MINUTES OF THE ANNUAL MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 05 MAY 2026. THE MEETING COMMENCED AT 7.30pm.

Present
Cllr Thompson – Chair
Cllr Amey – Vice Chair
Cllr Anthony, Cllr Beech, Cllr Christien, Cllr Dunnett, Cllr Eldridge, Cllr Hardy, Cllr Margand, Cllr Roberts

There were 2 members of the public present.

Cllr Thompson opened the meeting.

1. **To elect the Chair.**
   Cllr Thompson was proposed as Chair by Cllr Amey and seconded by Cllr Hardy, Cllr Thompson was elected unopposed as Chair.

2. **To elect the Vice- Chair.**
   Cllr Amey was proposed as Vice-Chair by Cllr Thompson and seconded by Cllr Christien, Cllr Amey was elected unopposed as Vice- Chair.

3. **Declaration of Acceptance of Office forms:**
   The newly elected Chair to sign the Chair's Declaration of Acceptance of Office form and the newly elected Vice - Chair to sign the Vice-Chair's Declaration of Acceptance of Office form.
   (Or - To agree Councillors not present may sign their Declaration of Acceptance of Office form outside of the meeting in the presence of the Clerk (Proper Officer).
   Cllr Thompson and Cllr Amey signed the Declaration of Office Form.

4. **Apologies for absence**
   Apologies for absence were received from County Cllr Margaret Dewsbury.

5. **Public participation session, (members of the public may make a statement or ask a question of not more than three minutes duration)**
   The public will be 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)
   If an item is not on the agenda no decision can be made at this meeting. Public Participation will be generally limited to 15 minutes duration

   A representative of the Hingham Playing Field Association had requested to make a presentation regarding a concept for the future of community facilities in Hingham.
   A written brief of the presentation had been provided by Roy Pickerill Chairman HPFA and forwarded to all Cllrs prior to the meeting.
   It was explained that the Hingham Playing Field Association had a concept strategic plan for the future provision of community facilities in Hingham which includes and expands upon the policy (HING 9) in the Hingham Neighbourhood Plan. The concept is for the provision of a new Town Hall, new Sports Centre (potentially including a swimming pool and commercial ventures such as a bar/cafe), central car parking, additional local parking, new library, extended cemetery area and church parking, large scale housing development. The proposed placement of the facilities being is envisaged, (as per the plan supplied), as utilising Lady's Meadow (as per the Hingham Neighbourhood Plan) and adjoining land, some of which has been submitted (by Clayland Architects) in the recent Greater Norwich Local Plan review call for sites for consideration for housing development, and land owned by another party.

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The vision would include the removal of the current Lincoln Hall and potentially moving the bowls club (incorporating this into the new sports centre), along with trading the current sports field (including demolition of the existing building) for housing.
It is estimated that to fulfil the vision would cost between £5 million and £7 million, with an 80% chance of success by 2030, but the window of opportunity closes if/when Clayland Ltd get planning south of Watton Road.
Funding could be obtained through, value of HPFA land owned by HTC (Hingham Town Council), offset of Clayland land value, Clayland investment, County Council (replacement library), Arts Council Grant, Sport England Grant, Pickleball England Grant, Lawn Tennis Association, Football Association, Cricket Association, Local Fund raising, Bank loan, potentially commercial backing.
It was suggested that a working party would be required consisting of all stakeholders, identified as Town Council (Chair), Lincoln Hall Trust, HPFA Trust, Hingham Bowls Club, Church Diocese, Hingham Library (Norfolk County Council), South Norfolk Council, Clayland Ltd, Any other material landowner.

The Council made the following points in response to the presentation:

- The location plan includes a large parcel of land owned by another party (not Clayland as per the land submitted to the GNLP or the Diocese as per Lady's Meadow).
- The timescale for completion is potentially unrealistic, being that the call for sites for the Greater Norwich Local Plan has only recently closed, and any such plan would need to be in conjunction with the GNLP review (the current GNLP was adopted in 2024, 8 years after the initial call for sites for the Plan, and runs until 2038).
- Clayland Architects may not be open to concept.
- Is there an alternative?

