MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 03 SEPTEMBER 2024. THE MEETING COMMENCED AT 7.30pm.

Present
Cllr Amey - Vice Chair (Acting as Chair)
Cllr Christien, Cllr Eldridge, Cllr Hardy, Cllr Roberts
Clerk – Ali Doe

There were 21 members of the public present including County Cllr Dewsbury

1. Apologies for absence

Apologies for absence were received from Cllr Anthony, Cllr Barnard, Cllr Dunnett, Cllr Thompson and District Cllr Woolliscroft.
Cllr Foord was absent with no apologies.

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 were 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.

A number of members of the public present spoke to raise representation against the planning application for consideration at agenda item 17.4 (2023/2495 - The Gallops Attleborough Road Hingham Norfolk NR9 4NQ).

Representations raised against the application

- Potential detrimental effect on wildlife (bats, owls, birds of prey) as the site is a habitat for such species
- Noted the previous permitted business activities taking place on the site, this increased use completely would change the dynamic of the use of the site
- Frequency of use applied for, could see the site utilised for parties every weekend (all weekend) throughout the summer and/or mid-week use of the site
- Potential for noise nuisance to nearby residents (some public advised that their gardens boarder the site), with regard to:
  - amplified music until 11pm
  - use of a marquee would not provide sound insulation against amplified music and other noise associated with wedding party use
  - unamplified noise at any time, such as commercial noise from setting up and taking down of equipment and (in particular beyond 11pm at night) noise from exuberant guests attending the venue
- Highway considerations:
  - Additional traffic, including commercial vehicles, and a concentrated increase in traffic volumes at times when guests access/exit the site
  - Site entrance/exit in a 60mph speed limit on an unlit road (noted 3 nearby (known) recent RTAs within the past 12 months)
  - Poor pedestrian facilities to access/exit the site, no pavement beyond the cemetery if guests are walking from town to attend event, concern for pedestrian guests exiting site in the dark (especially after consumption of alcohol)
- General site management and security, there appears to be no provision for staff to be on site during events therefore concerns regarding how the following would be achieved:
  - control of guest numbers
  - control of people accessing the site uninvited
  - control of noise management
  - control of guest behaviour
  - control of alcohol consumption

- control over site security around the perimeter boarding nearby properties (and concern addressed regarding security of residential properties)
- provision for first aid
- safeguarding provision especially if children are attending events
- control over guests use of glamping facilities including wedding guests use of compost toilet facilities (noted wedding party would be responsible for hire of chemical toilets for their event)
- removal of all litter from the site, especially if free access to all woodland areas

- Fire Safety
  - Concern regarding the glamping fire pits and cooking area being a fire hazard especially in dry weather
  - Lack of detail regarding fire prevention and precautions and evacuation procedures

General concern was raised that the site was already being marketed as a wedding venue, and residents raised that a party had recently taken place within the site (however this was not known to be commercial use of the site). Concern was raised that hirers of the venue would not necessarily use local businesses and services, and there could be a negative impact on local trade. Concern was also raised that some residents living near to the site border had not been notified of the application.
The Clerk advised that South Norfolk Council had extended the date for submission of comments until 19 September 2024.

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

Cllr Eldridge declared an interest in agenda item 17.4 Planning Application 2023/2495 - The Gallops Attleborough Road Hingham Norfolk NR9 4NQ, as having sent representation to South Norfolk Council regarding the planning application.

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 Amey 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 were no applications for co option onto the Town Council.

6. To agree the accuracy of the Minutes of the Town Council meeting of 02 July 2024

The minutes of the meeting of 02 July 2024 were circulated to all Cllrs 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 02 July 2024 (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.
Cllr Eldridge had received a suggestion from a resident that funds from the Hingham Society could be used to install an information board on the Market Place green to explain the significance of the images on the carved town sign and the “Lincoln” connection. Cllr Eldridge will look for examples and prices.

8. Working Party Reports

There were no working party reports.

