

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL
ON TUESDAY 05 JANUARY 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://us05web.zoom.us/j/89548406866?pwd=RnlWUjV5cU12Z3VpSThwU0w5V3drQT09>

Meeting ID: 895 4840 6866

Passcode: 1x0dFv

(if there is any interruption in the meeting connection please use the details above to regain access to the meeting – please also refer the virtual meeting protocol below)

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>

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>

A G E N D A

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 01 December 2020
7. Matters arising from the Minutes of 01 December 2020 (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
10. General Correspondence (information/circulars etc)
 - 10.1 Covid Winter Support Scheme
 - 10.2 Norfolk Community Foundation - new pilot for food boxes
 - 10.3 Boots - 4 Market Place, Hingham - Bin storage

- 10.4 NorfolkALC Wellbeing - Vaccination Centre Update
- 10.5 Norfolk County Council - Council services make changes for Tier 4 restrictions

11. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)

- 11.1 Hingham Road Safety Campaign Team response to the draft minutes of 3rd November meeting of Hingham Town Council
- 11.2 Parking issues – Fairland

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 2020/2297- Discharge condition 3 of listed building consent 2020/1677 - Door details
3 Hardingham Street Hingham NR9 4JB - Approved
- 15.2 2020/2133 - Discharge of conditions 3 from 2020/1584 - Doors, windows and timber cladding.
Pearces Farm Seamere Road Hingham Norfolk NR9 4LP - Approved
- 15.3 2020/2120 - Single storey side extension, including alterations to rear 'lean-to' roof to flat roof
Mistletoe Cottage 4 Pitts Square Hingham NR9 4LD – Approval with conditions
- 15.4 2020/2134 - Discharge of condition 3 from 2020/1585 - Doors, windows and timber cladding.
Pearces Farm Seamere Road Hingham Norfolk NR9 4LP - Approved
- 15.5 2020/2029 - Proposed two storey side extension, single storey rear extension and internal alterations. 23 Hall Moor Road Hingham Norfolk NR9 4LB – Approval with conditions
- 15.6 2020/1948 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB)
Agricultural Building On Land North Of Seamere Road Hingham Norfolk - Approved
- 15.7 2020/1921 - Part rebuild and extend boundary wall, new front gate, replacement front door and Internal alterations including new coving (part retrospective), new wood panelling and doors.
8 The Fairland Hingham NR9 4HN – Approval with conditions
- 15.8 2020/1923 & 2020/1922- Proposed extension to existing garage
18 Bond Street Hingham Norfolk NR9 4HA – Approval with conditions

16. Planning Applications (as notified by SNC for consultation)

None at time of publishing the agenda

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

- 17.1 2020/2353- Non material amendment to 2020/1691 - amendment to the internal layout to include a external door and reduction in size of the immediate window adjacent on south facing elevation Open for comment icon - AC Bacon Engineering 61 Norwich Road Hingham Norfolk NR9 4LS
- 17.2 2020/2297- Discharge condition 3 of listed building consent 2020/1677 - Door details
3 Hardingham Street Hingham NR9 4JB

(ITEM 18 – 23 FINANCE)

18. Proposal to pay Norfolk Citizens Advice a donation of £600 as per the 2020/21 budget allocation (as noted by the Council in December 2019)

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

ACCOUNTS FOR PAYMENT 05 JAN 2020			VAT
TOTAL	PAYEE	DETAILS	
£1,064.91	staff	WAGES	
£962.46	staff	WAGES	
£80.82	NEST	PENSION	
£1,181.76	HMRC	TAX/NI	
£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£40.00
£666.12	E-ON	STREET LIGHT ENERGY	£111.02
£20.21	ANGLIAN WATER BUSINESS	FAIRLAND STANDPIPE	
£11.85	ANGLIAN WATER BUSINESS	CEMETERY	
£171.99	ANGLIAN WATER BUSINESS	TOILETS	
£166.00	SLCC	MEMBERSHIP	
£3,026.65	TTSR LTD	GRASS CUTTING CONTRACT	£504.45
£462.00	RAVENCROFT TREE SERVICES	TREE SURVEY	£77.00
£100.04	J.S	CLEANING HOLIDAY COVER	
£116.96	EDF ENGERGY	TOILETS	
£812.40	UK POWER NETWORK	RECONNECTION OF REPLACEMENT COLUMN	£135.40
£600.00	NORFOLK CITIZENS ADVICE	DONATION	
£9,684.17	TOTAL	TOTAL VAT	£867.87

20. To discuss if a Zoom subscription is required and agree action and associated budget requirement (if Zoom subscription is to be purchased)

21. Proposal to increase the budget figure for grants to allow for greater support (where permitted) of voluntary organisations providing a service/benefit to Hingham residents.

22. To discuss and agree the budget for 2021/2022.

23. To discuss and agree the parish precept for 2021/22

24. To receive and discuss the information from Norfolk County Council regarding Hingham Library

Alison Doe Town Clerk

30 December 2020

Additional correspondence and planning applications may also be considered at the meeting

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.