MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 07 APRIL 2026. THE MEETING COMMENCED AT 7.30pm.

Present
Cllr Thomson – Chair
Cllr Amey – Vice Chair
Cllr Anthony, Cllr Beech, Cllr Christien, Cllr Dunnett, Cllr Eldridge, Cllr Hardy, Cllr Roberts
Clerk – Ali Doe
There were 9 members of the public present including County Cllr Dewsbury and a representative from Norfolk County Council to speak Hingham Library.

1. Apologies for absence

Apologies for absence from Cllr Margand (away) were received and accepted.

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.**

(Matters that are confidential or commercially sensitive may not be addressed in public, this includes personnel matters)

A member of the public spoke regarding agenda item 16.2 2026/0213 - Proposed Self-Build Bungalow Land North Of The Rectory Attleborough Road Hingham Norfolk. The member of public raised the following concerns regarding contradictions withing the application:
The application form states there will be no altered or additional pedestrian routes, however the plan shows a pedestrian route on to Attleborough Road via listed gates (which have not been in use for many years).
The application form states 4 parking spaces, whereas the plan suggests 2 parking spaces.
The application forms states that the site is not vacant, however there is no current occupancy on site.
The application states that the site cannot be seen from a public road or public footpath, whereas it can be seen from the footway leading to Rectory Gardens

Concern was raised as to where soakaway water would be directed, as there is long standing flooding issues with rain water from the gully system on Attleborough Road, which causes flooding at the access area to the churchyard and Manor Court.
Concern was raised regarding the lack of information with regard to effects on biodiversity.
Concern was raised that the vehicular access was not in the ownership of the Diocese and this is not highlighted within the application although it is outlined in red within the site plan
Concern was raised that the application has been made for a self-build however it is unclear how the Diocese meet the self-build criteria.

A member of the public raised concerns regarding agenda item 16.5 (AMENDED APPLICATION - 2026/0286 - Proposed new commercial building. Land Off Ironside Way Hingham Norfolk), as the concerns previously raised have not been addressed, especially with regard to hours of operation, exterior flood lighting and additional vehicles (quoted as one or 2 a day). The member of the public stated that the hours of operation need to be defined and planting needs to be undertaken to increase screening of the site for neighbouring residents.

A representative from Norfolk County Council had been invited to attend the meeting to outline details and respond to queries regarding agenda item 18 with regard to updates on Hingham Library, the following concerns were raised from members of the public and Councillors with regard to the library closure.

Members of the public and Cllrs spoke to raise concerns regarding the closure of Hingham Library as below:
The closure of the library is a big loss to the community as it is well used by individuals and many groups such as book clubs, knit and natter. The Library is a hugely valued asset and helps to combat social loneliness.

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Children are now not able to attend such things as Lego club, bounce and rhyme, story time, crafting and other activities, the Governors of Hingham Primary School have raised concern as to how long children will be unable to access the Library service within the town when reading should be (and is) being encouraged (noting 2026 is the National Year of Reading).
It is difficult for some people to now access the library service for borrowing books, especially those who don't drive. To travel by bus to Wymondham is a 2 hour round trip, a similar return travel time to Watton Library, no direct public transport to Attleborough and very limited bus service to Dereham, traveling by bus may be financially restrictive.
Concern was raised that the Library was closed on January 13th with no prior warning, it was advised that a structural survey of the building was needed, however this was not undertaken until the end of February, and there were no updates from NCC.
It was raised that the Library has provided valuable provisions for vulnerable people through the warm and well and tricky period schemes, as well as being able to signpost people in need of the Community Cupboard and other essential services.
The Council clarified the concern regarding the potential for the provision of a mobile library. While a mobile library would be welcomed, the Council advised it would need to be sufficient enough (in terms of hours/days of the provision) to be an adequate substitute for the library building and must not be seen as a permanent substitute or remove any urgency for a permanent reinstatement of full library service within Hingham.
It was raised that the community do feel frustrated that there has been a lot of promoting on social media for the new Kings Lynn library, and frustration regarding the amount of funds spent (and overspent) on that project, and that the Millennium Library are due to have a £1million make over, but the same forethought has not been given to Hingham Library despite the known age and makeup of the building. General ongoing maintenance of the building has not taken place and it now looks in a poor state of repair.
Concern was raised regarding the lack of communication from NCC.
Concern was raised that the Library building may not be able to be refurbished, and in that event, a suitable replacement may not be found, leaving Hingham without a Library.
Concern was raised that the forthcoming elections on 07 May would change the political agendas to the detriment of the provision of Library service.