9. Neighbourhood Plan Steering Group report

A written report was forwarded to all Cllrs prior to the meeting and reported as below:

Work since last update

The Hingham Neighbourhood Plan is now undergoing examination by the appointed Planning Inspector. The Planning Inspector has submitted questions to the steering group which have been responded to.
The inspector has now issued a draft report for fact checking by the steering group and a response will be sent by our consultant. The draft reports suggest some policy amendments and the removal of the land allocation for Ladies Meadow as a policy, suggested other policies to support development of a car park and community facilities, and suggests a review of the Neighbourhood Plan (once adopted) to include Ladies Meadow if we receive a positive feasibility study and it becomes clear that the "vision" for the use of Ladies Meadow for community facilities will be achieved.
The question has been raised with our consultant as to whether the Neighbourhood Plan can, after the Examiners final report, be put forward to be scheduled for South Norfolk Cabinet consideration with a caveat of including the land if a positive feasibility study is received (as the study has to be complete by the end of 2024). The consultant has advised that, the local planning authority (in this case SNC) do not have to abide by the Examiner's modifications. If they do not, then they have to state why. However, there are occasionally some recommendations that the LPA may not entirely agree with and it is not uncommon for the Qualifying Body (in this case the Town Council) to persuade them to take a different line, however in this case it is SNC who have objected to the inclusion of Ladies Meadow due to lack of evidence that the site can/will be bought forward and utilised within the plan period.
It is likely that the following timetable as previously outlined by SNC will be delayed

- Consideration by Cabinet – September/October 2024
- It is expected that a referendum could potentially be held towards the end of 2024

The Locality grant (remainder of funds entitled to be applied for £1,493.00) has been received.
Work to be completed
Arrange and undertake public engagement prior to the referendum.

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

Cllr Roberts reported that the Hingham Playing Field Association continue to work toward prioritising the use of the sports centre as for sporting activities. The car show that had been organised by Appollo events had been cancelled, the reasons for this were due to be disclosed at the next HPFA meeting at which a representative from Appollo Events had been invited to attend. It was noted that there is difficulty finding volunteers to organise and run events, therefore a professional events company had been used to organise recent events, however this does remove the element of control over the event.
The HPFA forecast making a loss this year and therefore are looking at ways to increase income.
Cllr Hardy reported that work to repair and replace the play equipment should start at the end of September (starting with repairs to the play area at the sports centre). Thanks was offered to District Councillor Woolliscroft for supporting a Community Action Fund grant for £20,000.
An application had been made to Ground Force for £40,000 grant funding for LED lighting, solar panels and energy storage battery (it is hoped that the outcome of the application will be known in October).
The Council formally thanked Cllr Hardy for her hard work and time in securing the grant funding and organising the necessary work.

Cllr Hardy reported that the Community Cupboard continue to help many families. The Household Support Grant fund is due to end in September, but it is hoped it will be continued to the end of the year, funding has also been sourced through the Co-op. The Community Cupboard has been able to improve the quality of food provided and has been able to include meat vouchers and fresh food.

Cllr Eldridge reported that the Education Trust are due to meet in September.

11. General Correspondence (information/circulars etc)

11.1 Norfolk County Council - Norwich Western Link project update
11.2 Norfolk County Council – Ringers lane footway works (early 2025) and trial holes (September 2024) (road closed 18 September 2024 to Monday 23 September 2024)
11.3 Benefice Administration - The Licensing of The Rev'd Victoria Venmore-Rowland BA
11.4 South Norfolk Council - Nationally Significant Infrastructure Projects: Website Update
11.5 South Norfolk Council Village Clusters Regulation 19 Addendum Consultation 12 August until 07 October 2024

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

12.1 Resident – concern regarding planning application 2023/2495
12.2 District Cllr Woolliscroft response to residents regarding planning application 2023/2495
12.3 Resident – Further information from Lavender & Wild Weddings, regarding planning application 2023/2495 (including comments submitted to the planning portal)
(the Clerk read out the comments that had been submitted to the planning portal – as follows:

