

HINGHAM TOWN COUNCIL

YOU ARE INVITED TO THE ANNUAL MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 01 MAY 2018. GENERAL (NON CONFIDENTIAL) CORRESPONDENCE WILL BE AVAILABLE FOR INSPECTION AT 7.00pm AND THE MEETING WILL COMMENCE AT 7.30pm.

Planning Applications and conditions attached to planning decisions should be viewed on the South Norfolk Council website

<http://www.south-norfolk.gov.uk/planning/index.asp>

A G E N D A

1. To elect the Chairman. The newly elected Chairman to sign the Chairman's Declaration of Acceptance of Office
2. To elect the Vice- Chairman. The newly elected Vice - Chairman to sign the Vice-Chairman's Declaration of Acceptance
3. Apologies for absence
4. Public participation session

5. Accuracy of the Minutes of the Town Council meeting of 03 April 2018
6. To receive a draft copy of the Minutes of the Annual Town Meeting of 17 April 2018

7. Declarations of interests with regard to items on the agenda and to consider requests for dispensations
8. Matters arising from the Minutes of 03 April 2018 (written report circulated prior to the meeting)
9. Working party reports
10. Reports from representatives on external bodies

11. General Correspondence (information/circulars etc)
 - 11.1.1 Voluntary Norfolk - Norfolk Community Health and Care NHS Trust Volunteer roles
 - 11.1.2 Norfolk County Council - Temporary Road Closure on Church Road in the Parish of Hardingham due to overhead cable works by BT (STRO1570)
 - 11.1.3 Norfolk County Council - Temporary Road Closure on Hardingham Road in the Town of Hingham due to a new electrical connection (STRO1584)
 - 11.1.4 Norfolk ALC Newsletter - 4th April 2018
Norfolk ALC Newsletter - 13th April 2018
Norfolk ALC Newsletter - 19th April 2018
Norfolk ALC Newsletter - 19th April 2018 (additional)
Norfolk ALC Newsletter - 26th April 2018
 - 11.1.5 Norfolk Police - Village Halls and Social Clubs Crime Trend
- 11.2 – Correspondence (not for public inspection) as addressed directly to Hingham Town Council
 - 11.2.1 Local Business – The new Market Place sign
- 11.3 – To discuss any required responses/actions in relation to any item(s) of correspondence

12. District Councillor's report
13. County Councillor's report

14. Planning Decisions
 - 14.1 2018/0531 - Proposed single storey rear extensions
7 The Fields Hingham Norfolk NR9 4JG - Approval with Conditions

- 14.2 2018/0339 - Proposed garden room extension to rear
Millside Mill Corner Hingham Norfolk NR9 4L - Approval with Conditions
- 14.3 2018/0271 - Replacement of three sash windows to front elevation
13 The Fairland Hingham NR9 4HN - Approval with Conditions
- 15. Planning Applications (as notified by SNC for consultation)**
 - 15.1 2018/0780 - Location: 23 Greenacre Road Hingham NR9 4HG
Proposal: Front porch**
 - 15.2 2018/0867 - Location: The Coach House, The Fairland Hingham NR9 4HW
Proposal: Removal of existing shed/garage and construction of cart lodge**

(other applications where the Town Council is not a consultee)

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- 16. To consider annual membership renewal of the Norfolk Association of Local Councils**
- 17. To review the Hingham Town Council Code of Conduct/Proposal to adopt the NALC model Code of Conduct**
- 18. To consider/agree amendments to the Risk Assessment/Policy Documents**
- 19. To review Standing Orders – with reference to the (changes introduced in the) Model Standing Orders published by NALC (2018)**
- 20. To review Standing Orders for Working Parties**
- 21. Review of representation on external bodies and arrangements for reporting back**
- 22. Review existing Working Parties and the Finance Committee and membership to them**
- 23. Review of the council's complaints procedure**
- 24. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
- 25. Proposal for the Clerk to undertake the Data Audit as required by the GDPR**
- 26. 26.1/26.2 to be discussed in tandem:**
 - 26.1 To discuss/agree the details of the transfer documents for the public (from South Norfolk Council to Hingham Town Council)**
 - 26.2 To consider appointing a Solicitor to undertake work on behalf of the Town Council – with regard to the transfer of the public toilets**
- 27. 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)**
- 28. To Propose items for the next Agenda**

FINANCE

- 29. To review the Financial Regulations**
- 30. To agree and sign off the Year End Accounts**
- 31. To receive South Norfolk Council notification of payment of the grant and precept**
- 32. To Receive South Norfolk Council notification of the Community Infrastructure Levy (CIL) Payment to Hingham Parish (£5908.78 28 April 2018)**
- 33. To receive notification of the section 137(4)(a) of the Local Government Act 1972 ("the 1972 Act") for 2018-2019 (£7.86 per Local Government Elector)**
- 34. To receive a copy of the new official LGA pay scales from April 2018 (2018-2020 pay award)**

35. Accounts for Payment

ACCOUNTS FOR PAYMENT 01 MAY 2018			
TOTAL	PAYEE	DETAILS	VAT
£734.49	D RAMM	WAGES	
£829.79	A DOE	WAGES	
£625.81	EON	STREET LIGHT ENERGY	£ 104.30
£294.19	K AND M LIGHTING SERVICES	MAINTENANCE CONTRACT	£ 49.03
£54.81	J SQUIRES	TOILET CLEANING COVER	
£430.31	NORFOLK ALC	ANNUAL MEMBERSHIP AND WEBSITE	
		TO BE AGREED	
£369.00	P ELDRIDGE	CHAIRMAN'S ALLOWANCE	
£216.00	A DOE	ALLOWANCE - HEATING/ELECTRICITY ETC)	
£3,554.40	TOTAL		
		TOTAL VAT	£ 153.33

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

37. To Consider and agree the Chairman's Allowance

38. To Consider and Agree The Clerk's Allowance

Alison Doe

Town Clerk

26 April 2018

Any planning applications and correspondence received after the publication of this notice may also be discussed.

Matters Arising from the Minutes of the Town Council Meeting of 03 April 2018

MIN

3.2 – Request to move the bin on the south Market Place green closer to the new path – the bin is attached to a concrete plinth – the feasibility of moving it is to be investigated

8.3/(8.1.6) – Dog waste bins to be checked for volumes of waste prior to emptying - to see if it is feasible to take up the discount scheme offered by South Norfolk Council for a once weekly emptying rather than twice a week

18 The Annual Town Meeting took place on 17th April and was well supported (52 members of the public attended)