MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 06 JANUARY 2026. THE MEETING COMMENCED AT AT 7.30pm.

Present
Cllr Amey (Vice Chair) Acting Chair
Cllr Beech, Cllr Dunnett, Cllr Eldridge, Cllr Hardy, Cllr Margand, Cllr Roberts
Clerk - Ali Doe

There was one member of the public present.

1. **Apologies for absence**

Apologies for absence were received from Cllr Anthony (away), Cllr Christien (unwell) and Cllr Thompson (away), the apologies were considered and accepted by the Council.
County Cllr Dewsbury also gave apologies due to attendance at another parish meeting.

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 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

- Grateful thanks was noted for the gritting of pathways (especially Ringers Lane) by the Town Council handyman.

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

Cllr Hardy and Cllr Roberts declared an interest in agenda item 19 (being representatives on the Hingham Playing Field Association).

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

Cllr Amey confirmed she would chair all 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 had been no application for co-option.

6. **To agree the accuracy of the Minutes of the Town Council meeting of 02 December 2025**

The minutes of the meeting of 02 December 2025 were circulated prior to the meeting. The minutes were agreed as correct and signed by the Chair.

7. **Matters arising from the Minutes of the Town Council meeting 02 December 2025 (and other updates contained in a written Clerks report circulated prior to the meeting)**

See appendix A.

8. **Working Party Reports**

There were no working party reports.

9. Neighbourhood Plan Steering Group report

The Final Decision Notice and Notice of Adoption as supplied by South Norfolk Council were noted as advising that: " Following the referendum held on 6 November 2025, which resulted in an 89.3% vote in favour to 'make' the Hingham Neighbourhood Plan, and in accordance with the Neighbourhood Planning (General) Regulations 2012, as amended, South Norfolk Council has decided to make (adopt) the Hingham Neighbourhood Plan".
The Neighbourhood Plan forms part of the Development Plan for South Norfolk Council, and it will be used in the determination of planning applications within the neighbourhood area.
The Chair reminded Cllrs that they need to familiarise themselves with the Hingham Neighbourhood Plan as they will need to refer to it when considering Planning Applications forwarded to the Council for consultation.

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

Hingham Playing Field Association

Cllr Hardy reported that the work to the Welcomme Space is almost complete. A new deck is needed for the roundabout to replace one that was delivered damaged, and the new bucket swing was delivered without fixings therefore new parts are awaited. It is evident that the Welcomme Space is being well used and the HPFA are hoping to have a "re-opening" event and will use this as an opportunity to launch a new fundraising drive.
It was reported that the floor in the sports hall is breaking up and needs replacing which will cost approximately £12,000. An application for grant funding has been made to cover half of the cost, so match funding would be needed. A crowd funding scheme will hopefully be going live in February. The poor floor surface prevents pickle ball tournaments being held, however it is hoped that 'Pickleball for Parkinsons' sessions can be piloted in March.
The HPFA have help from a volunteer with a background in marketing who is helping to build a brand and logo.
It was reported that the senior citizens party was very well received and all who attended had an enjoyable time.
Thanks was noted for the help given by the Community Car Scheme. The HPFA offered thanks to the Town Council for the grant funding provided for the refurbishment of the play areas and for the senior citizens party.

Hingham Community Cupboard

Cllr hardy reported that the Community Cupboard was not supporting 3 households who should be independent of this help soon. Noting that there are now other avenues available for people to access help and support, it was anticipated that the Community Cupboard will close down at the end of March.
The Community Cupboard team hope to be able to still work together to volunteer on other projects.

11. General Correspondence (information/circulars etc)

11.1 Norfolk County Council - Are you ready to take on the 30-day health challenge in 2026?
11.2 South Norfolk Council - LGR Consultation
11.3 South Norfolk Council - Volunteer groups environmental work
11.4 Hingham Dental Practice Manager - Stepping down as carer of Hingham Bus Shelter Defib
The Clerk advised that the defib, having been in operation for approximately 13 years was probably coming to the end of its life (quoted life of defibs is 8-10 years), although it is still working it will require a new battery soon. The Council asked the Clerk to look in to options for replacing the defib. Cllr Hardy and Cllr Beech offered to take over the monitoring and logging requirements for the defib.

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

12.1 Formal Complaint – Safety Concerns and Accident Near 13 The Dell, Hingham
The Clerk advised that she had previously spoken to the resident who had written, and advised that the parking issues raised could not be resolved by the Town Council.

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

The Clerk to send a suitable written response to the correspondence in 12.1.

14. District Councillor's report

There was no report from District Cllr Woolliscroft.

15. County Councillor's report

The report sent by County Cllr Dewsbury prior to the December meeting was to cover the December and January meetings.

