

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 02 NOVEMBER 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.

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

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

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 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 05 October 2021**
- 7. Matters arising from the Minutes of 05 October 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 Castle Rising Parish Council In Association with South Wootton Parish Council & North Wootton Parish Council - Under Resourced Over Development**
 - 10.2 Norfolk County Council - Partner and Community Focus News Updates**
 - 10.3 Broadland and South Norfolk Business Awards 2022 - Nominations are now open!**
 - 10.4 Norfolk County Council - Support for Norfolk entrepreneurs to take their idea from 'bedroom to business**
 - 10.5 Memorial Plaque presentation by Deputy Lieutenant Dr Andy Wood**
 - 10.6 Norfolk Strategic Flood Alliance formally adopts Strategy**

11. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)

- 11.1 Hingham Society - Public Toilets
- 11.2 Resident – Disabled access to the Library from the disabled parking bay
- 11.3 Resident – Speeding – query regarding fundraising for a speed camera

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 2021/2028 - 17 Market Place Hingham NR9 4AF
Proposal Willow - Pollard at 7m from ground
No objections

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

- 16.1 2021/2294 Applicant: EE Limited
Location: Grass Verge At Dereham Road Hingham Norfolk
Proposal: Mast and associated supporting apparatus
Application Type: Prior Notification – Telecommunications

- 16.2 2021/2305 - 27 Dereham Road Hingham NR9 4HH
Proposal: single storey rear extension
Application Type : Application for a Lawful Development Certificate

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

None at time of publishing the agenda

(ITEMS 18 – 23 FINANCE)

18. Reminder of the date of the next Finance Committee meeting, proposed date 16 November 2021

19. Proposal to make the annual donation to Norfolk Citizens Advice, of £600

20. To receive notification of payment by South Norfolk Council of the Precept

21. Proposal to purchase a new battery for the SAM2 speed sign

22. To review the Hingham Town Council cemetery fees

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

| ACCOUNTS FOR PAYMENT 02 November 2021 | | | | VAT |
|---------------------------------------|------------------|-------------------------------------|--------------------------|-----------------------|
| | TOTAL | PAYEE | DETAILS | |
| | £876.51 | staff | WAGES (871.53) | |
| | | | binbags (4.98) | <i>£0.83</i> |
| | £1,031.66 | staff | WAGES | |
| D/DEBIT | £64.66 | NEST | PENSION | |
| | £240.00 | COZENS (UK) LTD | STREET LIGHT MAINTENANCE | <i>£40.00</i> |
| | £540.91 | NPOWER | STREET LIGHT ENERGY | <i>£90.15</i> |
| | £50.20 | J S | CLEANING/BINS | |
| | £100.00 | V THURKETTLE | CHRISTMAS TREE | |
| D/ DEBIT | £74.41 | NORFOLK COPIERS | PRINTER RENTAL | <i>£12.40</i> |
| | TBC | NORFOLK PARISH TRAINING AND SUPPORT | COUNCIL TRAINING | |
| TOTAL | £2,978.35 | | TOTAL VAT | <i>£142.55</i> |

- 24. To consider the following proposals as made by the Neighbourhood Plan Working Party**
 - 24.1 Proposal for the Town Council to agree a budget for the production of a leaflet to be delivered to every address (residential and business) in Hingham and to authorise the Working Party to make the necessary arrangements.**
 - 24.2 Proposal for the Neighbourhood Plan working party / Clerk to apply to SNC for the Neighbourhood Plan funding**
 - 24.3 To discuss and agree the provision of a new Hingham NP website, including the purchase of a domain name for approximately £15 per Annum (Cllr Sta Ana has offered to build the website and provide the server at no cost)**
 - 24.4 To discuss/agree if the Neighbourhood Plan project requires the support of a paid consultant**
- 25. To discuss and review the grass cutting arrangements for the Hingham Playing Field Association**
- 26. To discuss and amend if necessary the Grass cutting specification prior to sending out to tender**
- 27. To agree to request tenders for the grass cutting contract (the current arrangement ends 31 March 2022)**
- 28. To receive an update regarding Highway matters from the Clerk and Councillors, and to agree any necessary actions**
- 29. Proposal from the Hingham Road Safety Campaign group: "it has been raised that Hingham Town Council should consider developing a Community Engagement Strategy" to better represent the residents of our community, what should we (the Town Council) do about it".**
- 30. To discuss the provision of disabled access to library with reference to the disabled parking provision and agree any action**
- 31. To receive a report regarding urgently required replacement street lighting equipment**
- 32. To consider and agree training including Word Accessibility training session for the Clerk and training courses as requested by individual Cllrs**
- 33. To consider a request by the Dereham Young Farmers to have a charity stall on the Market Place selling Christmas Trees**
- 34. '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 relating to Council personnel and is commercially sensitive, the following agenda item is therefore confidential
- 35. To consider quotations for Neighbourhood Plan consultation services (if agenda item 24.4 is agreed)**
- 36. To discuss matters relating to staff and review staff wages**

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

28 October 2021 Alison Doe – Town Clerk Hingham Town Council

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

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,**
- **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**

Matters Arising from the minutes of the meeting of 05 October 2021

- MIN
- 10.9 Questions relating to Police policies regarding no enforcement and not allowing a Community Speed Watch to operate within a 20mph speed limit were submitted to the Police and Crime Commissioners office for consideration at their accountability meeting
- 10.10 Regarding the intention to install a telecommunications mast on Dereham Rd verge, it has been advised that other locations were considered, including the church tower, but it was considered by EE that the Dereham Rd site was the only suitable option.
- 19 A town Christmas tree has been selected
- 20 Items to be purchased for the children to make Christmas Tree decorations
- 25/26 The Clerk is awaiting confirmation of a date for meeting the Highways engineer
- 27 The Grotto Committee have forwarded insurance and risk assessment documentation to the clerk
- 28 Options for a suitable solution for the skate park are being sought