

HINGHAM TOWN COUNCIL

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 04 JUNE 2019. GENERAL (NON CONFIDENTIAL) CORRESPONDENCE WILL BE AVAILABLE FOR INSPECTION AT 7.00pm AND THE MEETING WILL COMMENCE AT 7.30pm.

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 Councillors
3. Signing and Delivery by newly Co-opted Councillors of their Acceptance of Office forms
4. Public participation session -
 - 4.1 Public Participation - General
 - 4.2 A presentation by a resident regarding proposals to set up a road safety campaign – and this proposal to be considered by the Council (with regard to Council support/involvement)
5. Accuracy of the Minutes of the Town Council meeting of 07 May 2019
6. Declarations of interests with regard to items on the agenda and to consider requests for dispensations
7. Matters arising from the Minutes of 07 May 2019 (written report circulated prior to the meeting)
8. Working party reports
9. Reports from representatives on external bodies
10. General Correspondence (information/circulars etc)
 - 10.1 Norfolk ALC - Nominations for our new Norfolk ALC Executive
 - 10.2 Norfolk ALC – Bulletins
 - 10.3 NALC – Star Council Awards
 - 10.4 South Norfolk Council on Show – Poster
 - 10.5 South Norfolk Council – Help Hub Bulletin
 - 10.6 Police Connect - Latest alerts from Norfolk Trading Standards
 - 10.7 Norfolk Constabulary – Speedwatch Figures – April
 - 10.8 Norfolk County Council - Temporary closure of Hingham Road in the Parish of Deopham - new water connection (ref STRO2778)
 - 10.9 Norfolk County Council - Temporary closure of Deopham Road in the Town of Hingham - BT works (ref STRO2687)
 - 10.10 Norfolk County Council - Temporary closures of Greenacre Road and Hall Moor Road in the Parish of Hingham - new water main and BT works respectively (refs STRO2620 and STRO2741)
 - 10.11 George Freeman - Village Fêtes & Community Events
 - 10.12 Play Safety - Notification of play area inspection in June for Hingham Town Council
 - 10.13 Settle In Service Co-ordinator - New volunteer service at the NNUH
 - 10.14 CPRE - Rural Housing Conference – Dereham
 - 10.15 South Norfolk Council – Dog Waste Bin Collections
11. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)
 - 11.1 A resident – Hingham Oil Syndicate
 - 11.2 A resident – Litter Pick – litter around Seamere Road

- 11.3 **Hingham Society – Watton Road overgrown hedge and verge over footway**
 - 11.4 **Application to BT from Hingham Christian Fellowship to adopt Hingham’s last remaining telephone box for use as a free lending library**
- 12. To discuss 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**
- 16.1 2019/0809 - Storage Building South Of Watton Road Hingham Norfolk
Notification for Prior Approval for a proposed change of use of B8 commercial storage building and land within the curtilage to C3 single dwelling.
Approval of details – Approved
 - 16.2 2019/0541 - Land South East Of Rectory Gardens Hingham Norfolk
Erection of two storey detached dwelling with integral double garage.
Refusal
 - 16.3 2019/0437 - New Cottage Watton Road Hingham NR9 4NN
Occupation of New Cottage in non compliance of the agricultural occupancy condition for over 10 years. (From planning consent FH0223)
Approval with no Conditions
- 16. Planning Applications (as notified by SNC for consultation)**
- 17. (other planning applications where the Town Council is not a consultee – for information only)*
- 18.1 2019/1039 - Discharge of condition 3 - Window details of planning permission 2018/2551 3 Dereham Road Hingham NR9 4HU
 - 18.2 2019/1045 - Discharge of conditions 3 & 4 of permission 2019/0060 - external materials (3) and window/door details (4) Open for comment icon
White Lodge Farm Hardingham Road Hingham Norfolk NR9 4LY
- 18. To confirm that the newly co-opted Councillors have received a copy of the Good Councillor Guide, Code of Conduct, Standing Orders and Financial Regulations.**
- 19. For the newly Co-opted Councillors to receive the “Registration of Pecuniary and Other Interests” forms - which must be completed, signed and returned to the Clerk by 01 July 2019**
- 20. For all Councillors to confirm their preferred contact details to be publicly available**
- 21. To receive the Internal Auditors report for 2018/19**
- 22. To approve the Annual Governance Statement for the annual return 2018/19**
- 23. To approve the Accounting Statement for the annual return 2018/19**
- 24. Review of representation on external bodies and arrangements for reporting back**
- 25. To consider the need/proposals for new Working Parties and to review existing Working Parties and the Finance Committee and membership to them**
- 26. To receive an update on/discuss the transfer of the Public Toilets**
- 27. To discuss and propose solutions to control unauthorised parking on the Fairland grass**
- 28. To discuss/receive an update on the Tally Alley Light**
- 29. To discuss a draft version of a new Communication Policy to cover issues including (but not limited to) dealing with the media, use electronic communications and use of Social Media**

30. To discuss suggestions and proposals for improving Council/public engagement, including:
- The use of Social Media for encouraging the public to participate if unable to attend a meeting.
 - A Facebook page which would be updated a minimum once a month, the creating of an 'event' to invite people to a meeting with the agenda shared in the description.
 - The use of video streaming to either live stream or update a video after the meeting has been closed and to encourage feedback from residents of all ages in an open forum.
 - Arranging an Open Evening (potentially Tuesday October 15th 2019)
 - Arranging Chairman/Councillor "open surgeries"
 - Any other suggestions
31. Proposal to purchase a new (replacement) grit/salt bin for Church Street
32. To propose items for the next agenda

FINANCE

33. To note the date of the next Finance Committee meeting, proposed date 16 July 2019
34. To authorise the Finance Committee to approve any accounts for payment/invoices received during July – including wages
35. To review the arrangements for the undertaking of financial scrutiny/internal control
36. To review terms of reference for the Finance Committee

37. Accounts for Payment

The Clerk proposes using CIL money to pay for the Skatepark Repairs

ACCOUNTS FOR PAYMENT 04 June 2019				VAT
TOTAL		PAYEE	DETAILS	
£ 750.96		D RAMM	WAGES	
£ 882.96		A DOE	WAGES (871.44)	
			stamps (11.52)	
£ 617.77		EON	STREETLIGHT ENERGY	102.96
£ 294.19		K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
£ 645.60		UK POWER NETWORKS	CONNECTION Hardingham Rd	107.60
£ 3,435.00		RADII SKATEPARK REPAIRS	SKATEPARK REPAIRS	
£ 115.31		XEROX FINANCE	PRINTER RENTAL	18.49
£ 80.00		BRIDGET FOREMAN	WAGES ADMIN	
£ 180.00		P SMITH	ERB REFUND	
£ 7,001.79		TOTAL	TOTAL VAT	£278.08

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

The following agenda item requires references to staff and is therefore confidential

39. To discuss internal communication and consider a proposal to adopt a staff/Councillor relationship protocol

Alison Doe
Town Clerk
30 May 2019