

## COVID-19 HEALTH AND SAFETY INFORMATION AND INSTRUCTIONS FOR ATTENDING THE TOWN COUNCIL MEETING

### **PLEASE WEAR A FACE COVERING AT ALL TIMES IF ATTENDING THE MEETING**

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**

## THIS MEETING MAY BE SUBJECT TO CANCELLATION DUE TO THE ONGOING COVID PANDEMIC

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 04 JANUARY 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 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 minutes 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 <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. 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 07 December 2021
7. Matters arising from the Minutes of 07 December 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 Greater Norwich Local Plan: Greater Norwich Local Plan Examination Hearings - Parish and Town Councils
  - 10.2 South Norfolk Council: Hospitality Grant now available
  - 10.3 Norfolk ALC's forthcoming webinars including Countryside Access
  - 10.4 Temporary closure of U35177 Manson Green because of BT pole replacement works (ref STRO5821) Hardingham
11. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
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 2021/2436 Proposed single storey side extension and alterations  
23 The Glen Norwich Street Hingham Norfolk NR9 4LJ. Approval with Conditions
  - 15.2 2021/2305 Single storey rear extension  
27 Dereham Road Hingham NR9 4HH. Approval with Conditions
16. Planning Applications (as notified by SNC for consultation)
  - 16.1 2021/2708 Land South Of 31 Hall Moor Road Hingham Norfolk  
Proposed detached bungalow and garage
17. (other planning applications where the Town Council is not a consultee – for information only)  
**None at the time of publishing the agenda**

## Item 18 Finance

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

PAYEE	DETAILS	AMOUNT	VAT
staff	WAGES	<b>£871.53</b>	
staff	WAGES	<b>£1,031.86</b>	
HMRC	QUARTERLY TAX/NI	<b>£717.44</b>	
NEST	PENSION	<b>£64.66</b>	
COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<b>£240.00</b>	(VAT) £40.00
NPOWER	STREET LIGHT ENERGY	<b>£718.33</b>	(VAT) £119.72
ANGLIAN WATER BUSINESS	TOILETS	<b>£81.30</b>	
ANGLIAN WATER BUSINESS	CEMETERY	<b>£13.40</b>	
BARKERS PRINT AND DESIGN	NEIGHBOURHOOD PLAN LEAFLETS	<b>£167.00</b>	
HINGHAM PCC	CHURCHYARD LIGHTS ENERGY	<b>£60.00</b>	
	<b>TOTAL FOR PAYMENTS</b>	<b>£3,965.52</b>	
			<i>TOTAL VAT £159.72</i>

19. To finalise the review of Standing Orders

20. To Review the Hingham Town Council General Data Protections Regulations Policy

21. To Review the Hingham Town Council Privacy Statement

22. To review the Hingham Town Council Risk Policy and Risk Assessment

23. To review the Information Audit

24. To discuss/agree any actions regarding the Greater Norwich Local Plan hearings

25. To consider and agree a Draft Terms of Reference for the Neighbourhood Plan Steering Group (for final agreement by the Town Council in February 2022 following discussion with the NP Consultant)

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

24 December 2021

### Matters Arising from the Minutes of the Meeting of 07 December 2021

Minute 10.4: Information regarding Avian Flu is included in the Town Council report for the January Parish Magazine

Minute 22: Precept request sent to South Norfolk Council

Minute 23: Advert for Internal Auditor to be included in the January Parish Magazine

Minute 24: Neighbourhood Plan Grant Funding applications have been submitted to South Norfolk Council and Locality

Minute 27: Parish Partnership funding bid for the Market Place bus shelter refurbishment has been submitted to Norfolk County Council, acknowledgement has been received

Minute 28: The Clerk will meet with the NCC Officers regarding the cycle rack project

Minute 29: The pack of free trees have not yet been received due to a delivery error

Minute 30: The Highways Engineer has been sent a copy of the report from his meeting with representatives from the Town Council

Minute 31: The Clerk will meet with the family in the new year regarding the placement of a memorial bench.