"I am a resident of Hingham and I'm passionate about the local community. I'm attempting to create a new opportunity that will not only benefit local businesses but introduce this little known, beautiful part of Hingham to those looking to celebrate the happiest day of their lives surrounded by nature.
I want to assure residents that it is highly unlikely we'll see 20 weddings per year at this brand new (very niche) venue. I would estimate 10 or less by 2026/27.
In terms of traffic, Attleborough Road is a busy main road used by commuters, farmers and the public. It links Hingham, Attleborough, Ellingham and Dereham & I don't foresee any noticeable increase in traffic from the small number of weddings we would hold per year. Unlike weddings held at St Andrews Church or Lincoln Hall, intimate weddings at The Gallops won't clog the already busy-junction at the church or causing parking concerns due to ample on-site parking within the boundaries of The Gallops.
To address worries RE wildlife, I would like to assure the council that the site has been designed with nature in mind. The landscape has not been altered in any way and will not need altering to accommodate a temporary structure for weddings. It is home to an abundance of wildlife that is enjoyed and respected by visitors to the site and remains the most attractive draw for eco-conscious couples looking to get married outside. If planning permission is granted we would have the option to erect a temporary structure for the wedding season (May - September), which would cause even less disturbance than operating from the 21-day rule, as it would only be erected and taken down once per year.
I would like to also address concerns raised over noise pollution. It is my desire to remain respectful of nearby residential properties and to strictly enforce a fair and respectable end time of 11pm for any wedding that takes place, with no audible noise coming from the site between the hours of 11pm - 9am. This will be enforced by intervention on site if necessary. Regular noise observations will be carried out to ensure the utmost consideration to local residents. Finally, wedding guests will hire toilets for their own use & will not be permitted to use composting facilities. Therefore concerns about wastewater/sewage are not relevant to weddings. I would love to bring a unique, eco-friendly wedding venue to Hingham & urge the council to consider the benefits of bringing this business to our community")

12.4 Resident – further information from the land owner (applicant) regarding planning application 2023/2495
The comments in support of the application were noted as:

- The weddings would be organised and run by a third party under their current business Lavender and Wild weddings.
- There would be a strict contract concerning noise, pollution and disturbance.
- The projection of 20 weddings is very ambitious but submitted an application for absolute maximum possible.
- The woodland at the gallops is a new created woodland. The site is used to train thoroughbred horses and has residential use for the care of horses onsite. It is also the business of a forest school and the woodland is used for recreational walks and nature studies for the children. It is a haven of wild life and will be kept as such with many specific areas designated for nature .
- A small Glamping business has existed on site which has caused no upset , therefore 5 Glamping pitches with eco friendly facilities should pose no problem for the environment or wildlife .
- Toilet facilities for weddings would be supplied by outside sources as are any other large outdoor events which do not cause any disruption to the countryside or wildlife.
- Highways have been out and assessed the site and saw no issues with traffic , the entrance has good vision splay and car parking would be on site and would not be visible from the road .
- Noise would be strictly monitored and kept within permitted levels; noise levels would be controlled. Children are likely to be heard enjoying themselves at the venue but shouldn't cause a noise nuisance issue to neighbours .
- The weddings and any Glamping would be run with eco friendly , recyclable , nature friendly materials etc and local businesses would be encouraged to be involved.

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

No further actions required.

14. District Councillor's report

District Cllr Woolliscroft was not able to attend the meeting but had sent the following written report (which was read out by the Clerk):

I will be opposing the application at the Gallops (question for the TC, is it worth us making a joint representation to the landowner to see if any amendments to the application could be made to make it more amenable)?

Thanks to Deb and the wider HPA's efforts we have been able to secure the full £20k for the Hingham play area project, I understand these funds should now be with the HPA. All in all I applied for £54,000 of CAF in this run and I'm chuffed that we managed to secure nearly half of that. Again, I am in awe of the efforts of HPA volunteers, the wider community and the TC for supporting this and am so excited to see this much needed project begin. I have a small amount of my personal grant left, a couple of hundred pounds. So if any members know of small community groups which may benefit from a small discrete pot of funding please send them my way.

15. County Councillor's report

County Cllr Dewsbury gave the following report:

As usual August has been very quiet with few meetings due to holidays and schools summer break.

Libraries

Once again the Children's Summer Reading Challenge has been very successful with over 10,000 children of all ages taking part.

Adult Learning

People who have studied GCSEs and A and T Levels have done well, achieving higher grades than the national average.

Recycling

From November people visiting the recycling centres will need to book a slot before they arrive.

