

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL
ON TUESDAY 02 FEBRUARY 2021. 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://us02web.zoom.us/j/83852224733?pwd=Mmdxdk55bUZ1NEhxSIBsbS81SWltUT09>

Meeting ID: 838 5222 4733

Passcode: 575964

(The Zoom waiting room will be attended from 7.25pm)

(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 - (generally 15 minutes) (generally, members of the public may make a statement or ask a question of not more than three minutes duration).
3. Introduction of newly Co-opted Councillor
4. Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office forms
5. Declarations of interests with regard to items on the agenda and to consider requests for dispensation
6. 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 5) Declarations of interests
7. To agree the accuracy of the Minutes of the Town Council meeting of 05 January 2021
8. Matters arising from the Minutes of 05 January 2021 (and other updates contained in a written Clerks report circulated prior to the meeting)
9. Working Party Reports
10. Reports from representatives on external bodies
11. Reports from Councillors, following attendance at external meetings/training
12. General Correspondence (information/circulars etc)
 - 12.1 South Norfolk Council - bin calendars
 - 12.2 COVID-19 Business Support and Grants Update

- 12.3 **Norwich Western Link project update**
- 12.4 **Open letter to all Councillors and Staff of Town and Parish Councils from Cllr Sue Baxter, Chairman of the National Association of Local Councils**
- 12.5 **Partner and Community Focus News Update January 2021**
- 12.6 **Norfolk named pilot area for Project ADDER**
- 12.7 **Norfolk ALC Bulletin**
- 12.8 **The Armed Forces Covenant**
- 12.9 **Norfolk Police - Scheme to help victims of domestic abuse access help is rolled out across Norfolk**
- 12.10 **NALC Coronavirus Update**
- 12.11 **Clayland Homes – GNLP update on site GNLP0298**

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

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

15. District Councillor's report

16. County Councillor's report

17. Planning Decisions

- 17.1 2020/2245 Details for conditions 9, 10, 12 & 14 of 2020/1059 - (9) surface water drainage (10) boundary treatment (12) details of service trenches & (14) water consumption
Rowan House Bears Lane Hingham NR9 4LL - Approved
- 17.2 2020/2052 Erection of rear single storey extension and link to existing garage
25 Granary Way Hingham Norfolk NR9 4FA – approved with conditions
n.b the application was amended to remove the conversion of the garage into living space

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

- 18.1 **2021/0133 Proposal: Notification for Prior Approval for a proposed change of use of an agricultural building to a dwellinghouse (QA)**
Location: Agricultural Building North Of The Old Dairy Watton Road Hingham Norfolk
Application Type: Prior Notification - Agricultural to Residential

19. Planning Appeals

19.1 2020/0936 Location: Land East Of The Fields Hingham Norfolk

Proposal: Self build dwelling and garage. - Application Type : Full Planning Permission

n.b All the representations made on the application to South Norfolk Council have been forwarded to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal. If you wish to comment, or modify / withdraw your previous representations you can do so online at <http://acp.planninginspectorate.gov.uk> If you do not have access to the internet you can send your comments directly to Temple Quay House, 2 The Square, Bristol, BS1 6PN, quoting the appeal reference numbers APP/L2630/W/20/3263836

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

(ITEM 21 – 22 FINANCE)

21. To receive notification that the (limit for) section 137(4)(a) of the Local Government Act 1972 sum for parish and town councils in England for 2021/22 is £8.41 (compared to £8.32 for 2020/21, per local government elector)

n.b. Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure

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

ACCOUNTS FOR PAYMENT 05 JAN 2021			VAT
TOTAL	PAYEE	DETAILS	
£887.11	staff	WAGES (£870.94)	
		CLEANING PRODUCT (9.20)	
		BINBAGS (6.97)	£1.16
£962.26	staff	WAGES	
£64.66	NEST	PENSION	
£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£40.00
£688.32	E-ON	STREET LIGHT ENERGY	£114.72
£1,280.00	EASTERN TREE CARE	CHURCHYARD LIME	
£74.41	NORFOLK COPIERS	PRINTER RENTAL	£12.40
£4,196.76	TOTAL	TOTAL VAT	£168.28

23. To confirm that the newly co-opted Councillor has received a copy of the Good Councillor Guide, Code of Conduct, Standing Orders and Financial Regulations

24. For the newly Co-opted Councillor to receive the “Registration of Pecuniary and Other Interests” forms - which must be completed, signed and returned to the Clerk by 25 February 2021

25. To receive the notification of the GNLP (Greater Norwich Local Plan) Regulation 19 consultation (open from 09.00 on Monday 1 February 2021 and close at 17.00 on Monday 15 March 2021), to discuss any issues regarding the GNLP, make suggestions regarding formulation a response to the consultation and agree any other actions

n.b. Regulation 19 Consultation - Legal compliance and soundness. The purpose of the Regulation 19 stage of consultation of the Local Plan is to address the following questions: Has the plan been prepared in accordance with all legal and procedural requirements? Does the plan meet the prescribed tests of soundness?

26. To receive and discuss the Tree Survey, and agree any actions

27. Proposal to allow a small section of the front of the old part of the cemetery to be seeded as a wildflower/bee area (including cutting, raking and plant species management to facilitate this), and suitable insect friendly planting to be undertaken by the cemetery entrance sign (using a small budget from the open space enhancement reserve fund allocation and/or seek external assistance and funding)

Alison Doe Town Clerk
28 January 2021

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

Matters arising from the minutes of the meeting of 05 Jan 2021

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12 The Hingham Road Safety Campaign group have been invited to attend a meeting of the Town Council when these meetings are able to be held in person

23 The Parish Precept request form was submitted to SNC prior to the deadline and an acknowledgement was received

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 its 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.