

## HINGHAM TOWN COUNCIL

**YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 03 DECEMBER 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. Introduction of newly Co-opted Councillor
3. Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office forms
4. 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).
5. To consider any applications for co-option onto the Town Council
6. Accuracy of the Minutes of the Town Council meeting of 05 November 2019
7. Declarations of interests with regard to items on the agenda and to consider requests for dispensations
8. 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 7) Declarations of interests
9. Matters arising from the Minutes of 05 November 2019 (written Clerks report circulated prior to the meeting)
10. Working party reports
11. Reports from representatives on external bodies
12. General Correspondence (information/circulars etc)
  - 12.1 Have your say on division boundaries for Norfolk: Extension until 11th February 2020
  - 12.2 Norfolk County Council – Changes to bus services
  - 12.3 Norfolk Constabulary - HINGHAM, DEOPHAM & WICKLEWOOD Newsletter
  - 12.4 Norfolk Constabulary – Rogue Trader Alerts
  - 12.5 South Norfolk Help Hub Bulletin
  - 12.6 Norfolk ALC Compliance with website accessibility regulations for Norfolk ALC provided council websites
  - 12.7 Norfolk ALC Bulletin

**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 2019/2142 - Two storey extension to rear of property  
7 Low Road Hingham Norfolk NR9 4NG - Approval with Conditions
- 17.2 2019/2062 - Beech tree, reduce the branches over hanging out-building from 6m to 4m to clear the roof by 2 meters.  
Quorn House 10 Market Place Hingham NR9 4AF - No objections
- 17.3 2019/1946 - Proposed dropped kerb to allow a driveway with turning area at front and rear of property  
27 Norwich Road Hingham NR9 4LS - Approval with Conditions
- 17.4 2019/1855 - T13 Lime - reduce height by 4 metres from approx 18m to 14m.  
1 Lonsdale Crescent Hingham NR9 4ND - Approval with Conditions
- 17.5 2019/1840 - oak tree - reduce crown on west side from 10m to 6.5m  
10 Chapel Street Hingham NR9 4JH - Approval with Conditions
- 17.6 2019/1846 - (T1) Sycamore - to reduce all branches (NSEW) by approx 2m and crown lift to approx 6m from ground to first branch by removing secondary branch work only.  
1 Hardingham Street Hingham Norfolk NR9 4JB - Approval with Conditions

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

- 18.1 2019/2153 and 2019/2154 - Location: 2 Chapel Street Hingham NR9 4JH  
Proposal: Remove existing outbuilding and replace with a single storey shed  
Application Type: Householder and listed building consent**
- 18.2 2019/2263 - Location: 3 Lonsdale Crescent Hingham Norfolk NR9 4ND  
Proposal: Single storey side extension with pitched roof and internal alterations  
Application Type: Householder**
- 18.3 2019/2247 - Location: Quorn House 10 Market Place Hingham NR9 4AF  
Proposal: Removal of plasterboard and coving on both sides of alcoves in main bedroom and reinstatement of original walls and period appropriate coving.  
Installation of period appropriate non-functioning fireplace  
Application Type: Listed Building Consent**

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

**(ITEMS 20-24 FINANCE)**

- 20. To receive the draft minutes of the Finance Committee meeting of 19 November 2019 – including the budget monitoring figures April to September 2019**
- 21. To receive a copy of/and make comments on the proposed draft budget for 2020/21 as produced by the Finance Committee (the 2020/21 budget will be finalised at the meeting on 07 January 2020)**
- 22. Proposal to invite tenders for an internal auditor for (2019/20) financial year-end audit**
- 23. To discuss the recommendation by the Finance Committee to award a grant of £400 to Norfolk Citizens Advice**

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

ACCOUNTS FOR PAYMENT 03 December 2019			VAT
TOTAL	PAYEE	DETAILS	
£ 1,663.42	staff	wages £1647.14	
		cleaning products 11.30	1.73
		binbags 4.98	0.83
£ 1,267.69	staff	wages (£1173.59)	
		toilet roll (28.34)	
		craft for tree decs/laminating (£65)	10.96
£ 103.07	NEST (D/DEBIT)	PENSION	
£ 240.00	Couzens UK Ltd	LIGHTING MAINTENANCE	40.00
£ 115.31	XEROX FINANCE	PRINTER LEASE	18.49
£ 12.07	ANGLIAN WATER BUSINESS	FAIRLAND	
£ 161.00	SLCC MEMBERSHIP		
£ 638.36	EON	STREET LIGHT ENERGY	106.39
£ 4,200.92	<b>TOTAL</b>	<b>TOTAL VAT</b>	<b>178.40</b>

- 25. 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.**
- 26. 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 31 December 2019**
- 27. To discuss/agree a response to the Norfolk Fire and Rescue Service’s draft Integrated Risk Management -Plan (IRMP) for 2020-2023. – consultation**
- 28. To discuss/agree the details of the bid for Norfolk County Council Parish Partnership funding –project - Fairland Crossroad feasibility study.**
- 29. To consider/discuss the following proposals regarding footway lighting**  
It is proposed that:
  - a) a condition survey is undertaken of each of the footway lights owned by Hingham Town Council
  - b) advice is sought regarding the conversion of the footway lights to LEDs
  - c) quotes are obtained for the conversion of the lights to be converted to LEDs and sources of funding explored to enable the council to assess the feasibility of converting all its footway lights to LEDs
- 30. To discuss the provision of training for Councillors**
- 31. Proposal to write to the bowls club to ask them to remove their sign instructing players/visitors to use the Fairland green as the bowls club car park**

- 32. To discuss the request/petition for a new dog waste bin on Greenacre Road/Primrose Road** (*petition was presented to the Council in June 2019 – following the Council’s decision against a request for such a dog waste bin in April 2019 -6 months have elapsed allowing this to now be placed on the agenda*)
- 33. To receive the NALC briefing and template Disciplinary and Grievance procedure for consideration for adoption at the Town Council meeting of 07 January 2020**
- 34. To receive and discuss the response from Norfolk County Council Highways regarding the request for road markings by the pedestrian island, to indicate no parking**
- 35. To propose items for the next agenda (meeting date 07 January 2019)**
- 36. 'Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:'**  
*The following agenda item contains personal information and is therefore confidential*
- 37. To receive confirmation of compliance with the re-enrolment duties regarding the Work Place Pension Scheme**

Alison Doe  
Town Clerk  
28 November 2019

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

Matters Arising from the Minutes of 05 November 2019

24 – Bank Mandate Forms are ready to be taken to the bank

26 – A letter regarding concerns over the changes to bus route no 3 and the occurrences of breakdowns and late buses has been sent to Konectbus

28 – A letter regarding the oak tree in the sports field car park has been sent to the HPFA for discussion at their next meeting - A letter will go to the PCC regarding tree work in the church yard in time for their next meeting. There has been no further contact from the previous contractor who failed to finish the tree work.

31 – The primary school children are making tree decorations with craft items supplied by the Council, it is hoped the tree will be installed and decorated on 30<sup>th</sup> November.

36 – No further contact has been forthcoming from the builder regarding the church car park area wall.