The representative from Norfolk County Council was welcomed to the meeting and spoke to acknowledge the concerns, frustrations raised and note the clear passion of the community for retaining the Library in Hingham.
It was advised that NCC are investigating options and has a process to go through, in order to determine if the existing building can be brought back into use or if an alternative building will need to be found. Such a process may be lengthy and bureaucratic. With regard to refurbishing the existing building, it would require significant strengthening of the structure, and due to the extent of refurbishment, potentially current regulations would require installation of toilet facilities and better insulation and heating. It needs to be determined if the best option is to refurbish the existing building if this is possible, or find an alternative location for the Library. Costs will be a significant factor in any future plan. Concern was raised that the ownership of the building is unclear. In the meantime, NCC are looking at what could be arranged to provide a mobile library service and if there was a space that could be hired to enable activities to take place. It is viewed as important that there is a provision in place to allow children to access the library service to enable them to take part in the summer reading challenge.
NCC are bound by priorities of the department of Media Culture and Sport who are tasked with overseeing the development and improvement of Council's library services.
The ideal scenario would be to be able to have a new building within a new community hub building as per the vision of the Hingham Neighbourhood Plan, the Council confirmed that this would be many years away.

Several suggestions were made to the NCC representative as follows:
Seeking the assistance of a local engineering firm with regard to refurbishment and strengthening the current building.
Placing a portacabin to act as a library either in the car park to the rear of the Lincoln Hall, or at the sports field.
Investigating the vacant building in the Market Place which was previously Chalfont's café (the building currently being up for sale).
Investigating building space to the rear of Harrods of Hingham.
Investigating purchase of alternative buildings (such as a bungalow, and seeking change of use).

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Investigating potential use of the site of the BT exchange in Stone Lane.
A mobile library could park on the tarmac drive outside the Lincoln Hall, however it would need to offer sufficient hours and ideally give the Hingham Library staff an opportunity to staff these hours.
Investigate using the Lincoln Hall for activities, noting in particular the stage area which is not well used. Use of the Bowls Club building could also be investigated.

The Town Council requested to receive the structural report and also requested a clear time line and regular updates for both the Town Council and the public.

The Council thanked the NCC representative for attending the meeting.

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

Cllr Christien declared an interest in agenda item 16.5.

4. To agree a Chairman to preside over any agenda items of this meeting, if both the Chairman and Vice Chair are unable to preside due to (agenda item 1) Apologies for absence and /or (agenda item 3) Declarations of interests

Cllr Thompson confirmed he would Chair all 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)
The Clerk confirmed that there were no applications for co-option.

6. To agree the accuracy of the Minutes of the Town Council meeting of 03 March 2026

The minutes of the meeting of 03 March 2026 were forwarded to all Cllrs prior to the meeting, were agreed as correct (with one amendment made by the Clerk within the report from Cllr Roberts for the school governors, noting it was a new staff member appointed not a new Governor). The minutes were signed by the Chair.

7. Matters arising from the Minutes of the Town Council meeting 03 March 2026 (and other updates contained in a written Clerks report circulated prior to the meeting)

See Appendix A.
The Chair advised that the SAM2 sign is currently not in use as it has developed several faults. The Clerk to contact Westcotec (manufacturers), for advice and a quotation to fix the faults.

8. Working Party Reports

There were no working party reports.

