

**HINGHAM TOWN COUNCIL**

**YOU ARE INVITED TO THE ANNUAL MEETING OF HINGHAM TOWN COUNCIL  
ON TUESDAY 04 MAY 2021. THE MEETING WILL COMMENCE AT 7.30pm.**

**THIS IS A VIRTUAL MEETING (HELD VIA ZOOM)  
MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN JOIN THE MEETING ONLINE**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/81707236479?pwd=M1pVjJONzNiY2d4UjZ0VHVvV1NPUT09>**

**Meeting ID: 817 0723 6479**

**Passcode: 903971**

**PREVIOUS MEETING'S MINUTES AND NON CONFIDENTIAL CORRESPONDENCE FOR THIS MEETING  
ARE AVAILABLE TO VIEW ON THE HINGHAM TOWN COUNCIL WEBSITE PRIOR TO THE MEETING  
<https://hinghamtowncouncil.norfolkparishes.gov.uk>**

**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>**

**At agenda item 6 (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**

**A G E N D A**

- 1. To elect the Chairman. The newly elected Chairman to sign the Chairman's Declaration of Acceptance of Office**
- 2. To elect the Vice- Chairman. The newly elected Vice - Chairman to sign the Vice-Chairman's Declaration of Acceptance**
- 3. Apologies for absence**
- 4. Introduction of newly Co-opted Councillor**
- 5. Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office forms**
- 6. Public participation session**
- 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 3) Apologies for absence and /or (agenda item 7) Declarations of interests**
- 9. Accuracy of the Minutes of the Town Council meeting of 06 April 2021**
- 10. Matters arising from the Minutes of the Town Council meeting of 06 April 2021 (written report circulated prior to the meeting – including other updates)**
- 11. To receive a draft copy of the Minutes of the Annual Town Meeting of 20 April 2021**

12. To consider any applications for co-option onto the Town Council (2 vacancies)
13. Working party reports
14. Reports from representatives on external bodies/ attendees of external meetings/training
15. General Correspondence (information/circulars etc)
  - 15.1 GNLN - Greater Norwich Local Plan team's response to Hingham Town Council invitation to meet to discuss issues raised
  - 15.2 Norfolk ALC Bulletin
  - 15.3 South Norfolk Council - Love Local posters for promoting local businesses
  - 15.4 Swainsthorpe wins important Judicial review against Norfolk County Council
  - 15.5 NorfolkALC AGM – 20 May 2021
  - 15.6 NorfolkALC Wellbeing - Fires caused by Portable heaters
  - 15.7 NorfolkALC Wellbeing – Norfolk Strategic Flood Alliance
16. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (e.g from residents/individuals)
17. To discuss any required responses/actions in relation to any item(s) of correspondence
18. District Councillor's report
19. County Councillor's report
20. Planning Decisions
  - 20.1 2021/0413 - Certificate for lawful existing use as a Kiln log drying business (B2 use).  
Frost Row Farm Watton Road Hingham NR9 4NW – Approval no conditions
  - 20.2 2021/0317 - Extension to external boundary wall.  
8 The Fairland Hingham NR9 4HN - Approval with Conditions
  - 20.3 2021/0103 - Conversion and extension of office block to dwelling.  
The Old Dairy Watton Road Farm Watton Road Hingham NR9 4NN - Approval with Conditions
21. Planning Applications (as notified by SNC for consultation)
  - 21.1 2021/0894 - Proposed Side Extension to Provide Dynamic Test Facilities  
22-30 Ironside Way Hingham NR9 4LF  
Application Type: Full Planning Permission
  - 21.2 2021/0803 - Replacement storage barn  
The Watermill Deopham Road Hingham NR9 4NL  
Application Type: Full Planning Permission
  - 21.3 2021/0787 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a 5 no dwellinghouses (QA and QB)  
Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk  
Application Type: Prior Notification - Agricultural to Residential
22. *(other planning applications where the Town Council is not a consultee – for information only)*