The chair advised that no decision could be made at this meeting as a proposal would need to be made for an agenda item at a future meeting. Mr Pickerill was thanked for the presentation.

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

Cllr Hardy declared an interest in agenda items 23 and 36 with reference to being a member of the Hingham Playing Field Association.
Cllr Thompson declared an interest in agenda item 44.

7. To agree a Chair to preside over any agenda items of this meeting, if both the Chair and Vice Chair are unable to preside due to (agenda item 4) Apologies for absence and /or (agenda item 6) Declarations of interests

Cllr Thompson to Chair all agenda items except item 44.

8. 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.

9. To agree the accuracy of the Minutes of the Town Council meeting of 07 April 2026

The minutes of the meeting of 07 April 2026 were forwarded to all Cllrs prior to the meeting. The minutes were agreed as correct and signed by the Chair.

10. Matters arising from the Minutes of the Town Council meeting 07 April 2026 (and other updates contained in a written Clerks report circulated prior to the meeting)

See appendix A

11. Working Party Reports

There were no working party reports.

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

Hingham Playing Field Association

Cllr Hardy reported that the Pulastic sports floor is due to be installed in the sports hall 18 May, and the hall should be able to re-open on 25th May. The quoted cost of the floor is £43,811.72 and comes with a 25 year warranty. Fundraising has achieved £18,000 and the HPFA have allocated funding from reserves.
With regard to the previous work undertaken on the floor, it is estimated that it resulted in £3,000 loss of earnings and cost £1,000 to stabilise the floor to enable the sports hall to be used, the HPFA have sought legal advice.
£825 has so far been raised through the sponsorship boards.
The next project required is an upgrade to the car park. Quotations range from £13,000 for a basic refresh to £60,000 for a full scale refurbishment. It is anticipated that £50,000 will be needed to undertake an adequate job with the provision of an accessible parking provision and a solid footway.
The HPFA can apply for a Community Action Fund grant in August.
The work to change the constitution continues, once finalised it should enable opportunities for grant funding through Sport England.
Abrahams bar have installed a canopy over the patio.

Lincoln Hall

Cllr Dunnett advised that the Lincoln Hall AGM took place in March and the existing committee members were re-elected. The Lincoln Hall are applying for a music licence.

Hingham Community Cupboard

Cllr Hardy confirmed that the Hingham Community Cupboard had been closed down. The Community Cupboard committee voted to pass left over funds (£1843.49) to the Hingham Playing Field Association, as the HPFA had accommodated the Community Cupboard and plays a significant role towards wellbeing within the community. The Charity Commission have been informed.

Hingham Primary School Governors

Cllr Roberts advised that there is a great deal of frustration that Hingham Library is still closed.

13. General Correspondence (information/circulars etc)

Noted.

13.1 South Norfolk Council - South Norfolk Community Awards 2026 - Nominations 1 MONTH TO GO!

13.2 Notice of The Norfolk County Council (Surface Dressing - South Area)

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

Noted.

14.1 Resident - Finale report from the former Hingham Road Safety Campaign group

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

The Clerk to acknowledge thanks to the resident for item 14.1.

16. District Councillor's report

There was no report from District Cllr Woolliscroft. Disappointment was noted that Cllr Woolliscroft was not attending Town Council meetings.

17. County Councillor's report

County Cllr Dewsbury provided a written report prior to the meeting as follows (this was forwarded to all Cllrs prior to the meeting, and contents noted).

Trading Standards

Bird flu has decreased so from April 9th the mandatory housing measures for poultry and other captive birds was lifted but keepers must still follow guidance on cleansing, fencing off ponds and detering wild birds from entering their sites.

Children's Services

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Nine new bases providing 110 specialist places are opening in primary schools this year as part of Norfolk local First Inclusion programme to increase capacity for children who need additional support and reduce the miles they have to travel to access it. The service provides for more than 600 children and young people and last year 61% travelled less than 10 miles to their base.

Flourish Awards 2026

The flourish awards are hosted by the Children and Young People Stategic Alliance and they recognise those who make a difference to the lives of children and young people. Last year there were 250 nominees and 16 finalists were celebrated at the Awards Ceremony at the Assembly House. Nominations can be submitted until May 29th.

