

**DUE TO THE COVID-19 PANDEMIC THE MEETING MAY BE SUBJECT TO CANCELLATION**

**YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 01 JUNE 2021. THE MEETING WILL COMMENCE AT 7.30pm.**

**Members of the public and press are welcome to attend, the doors will open from 7.20 pm.**

**ALL COVID-19 HEALTH AND SAFETY MEASURES PUT IN PLACE MUST BE STRICTLY ADHERED TO BY ANYONE ATTENDING THE MEETING**

**DO NOT ATTEND THE MEETING:**

- **IF YOU (OR ANYONE IN YOUR HOUSEHOLD) HAVE SYMPTOMS OF CORONAVIRUS OR HAVE HAD WITHIN THE LAST 7 DAYS,**
- **IF YOU (OR ANYONE IN YOUR HOUSEHOLD) HAVE TESTED POSITIVE FOR CORONAVIRUS AND ARE IN THE PERIOD OF SELF ISOLATION,**
- **OR IF YOU (OR ANYONE IN YOUR HOUSEHOLD) HAVE COME INTO RECENT CONTACT WITH ANYONE WITH SYMPTOMS OF CORONAVIRUS**
- **PLEASE ADHERE TO ANY ADVICE YOU HAVE BEEN GIVEN BY A HEALTH AUTHORITY/GOVERNMENT BODY REGARDING SELF ISOLATING AND/OR SHIELDING**

**At agenda item 2 (Public Participation) 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 minute duration**

**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>**

**THERE WILL BE NO PAPER COPIES OF PLANNING APPLICATIONS AVAILABLE AT THE MEETING**

**THERE WILL BE NO PAPER COPIES OF CORRESPONDENCE AT THE MEETING**

**THERE WILL BE NO PAPER COPIES OF THE PREVIOUS MEETING'S MINUTES AVAILABLE AT THE MEETING**

**THESE DOCUMENTS ARE AVAILABLE TO VIEW ON THE HINGHAM TOWN COUNCIL WEBSITE PRIOR TO THE MEETING <https://hinghamtowncouncil.norfolkparishes.gov.uk>**

**A G E N D A**

1. **Apologies for absence**
2. **Public participation session - (15 minutes) (Members of the public may make a statement or ask a question of not more than three minutes duration)**
3. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
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**
5. **To consider any applications for co-option on to the Town Council**

6. To agree the accuracy of the Minutes of the Town Council meeting of 04 May 2021
7. Matters arising from the Minutes of 04 May 2021 (and other updates contained in a written Clerks report circulated prior to the meeting)
  
8. Working Party Reports
9. Reports from representatives on external bodies/ attendees of external meetings/training
  
10. General Correspondence (information/circulars etc)
  - 10.1 The Local Government Boundary Commission for England - Final recommendations for Norfolk County Council published
  - 10.2 TTSR Ltd (grass cutting contractor) – Dog Fouling in the Churchyard
  - 10.3 Norfolk Local Access Forum - Volunteer Vacancies on the Norfolk Local Access Forum
  - 10.4 Letter from the Chairman of the Norfolk Strategic Flood Alliance
  - 10.5 The Retirement of Rev. Colin Reed
  - 10.6 Resignation of the Parish Archivist
  - 10.7 South Norfolk Council - Parish Councils webinar: South Norfolk Village Clusters Housing Allocations Plan consultation
  
11. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)
  - 11.1 Resident - Parking on the Fairland greens
  - 11.2 Resident – Trees, Woodland Trust Scheme
  
12. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
  
13. District Councillor's report
14. County Councillor's report
  
15. Planning Decisions
  - 15.1 2021/0915 - New agricultural building for machinery storage  
Agricultural Building West Of Watton Road Hingham Norfolk  
Withdrawn
  - 15.2 2021/0850 - Details for condition 3 of 2018/2229 - joinery details  
18 Bond Street Hingham Norfolk NR9 4HA - Approved
  - 15.3 2021/0787 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a 5 no dwellinghouses (QA and QB)  
Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk - Approval of details - Approved
  - 15.4 2021/0698 & 2021/0697- Erection of a detached single storey timber outbuilding  
Southernwood House 9 Market Place Hingham NR9 4AF - Approval with Conditions
  
16. Planning Applications (as notified by SNC for consultation)
  - 16.1 2021/1110 - Lean to barn for storage of agricultural machinery  
College Farm Southburgh Lane Hingham NR9 4PP
  - 16.2 2021/0941 - Replacement of windows to rear (north) elevation of The Miller's House section  
The Watermill Deopham Road Hingham NR9 4NL

