

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 05 APRIL 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 01 March 2022
7. Matters arising from the Minutes of 01 March 2022 (and other updates contained in a written Clerks report circulated prior to the meeting)
8. Working Party Reports
9. Neighbourhood Plan Steering Group report
10. Reports from representatives on external bodies/ attendees of external meetings/training
11. General Correspondence (information/circulars etc)
 - 11.1 South Norfolk Council, The Big South Norfolk Litter Pick 2022
 - 11.2 Temporary closure of Dereham Road in the Parish of Hingham because of BT pole works (STRO6334) 4th – 14th April 2022
 - 11.3 Wellbeing Newsletter - Help with Money, Energy, Water and Skills
 - 11.4 South Norfolk Council, The Chairmen's Walk for Charity - 10 April 2022
 - 11.5 South Norfolk Council, Welcome Back Campaign
 - 11.6 Norfolk Police, Agreed Priorities for Wymondham and surrounding parishes

- 11.7 Norfolk County Council, Celebration as Norfolk's newest long-distance trail is launched at Wymondham
- 11.8 Norfolk County Council, Boost for reuse as Norwich South shop opens today and new chosen charity revealed
- 11.9 South Norfolk Community Awards Nominations are now OPEN!
- 11.10 South Norfolk Council, Love Local, Spend Local campaign
12. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
13. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
14. District Councillor's report
15. County Councillor's report
16. Planning Decisions
- 16.1 2022/0247, Replacement of an existing conservatory with a single storey extension to rear
29 Muir Drive Hingham Norfolk NR9 4PQ
Approval with Conditions
- 16.2 2022/0032, Proposed temporary accommodation for a period of 18 months consisting of a glamping pod sited on existing concrete adjacent to the private drive
Land Adjacent To Skylark Barn Watton Road Hingham Norfolk
Approval with Conditions
17. Planning Applications (as notified by SNC for consultation)
None at the time of publishing the agenda
18. **Information** regarding other planning applications where the Town Council is not a consultee , (for information only)
None at the time of publishing the agenda

Item 19 to 25 Finance

19. Receive and discuss the draft minutes of the meeting of the Finance Committee (15 March 2022)
20. With reference to the draft minutes of the Finance Committee meeting, to note the approval of accounts for payment by the Finance Committee on 15 March 2022, (as needed for the end of financial year). As below

REF	PAYEE	DETAILS	AMOUNT		VAT
104263	RACHEL LEGGETT	NEIGHBOURHOOD PLAN CONSULTANT FEES £1080.00			
		MILAGE £26.10			
		PLUS REIMBURSEMENTS (TOTAL £341.81- AS BELOW)			
		PRINTING (JOHN E WRIGHT) LEAFLETS £110			
		PRINTING BANNERS POSTERS/DISPLAY BOARDS £192		VAT	£32.00
		PENS £9.99		VAT	£1.67
		LABELS £4.00			
		POST IT NOTES £25.82		VAT	£4.30
		Total for R Leggett	£1,447.91		

REF	PAYEE	DETAILS	AMOUNT		VAT
104264	EMMA HARRISON	NEIGHBOURHOOD PLAN CONSULTANT FEES	£1,260.00		
104265	LINCOLN SOCIAL CENTRE	HALL BOOKING FOR NEIGHBOURHOOD PLAN	£85.00		
104266	LINCOLN SOCIAL CENTRE	HALL BOOKINGS FOR MEETINGS	£100.00		
104267	NPOWER	STREET LIGHT ENERGY	£675.67	VAT	£112.61
104268	ANGLIAN WATER BUSINESS	TOILETS	£30.21		
		invoices for payment TOTAL	£3,598.79		
		TOTAL VAT	£150.58		

21. To agree the asset register for financial year ending March 2022
22. To agree the draft accounts for financial year 2021/22
23. To consider renewal of the subscription to NALC/Norfolk ALC (which includes the provision of the Hingham Town Council website)
24. To receive the 2021/22 AGAR external auditor instructions

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

PAYEE	DETAILS		AMOUNT		VAT
STAFF	WAGES		£1,236.29		
STAFF	WAGES		£1,197.10		
NEST	PENSION		£95.06		
HMRC	PAYE		£881.00		
B FOREMAN	WAGES ADMIN		£96.00		
J S	CLEANING/LITTER HOLIDAY COVER		£100.40		
R LEGGETT	NP CONSULTANT FEES + MILAGE		£1,092.60		
	COSTS FOR REIMBURSEMENT				
	BADGES		£5.50	VAT	£0.92
TOTAL FOR R LEGGETT		£1,098.10			
COMPASS POINT	NP CONSULTANT FEES + MILAGE		£289.80		
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	VAT	£40.00
COZENS (UK) LIMITED	REPLACEMENT COLUMNS X2		£4,068.00	VAT	£678.00
COZENS (UK) LIMITED	REPLACEMENT LANTERN STONE LANE		£474.00	VAT	£79.00
N POWER	STREET LIGHT ENERGY		INVOICE DUE		
EDF ENERGY	ELECTRICITY TOILETS		INVOICE DUE		
ANGLIAN WATER	CEMETERY STANDPIPE		£11.78		
NALC	SUBSCRIPTION AND WEBSITE		£455.17		

PAYEE	DETAILS		AMOUNT		VAT
GEOXPHERE LTD	PARISH ONLINE SUBSCRIPTION (NP)		£168.00	VAT	£28.00
NORFOLK COPIERS	METERED PRINTING		£71.90	VAT	£11.98
EUROFFICE	TOILET ROLLS/CUPS/TEABAGS		£176.72	VAT	£28.19
		TOTAL	TO BE CONFIRMED		

26. Reminder of the date of the Annual Town Meeting, Tuesday 19th April 2022
27. To receive and discuss the offer by Norfolk County Council for Parish Partnership funding for renovations to the Market Place bus shelter and agree any actions
28. To receive an update on the Norfolk County Council project to install cycle racks and agree any actions
29. To receive an update on the Norfolk County Council feasibility study and agree any actions
30. To discuss concerns regarding the provision of Pharmacy services in Hingham and agree any actions
31. To discuss the vacant accommodation at Moon Court, Hardingham Road, and agree any actions
32. To approve the Terms of Reference for the Neighbourhood Plan Steering Group

33. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:
The following agenda items contain reference to information regarding Town Council Staff, the following agenda item is therefore confidential

34. To receive the notification of the Local Government Pay Award settlement 2021/22 and with reference to this, discuss staff wages and agree any actions

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, 31 March 2022

Matters arising from the minutes of the Town Council Meeting of 01 March 2022

- Minute 7 – An appointment has been made for the town clock to be assessed on 07 April 2022
- Minute 23 – Jubilee Celebrations grant funding applied for
- Minute 24 – Energy Audit, information to be sent to Utility Aid
- Minute 26 - Annual Town Meeting, Clubs and organisations have been invited to submit their reports
- Minute 28 – Cllr comments regarding 3 points on the feasibility study have been forwarded to NCC, along with a map showing problem parking areas.
- Minute 29 – Report on poor state of directional road signs, to be forwarded to NCC
- Minute 30 – An electronic version of the road sign /road marking report has been sent to the Highways Engineer (as requested so that the work can be programmed in)
- Minute 31- The street lighting contractor is scheduled to undertake investigations on the churchyard lighting on 07 April 2022
- Minute 34 – The internal Audit will take place end of April/Early May 2022