Adult Learning Service

The Adult Learning Service has changed its name to Adult Learning and Skills because many of the courses teach practical skills such as cookery, arts, plumbing, bricklaying, (at the Construction Centres) etc. to develop new skills for employment or to be used at home, as well as providing qualifications. Many courses are provided on line to make them more accessible but the 140 venues around the county were attended by over 4,400 people during the year.

Library Service

The Millenium Library will be closed for refurbishment from April 27th to July 15th. The library is 25 years old and some parts, such as the flooring, are showing signs of wear. The work will reate more accessible and flexible space for visitors including a new study space, a redesigned Early Years section and separate areas for 8 years and over and for teenagers. People are encouraged to use other libraries whilst the work is taking place but other areas of the Forum will still be open eg The American Library, and some of the regular groups and activities such as Bounce and Rhyme, Just a Cuppa and Heritage events will continue to be delivered in the Gallery space.

Museum Service

The Castle Museum has been shortlisted for the Art Fund Museum of the Year 2026. The Art Fund recognises inspiring projects and activities, and the judges will visit each of the museums before making their decision. The Awards will be presented in London on June 25th. The winning museum will be awarded £120,000 and £20,000 will be given to each of the four other finalists.

18. Planning Decisions

18.1 2026/0506 Beech tree x 1 - fell
30 Rectory Gardens Hingham Norfolk NR9 4RG – Refusal

18.2 2025/3972 - Single storey rear extension
2 Admirals Walk Hingham Norfolk NR9 4JL - Approval with Conditions

18.3 2025/2739 - Proposed single storey annexe to provide ancillary accommodation to the host dwelling
The Barn White Lodge Farm Hardingham Road Hingham Norfolk NR9 4LY - Approval with Conditions

18.4 2025/1666 - Erection of 1no self build chalet bungalow with detached garage, amenity, parking and access
Land East Of 21 Norwich Street Hingham Norfolk - Approval with Conditions

18.5 2025/1344 - Outline application with all matters reserved except for access for up to 3no. self-build dwellings
Land Adjacent To Watton Road Hingham Norfolk - Refusal

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

19.1 2026/1142 - Replacement of approved window in new extension with a door. To go with NMA 2026/1030 (NMA of 2025/0662 (HH) and 2024/3128 (LB)
Lilac Farm 42 Seamere Road Hingham Norfolk NR9 4LW

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The Council agreed to not make comment on the application.

19.2 2026/0964 - Ground floor extensions to rear with infill porch and insertion of additional window to front and inset solar panels to roof
7 St Andrews Close Hingham Norfolk NR9 4JT
The Council agreed to not make comment on the application.

19.3 2026/0999 - Replace rotten windows to main residence.
Pearces Farm Seamere Road Hingham Norfolk NR9 4LP
The Council agreed to support the application noting replacement of rotten windows would be essential.

19.4 2026/0735 - Resurface and extend existing driveway to a proposed 5 bay workshop/garage, primarily oak timber framed and left to naturally patina.
Meadowbrook 1 Low Road Hingham Norfolk NR9 4NG
The Council agreed to not make comment on the application.

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

None

21. To receive an update on the Hingham Library Closure and agree any actions

The Clerk advised that Norfolk County Council Library Service have set up a working party and invited the Clerk to join on behalf of the Town Council. The working party have been tasked with bringing forward ideas for providing a library service in Hingham until the full service is brought back to the Town.
The Mobile Library will be visiting Hingham on Mondays (except Bank Holidays) between 10am and 12 noon. It will park on the tarmac area outside the Lincoln Hall. There are plans to provide Read and Feed at the primary school once a week for 5 weeks of the summer holiday (children can access books, activities and be provided with a packed lunch). The team will be looking to see if other activities can be put on in other locations.
It has been suggested that the use of the vacant building in the Market Place (previously Chalfont's) should be investigated, as yet NCC have not passed comment on this suggestion.
There are no updates on the permanent provision of a Library building in Hingham. The Clerk advised that she had put in a Freedom of Information request for the library building survey.
The Council raised concern that children will not be able to utilise the mobile provision (unless in school holidays), and the Read and Feed will not cater for children other than those who attend Hingham Primary school, in particular there is no provision for high school children.
It was agreed to invite the representative from Norfolk County Council who previously attended the Town Council meeting with regard to the Library, to attend the next Town Council meeting.

