

## HINGHAM TOWN COUNCIL

**YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 02 JULY 2019. GENERAL (NON CONFIDENTIAL) CORRESPONDENCE WILL BE AVAILABLE FOR INSPECTION AT 7.00pm AND THE MEETING WILL COMMENCE AT 7.30pm.**

**Members of the public and press are welcome to attend.**

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>

### 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 minute's duration).
3. Accuracy of the Minutes of the Town Council meeting of 04 June 2019
4. Declarations of interests with regard to items on the agenda and to consider requests for dispensations
5. 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 4) Declarations of interests
6. Matters arising from the Minutes of 04 June 2019 (written Clerks report circulated prior to the meeting)
7. Working party reports
8. Reports from representatives on external bodies
9. General Correspondence (information/circulars etc)
  - 9.1 Norfolk Constabulary - MAY 2019 Community Speed Watch Updates
  - 9.2 Norfolk Constabulary - Hingham, Deopham and Wicklewood Newsletter
  - 9.3 South Norfolk Council - FREE Community Land Trust conference for parish councils - July 18<sup>th</sup>
  - 9.4 South Norfolk Council – Help Hub bulletin
  - 9.5 South Norfolk Council – Dog Waste Bins
  - 9.6 South Norfolk Council – Dog Fouling
  - 9.7 South Norfolk Council - Notice of Review of Polling Districts, Polling Places and Polling Stations -South Norfolk District Area
10. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)
  - 10.1 Flag Flying at St Andrew's Church
  - 10.2 A resident - Hingham Road Safety Campaign

11. To discuss and agree 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
  - 13.1 2019/1039 - Discharge of condition 3 - Window details of planning permission 2018/2551 - 3 Dereham Road Hingham NR9 4HU
  - 13.2 2019/1045 - Discharge of conditions 3 & 4 of permission 2019/0060 - external materials (3) and window/door details (4)  
White Lodge Farm Hardingham Road Hingham Norfolk NR9 4LY
  - 13.3 2019/0860 - Oak (T1) - crown raise to 8m, reduce limbs away from roofs to ensure 3m clearance, reduce width of crown from 15m to 12m focussing on house side, remove deadwood. Various (T2) - prune back overhanging branches from 2m to boundary line. - Fairland House 2 The Fairland Hingham Norfolk NR9 4HN
15. Planning Applications (as notified by SNC for consultation)
  - 14.1 **2019/1267 - Erection of single storey bungalow  
Land South Of 25 Norwich Road Hingham Norfolk**
  - 14.2 **2019/1213 - Increase height of internal doors and doorways in property  
Quorn House 10 Market Place Hingham NR9 4AF**
16. *(other planning applications where the Town Council is not a consultee – for information only)*
  - 15.1 2019/1271 - Remove part of hedge bank of Holly, Snowberry and Ivy to enable new access and driveway. 3 Hardingham Street Hingham Norfolk NR9 4JB
  - 15.2 2019/1250 - Beech Tree T1 - Supervised root trimming to enable new access and driveway. 3 Hardingham Street Hingham NR9 4JB
  - 15.3 2019/1095 - Yew and Holly tree - height reduction of 4 metres from approx 12m to 8m. Fairland House 2 The Fairland Hingham NR9 4HN
17. To discuss and propose solutions to control unauthorised parking on the Fairland grass
18. To discuss points raised/suggestions to be included in a draft version of a new Communication Policy to cover issues including (but not limited to) dealing with the media, use electronic communications and use of Social Media
19. To discuss suggestions and proposals for improving Council/public engagement, including:
  - The use of Social Media for encouraging the public to participate if unable to attend a meeting
  - A Facebook page which would be updated a minimum once a month, the creating of an 'event' to invite people to a meeting with the agenda shared in the description
  - The use of video streaming to either live stream or update a video after the meeting has been closed and to encourage feedback from residents of all ages in an open forum
  - Arranging an Open Evening (potentially Tuesday October 15<sup>th</sup> 2019)
  - Arranging Chairman/Councillor "open surgeries"
  - Any other suggestions

20. To discuss the review of the Hingham Town Council Risk Assessment /Risk Policy and to propose suggestions for inclusion within the policy/risk assessment document
21. To discuss/agree the Terms of Reference for the Policy Working Party
22. To receive and discuss the invitation to submit a bid for NCC Parish Partnership funding
23. The discuss/propose suggestions regarding the church clock
24. Proposal to request the South Norfolk Council policies regarding empty properties and preventing properties from falling into disrepair
25. To receive and discuss the RoSPA skate park inspection (if received prior to the meeting)
26. Reminder that there is NO Town Council meeting scheduled for August
27. To propose items for the next agenda (meeting date 03 September 2019)

#### FINANCE

28. Reminder of the date of the next Finance Committee meeting, 16 July 2019
29. To consider the grant application made by the Fayre on the Fairland Committee

#### 30. Accounts for Payment

ACCOUNTS FOR PAYMENT 02 July 2019				VAT
TOTAL	PAYEE	DETAILS		
£ 771.35	D RAMM	WAGES (750.96)		
		BINBAGS (4.94)		£0.82
		CLEANING PRODUCTS(15.45)		£1.11
£ 871.64	A DOE			
£ 638.36	EON	STREET LIGHT ENERGY		106.39
£ 249.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT		49.03
£ 687.68	HMRC	TAX/NI		
£ 100.00	LINCOLN HALL SOCIAL CENTRE	HALL HIRE		
£ 63.82	ANGLIAN WATER BUSINESS	TOILETS		
INVOICE EXPECTED	TBC	PLAYSAFETY (ROSPA)	SKATE PARK INSPECTION	
£ 3,382.04	TOTAL	TOTAL VAT		£157.35

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

*The following agenda items are commercially sensitive and requires references to staff and are therefore confidential.*

32. To discuss internal communication and consider a proposal to adopt a staff/Councillor relationship protocol
33. To consider any tenders received for the footway lighting maintenance contract.

Alison Doe  
Town Clerk  
27 June 2019