For more information – https://www.norfolk.gov.uk/recycling

Trading Standards

As there have been a couple of cases of the Blue Tongue virus locally Trading Standards have set up Temporary Control Zones to restrict the movement of some animals and stop the spread of the infection.
For more information https://www.gov.uk/animal-disease-cases-england

Trading Standards and Fire Service

Following a house fire in Bowthorpe which was caused by using a lithium-ion battery and charger from an online retailer Trading Standards are reminding people to only buy batteries from reputable and safe retailers to ensure they meet the UK Safety Standards and are not a fire risk. These batteries are used for mobile phones, tablets, laptops, mobility scooters, e bikes, e scooters, e cigarettes and hover boards.
The Fire Service is warning people to regularly check batteries for wear and tear, overheating, smell or bulging out of shape and only charge items when they are at home so can keep an eye on them.

Budget

We do not yet know how much Government funding will continue and are still waiting to hear if the proposed Devolution funding and the funding for the Norwich Western link will be provided.
We have already started looking at how we can resolve the £46 million gap predicted for next year's budget.

16. Planning Decisions

16.1 2024/ 1923 - T1 Maple, T4 Beech, T5 Ash- Re-pollard T2 Alder, T3 Birch, T6 Cherry, T7 Maple- Fell
89 Admirals Walk Hingham Norfolk NR9 4JL - Approval with Conditions

16.2 2024/1796 - T1 Poplar- Reduce to 5m conservation stump T2 Larch- Fell T3 Acer Negundo- Height reduction from 8m to 6m and spread reduction (N 5m to 3m, E 5m to 3m, S 5m to 3m, W 4m 2m)
Beaconsfield House 13 Market Place Hingham Norfolk NR9 4AF - No objections

16.3 2024/1525 - Two-storey rear extension & front porch extension
27 Granary Way Hingham Norfolk NR9 4FA - Approval with Conditions

16.4 2024/166 - Variation of condition 1 of 2023/2859 - Amendment to the garage location & boundary treatments to the front of plot 1
Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk - Approval with Conditions

16.5 2023/2515 - Details of conditions 3 4 8 & 9 of 2014/2606 - (3) joinery details (4) external materials (8) water usage calculations (9) foul water disposal
Flint Barn White Lodge Farm Hardingham Road Hingham Norfolk NR9 4LY - Approval of details – Approved

16.6 2024/2076 - Oak - 17m tall. Raise to 6m from the ground
The Admirals House 12 Market Place Hingham Norfolk NR9 4AF - No objections

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

17.1 2024/2413 - 7 Baxter Close Hingham Norfolk NR9 4HZ
Proposal: Single storey extension to existing garage, in conjunction with change from red facing brick finish to painted render finish to some elevations.
The Council did not raise any objections.

17.2 2024/2284 - The Unicorn House 12 The Fairland Hingham Norfolk NR9 4HN
Proposal: To remove and replace 2 existing rotten softwood Doors & Frames.
The Council did not raise any objections

17.3 2024/2267 - 5 Bears Lane Hingham Norfolk NR9 4LL
Proposal: Demolition of existing conservatory and erection of single storey flat roof extension to rear.

The Council did not raise any objections

17.4 2023/2495 - The Gallops Attleborough Road Hingham Norfolk NR9 4NQ
Proposal: 5 glamping pitches with individual, bell tent, compost toilet and Kalahari style bucket shower, fire pit, hammocks, cooking area and outdoor seating, available May to September. In addition, woodland clearing to be used as wedding venue with marquee, and temporary weather-proof area for up to 120 guests no more than 20 weddings a year between May and September.
It was noted that South Norfolk Council had extended the date for submission of comments until 19 September 2024.

The Town Council considered the details of the application, and all of the points raised in representations against and in support of the application. It was noted that the site is already used for commercial purposes and supporting commercial ventures to ensure successful businesses in Hingham is an element of the emerging neighbourhood plan. However, it was agreed to recommend that the application be refused as applied for, on the following grounds:

Highway safety

- Lack of pedestrian facilities to and from the site and increased traffic (especially within a condensed timeframe as guests arrive and leave) with access/egress point being on an unlit 60mph limit road, and an increase in commercial traffic. (Attleborough Road is narrow in places and there are long standing concerns regarding increased traffic on this road and the Fairland crossroads junction).

Noise

- The site is bordered to the northeast by a number of residential properties, a marquee will not prevent noise nuisance occurring from amplified music, general noise from guests would not be controllable and could occur anytime day or night.