22. To receive the Norfolk County council Parish Partnership feasibility study on a pedestrian priority crossing over the B1108 Fairland

The Parish Partnership feasibility study on a pedestrian crossing over the B1108 Fairland had been received from Norfolk County Council and forwarded to all Cllrs prior to the meeting. The Clerk had responded to NCC highlighting errors within the study document and asked that these be amended. It was noted that NCC had advised the report concludes that a crossing of the B1108 is feasible but is poor value for money, and that no NCC budget is currently available to implement a crossing here. This will however be added to the longlist of pedestrian crossing schemes for further consideration, should external funding be made available.

23. To consider the proposal from the Hingham Playing Field Association: Do the council agree to remove the right to appoint a trustee for HPFA from the new constitution, subject to their inclusion on the list of organisations with the right to appoint maintained by HPFA in accordance with the new constitution, and in line with Charity Commission best practice?

Cllr Hardy advised that the new constitution had been written in line with the recommended template from the Charities Commission who advise that it is poor practice to name other organisations within the constitution, but to refer to a list of organisations which can be reviewed and updated as needed without the need to change the

DRAFT

constitution. The list referred to in the HPFA constitution will be of organisations who have a right to appoint trustees.

There was a discussion as to whether the "right" to appoint a trustee would still remain for the Town Council, if the Council was not specifically named in the constitution, noting that the Town Council had a different relationship with the HPFA than other organisations by virtue of being the owners of the land.
Cllr Hardy confirmed that Community Action Norfolk had stated that the Town Council would retain the right to appoint trustees.
A vote was taken, the majority vote was to agree to the change and for the Town Council to be on the list of organisations rather than be specifically named within the text of the constitution itself.

24. To consider the need for any Working Parties (and agree membership)

The Council agreed to retain the existing Highways, Transport and Environment working party and agreed the following membership:
(Council membership) Cllr Amey, Cllr Anthony, Cllr Beech, Cllr Christien, Cllr Dunnett and the Clerk
It was agreed to dissolve the Archives Working Party as it had not yet met, and reinstate it as needed.

It was noted that the Hingham Neighbourhood Plan working group was no longer needed as the plan was successfully adopted, and the Asset Monitoring working group had only recently been introduced and did not require a review.

25. To review the requirement for a Finance Committee (and agree membership)

It was agreed to retain the Finance Committee as it works well and gives members of the public opportunity to attend meetings specific to financial matters.
The Finance Committee membership was agreed as Cllr Amey, Cllr Dunnett, Cllr Eldridge, Cllr Roberts, Cllr Thompson.

26. To receive notification of the Skate Park RoSPA inspection due in June

Noted.

27. To review Standing Orders for Working Parties

A copy of the Standing Orders for Working Parties was forwarded to all Cllrs prior to the meeting, it was agreed that no amendments were needed.

28. To review Terms of Reference for Working Parties/Committees

A copy of the terms of reference for the Highways, Transport and Environment Working Party and the Archives Working Party were forwarded to all Cllrs prior to the meeting, it was agreed that no amendments were needed to the Highways, Transport and Environment Working Party, noting the Archives Working Party terms of reference could be reviewed if/when the Working Party was reinstated.

29. To review Terms of Reference for the Finance Committee

A copy of the Terms of Reference for the Finance Committee was forwarded to all Cllrs prior to the meeting, it was agreed that no amendments were needed.

30. To review the system of internal control

The system of internal control was noted as:

- Finance Committee undertake a financial check at every meeting (meet 3 times a year), this is minuted and minutes are circulated to the whole council
- Invoices are scanned and forwarded to all Cllrs prior to each Town Council meeting, all payments are listed and referenced on the minutes
- 2 signatories to enable payments, no one person can make a payment, access the bank accounts or make changes to the accounts.
- Financial regulations reviewed annually
- Membership of NALC to ensure updates on legislation changes

DRAFT

- Internal audit undertaken annually
- Clerk reports on receipt of precept
- Clerk undertakes monthly reconciliation of current account

It was agreed that the internal controls were appropriate and sufficient.

