

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL  
ON TUESDAY 01 DECEMBER 2020. THE MEETING WILL COMMENCE AT 7.30pm.  
**THIS IS A VIRTUAL MEETING (HELD VIA ZOOM)**

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF  
THE PRESS CAN JOIN THE MEETING ONLINE

Join Zoom Meeting

<https://us05web.zoom.us/j/83214859398?pwd=MHlmZlRGZTRQbUh5cVBGcGRhY3FPdz09>

Meeting ID: 832 1485 9398

Passcode: 7tQ0TH

( Zoom waiting room will be attended from 7.20pm)

(if there is any interruption in the meeting connection please use the details above to regain access to the meeting – please also refer the virtual meeting protocol below)

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>

PREVIOUS MEETING'S MINUTES AND NON CONFIDENTIAL CORRESPONDENCE FOR THIS MEETING 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 maximum) (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 application for co-option on to the Town Council
6. To agree the accuracy of the Minutes of the Town Council meeting of 03 November 2020
7. Matters arising from the Minutes of 03 November 2020 (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

**10. General Correspondence (information/circulars etc)**

10.1 George Freeman MP - views on (a) Lockdown (b) HMG Planning reforms

**11. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)**

11.1 Hingham Playing Field Association - sports centre condition report – (noted as correspondence - for full discussion at a future Town Council meeting)

11.2 Hingham Road Safety Campaign – Background paper on policy thinking – further to the HRSC report discussed at the Town Council meeting on 03 November 2020

**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 2020/1691 - Proposed Welfare Facility within existing building footprint and new exterior cladding  
A C Bacon Engineering 61 Norwich Road Hingham Norfolk NR9 4LS - Approval with Conditions

15.2 2020/1354 Replace existing front door  
1A Norwich Street Hingham Norfolk NR9 4JJ - Approval with Conditions

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

16.1 2020/2052 Location: 25 Granary Way Hingham Norfolk NR9 4FA  
Proposal: Erection of rear single storey extension and link to existing garage converted to bedroom with en-suite shower room. Application Type: Householder

16.2 2020/2120 Location: Mistletoe Cottage 4 Pitts Square Hingham NR9 4LD  
Proposal: Single storey side extension, including alterations to rear 'lean-to' roof to flat roof  
Application Type: Householder

**17. (other planning applications where the Town Council is not a consultee – for information only)**

**(ITEM 18 – 21 FINANCE)**

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

ACCOUNTS FOR PAYMENT 01 DEC 2020			VAT
TOTAL		PAYEE	DETAILS
£1,150.52		staff	WAGES (1137.55)
			BINBAGS (6.97)
			CLEANING PRODUCTS (6.00)
£1,273.00		staff	WAGES
£86.87		NEST	PENSION
£240.00		COZENS (UK) LTD	STREET LIGHT MAINTENANCE
£688.32		E-ON	STREET LIGHT ENERGY
			£1.39
			£40.00
			£114.72

£618.24		<b>SOUTH NORFOLK COUNCIL</b>	<b>DOG BIN EMPTYING</b>	<b>£103.04</b>
£480.00		<b>PKF LITTLEJOHN</b>	<b>AUDIT</b>	<b>£80.00</b>
£99.38		<b>A DOE</b>	<b>REINBURSEMENT/BAKER ROSS CRAFT ITEMS</b>	<b>£16.56</b>
				<b>£12.40</b>
<b>£</b> <b>4,636.33</b>		<b>TOTAL</b>	<b>TOTAL VAT</b>	<b>£368.11</b>

19. To discuss the draft budget for 2021/2022.

20. To receive and discuss External Auditors Report (2019/20 AGAR Section 3 External Auditor Report)

21. Proposal to invite tenders for an internal auditor for (2020/21) financial year-end audit

22. To discuss the effectiveness of the virtual/remote meeting protocol and suggest any necessary amendments and proposal for formal adoption of the protocol.

Alison Doe Town Clerk

26 November 2020

Additional correspondence and planning applications may also be considered at the meeting

## **Virtual/Remote Meetings Protocol**

LAPCP Regulations 2020 Part 2 Reg 5 (2) (3) & (4)

**Members(including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:**

**(a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,**

**(b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and**

**(c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.**

The Chair to remind everyone to be respectful and courteous to each other, Councillors and staff to act with professionalism

All attendees are requested to be located where there is minimal background noise and visual disturbance

Roll call to be taken at the beginning of the meeting to determine those Councillors present for those who do not have a video link

All attendees (Councillors, staff and the public) are requested to mute their device when they are not speaking

Councillors to use video link if possible

Councillors wishing to speak are requested to clearly raise their hand

Public wishing to speak during public participation session please raise a hand (if using video link) or give a clear audible signal to the Chairman

Please do not use the “chat” function

Councillors to state their name when they are speaking for those who do not have a video link

Votes taken to be read back to ensure everyone’s vote is recorded accurately

If Councillors are intending to participate but are unable to access the meeting, they must email the Clerk to advise. If the Councillors are still unable to access the meeting for it’s duration, then it will be taken that apologies have been given

Participants of the meeting who lose connection during the meeting and are unable to regain access to the meeting will be deemed as having left the meeting. In this case Councillors will be unable to cast a vote on any remaining agenda items

For agenda items of a confidential nature which are to be discussed without the public present, all members of the public will be removed from the meeting. Councillors and staff must ensure that the item can be discussed in an environment where confidentiality is maintained

Covert/unauthorised recording of the meeting is not permitted, please refer to the Hingham Town Council Policy on Filming and Recording of Meetings  
<https://hinghamtowncouncil.norfolkparishes.gov.uk/files/2019/05/policy-filming-recording-meetings-1.pdf>

**General Standing Orders are still applied -  
For reference :**

**DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

**TEMPORARILY WITHDRAWING FROM THE MEETING DUE TO A DISCLOSABLE PECUNIARY INTEREST**

With reference to standing order “Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest” - the Zoom ” waiting room” will be used to facilitate this.

Matters Arising from Minutes of the meeting of 03 November 2020

MIN

- 23 Norfolk County Council – budget consultation – ref: library closure concerns. A Freedom of Information request has been made to NCC regarding Covid risk assessments for Hingham Library
- 26 The Grotto Committee are hoping to install the mini forest on 05/06 December
- 27 Tress for planting will be sourced in the new year
- 29 Notice boards for the toilets to be purchased