained in a written Clerks report circulated prior to the meeting – See appendix A)**
   A query was raised regarding making applications to South Norfolk Council to designate community assets, the Clerk advised that ownership details are required for the applications.
   Concern was raised regarding the crime figures reported, and it was noted that a new Beat Manager had not yet been appointed.

8. Working Party Reports

There were no working party reports.

9. Neighbourhood Plan Steering Group report, and to receive the examiners final report and give any feedback

A copy of the Examiners final report was forwarded to all Cllrs prior to the meeting, South Norfolk Council had requested any feedback from the Town Council prior to the Neighbourhood Plan going forward to Cabinet. It was noted that the steering group have argued strongly to retain the inclusion of Ladies Meadow as a land allocation, the Examiners recommendations were to remove the allocation as a policy but to include more detailed supporting text regarding the need for car parking and land for community uses.

The Clerk explained that SNC Cabinet could "reject" the recommendations made by the examiner however a detailed explanation of why would be required. The SNC cabinet meet on 14th October and then 16th December, the Town Council agreed to officially ask for the decision on the Examiner's report to go to the December cabinet rather than the October one with the expectation that the outcome of the feasibility study on Ladies Meadow will then be known and can be provided as supporting evidence to request that the policy to allocate Ladies Meadow be retained (providing that the feasibility study concludes accordingly) .

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

Cllr Hardy reported that the Lincoln Hall have a new Facebook page and website and are looking for some help with promoting the hall through social media. It was also reported that the Committee are intending to increase hall hire charges in January 2025. It is hoped that a band event will be put on sometime in 2025.

Cllr Hardy reported that the site work for repair and replacement of the play equipment will start at the sports centre on 02 October. It is expected that the contractors will move on to the Welcomme Space after the half term holiday. Some further fundraising is needed to raise the £4800 shortfall, a just giving page has been set up with a target of £10,000, if this target is raised it will pay for the tree works required (as reported in agenda item 20).

It was also reported that the HPFA Chair had resigned, Cllr Roberts has agreed to take on the Chair's role on a temporary basis.

The HPFA are reviewing the terms and conditions of using the sports field for large events, this will include the requirement to hire sufficient portaloos (at the bike show the sewage system was overwhelmed). The car show was cancelled due to the event needing to park cars on the pitch, rainfall had made the ground soft and would have been damaged, and the pitch was needed for the start of the football season.

The decision for the £42,000 grant application for energy efficiency improvements should be known mid October. If the application is not successful other funding sources will be explored.

The governing documents for the Hingham Playing Field Association and Abrahams need reviewing.

Cllr Dunnett reported that the Hingham Charity will continue to work with the Community Cupboard to ensure funds will help to support people in need. There are some vacant plots on the Mill Farm allotments. Concern was raised regarding petty theft at the allotments, and it was noted that allotment holders should be encouraged to report any such incidents to the police.

11. General Correspondence (information/circulars etc)

11.1 NALC - NALC Website

11.2 Community Action Norfolk - Invitation to 2024 Annual General Meeting

11.3 Norfolk County Council proposes to make a Temporary Traffic Regulation Order (the "Order") (STRO11314) affecting the U78177 Dereham Road from its junction with U78418 Greenacre Road for 200m northwards (the "Road") in the Parish of Hingham to facilitate Anglian Water meter upgrade works, the Road will be temporarily closed (except for pedestrian access) for the duration of the works/period the closure is necessary which is anticipated to be between 08:00 and 17:00 on the 7th October 2024, but may continue to be closed/restricted until the 18th November 2024 where the closure is still required beyond the anticipated dates.

Alternative route is via: Dereham Road, Manson Green, Hingham Road, The Lings, Low Street, Norwich Road, Station Road, Norwich Street, Church Street, Market Place(Hingham, Hardingham, Kimberley, Garvestone, Reymerston and Thuxton, Deopham).

Alternative route is via: Pottles Alley, Dereham Road, The Fairland, Church Street, Bond Street.

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

12.1 Resident – Issues with traffic on Baxter Road

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

Note: the correspondence re Baxter Road (12.1) has been referred to Norfolk County Council, requested NCC contact the resident.

14. District Councillor's report

District Cllr Woolliscroft was not present at the meeting.

15. County Councillor's report

County Cllr Dewsbury was not present at the meeting but had forwarded the following report which was circulated to all Cllrs prior to the meeting:

Public Health

This month is Stop Smoking Stoptober.