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

Cllr Hardy reported that the Police and Crime Commissioner had visited on 18 March to look at the new/refurbished play space equipment , the PCC was delighted to see the work undertaken.
The refurbishment of the Sports Hall floor had started on 23 March, however it soon became apparent that it was not going well which has led to the closure (temporary) of the sports hall. The contractor chosen (in good faith) to undertake the work has not complied with the promised ability to complete a successful refurbishment and is now not communicating, the HPFA have sought legal advice. The HPFA funds raised and earmarked for the project remain intact. Six nationally accredited sports floor specialists were approached and two agreed to attend. There needs to be a plan to firstly make the sports floor safe so it can be used as the closure is causing a loss if much needed income, and secondly to have a plan for a long term fix of the floor.

Cllr Dunnett advised that the Lincoln Hall AGM had taken place.

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Cllr Hardy advised that the Hingham Community Cupboard had now closed. The final accounts are being produced (hopefully in time for the annual town meeting). It is hoped that the Community Cupboard volunteers will still work together as a volunteer force within the town.

(note any other correspondence received prior to the meeting may also be included)

10. General Correspondence (information/circulars etc)

10.1 South Norfolk Council - Help Hub Van at Lincoln Hall Hingham

10.2 Norfolk County Council - Norwich Western Link project update

10.3 Norfolk County Council - Ghosts of Norfolk country houses to be captured in new historical project

10.4 Norfolk Rivers Trust - Protect Our Rivers , Apply for a FREE septic tank upgrade

10.5 Hear Norfolk - Hearing Support Service and CuppaCare timetables

10.6 Norfolk County Council - Norfolk Local Government Reorganisation – Government minded-to decision

The Clerk asked County Cllr Dewsbury if the placing of Hingham in the West authority and not Greater Norwich will impact on Hingham being in the Greater Norwich Local Plan, noting that the GNLP is currently being reviewed and has recently opened a "call for sites".

County Cllr Dewsbury advised that she had heard nothing with regard to the GNLP in relation to the re-organisation but will try to find some information.

Concern was raised by the Council regarding the potential impact on CIL payments to parishes in view of Hingham recently completing the Hingham Neighbourhood Plan.

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

none

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

All correspondence noted. No actions required.

13. District Councillor's report

District Cllr Woolliscroft was not present at the meeting. This was noted as disappointing.

14. County Councillor's report

County Cllr Dewsbury had sent a written report as below, which was forwarded to all Cllrs prior to the meeting:

Big Norfolk Holiday Fund

The Big Norfolk Holiday Fund which will be run between March 30th and April 13th will provide free holiday activities and nutritious meals for children and young people, aged 4 16 years, who are eligible for benefits related free school meals. Activities will include sport, outdoor adventures, swimming and arts and crafts.

Five for a Fiver

All day travel tickets for Park and Ride cost £3 for a single adult. £2 for concessions, £4 for two people travelling together and now five people can travel all day for just £5. From March 29th Norfolk County Council reduced the price of group tickets on all Norwich Park and Ride Services to five pounds for groups of up to five people. The reduction was made possible due to funding from the government to Norfolk County Council Bus Service Improvement Plan, which was allocated £14.8 million for 2026.

Norwich Western Link

The Department for Transport has informed Norfolk County Council that the Norwich Western Link project to improve travel and traffic problems to the west of Norwich will remain in the Department of Transport's Major Road Network programme. This means that nearly £1million, which the DfT agreed in principle last July, will be released to the County Council, so the project team can continue their work preparing for it.

Household Hazardous Waste Days

A series of Household Hazardous Waste Days will take place at recycling centres across the county between April 10th and June 6th. The nearest to our area will be: Norwich North Recycling Centre – Friday 10th and Saturday

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11th April, Dereham Recycling Centre – Friday 15th and Saturday 16th May, Norwich South Recycling Centre – Friday 5th and Saturday 6th June. To check which items are or are not accepted and book a slot contact: www.norfolk.gov.uk/hazardouswaste

Rural Business Awards

Norfolk County Council is inviting nominations for the Norfolk Rural Business Awards 2026 to celebrate the very best in Norfolk's rural economy. Businesses, individuals and organisations are invited to apply for nine different categories with finalists honoured at a special ceremony during the Royal Norfolk Show in June. The awards recognise excellence, innovation and resilience. Each category will be judged by a specialist panel. The closing date for entries is Tuesday April 21st.