16. Planning Decisions

Noted

15.1 2025/3677 - Lawful development certificate for proposed single-storey rear extension
Hafan Deg 2 Springfield Way Hingham Norfolk NR9 4PR - Approval with no Conditions

15.2 2025/3394 - Amendments to the approved scheme ref 2024/3128; reduction of windows sizes, replacement of the rear door with a window
Lilac Farm 42 Seamere Road Hingham Norfolk NR9 4LW - Approval with no Conditions

15.3 2025/3397 - Non material amendment of reduction of 2025/0662 - reduction in window sizes and replacement of rear door with a window
Lilac Farm 42 Seamere Road Hingham Norfolk NR9 4LW - Approval with no Conditions

15.4 2025/3367 - Proposed single storey side and rear extension with partially-removed hedgerow to accommodate revised vehicular access.
9 Lincoln Close Hingham Norfolk NR9 4LZ - Approval with Conditions

15.5 2025/3108 - Oak - O1 - Lightly reduce crown by 1-2m all round from (15m) to (14/13m) height and from (15m) to (14/13m) width
4 Admirals Garden Hingham Norfolk NR9 4JW- Approval with Conditions

15.6 2025/3161 - Single-storey rear extension and front porch
2 Baxter Close Hingham Norfolk NR9 4HZ - Approval with Conditions

15.7 2024/3508 - Retrospective erection of two outbuildings, one for a grocery store and one for storage
8 Bond Street Hingham Norfolk NR9 4HA- Approval with Conditions

17. 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 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
No objections were raised noting that the planning application had already been granted.

16.2 2025/3685 - Proposed cart lodge
23 Hall Moor Road Hingham Norfolk NR9 4LB
No objections were raised.

16.3 2025/2991 - Lawful development certificate existing for the proposed foundations to be installed prior to the expiry date of the planning approval
Holly Court Barn Watton Road Hingham Norfolk NR9 4NN
No objections were raised.

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

18.1 2025/3900 - Apple Tree (A1) and Silver Birch (S1) - cutting down/felling in order to optimise the parking on the driveway at the Property, and create a sufficient and safe turning space.
Mistletoe Cottage 4 Pitts Square Hingham Norfolk NR9 4LD
Noted.

19. To consider the request by the Hingham Playing Field Association:

with regards to transfer the charity from its current unincorporated status to that of a Charitable Incorporated Organisation (CIO) the Governing Document is required to be updated. The HPFA proposes to remove the third party right of appointing a charity trustee (a right held by Hingham Town Council), replacing this with a clause requiring a list to be kept of Organisations wishing to nominate a trustee. (The change will ensure the Governing Document does not become out of date if Organisations cease to exist).

Cllr Hardy outlined why it is necessary to change the status of the charity to a CIO. It was explained that the request to remove the third party right to appoint a trustee from the governing document, would help to prevent the governing document from becoming out of date, if named organisations with the right to appoint a trustee ceased to exist.
The Council considered this request but it was noted that as owners of the land the Town Council relationship to the HPFA was different from other organisations and that the Town Council would be unlikely to cease to exist. Therefore the Council agreed that the Town Council should remain in the HPFA governing document as having a right to appoint a trustee.

20. To consider the proposals/suggestions from the Milestone Society

An email had been received from the Milestone Society asking if the Town Council would be willing to repaint the Milestones if paint supplies were provided and if the council would be in favour of having the 100 year old (estimate) cast iron finger post at Cranworth Road raised and repainted? The Milestone Society have some unspent heritage funding, and potentially could joint fund this.
The Council agreed to undertake painting of the Milestones and agreed that if possible the finger post should be preserved, therefore investigation should take place with regard to costings.

FINANCE

21. To discuss and agree the budget for 2026/2027

The Clerk advised that, she had amended the draft budget since the last meeting to increase the expected amount of bank interest income to £2000, the budget figure for spending on Christmas tree and lights had been increased as it had become apparent that the Christmas tree lights would need replacing, to balance this the contingency figure had been reduced a little.
The budget for 2026/27 was agreed (see Appendix B).

22. To discuss and agree the parish precept for 2026/27

The Council considered options for the 2026/27 parish precept requirements and in consideration of the budget aimed to keep the precept figure as low as possible. It was agreed that a raise in the precept was needed to meet the budget requirement and to request a precept of £99,000. Due to the increase in precept requirement and a decrease in the tax base figure (the figure notified to the Town Council by South Norfolk Council which is used to calculate the cost per property) there will be an increase equivalent of £2.30 a year on a band D property.

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

A copy of the invoices were forwarded to all Cllrs prior to the meeting, the accounts for payment were agreed and the cheques were signed.