NCC is working with Reed Wellbeing to provide smoking cessation services for Norfolk residents. They state that 'if you can achieve 28 days smoke free your chances of quitting permanently are significantly increased. Visit NCC's 'Help to quit smoking' webpage.

Library Service

The Library Service is doing a customer survey until October 30th asking for people's views eg. why they use the library and if there are any changes they would like to suggest, to obtain information and ideas for next year's new Library Strategy.

https://norfolk.citizenspace.com/community-services/shaping-norfolks-libraries-customer-survey

Road Safety

Working with Road Safety Partners, Norfolk County Council is about to launch another survey to gather information for a new Road Safety Driving Campaign which will support older drivers. As well as interviewing drivers over 60 years old and asking them to share their experiences, they will also be talking to people who have recently stopped driving, or who rely on buses and taxis, or cycle, for ideas on how to help make Norfolk roads safer for everyone.

bicycle lights

During Bikeability Training it was discovered that many young cyclists either do not own bicycle lights or chose not to use them. Lights enable other road users to see cyclists as well as enabling them to see better. Eg 'To see and be seen'. When they transition to High School many youngsters start cycling in. To support and educate these riders Norfolk's Safety Camera Partnership has agreed to fund bike lights for Year 6 cyclists who complete their training from September 2024 onwards.

Fire Service

The Fire Service has just purchased a new Aerial Ladder Platform which can reach 45 metres to rescue people when it is not safe to enter the building from the ground floor. The new vehicle will be based at North Earlham.

Planting one million trees

The new tree planting season begins in November and NCC is still offering half price packs of trees and single Norfolk Oak trees grown at Gressenhall Tree nursery to individuals, Parish Councils, schools, community groups, businesses and landowners.

16. Planning Decisions

16.1 2024/2465 - T1 Coulter Pine - Fell
2 Chapel Street Hingham Norfolk NR9 4JH. No objections.

16.2 2024/2140 - Variation of condition 1 of permission 2024/1166 (Variation of condition 1 of 2023/2859 - Amendment to the garage location & boundary treatments to the front of plot 1) - Reinstatement of historic site access for use by plot 1 only
Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk. Approval with Conditions.

16.3 2024/1740 - Two storey rear extension with single storey lean-to extension
9 Hall Moor Road Hingham Norfolk NR9 4LB. Approval with Conditions.

16.4 2024/1548 - Retrospective application for replacement tiles on entire roof of Coach House as old tiles had perished.
The Coach House Chapel Street Hingham Norfolk NR9 4JH. Approval with Conditions.

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

17.1 2024/2547 - Variation of condition 2 of 2020/2454 - (2) height of carport & workshop pitched roof reduced, external timber panelled door added at front boundary.
15A Market Place Hingham Norfolk NR9 4AF
The Council considered the details of this application and no objections were raised.

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

None at the time of publishing the agenda

19. Parish partnership scheme project 2025/26 funding application update

The Clerk advised that she had spoken with the Norfolk County Council Highways Asset, Programme & Funding Manager regarding a feasibility study into a pedestrian crossing point over the B1108 on the Fairlands, and advised that the cost of the study would be £7000, therefore a Parish Partnership application for this would be for £3500 as the Parish Partnership scheme is based on a 50/50 funding between the town/parish council and NCC.
The Clerk had also contacted Westcotec with details of a proposed Parish Partnership bid for a WigWag safety sign for the Fairland junction and was awaiting further information as to sign positioning and quotation for cost of the scheme.

20. To receive and discuss the reports commissioned by the Hingham Playing Field Association for the Welcomme Space with regard to Crime Prevention and tree management, and agree any actions

Cllr Hardy advised that she had met with the Crime Prevention Design Advisor for Norfolk Police at the Welcomme Space play area and had gained valuable advice on measures to improve the security and safety of the site for users (a written report was forwarded to all Cllrs prior to the meeting). The issues identified at the Welcomme Space are unofficial access points through the hedge used as a bike route by children, daytime drinkers and use of bushes/hedges as latrines. Measures to improve safety included filling in gaps in the hedge line and tree/hedge reduction and management (including raising tree crowns to remove “hidden” areas and give the space a more open appearance). CCTV was discussed but was not considered suitable at this location. A Tree Surgeon was also present during the police visit, to give an overview of the tree works that would achieve the suggested safety and security improvements and provided some guideline prices.