For more information contact: www.norfolk.gov.uk/business/norfolk-rural-business-awards

15. To note Planning Decisions

Noted

15.1 2026/0489 - Ash Tree - Fell. Leylandii (L1 as marked on the provided Sketch) - remove
Mistletoe Cottage 4 Pitts Square Hingham Norfolk NR9 4LD
Decided - No objections

15.2 2026/0413 - Beech Tree - Fell
Land To The Rear Of 9 Mill Corner Hingham Norfolk
Decided - Refusal

15.3 2026/0183 - (T1) Tamarisk - reduce height from 4m to 2.5m (T2) Silver birch - reduce height from 5m to 3m (T3) Apple - reduce height from 6m to 3m (T4) Hawthorn - reduce height from 7m to 3m (T5) Quince - routine pruning to remain at 4.5m high (T6) Cherry - routine pruning to remain at 4m high
Dogwood House 17 Hall Moor Road Hingham Norfolk NR9 4LB
Decided - No objections

15.4 2025/3849 - Details for conditions 3, 4, 5, 7, 10, 11, 12, 13 & 14 of 2023/0185 - (3) External Works, (4) External Works, (5) Landscaping, (7) & (11) ASHP, 10, Noise and Dust Management Strategy, (12) External Works, (13) Ecological Design Strategy & (14) Proposed Drainage Layout Plan and Methodology
Agricultural Building North Of The Old Dairy Watton Road Hingham Norfolk
Decided – Approval of detail, Approved

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

Any planning applications for consultation as notified by South Norfolk Council, after the publication of this agenda will also be considered – please see the South Norfolk Council website for up to date details of planning applications

https://www.southnorfolkandbroadland.gov.uk/planning

16.1 2026/0417 - Demolition of existing agricultural building with class Q permission to convert to one dwelling. Erection of new replacement barn style dwelling and cartshed. Additional residential garden land
Agricultural Barn Attleborough Road Hingham Norfolk
It was proposed and agreed there were no objections to the application.

16.2 2026/0213 - Proposed Self-Build Bungalow
Land North Of The Rectory Attleborough Road Hingham Norfolk
On considering the details of the application, the Council raised the following concerns:
The application documents state that "the proposed bungalow is a genuine self-build project, designed and commissioned by the applicant to meet their personal needs", it is unclear as to how a personal need is being met to enable the proposed bungalow to qualify as a self build.
The proposed pedestrian access/egress point is via the ornate listed gates which have not been in use for many years, there is no footway on Attleborough Road directly in front of the gates therefore pedestrians would be led directly onto the carriageway at a narrow point on the road.

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The plan, in relation to the planting a boundary hedge to the plot, refers to a Biodiversity Net Gain report, the report does not appear to be present within the submitted documents.
Noting that vehicular access to the proposed development is via a shared access which adjoins the pedestrian footway to Rectory Gardens, the application does not give details of management of construction traffic to ensure the safety of other users and mitigate the disturbance to adjacent residents.

It was proposed and agreed that the Council were unable to support the application due to the points raised (above) with regard to the details contained within the application and associated documents.

16.3 2025/3972 - Single storey rear extension
2 Admirals Walk Hingham Norfolk NR9 4JL
It was proposed and agreed to support the application.

16.4 2026/0556 - Variation of condition 2 - Revise the access orientation of Plot 2's cart-lodge from West to South. Revise the external door position to both plot's plant rooms. Revise the position of the windows to the East gable-ends. Revise the entrance doorset. Revise the location of the flintwork feature wall from the north west gable-end, to the south gable-end. Add 1no. additional bedroom and en-suite to first floors. Add Velux windows to the first floor where needed to comply with building regs of permission 202/0183 (Demolition of agricultural building with extant permission to convert to a single dwelling, and erection of two new dwellings and cartlodges, with associated change of use of land from agricultural to residential) date of decision 20/03/2025
Application Type: Removal/Variation of Condition (S73 / S19)
Agricultural Building North Of The Old Dairy Watton Road Hingham Norfolk
The Council agreed there were no comments to raise.