31. To review the scheme of delegation and to review the matters of delegation to the Finance Committee (delegation as below)

"In the event that it is not possible to convene a meeting of the Town Council within a reasonable time in order to be able to discuss and agree Council business deemed to be essential or of an emergency nature , the Clerk shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory /given deadlines, or to ensure public safety. This will be carried out where possible in consultation with all Council Members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance where necessary. This delegation does not extend to matters expressly reserved for decision only by the Council, as defined in legislation.
If business is conducted under this scheme of delegation, a written record will be kept of the consultation with Councillors. All business concluded under this scheme of delegation will be ratified by the Council at their next convened meeting, and such ratification will be detailed in the minutes of that meeting.
This delegated authority will be reviewed annually and may be ceased by a decision of the Council at a convened meeting when the scheme of delegation is considered no longer necessary".

Delegation to Finance Committee – matters as referred to in the Finance Committee Terms of Reference and as referred to in Financial Regulations

It was agreed to retain the scheme of delegation.

32. Review of Town Council representation on external bodies and arrangements for reporting back

The following representation on external bodies was agreed:
Hingham Playing Field Association: Cllr Hardy
Hingham Charity: Cllr Dunnett
Hingham Education Trust: Cllr Dunnett and Cllr Eldridge
Lincoln Social Centre: Cllr Hardy and Cllr Christien
Hingham Primary School Cllr Roberts
It was agreed that a dedicated item on the agenda "Reports from representatives on external bodies/ attendees of external meetings/training" allows for consistent reporting back to the Council.

33. To review the appointment of a tree warden

It was agreed that Cllr Thompson should remain as the tree warden.

34. To note the time and place of meetings of the Council up to and including the next annual meeting of the Council (to include the date of the next Annual Town Meeting)

It was agreed that the meetings of the Town Council should continue to take place in the Lincoln Hall (unless unavoidably unavailable) on the first Tuesday of the month (with no scheduled meeting in August).
2026
02 June, 07 July , No scheduled meeting for August, 01 September, 06 October, 03 November
01 December
2027
05 January, 02 February, 02 March, 06 April, 04 May

Finance Committees expected to take place on
16 July, 17 November 2026, and 16 March 2027.

The Annual Town Meeting is anticipated to take place on 20 April 2027

DRAFT

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

The Clerk confirmed that the renewal notice had been received, and the cost was £552.51.
The Council noted the use of NALC/ Norfolk ALC for legal updates and model templates and agreed to renew the subscription.

36. To consider the payment of donation of £2500 to the Hingham Playing Field Association (as per budget) noting this would to be ringfenced for maintenance/repairs/upgrades to the play equipment (with the proviso that HPFA annual accounts are provided to the Town Council and show these funds detailing amounts spent and ringfenced for this purpose)

Noting the conditions of the donations, the Council agreed to the payment of £2500 donation to the HPFA, for 2026/27.

37. To consider the information from Wescotec regarding the SAM2 sign faults, including costings for repairs, and agree any actions

The Clerk had provided information from Westcotec (the manufacturers of the SAM2 sign) as follows:
It appears that the PLN10 display (the 88 LED digit unit) may be faulty. To replace this component, the estimated cost would be in the region of £400–£500 + VAT, subject to full assessment of the unit once received.
Regarding the date showing 1970, this is usually caused by the internal coin cell battery responsible for retaining the date and time settings. This is a relatively low-cost part to replace, at £9.50 + VAT.
The typical lifespan of the device is around 10 years. However, we still have a number of signs in service that are 15–16 years old and continuing to operate well.

For a new replacement device (like for like) including data collection, two batteries, battery chargers, bracket set, and protective cover, the cost would be £3,740 + VAT.

The Clerk advised that there were alternative models available with the option of solar power (however the "smiley face" display machines are not permitted by Norfolk County Council).

The Council agreed to repair the SAM2 machine and consider a replacement through the Parish Partnership Scheme (if the PPS is available for bids this year).