REF	PAYEE	DETAILS		AMOUNT		VAT
755	STAFF	WAGES		£1,358.40		
756	STAFF	WAGES		£1,640.72		
dd	NEST	PENSION		£254.82		
757	HMRC	TAX/NI		£887.48		
758	LINCOLN SOCIAL CENTRE	HALL HIRE		£40.50		
759	LINCOLN SOCIAL CENTRE	STORAGE ROOM HIRE		£250.00		
760	OFFICE FLOW	METERED PRINTING		£39.48		£6.58
dd	GRENKE	PRINTER RENTAL INSURANCE		£110.00		
dd	GRENKE	PRINTER RENTAL QUARTER		£106.78		£17.80
761	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00		£25.00
762	COZENS (UK) LIMITED	BUS SHELTER LIGHTS EMERGENCY REPAIRS		£348.00		£58.00
dd	SSE	STREET LIGHT ENERGY		£1,594.16		£265.69
763	ANGLIAN WATER	WATER TOILETS		£354.91		
764	ANGLIAN WATER	CEMETERY STANDPIPE		£19.22		
765	SLCC	MEMBERSHIP		£253.00		
		TOTAL FOR ALL PAYMENTS		**£7,407.47**		
		TOTAL VAT		**£373.07**		

The meeting ended at 8.20pm

Signed …… Chair – 03 February 2026

Appendix A

Clerks report for the Town Council Meeting of 06 January 2026

Matters arising from the Minutes of the Town Council meeting 02 December 2025

MIN 19 – Fairland collision avoidance sign scheme – request to meet with NCC to be sent.

MIN 20 – Asset monitoring working group – terms of reference and assessment record forms to be written

MIN 23 – internal Audit 2025/26 previous auditor contacted and invited to tender.

Other Updates/Outstanding Issues

- Market Place bus shelter accessibility NCC proposal, no further contact from NCC
- Cllr training session date to be confirmed (hopefully February or March)
- Letter being drafted to the Diocese regarding land at the former rectory
- quotation for skate park repairs to be arranged.
- Norwich Street, car crash – NCC have installed bollards and planters.
- 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.
- Highway Village Gates, installation has been completed, concerns raised with NCC regarding "Welcome to Hingham " sign location on Attleborough Road. Meeting with Highway Officer took place on 08 April, awaiting feedback on issues raised.
- 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, the SLOW marking was pained but has since been covered by surface dressing. NCC have indicated that a speed reduction review will take place. No further contact from NCC.
- 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
- 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 with regards to possible solutions to replacing the Tally Alley light, the Clerk will meet with the contractor to discuss solar bollard 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. .
- 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.
- One bin on Fairland has been found – so only one replacement required, Clerk contacted the supplier (who are awaiting supply of bins)
- Commemorative Plaque for the Fairland Bus shelter and Market Place bus shelter, to be ordered

Report prepared 06 January 2026 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures –figures for November 2025

Woodrising Road – other theft 1
Ironside Way - Violent and Sexual Offences – 1
Lincoln Avenue - Violent and Sexual Offences – 1
Hardingham Road – burglary 1
Admirals Walk - Violent and Sexual Offences – 1

APPENDIX B

Agreed budget for 2026/27

agreed by Hingham Town Council on 06 January 2026	
AGREED budget for 2026/27	
RECEIPTS	
Precept	£99,000.00
Interest	£2,000.00
Cemetery charges	£5,500.00
HPFA rent	£100.00
Fee from NCC for grass cutting	£5,033.54
Investment fund	£40.00
NCC community car contribution	£180.00
TOTAL	£111,853.54

PAYMENTS	AGREED BUDGET
CONTINGENCY	£620.54
STAFF COSTS	
hmrc/employer contributions	£6,400.00
pension (@3%)	£1,280.00
wages caretaking/gardening	£11,950.00
wages clerk	£25,450.00
wages toilets	£5,250.00
ADMINISTRATION	
advertising/publicity USE RESERVES	£0.00
allowance chairman	£374.00
allowance clerk WORK AT HOME	£312.00
audit	£800.00
Elections USE RESERVES	£0.00
hall hire	£650.00
information commission fee	£52.00
insurance	£3,000.00
payroll admin fees (NOW INHOUSE)	£0.00
printing (lease/metered)	£850.00
stationary/stamps/sundries	£200.00
storage hire	£250.00
training and subscriptions	£1,200.00
website	£100.00
FOOTWAY LIGHTING	
churchyard lights energy	£60.00
energy	£15,600.00
maintenance	£1,800.00
repairs	£3,000.00
replacements	£5,000.00
TOILETS	
cleaning products/sundries	£600.00

electric	£600.00
holiday cover	£400.00
repairs/other USE RESERVES	£0.00
water	£1,100.00
OPEN SPACES AND AMENITIES	
bus shelters USE RESERVES	£0.00
cemetery & Fairland standpipes	£150.00
cemetery general maintenance	£100.00
cemetery memorial repairs USE RESERVES	£0.00
Christmas tree, lights	£800.00
church clock	£1,000.00
churchyard maintenance USE RESERVES	£0.00
community car scheme	£2,500.00
defibrillator	£320.00
dog waste bin emptying	£815.00
grass cutting	£12,000.00
maintenance/equipment and holiday cover	£180.00
replacement bins (dog/litter/grit) USE RESERVES	£0.00
Signs USE RESERVES	£0.00
skatepark Rospa (maintenance USE RESERVES)	£100.00
town sign (repairs/refurb)	£0.00
trees/ditches/planting Tree survey	£3,000.00
GRANTS/DONATIONS	
General	£1,450.00
HPFA donation to ringfence for existing play equipment	£2,500.00
S137	
general	£40.00

TOTAL	£111,853.54