

**YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL  
ON TUESDAY 02 MARCH 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/89593685495?pwd=MmZtb3gwQjZNUjE1clk3UzdyZzgvdz09>

Meeting ID: 895 9368 5495

Passcode: 598346

**(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) (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 02 February 2021
7. Matters arising from the Minutes of 02 February 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

Correspondence (items of correspondence received after the publishing of the agenda may also be considered)

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

- 10.1 South Norfolk Council - Rough Sleeper Estimate - March 28th - March 29th 2021
- 10.2 South Norfolk Council - COVID-19 Business Support and Grants update

- 10.3 South Norfolk Council - Guidance - death of a senior royal
- 10.4 Greater Norwich Local Plan – Response to specific Highway questions

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

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 2020/2439 - Demolition of barn and erection of detached house, garage and tractor shed. Formation of new access onto Watton Road (B1108).  
Land Adjacent To Greenacres House Watton Road Hingham Norfolk

16. Planning Applications (as notified by SNC for consultation, including any additional application received since the publishing of the agenda)

- 16.1 2021/0317 - Extension to external boundary wall  
8 The Fairland Hingham NR9 4HN
- 16.2 2021/0258 - Two-storey side extension, single-storey rear extension, and new entrance porch  
8 Pitts Square Hingham NR9 4LD

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

- 17.1 2021/0333 - Pear tree - crown reduction, reduce height from 11m to 6m and spread from 8m to 6m  
Lacon Cottage 2 Royal Oak Mews Hingham NR9 4JF

(ITEM 18 FINANCE)

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

ACCOUNTS FOR PAYMENT 02 MARCH 2021				VAT
TOTAL	PAYEE	DETAILS		
£874.94	staff	WAGES (£870.94)		
		CLEANING PRODUCT (4.00)		
£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	
£3,026.65	TTSR LTD	GRASS CUTTING	£504.45	
£4,293.57	TOTAL	TOTAL VAT	£659.17	
<i>invoice expected</i>	NORFOLK COPIERS	METERED PRINTING		

19. To discuss the Greater Norwich Local Plan and agree any actions (with reference to)

- 19.1 submissions made to the Town Council by residents
- 19.2 submission made to the Town Council by the Hingham Road Safety Campaign group

- 19.3 the draft Regulation 19 Consultation Response as prepared by the Clerk
- 19.4 the proposal by Clayland Estates to agree a formal statement of common ground between Hingham Town Council and Clayland Estates
- 19.5 any other issues regarding the GNL

**20. The agree members of a Working Party to look into the feasibility of producing a Neighbourhood Plan (the principle of forming such a working party was agreed in 2020 it has not been progressed due to Covid and Cllr vacancies)**

**21. To agree Terms of Reference for the Neighbourhood Plan Working Party**

**22. To discuss arrangements for the Annual Town Meeting and agree actions**

(with reference to the scheduled date of 20<sup>th</sup> April 2021 or agreeing an alternative date, holding the meeting virtually or face to face. The meeting must be held between 01 March 2021 and 01 June 2021, the remote meetings regulations are due to expire on 07 May 2021, community centres will be able to re-open at stage 2 of lifting the lockdown restrictions, no earlier than 12 April 2021)

**23. To discuss a response to requests which may be made regarding allowing the Cafe's and Public House to use the Market Place/Fairland green for customer seating and agree any actions**

(with reference the lifting of lockdown restrictions which will see hospitality venues being able to serve people outdoors from Step 2 (not before 12<sup>th</sup> April 2021)

**24. '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 information that is commercially sensitive, the following agenda item is therefore confidential

**25. To consider any tenders received for Internal auditor (to undertake the internal audit for the financial year 2020/21)**

Alison Doe Town Clerk

25 February 2021

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 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.

Matters Arising from Minutes of the Meeting of 02 February 2021

MIN

2 & 25 – Matters Relating to the Greater Norwich Local Plan

A survey regarding pedestrian access to facilities and surface water issues has been distributed to homes on the Hops, a survey regarding surface water and flooding issues has been distributed homes on Seamere Rd

Clerks parishes affected by the GNLP have been contacted, some responses have been received but the Councils had not met to discuss the issues, there were concerns that the plan had set further housing numbers without further consultation.

26 Tree Survey – quotations for relevant work to be obtained

27 Creation of a wildflower/bee friendly area in the cemetery – plan to be drawn up on how to achieve this.