17. (other planning applications where the Town Council is not a consultee – for information only)  
(none at time of publishing the agenda)

**(ITEMS 18-20 FINANCE)**

18. To note the date of the next Finance Committee meeting, proposed date 20 July 2021

19. To review the arrangements for the undertaking of financial scrutiny/internal control

20. To approve Accounts for Payment (as below and any additional invoices received)

ACCOUNTS FOR PAYMENT 01 JUNE 2021				VAT
	TOTAL	PAYEE	DETAILS	
	£885.49	staff	WAGES (871.53)	
			CLEANING PRODUCTS (4.00)	
			BINBAGS (9.96)	£1.66
	£1,163.05	staff	WAGES (963.06)	
			OFFICE SOFTWARE (119.99)	£20.00
D DEBIT	£64.66	NEST	PENSION	
	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£40.00
	£664.55	E-ON	STREET LIGHT ENERGY	£110.76
	£51.36	EUROFFICE	PAPER	£8.56
	£3,069.11	TOTAL	TOTAL VAT	£159.32
	TBC	NORFOLK COPIERS	METERED PRINTING	

21. To receive the Internal Auditors report for 2020/21

22. To approve the Annual Governance Statement for the annual return 2020/21

23. To approve the Accounting Statement for the annual return 2020/21

24. Parking issues within the town – to receive an update and discuss matters relating to parking issues within Hingham and to make suggestions/agree action point relating to this issue

25. Proposal to organise a training session for the Council

26. To consider employing the services of a consultant to represent the Town Council at the Greater Norwich Local Plan Public Enquiry

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

The following agenda items contain reference to resident's personal information, the following agenda item is therefore confidential

28. To consider matters relating to the cemetery

28.1 To consider a resident's request to be allocated a specified plot in Hingham Cemetery (section B)

28.2 To discuss and agree actions regarding plots within the cemetery (sections B and D)

28.3 To consider a request for a memorial bench

Alison Doe, Town Clerk  
26 May 2021

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

MIN

- 2 Vice-Chair acceptance of Office form has been signed
- 24 Cllr Roberts has completed the Declaration of Pecuniary Interest form and this has been forwarded to South Norfolk Council
- 25 LGA revised Model Code of Conduct – endorsement by NALC awaited
- 33 Quotations for electrical checks and cleaning/redecoration of the toilets are being sought

**COVID-19 HEALTH AND SAFETY INFORMATION AND INSTRUCTIONS FOR ATTENDING THE TOWN COUNCIL MEETING**

The Lincoln Hall is operating at a reduced capacity of 50 people, to maintain social distancing there is only sufficient space for seating of 30 people for the meeting– therefore admittance to the meeting (to be seated) is on a first come first served basis

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**IT IS NOW MANDATORY FOR FACE COVERING TO BE WORN** (UNLESS YOU ARE EXEMPT), please refer to the Government guidance for wearing face coverings and staying safe outside your home <https://www.gov.uk/government/publications/staying-safe-outside-your-home>

**ALL ATTENDEES MUST BE SEATED IMMEDIATELY UPON ENTERING THE HALL**

Prior to the meeting, the Clerk will arrange seating, with adequate spacing and sanitisation.

**PLEASE DO NOT RE ARRANGE OR MOVE THE SEATING PROVIDED**

All attendees are requested to bring hand sanitiser, tissues, and bag to safely dispose of used tissues which must be taken home

UPON ARRIVAL –

Please queue with 2 metre social distancing in order to enter the building

The Clerk will be attending the door. All Attendees will be asked to provide their name/contact details (this information will be kept for 21 days and used to assist “track and trace”, attendees at the meeting must refer to the Government track and trace system, should they develop symptoms within 7 days of attending the meeting)

**There will also be a QR code on display for use with the NHS Test and Trace app**

All attendees MUST use the hand sanitiser provided prior to entry into the Hall

Once inside the Hall social distancing **MUST** be maintained at all times

Agendas will be provided on seats - No other paperwork will be available at the meeting. Planning applications previous minutes and correspondence available online only (please refer to the agenda above)

Doors within the hall are to remain open – windows and exterior doors will be open (unless rain prevents this)

There will only be access to the disabled toilet

After the meeting all attendees are to leave in socially distanced manner, via the designated exit door as instructed (to create a one way entrance and exit system)

The Clerk will be the last to leave the building and will clear away and sanitise tables and chairs, sanitise surfaces and the toilet – and remove any rubbish from the premises.