16.5 AMENDED APPLICATION - 2026/0286 - Proposed new commercial building
Land Off Ironside Way Hingham Norfolk
It was proposed and agreed to comment that the amendments to the application do not answer the previous concerns raised regarding lighting, traffic movements, biodiversity and hours of operation.

16.6 2026/0807 - Retrospective application for installation of Woodburner with roof fitted flue
3 Geoffrey Buckingham Close Hingham Norfolk NR9 4JP
The Council agreed there were no comments to raise.

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

(noted)

17.1 2026/0506 - Beech tree x 1 - fell
30 Rectory Gardens Hingham Norfolk NR9 4RG

18. Review any updates regarding the closure of Hingham Library and agree any actions

Noting all of the points raised during public participation, some Cllrs expressed concern that despite the conversation there currently is not a solid plan forward. It was agreed that the Clerk should formally request a copy of the building surveys undertaken.

19. Receive a report on the meeting with Abel Homes, Norfolk County Council Highways Engineer (Major & Estate Development) and South Norfolk Council Planning Officer, re planning application 2025/2539 Erection of 110 residential dwellings with access, open space and associated infrastructure. Land South Of Norwich Road Hingham Norfolk.

The Clerk had forwarded a brief written report prior to the meeting to outline the outcome of the meeting with Abel Homes, Norfolk County Council Highways Engineer (Major & Estate Development) and South Norfolk Council Planning Officer.
The Chair and Clerk went to Abels office on 26 March 2026 where they met with 2 representatives from Abel Homes, the Norfolk County Council (development and major estates) Engineer who had commented on the

application , and also the South Norfolk Council Planning Officer. During the two hour meeting there was an in-depth discussion/debate regarding the issues previously raised, primarily regarding the concerns over the pedestrian island and the request for the start of the 30 mph speed limit to be pushed further eastwards.
The NCC Engineer was quite adamant that the pedestrian refuge should remain as it is a policy in the GNLP and gives a "desire line route" to the employment area. Also, the speed limit should not be moved as there was no built up environment adjacent to the road, so it would mean compliance to an extended 30mph limit would be poor.

The Clerk and Chair advised that they raised the many issues with the pedestrian island as follows:

- Safety concerns due to not enough visibility for pedestrians to see or be seen, but the existence of a pedestrian island would indicate to users a "safe" place to cross.
- The “desire line” route would potentially be used by children giving them a route directed toward the industrial area.
- As NCC have asked for an active frontage to the development to slow traffic down, their argument means that they consider that it is likely traffic will be speeding at the point of the pedestrian refuge, to consider the pedestrian island (and in turns the pedestrians who may use it) as a means to slow traffic is not acceptable.
- There will be large HGVs in the direct vicinity, and it is questionable from the vehicle tracking provided as to whether the HGV's would clear the island when turning east from the AC Bacon Engineering site.
- It was questioned as to whether the pedestrian refuge is needed as the developer is providing a puffin crossing a short distance away, which is a much safer option.
- The policy to include a pedestrian refuge in the GNLP was included without any technical work to see if it is actually a safe option.
- The pedestrian island would require the road to be widened to fit the refuge in which would require the removal of an existing established hedge, this in turn would leave a green open space running directly adjacent to the road (B1108) which is not safe for children, the South Norfolk Council Planning Officer also thought the this could lead to delivery vehicles parking on side of road to deliver to houses at the front of the development.
- The residents of the existing Hops development fronting the road requested a hedge be planted to help protect from noise/dust from traffic and as a result SNC have planted one, therefore removal of an existing hedge is counterintuitive. The policy for the existing Hops development required the retention of the existing hedge, therefore removal of the hedge for this development is contrary to SNC development policies (and the Hingham Neighbourhood Plan).