23. 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
24. 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 24 May 2021
25. To receive the LGA Revised Model Code of Conduct, in view of a forthcoming review of the Hingham Town Council Code of Conduct, ( NALC advice regarding this is awaited).
26. Review existing Working Parties and Committees (including consideration of dissolving existing Working Parties/Committees) and membership to them
  - 26.1 Neighbourhood Plan Working Party
  - 26.2 Climate Emergency and Environment Working Party
  - 26.3 Policy Working Party
  - 26.4 Finance Committee
27. To review Standing Orders for Working Parties
28. To review Terms of Reference for Working Parties/Committees
  - 28.1 Neighbourhood Plan Working Party
  - 28.2 Climate Emergency and Environment Working Party
  - 28.3 Policy Working Party
  - 28.4 Finance Committee
29. To consider the appointment of any new Committees/Working Parties
30. Review of Town Council representation on external bodies and arrangements for reporting back
  - 30.1 Hingham Playing Field Association
  - 30.2 Hingham Charity
  - 30.3 Hingham Education Trust
  - 30.4 Lincoln Social Centre
  - 30.5 Others
31. To review the scheme of delegation and to review the matters of delegation to the Finance Committee
32. To consider the appointment of a tree warden
33. To discuss the fire in the public toilets/agree actions
34. 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)

**FINANCE (Items 35-39)**

35. Proposal to not request the annual rent from the Hingham Playing Field Association for financial year 2020/21
36. To receive a Financial Report and confirmation of the Financial check (for financial year 2020/21)
37. To agree and sign off the Year End Accounts
38. To receive South Norfolk Council notification of payment of the precept
39. Accounts for Payment (as below and any additional invoices received)

ACCOUNTS FOR PAYMENT 04 MAY 2021				VAT
	TOTAL	PAYEE	DETAILS	
	<b>£833.13</b>	staff	WAGES (871.53)	
			CLEANING PRODUCTS (11.60)	

	<b>£963.06</b>	staff	WAGES	
D DEBIT	<b>£64.66</b>	NEST	PENSION	
	<b>£80.00</b>	B FOREMAN	WAGES ADMIN	
	<b>£240.00</b>	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<i>£40.00</i>
	<b>£688.32</b>	E-ON	STREET LIGHT ENERGY	<i>£114.72</i>
	<b>£140.00</b>	EDF	TOILETS	<i>£6.67</i>
D/DEBIT	<b>£74.41</b>	NORFOLK COPIERS	PRINTER RENTAL	<i>£12.40</i>
if agreed	<b>£312.00</b>	A DOE	HOMEWORKING ALLOWANCE	
if agreed	<b>£374.00</b>	P ELDRIDGE	CHAIRS ALLOWANCE	
<b>TOTAL</b>	<b>£3,769.58</b>		<b>TOTAL VAT</b>	<b>£173.79</b>

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

**41. To Consider and agree the Chairman's Allowance**

**42. To Consider and agree the Clerk's Homeworking Allowance**

Alison Doe  
Town Clerk  
28 April 2021

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

Matters Arising from the Minutes of 06 April 2021

MIN

8 The Neighbourhood Working Party has had their first meeting

23 The Clerk will arrange a suitable date for the skate park maintenance visit to take place

## Virtual/Remote Meetings Protocol

### LAPCP Regulations 2020 Part 2 Reg 5 (2) (3) & (4)

Members (including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:

- (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

The Chair to remind everyone to be respectful and courteous to each other, Councillors and staff to act with professionalism

All attendees are requested to be located where there is minimal background noise and visual disturbance

Roll call to be taken at the beginning of the meeting to determine those Councillors present for those who do not have a video link

All attendees (Councillors, staff and the public) are requested to mute their device when they are not speaking

Councillors to use video link if possible

Councillors wishing to speak are requested to clearly raise their hand

Public wishing to speak during public participation session please raise a hand (if using video link) or give a clear audible signal to the Chairman

Please do not use the "chat" function

Councillors to state their name when they are speaking for those who do not have a video link

Votes taken to be read back to ensure everyone's vote is recorded accurately

If Councillors are intending to participate but are unable to access the meeting, they must email the Clerk to advise. If the Councillors are still unable to access the meeting for its duration, then it will be taken that apologies have been given

Participants of the meeting who lose connection during the meeting and are unable to regain access to the meeting will be deemed as having left the meeting. In this case Councillors will be unable to cast a vote on any remaining agenda items

For agenda items of a confidential nature which are to be discussed without the public present, all members of the public will be removed from the meeting. Councillors and staff must ensure that the item can be discussed in an environment where confidentiality is maintained

Covert/unauthorised recording of the meeting is not permitted, please refer to the Hingham Town Council Policy on Filming and Recording of Meetings <https://hinghamtowncouncil.norfolkparishes.gov.uk/files/2019/05/policy-filming-recording-meetings-1.pdf>

General Standing Orders are still applied -

For reference :

### DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### TEMPORARILY WITHDRAWING FROM THE MEETING DUE TO A DISCLOSABLE PECUNIARY INTEREST

With reference to standing order "Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest" - the zoom "waiting room" will be used to facilitate this.