It was noted that there was a high extent of the neglect to the trees and overgrown hedgerows surrounding the site. Some trees have branches growing at acute angles which could lead to accidents in stormy weather, others are subject to die back due to lack of light, and others consist of overgrown hedging with multiple tangled stems. There is a corner near the toddler playhouse (due to be refurbished) which consists of a large, thorny thicket of brambles inches from where small children are climbing/playing. The tree surgeon gave an estimated figure of just under £6000 to rectify all tree issues on site (but a detailed inspection and quotations for work would be required).

The findings were reported back to the HPFA Committee and it was suggested that the issues raised were reported to the Town Council for consideration. Whilst the site is owned by HPFA, it is a busy and valued community space and the HPFA may seek further funding from the Town Council for tree works.

Cllr Hardy advised that she is aiming to raise funds through a JustGiving fund raising page to complete the refurbishment of the play areas and to carry out the tree work on site and improve the safety and security of the space.
Cllr Hardy was thanked for her continued time and hard work in this project.

21. To consider the following requests from Hingham Santas Grotto

21.1 Gift and Craft Fair - Sunday 3rd 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.

21.2 Grotto on the Fairland - 29th November to 5th 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.
Risk Assessment and Public Liability insurance to be provided.

The Council agreed to the use of the Fairland greens for the Gift and Craft Fair and Santa's Grotto.

Noted the following activity is planned – which does not require Town Council permission:
Santa being driven round Hingham in a fire engine - Friday 6th December.
Exact route and timings to be coordinated with Hingham Fire Brigade, approximately eight stopping points will be made for the children to see Santa.
Risk Assessment and Public Liability insurance to be provided

FINANCE

22. To note the proposed date of the next Finance Committee 19 November 2024

Noted.

23. To receive and discuss External Auditors Report (2023/24 AGAR Section 3 External Auditor Report)

A copy of the External Auditors Report (2023/24 AGAR Section 3 External Auditor Report) was forwarded to all Cllrs prior to the meeting. The comments (as below) were noted:

"Unpresented cheques totalling £840, are incorrectly included in the bank reconciliation and in the expenditure in Section 2. These cheques are more than 6 months old and therefore should be written back. The figures in Boxes 7 and 8 should read, £225,809, with a corresponding adjustment in either Box 4 or 6."

The Clerk advised that she had queried the Auditors report as banks are able to honour cheques older than 6 months at their own discretion. The Clerk also advised that there was only one unpresented cheque older than 6 months as of 31 March 2024, (£840 for Eastern Tree Care, the Clerk advised she had not been able to make contact

with the proprietor of the business). PKF Littlejohn LLP (auditors) had not given further explanation, or identified written guidance or legislation to substantiate their comments, other than stating "best practice"

24. Proposal to purchase town Christmas tree

Agreed.

25. Proposal to purchase a remembrance wreath from the Royal British Legion (£40.00 under S137 LGA 1972)

Agreed.

26. Proposal to ask Hingham Primary School to make Christmas Tree decorations, and for the Town Council to purchase and supply relevant materials (from the events fund)

It was agreed to ask the primary school to make Christmas tree decorations and to provide craft materials.

27. To receive notification of payment by South Norfolk Council of the Precept

Noted that South Norfolk Council had sent the remittance notice for the payment of the second half of the annual precept(£42,000), payment run date 18 September 2024.

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

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

REF	PAYEE	DETAILS		AMOUNT		VAT
592	STAFF	WAGES	£1,066.37			
		BINBAGS	£5.67			£0.95
			total	£1,072.04		
593	STAFF	WAGES		£1,561.80		
d	NEST	PENSION		£78.63		
594	HMRC	TAX/NI		£1,635.72		
595	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00		£25.00
d	SSE	STREET LIGHT ENERGY		£1,163.92		£57.71
596	ANGLIAN WATER BUSINESSS	TOILETS		£165.85		
597	ANGLIAN WATER BUSINESSS	CEMETERY STAND PIPE		£20.45		
598	EUROFFICE	TOILET PRODUCTS		£193.28		£32.22
599	LINCOLN SOCIAL CENTRE	HALL HIRE		£37.50		
600	PKF LITTLEJOHN LLP	EXTERNAL AUDIT		£504.00		£84.00
601	COMPASS POINT PLANNING AND RURAL CONSULTANTS	NEIGHBOURHOOD PLAN		£585.00		
602	SOUTH NORFOLK COUNCIL	DOG WASTE BIN EMPTYING		£764.40		£127.40
603	RAVENCROFT TREE SERVICES LIMITED	SURVEY RECTORY TREES		£510.00		£85.00
604	NORFOLK COPIERS	METERED PRINTING		£59.99		£10.00
605	ROYAL BRITISH LEGION	REMEBERANCE WREATH S137		£40.00		
		TOTAL FOR ALL PAYMENTS		**£8,542.58**		
		TOTAL VAT		**£422.28**		

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

It was agreed to exclude the public for the following agenda items. The public were thanked for attending and left the meeting.