Fire Safety

- Fire risk from glamping fire pits

Biodiversity

- Adverse effect (disturbance) for resident wildlife from noise, lighting, general human activity and litter

Site

- The site is already used for commercial purposes and is a working site for horses, and a Forest School, the proposal of the application (if granted) would completely change the dynamic of the use of the site

General - With regard to the application there was insufficient detailed information as to:

- how the site would be staffed and monitored during events
- how the safety of guests would be ensured
- how the security of the site perimeter/neighbouring properties would be ensured
- How all risks would be managed with regards to the points raised in representation against the application (including, but not limited: to traffic, pedestrian safety, guest admittance, guest behaviour, safeguarding, security, fire prevention and precautions, evacuation, noise nuisance)

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

None.

19. To receive the document from the Hingham Road Safety Team, discuss and agree any actions

The report from the Hingham Road Safety Team was forwarded to all Cllrs prior to the meeting. The content of the document was noted as predominantly suggestions for Norwich Road in relation to the allocation of land on Norwich Road (in the GNLP) for development. It was noted that the planning application for the development has not yet been submitted. Abel Homes are in pre application consultations with Norfolk County Council and South Norfolk Council. Technical drawings of the proposed access to the development and any proposed speed reduction measures will form part of the planning application process. Any such details of the planning application (when submitted) will be considered by the Town Council during the consultation process.

It was also noted that the document had been sent to Abel Homes, Norfolk County Council highways and the GNLP team/South Norfolk Council planning with action requests.

20. Proposal to purchase a new litter bin for The Fairland (current bin has been damaged)

The Clerk advised that the litter bin on the Fairland (junction with Church Street) has been damaged and replacement will cost approximately £250. The Council agreed to purchase a replacement bin.

21. Update following a meeting with the Police Safer Neighbourhood Officer

The Wymondham and Hingham Police Safer Neighbourhood Team have had a staff change, meaning that PC Helen Busfield is no longer the Beat Manager for the Hingham and Wymondham area. Confirmation of the new Beat Manager is awaited and meeting with the new Officer will be arranged when they are in post. Cllr Thompson and the Clerk met with PC James Smith on 22 August, PC Smith is the Beat Manager for Hethersett and Mulbarton. At that meeting the concerns over recent incidents in Hingham were discussed. PC Smith advised he was able to be a point of contact as an interim measure until a new Beat Manager for the Hingham and Wymondham area is appointed.

FINANCE

22. Receive the draft minutes of the meeting of the Finance Committee 16 July 2024, raise any points

The draft minutes of the Finance Committee were forwarded to all Cllrs prior to the meeting, the contents of the minutes were noted. (See Appendix B)

23. To note the accounts for payment authorised by the Finance Committee at the meeting of 16 July 2024

It was noted that the following payments were approved by the Finance Committee

REF	PAYEE	DETAILS		AMOUNT		VAT
577	STAFF	WAGES		£1,259.49		
578	STAFF	WAGES		£1,567.40		
DD	NEST	PENSION		£98.29		
579	EUROFFICE	TOILET PAPER/PRINTER PAPER		£150.34		£25.06
580	COZENS (UK) LIMITED	LIGHTING MAINTENANCE		£150.00		£25.00
DD	SSE	STREET LIGHT ENERGY		£1,126.40		£55.85
DD	SSE	ELECTRICTIY TOIELTS		£162.83		£7.75
DD	NORFOLK COPIERS	PRINTER RENTAL		£74.41		£12.40
581	WESTCOTEC	REPAIR TO SAM SIGN		£1,086.00		£181.00
582	RADII RAMPS	SKATE PARK EMERGENCY REPAIR		£450.00		
583	ZURICH	ANNUAL INSURANCE		£2,328.02		
		TOTAL FOR ALL PAYMENTS		**£8,453.18**		
		TOTAL VAT		**£307.06**		

24. To consider the adoption of the new Financial Regulations as per reviewed and recommended by the Finance Committee

A copy of the new Model Financial regulations as considered and amended where appropriate by the Finance Committee were forwarded to all Cllrs prior to the meeting. The Clerk advised that all items in bold are mandatory and therefore have not been amended. The Council agreed to adopt the new Model Financial Regulations (as amended by the Finance Committee).

25. To receive, discuss and agree the reserves policy (as agreed by the Finance Committee), as updated following year end 31 March 2024

A copy of the reserves policy and allocation of reserve funds held on 31 March 2024 (as considered and 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 2024 as £224,968.60 and where reserves were earmarked for specific purposes.