The SNC Planning Officer conceded that the better options may be to make a better gateway feature where the speed limit starts, to slow traffic down where it should already be at 30mph, to retain the existing hedge and not include the pedestrian refuge in favour of the puffin crossing.

The Clerk and Chair along with the NCC and SNC officers briefly visited the site, the SNC Planning Officer expressed concerns that the visibility for a pedestrian island was not ideal and suggested that in terms of protecting biodiversity the hedge should be retained.

The meeting concluded with the advice that Abel Homes and SNC would re look at the plans in order to see how best they can be amended, a re-consultation would then take place.

The council expressed gratitude for Abel Homes for facilitating the meeting and for the Clerk and Chair for attending.

20. To receive the information from Clayland Architecture regarding the Greater Norwich Local Plan call for sites, and agree any actions

It was noted that Clayland Architecture had submitted land on Watton Road and Hall Lane to the GNLP call for sites (both sites were submitted previously to the GNLP and were not brought forward within the Plan).
The Council agreed to feed back to Clayland Architecture that the Hall Lane site appears to not be appropriate for development (as per the previous assessments/conclusions in the GNLP).

21. To receive any feedback from the Council training and identify further training requirements

The Chair thanked Cllrs for attending the training, and Cllrs advised that they found the training to be very helpful. Cllrs asked for training on Planning, and Code of Conduct/Nolan Principles. The Clerk advised that there may be an opportunity for training in cemetery management/memorial monitoring which may be useful for the asset monitoring working group.

22. To consider requests from the Santas Grotto Committee as below:

Yard Sale - Saturday 16th May

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

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

Yard Sale - Sunday 13th September

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

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

Gift and Craft Fair - Sunday 1st November

Request permission to have stalls on the Fairland adjacent to the Bowls Club.

Area will be roped off to prevent access to and from the road.

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

Grotto committee members to supervise vehicle movements.

Risk Assessment and Public Liability insurance to be provided.

Grotto on the Fairland - 27th November to 6th January 2027

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.

It was proposed and agreed to allow all activities as listed above.

23. Reminder of the date of the Annual Town Meeting , 21 April 2026

Noted.

FINANCE

24. To consider a grant application from Hingham Rectory Bowls Club for funds towards the purchase of a ParaHandy wheelchair

The Hingham Rectory Bowls Club applied for a £500 grant towards funding a Parahandy wheelchair.

It was proposed and agreed to award the grant.

25. To receive the draft minutes of the Finance Committee meeting, 17 March 2026 and raise any points

The draft minutes of the Finance Committee meeting were forwarded to all Cllrs prior to the meeting. The Contents were noted.

26. To note accounts for payment as approved by the Finance Committee at their meeting on 17 March 2026, as below

Noted

REF	PAYEE	DETAILS		AMOUNT		VAT
784	ANGLIAN WATER BUSINESS	WATER PUBLIC TOILETS		£245.93		
785	GROUNDSCAPE	GRASS CUTTING CONTRACT		£2,902.00		
786	EUROFFICE	TOILET SUPPLIES		£153.53		£25.59
DD	SSE	STREET LIGHT ENERGY		£1,386.44		£231.07
		TOTAL FOR ALL PAYMENTS		**£4,687.90**		
		TOTAL VAT		**£256.66**		

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27. To note the appointment of Internal Auditor as approved by the Finance Committee at their meeting on 17 March 2026

It was noted that the Finance Committee agreed to appoint Luisa Cantera to undertake the internal audit, as per quotation of £29 per hour, anticipated time of 8 to 10 hours.

28. To agree the asset register for financial year ending March 2026

The Clerk had prepared the asset register and forwarded this to all Cllrs prior to the meeting. The Clerk advised where items had been removed (Christmas Banners and a two strings of Christmas Lights). The asset register was agreed.

29. To agree the draft accounts for financial year 2025/26 (as able to be presented to date)

The Clerk had prepared draft accounts as far as available bank statements allowed. This was forwarded to all Cllrs prior to the meeting. The Clerk advised that draft accounts would be presented at the Annual Town Meeting , this was agreed. The accounts be finalised for agreement at the May Council meeting prior to the audit process.