38. To note the proposed date for the next meeting of the Finance Committee (suggested date, 21 July 2026)

Noted.

39. To agree the final accounts for 2025/26

The Clerk had prepared the final accounts, and a copy had been forwarded to all Cllrs prior to the meeting, it was noted that the Internal Audit was due to take place mid May.
The year end accounts for 2025/26 were agreed

40. To receive the notification from South Norfolk Council of payment of CIL money to parishes (note £ 0 due to Hingham)

Noted.

41. To receive the notification from South Norfolk Council of part payment of the Parish Precept (£49,000)

Noted.

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

A copy of invoices 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	1160.18			
	BINBAGS	11.94			£2.28
	CLEANING CLOTHS	1.7			
			£1,173.82		
STAFF	WAGES	1639.32			
	STAMPS	21.6			
			£1,660.92		
NEST	PENSION		£232.78		
HMRC	TAX/NI		£766.68		
LINCOLN SOCIAL CENTRE	HALL HIRE		£81.00		
OFFICE FLOW	METERED PRINTING		£39.48		6.58
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00		£25.00
COZENS (UK) LIMITED	EMERGENCY REPAIR REFIX COLUMN		£522.00		£87.00
SSE	STREETLIGHT ENERGY		£1,332.98		£222.16
SSE	TOILETS ELECTRICITY		120.93		£5.76
IF AGREED					
HINGHAM PLAYING FIELD ASSOCIATION	DONATION		£2,500.00		
A DOE	WORK AT HOME ALLOWANCE		£312.00		
S THOMPSON	CHAIRS ALLOWANCE		£374.00		
NORFOLK ASSOCIATION OF LOCAL COUNCILS	SUBSCRIPTION		£552.51		
	TOTAL FOR ALL PAYMENTS		**£9,819.10**		
	TOTAL VAT		**£348.78**		

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

The following matters are commercially sensitive and/or refer to Council members/staff and are therefore considered confidential

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

44. To Consider and agree the Chair's Allowance (25/26)

Cllr Amey Chaired this agenda item.

The Council agreed to pay the Chairman Allowance of £374 for the year up to May 2026.

45. To Consider and agree the Clerk's Homeworking Allowance for 25/26 and note the government is ending working from home tax relief for employees from April 2026

The Clerk advised that the allowance amount for working at home as per set by Government, £312 per year. It was agreed to pay the Clerk the home working allowance for the year 2025/26.

It was noted that this allowance could be paid directly to the employee from the employer or claimed as tax relief by the employee. However, the Government has ended the working at home tax relief from April 2026, as described below. The Clerk advised that the Council would still have the ability to pay working at home expenses directly, however it was unclear as to if this would be capped. The Clerk advised that it would be preferable to have a policy in place.

Noted

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General description of the measure
This measure only applies to those employees who have not had these costs reimbursed by their employer. This measure will not impact the existing ability for employers that reimburse employees for costs relating to homeworking where eligible without deducting Income Tax and National Insurance contributions.
This measure removes the process in which employees can claim a deduction from Income Tax from HMRC if they have incurred additional household costs when being required to work from home.
These costs include increased household utility costs and business telephone calls. The amount that can be claimed can either be based on actual expenditure, with evidence, or at a fixed rate of £6 per week without providing receipts.

The meeting ended at 9.45 pm

Signed …….. Chair 02 June 2026

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Appendix A - Clerks report for the Town Council Meeting of 05 May 2026

Matters arising from the Minutes of the Town Council meeting 07 April 2026

MIN 27 - Internal Audit due to be submitted to the Auditor on 11th May 2026

Other Updates/Outstanding Issues

- Annual Town Meeting took place on 21 April 2026- 32members of the public attended – minutes to follow
- 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
- Asset monitoring group, monitoring check recording sheets to be drawn up and first meeting to take place (date to be arranged).
- 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 05 May 2026 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – March 2026
Chapel Street - other theft 1
Ringers Lane - Violence and sexual offences 1
Fleeters Hill - Violence and sexual offences 1
Hardingham Road – Public Order 1

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

DRAFT