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

Noted.

27. To receive and discuss External Auditors Report (2023/24 AGAR Section 3 External Auditor Report) – If received

The External Auditor's report had not been received.

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

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

REF	PAYEE	DETAILS		AMOUNT		VAT
584	STAFF	WAGES	£1,066.37			
		BINBAGS	£3.78			£0.63
		CLEANING PRODUCTS	£3.80			
		MOPHEADS	£13.99			
			TOTAL	£1,087.94		
585	STAFF	WAGES		£1,567.40		
D	NEST	PENSION		£78.63		
586	TTSR LTD	GRASS CUTTING CONTRACT		£3,823.48		£637.48
587	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00		£25.00
D	SSE	STREET LIGHT ENERGY		£1,163.92		£57.01
588	LINCOLN SOCIAL CENTRE	HALL HIRE	£75.00			
			£37.50			
			TOTAL	£112.50		
589	ANGLIAN WATER	FAIRLAND STANDPIPE		£22.39		
590	PINNACLE CONSULTING ENGINEERING	PRIDE IN PLACE FEASABILITY STUDY PART FEE		£14,850.00		£2,475.00
		TOTAL FOR ALL PAYMENTS		**£22,856.26**		
		TOTAL VAT		**£3,195.12**		

29. 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 item is considered as commercially sensitive and therefore is confidential.

It was agreed to ask the public to leave, the public were thanked for attending and left the meeting.

30. To consider any quotations received for a PiCUS tomography assessment on the oak tree in the sports field car park

Any quotations for the PiCUS test were considered it was agreed to employ the services of Ravencroft Tree Services to undertake the PiCUS test on the tree at the sports field car park, the quoted price for such being, £654.00 + vat.

The meeting ended at 9.00pm Signed……Chair 01 October 2024

APPENDIX A - Clerks report for the Town Council Meeting of 03 September 2024

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

MIN 20 Parish Partnership invitation letter has been received, further information required from Westcotec regarding wigwag sign scheme for the Fairland crossroads, and from NCC highways regarding a feasibility study for a crossing point on the Fairland

MIN 21 damaged skate park board has been replaced, a quote is now awaited for other repairs required by the RoSPA report

MIN 22 Ladies Meadow/Land at former rectory – Clerk has met with the Arboriculturist, and the tree survey has been undertaken (report awaited), the tree 'impact assessment' can only be undertaken when the route of a proposed pathway is known. The Clerk has received the new traffic count data for the Fairland junction, (from NCC highways), and this has been forwarded to the consultants, but they need to undertake further traffic count work on Attleborough Road where the envisaged site entrance would be. Report detailing the aspirations for the use of Ladies Meadow, (including potential footway via land at the former rectory), and potential for crossing point on the Fairland etc to be completed, along with a purchase proposal from the Council to Diocese for the land at the former Rectory.

MIN 26 The SAM2 flashing speed sign is now repaired and back in use

Other Updates/Outstanding Issues

- 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 to be arranged awaiting advice from Anglian Water on exact location of pipework they have advised is 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).
- Quotation for tree works to be sought
- 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 02 September 2024 does not include Matters Arising when the item is on the forthcoming meeting's agenda

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

Watton Road – Violent and Sexual Offences - 1
Springfield Way - Violent and Sexual Offences - 1
Fleeters Hill - Violent and Sexual Offences - 2, Criminal damage and arson – 2
Lincoln Avenue - Violent and Sexual Offences , 1
Ironside way - Violent and Sexual Offences , 1
The Fields - Violent 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 16 JULY 2024.

Finance Committee membership:
Cllr Amey, Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson.

DRAFT - MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD IN THE LINCOLN HALL ON TUESDAY 16 JULY 2024. THE MEETING COMMENCED AT 7.30pm.

Present
Cllr Robert – Chair
Cllr Dunnett, Cllr Eldridge, Cllr Thompson
Clerk – Ali Doe
The were no members of the public present.