30. To consider renewal of the subscription to NALC/Norfolk ALC (if subscription renewal details have been received)

The Clerk advised that she had not received any subscription information from Norfolk ALC.

31. To receive the 2025/26 AGAR external auditor instructions

The communication from LLP Littlejohn (external auditors) was forwarded to all Cllrs prior to the meeting, and content noted.

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

Invoices due for payment were forwarded to all Cllrs prior to the meeting, the accounts for payment were agreed as below and the cheques were signed.

PAYEE	DETAILS		AMOUNT		VAT
STAFF	WAGES		£1,394.13		
STAFF	WAGES		£1,640.72		
NEST	PENSION		£256.60		
HMRC	TAX/NI		£908.92		
LINCOLN SOCIAL CENTRE	HALL HIRE		£121.50		
OFFICE FLOW	METERED PRINTING		£39.40		6.58
GRENKELEASING	PRINTER RENTAL		£106.78		£17.80
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00		£25.00
PARISH ONLINE	SUBSCRIPTION		£168.00		
ANGLIAN WATER	CEMETERY STANDPIPE		£19.01		
HINGHAM RECOTRY BOWLS CLUB	GRANT PARA HANDY WHEELCHAIR		£500.00		
	TOTAL FOR ALL PAYMENTS		**£5,305.06**		
	TOTAL VAT		**£49.38**		

The meeting ended at 9.30pm

Signed…….. Chair 05 May 2026

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Appendix A - Clerks report for the Town Council Meeting of 07 April 2026

Matters arising from the Minutes of the Town Council meeting 03 March 2026

MIN 18 – VAS/Vehicle Collision Avoidance electronic sign Fairland project, parish partnership scheme. Acceptance of the scheme conformed by the Clerk to NCC . NCC confirmed that the signs have been ordered.

MIN19 – Asset monitoring group, monitoring check recording sheets to be drawn up and first meeting to take place (date to be arranged).

MIN 23 – Annual Town Meeting, invitation sent to clubs/organisations etc to send in reports for the meeting.

Other Updates/Outstanding Issues

- Market Place bus shelter accessibility NCC proposal, no further contact from NCC
- Letter being drafted to the Diocese regarding land at the former rectory
- quotation for skate park repairs to be arranged.
- Public toilet gate replacement being sourced (in discussion with local company), back room lock to be organised
- Office furniture to be ordered
- Contractor contacted and requested to arrange replacement of 2 high risk street light columns
- Mole catcher for cemetery required.
- New Hingham.gov.uk website now in place, and email addresses for Councillors ready to be set up, log in details have been sent.
- Vehicle damage Incidents at the cemetery,. There insurance company of the driver from the 3rd incident has been contacted in writing an acknowledgement has now been received photos and invoices sent, awaiting response. Information has been sent to Norfolk County Council with further requests for the speed limit to be lowered. NCC have installed chevron signage, awaiting update from NCC re the SLOW markings being replace following resurfacing. NCC have indicated that a speed reduction review will take place, however no further updates have been recieved
- 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 has been tidied, this has made some room for paperwork/items to be stored, collection to be arranged, 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. Information has been sent to Cllrs, a date for meeting the relevant officer needs to be agreed.
- "Re-dedication" of the bus shelter to be organised.
- Commonwealth War Graves Commission have been invited to install signage at the cemetery they have advised this may take up to 12 months
- 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. Clerk is collecting evidence from social media posts.
- 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).

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- 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 with regards to possible solutions to replacing the Tally Alley light, the Clerk will meet with the contractor to discuss solar bollard lighting options – awaiting confirmation of date for meeting.
- 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. .
- 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.
- Replacement bin on Fairland – current bin still usable, but dented inside but new bin needs to be ordered
- Commemorative Plaque for the Fairland Bus shelter and Market Place bus shelter, to be ordered

Report prepared 07 April 2026 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – no further updates since figures for January 2026

https://www.police.uk/pu/your-area/norfolk-constabulary/wymondham/?tab=CrimeMap

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