The following item is considered commercially sensitive and therefore is confidential.

30. To consider any quotations received for tree works

Any quotations for required tree works were considered, it was agreed to employ the services of Target Trees to undertake the work, the estimated quoted cost being £3000.00.

The following item is considered as commercially sensitive and references individuals and therefore is considered confidential.

31. To consider work required to damaged headstones in the cemetery and consider any quotations

The Clerk advised that there are 2 headstones in the cemetery that appear to have been pushed over. She had received a quotation from R Wells Memorials of £75.00 plus VAT each to repair and reset these. The Council agreed that this work should be undertaken.

The Clerk advised that the damage caused in the second vehicular incident at the cemetery had been repaired, and the insurance claim settled directly with the driver's insurance.

With regard to the first vehicular incident at the cemetery, the Clerk advised that the Council's insurance company had forwarded the details of the claim to the legal department, however the insurance company had recently advised that the headstones were not covered as families should have their own insurance for the headstones.

The Clerk advised that she was pursuing the claim directly with the driver's insurance company and asked the Council to authorise repairs to prevent further delays (and the Council to cover the cost of repairs if the cost cannot be reclaimed from the driver's insurance). R Wells Memorials had quoted £1210.00 plus VAT. The Council agreed that the damage should be repaired as soon as possible by R Wells Memorials and agreed to cover the cost should the cost not be recovered from the driver's insurance.

The meeting ended at 9.15pm

Signed Chair …… 05.November 2024

APPENDIX A - Clerks report for the Town Council Meeting of 01 October 2024

Matters arising from the Minutes of the Town Council meeting 03 September 2024

MIN 20 New litter bin for Fairland to be purchased (Handyman to confirm size)
MIN 30 – PiCUS test requested for the tree in sports field car park, awaiting date to be confirmed.

Other Updates/Outstanding Issues

- Ladies Meadow/Land at former rectory – Clerk has met with the Arboriculturist, and the tree survey has been received. Impact assessment can be undertaken once a route for proposed footway is determined. Feasibility study ongoing.
- Skate park, a quote is now awaited for other repairs required by the RoSPA report
- New Hingham.gov.uk website now in place, and email addresses for Councillors ready to be set up, log in details will be sent to Cllrs.
- Highway Village Gates, dimensions of gate and post being checked for suitability on Dereham Road following discussion with adjacent land owner.
- Bollards at the cemetery ordered, Anglian Water have confirmed exact location of pipework they have in the cemetery entrance
- Vehicle damage Incidents at the cemetery, headstone damage from second incident has been completed. The Council insurance company will only pursue damages from the first incident with regard to the railings so the Clerk needs to pursue this with the driver's insurance company. 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 (no updates).
- Regarding the Hingham History Centre request for the Town Council to take over assets and funds, the Clerk has spoken with the with History Centre representative, the History Centre paperwork and items stored in the Lincoln Hall store room need to be tidied and rubbish removed, this should allow for enough room for and other paperwork/items to be stored, funds have been confirmed as a little over £10,000 the History Centre are arranging a cheque so funds can be transferred to Hingham Town Council.
- 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.
- 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
- "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.
- 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, structural and electrical survey on lighting stock has been ordered. With regards to possible solutions to replacing the Tally Alley light, the Clerk will meet with the contractor to discuss solar bolar lighting options
- 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 bought back to a future Town Council meeting with a review 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 30 September 2024 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – July 24 https://www.police.uk/pu/your-area/norfolk-constabulary/wymondham/?tab=CrimeMap

Norwich Road – Robbery 1
Ironside way - Violent and Sexual Offences , 3
Lincoln Avenue - Violent and Sexual Offences , 2 Criminal damage and arson – 1
Mill Corner - Criminal damage and arson – 1
Copper Lane - Violent and Sexual Offences – 2
Attleborough Road - Criminal damage and arson – 1
Bond Street - Antis Social Behaviour 1
Pottle Alley - vehicle crime 1
Bell Meadow - Violent and Sexual Offences - 1