1. **To Elect a Chairman**
   Cllr Roberts was proposed and seconded as Chair and was elected unopposed.
2. **Apologies for absence**
   Apologies for absence were received from Cllr Amey
3. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
   There were no declarations of interest made.
4. **Public participation**
   There were no members of the public present, and no points raised from Cllrs.
5. **Accuracy of the Minutes of the Finance Committee meeting of 19 March 2024**
   The minutes of the meeting of 19 March 2024 were agreed as correct and signed by the Chair.
6. **Matters arising from the minutes of the meeting of 19 March 2024**
   MIN 7 – Pride in Place funding. The Town Council ratified the decision to accept the Pride in Place funding offer and agreed to commit £5000 match funding to the feasibility study (if required).
7. **To review Financial Regulations**
   Norfolk ALC had provided new Financial Regulations which could be amended as appropriate to suit individual Council needs (with the exemption of clauses in bold which are mandatory).
   The Clerk had reviewed the new regulation document and highlighted recommended adjustments and a copy was forwarded to Cllrs prior to the meeting. The Finance Committee reviewed the document and considered each amendment to produce a final document to be recommended to be adopted by the Town Council at the Council meeting in September.
8. **To undertake a review of the budget April – June 2024**
   The Clerk had prepared a detailed spreadsheet showing amounts received and spent (April 2024 to June 2024) 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 invoices would be sent nearer the end of the financial year for the HPFA rent and the grass cutting payment from Norfolk County Council. It was also noted that the cemetery income was above expected, however it was noted that income banked (cheques) at the end of March 2024 cleared and were present in the account at the beginning of April, due to use of the Watton banking hub which is a post office counter where cheque receipts banked are sent off, and 29th March being a bank holiday.

   It was noted that, of the agreed expected annual receipts of £94,383.32, a total of £44,535.84 had been received (including the first precept payment of £42,000). A total of £2125.15 ad hock income had also been received (£245.17 CIL, £1500 neighbourhood plan grant from SNC and £378 payment for cemetery insurance claim).
   Of the agreed £90,383.32 budget for the annual expenditure a total of £18,886.08 (inc. VAT) had been spent. Each budget item was reviewed and no issues were raised.

It was also noted that £27,080.40 had been spent on items outside of the budget, this included Hingham Neighbourhood Plan spending and return (to Groundworks) of unspent grant money, street light replacement and the £21,557.00 grant funding for Hingham Playing Field Association for play equipment repairs and replacement.

The closing cash book balances for June were noted as:
Account 1: £18,009.17
Account 2: £81,126.47
Account 3: £39,514.26
Account 4: £86,789.77
Total: £225,439.67

9. To discuss and agree the reserve figures (following financial year 2023/24)

The Clerk had updated the figures in the reserves policy for reserves held at the end of the 23/24 financial year, these figures were considered by the committee. It was noted that the closing cashbook balance on 31 March 2024 was £224,968.60 of which £56,613.21 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 underspend which had since been returned to Groundworks. The reserves policy allocated the remainder (£168,355.39) 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 (£15,000) extension of the turning circle at the cemetery/pathway repairs (£15,000) cemetery gates/railings/bollards (£8000), skate park repairs (£8,000) work to the town clock (noting the quarter chimes are not working)(£5,000). The reserves policy was agreed as prepared by the Clerk.

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

The invoices for Radii Ramps and Zurich Insurance had not been received, but were due imminently, the expected invoice amounts were advised by the Clerk. It was agreed to pay those invoices on receipt. Therefore, the accounts for payment were agreed as below:

REF	PAYEE	DETAILS		AMOUNT		VAT
577	STAFF	WAGES		£1,259.49		
578	STAFF	WAGES		£1,567.40		
DD	NEST	PENSION		£98.29		
579	EUROFFICE	TOILET PAPER/PRINTER PAPER		£150.34		£25.06
580	COZENS (UK) LIMITED	LIGHTING MAINTENANCE		£150.00		£25.00
DD	SSE	STREET LIGHT ENERGY		£1,126.40		£55.85
DD	SSE	ELECTRICTIY TOIELTS		£162.83		£7.75
DD	NORFOLK COPIERS	PRINTER RENTAL		£74.41		£12.40
581	WESTCOTEC	REPAIR TO SAM SIGN		£1,086.00		£181.00
582	RADII RAMPS	SKATE PARK EMERGENCY REPAIR		£450.00		
583	ZURICH	ANNUAL INSURANCE		£2,328.02		
		TOTAL FOR ALL PAYMENTS		**£8,453.18**		
		TOTAL VAT		**£307.06**		

11. To undertake the internal financial check April – June 2024

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