

YOU ARE INVITED TO THE ANNUAL TOWN COUNCIL MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 03 MAY 2022. 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 4 (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. Public Participation will be generally limited to 15 minutes duration (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.

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 <https://info.south-norfolk.gov.uk/online-applications/>

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>

AGENDA

1. To elect a Chairperson
2. To elect a Vice-Chairperson

3. Apologies for absence

4. Public participation session - (15 minutes) (Members of the public may make a statement or ask a question of not more than three minutes duration)

5. Declarations of interests with regard to items on the agenda and to consider requests for dispensations

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 3) Apologies for absence and /or (agenda item 5) Declarations of interests

7. To consider any applications for co-option on to the Town Council

8. To agree the accuracy of the Minutes of the Town Council meeting of 05 April 2022
9. Matters arising from the Minutes of 05 April 2022 (and other updates contained in a written Clerks report circulated prior to the meeting)

10. Working Party Reports
11. Neighbourhood Plan Steering Group report
12. Reports from representatives on external bodies/ attendees of external meetings/training
13. General Correspondence (information/circulars etc)
 - 13.1 Response from Boots
 - 13.2 South Norfolk Council, South Norfolk Community Awards 2002
 - 13.3 George Freeman MP, A Stronger Voice for the Towns and Villages of the "Norfolk Research Triangle"
 - 13.4 South Norfolk Council, Nutrient Neutrality advice from Natural England
To be discussed under agenda item 26

- 13.5 Norfolk Police, The PCC's new Police, Crime and Community Safety Plan
- 13.6 Norfolk County Council, Norfolk Care Academy returns with second round of free training
14. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
- 14.1 Resident, Highway Issues
- 14.2 Resident, Parking Fairland
15. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
16. District Councillor's report
17. County Councillor's report
18. Planning Decisions
NONE AT TIME OF PUBLISHING THE AGENDA
19. Planning Applications (as notified by SNC for consultation)
NONE AT TIME OF PUBLISHING THE AGENDA
20. Information regarding other planning applications where the Town Council is not a consultee , (for information only)
NONE AT TIME OF PUBLISHING THE AGENDA

Items 21 to 24 Finance

21. Receive notification of a CIL payment to Hingham Town Council
22. Receive notification from South Norfolk Council of the payment of the precept
23. To agree and sign off the final year end accounts for 2021/22
24. To approve the Accounts for Payment (as listed below and any additional invoices received)

PAYEE	DETAILS		AMOUNT		VAT
N POWER	STREET LIGHT ENERGY		£709.56	VAT	£118.26
STAFF	WAGES £886.34				
	BINBAGS £1.99			VAT	£0.33
	CLEANING PRODUCTS £19.90			VAT	£3.32
		TOTAL	£908.23		
STAFF	WAGES £1343.90				
	SANI WASTE BINS FOR PUBLIC TOILETS £180			VAT	£30.00
	STAMPS £36.28				
		TOTAL	£1,560.18		
NEST	PENSION		£65.75		
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	VAT	£40.00
COZENS (UK) LIMITED	STREET LIGHT CHURCHYARD		£690.00	VAT	£115.00
GROUNDWORK UK	RETURN GRANT FUND		£3,458.08		
NORFOLK COPIERS	PRINTER RENTAL		£74.41	VAT	£12.40
STAFF	HOMEWORKING ALLOWANCE	IF AGREED	£312.00		
P ELDRIDGE	CHAIRS ALLOWANCE	IF AGREED	£374.00		
		TOTAL FOR ALL PAYMENTS	£8,392.21		
		Total VAT	£319.31		
N POWER	STREET LIGHT ENERGY		NEXT INVOICE DUE		

N.B An invoice for the Public Toilet renovations/repairs is also expected

25. Receive the draft minutes of the Annual Town Meeting, Tuesday 19th April 2022
26. To discuss Nutrients Neutrality and agree any actions
27. Receive an update on Moon Court, Hardingham Road and agree any actions
28. To receive an update on the Norfolk County Council cycle rack scheme and agree any actions
29. To receive an update on the Norfolk County Council feasibility study (if any) and agree any actions

30. Review existing Working Parties and Committees (including consideration of dissolving existing Working Parties/Committees) and membership to them
 - 30.1 Neighbourhood Plan Working Party (formed September 2021)
 - 30.2 Climate Emergency and Environment Working Party
 - 30.3 Finance Committee

31. To review Standing Orders for Working Parties

32. To review Terms of Reference for Working Parties/Committees
 - 32.1 Neighbourhood Plan Working Party
 - 32.2 Climate Emergency and Environment Working Party
 - 32.3 Finance Committee

33. To consider the appointment of any new Committees/Working Parties (and membership to them)

34. Review of Town Council representation on external bodies and arrangements for reporting back
 - 34.1 Hingham Playing Field Association
 - 34.2 Hingham Charity
 - 34.3 Hingham Education Trust
 - 34.4 Lincoln Social Centre
 - 34.5 Others

35. To review internal controls, including the scheme of delegation and the matters of delegation to the Finance Committee

36. To note the time and place of meetings of the Council up to and including the next annual meeting of the council (to include the date of the next Annual Town Meeting)

37. 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 regarding Town Council member/Staff , the following agenda item is therefore confidential

38. To consider/agree payment of the Clerks home working allowance (2021/22)
39. To consider/agree payment of the Chairmans allowance for Chair May 21-April 22

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

Alison Doe – Town Clerk Hingham Town Council, 27 April 2022

Matters arising from the minutes of the Town Council Meeting of 05 April 2022

Minute 22: Internal Audit, due to be submitted 4th May

Minute 31: Cllrs met with the EDP newspaper regarding Moon Court, and a story was published
 A representative from Lifeways has agreed to meet with the Town Council.