

**YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL  
ON TUESDAY 06 APRIL 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/85002598758?pwd=czhyK0ZidzhrLzl0Y1Y5YnpVOUJKZz09>

Meeting ID: 850 0259 8758  
Passcode: 286691

**(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 - (generally 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 02 March 2021**
- 7. Matters arising from the Minutes of 02 March 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**

Correspondence (items of correspondence received after the publishing of the agenda may also be considered)

- 10. General Correspondence (information/circulars etc)**
  - 10.1 Norfolk ALC Bulletin - 30 March 2021**
  - 10.2 REDUCE SINGLE-USE CAMPAIGN "SWAP2SAVE"**
  - 10.3 Letter from Luke Hall regarding Remote Meetings**

- 10.4 COVID-19 NCC Briefing
- 10.5 2020/21 AGAR external auditor instructions
- 10.6 1 million trees for Norfolk update
- 10.7 Trading Standards advice on food allergens and new labelling requirements
- 10.8 NORFOLK STRATEGIC FLOOD ALLIANCE

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

- 11.1 Community Car Scheme
- 11.2 Greater Norwich Local Plan (from a resident)

**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 2021/0586 - Remove Crab Apple Tree due to damage caused by invasive bamboo.  
8 Pitts Square Hingham Norfolk NR9 4LD - No objections
- 15.2 2021/0333 - Pear tree - crown reduction, reduce height from 11m to 6m and spread from 8m to 6m  
Lacon Cottage 2 Royal Oak Mews Hingham NR9 4JF - No objections
- 15.3 2021/ 0143 *Alianthus altissima* (T1) - Remove single, rising limb overhanging drive. *Acer* (T2) - Remove to near ground level. *Robinia pseudoacacia* (T3) - Crown raise over public highway and private drive to 5m. *Catalpa bignonioides* (T4) - Crown raise over private drive to 3.75m. *Fagus sylvatica* (T5) - Crown raise over private drive to 3.75m. *Taxus baccata* (T6) - Shape lower crown to balance form towards garden.  
2 Baxter Road Hingham NR9 4HY - No objections
- 15.4 2021/0133 Notification for Prior Approval for a proposed change of use of an agricultural building to a dwellinghouse (QA/QB)  
Agricultural Building North Of The Old Dairy Watton Road Hingham Norfolk - Approval of details - Approved
- 15.5 2020/2454 Conversion and extension of warehouse and replacement of workshop/store to form dwelling.  
15 Market Place Hingham NR9 4AF - Approval with Conditions

**16. Planning Applications (as notified by SNC for consultation, including any additional application received since the publishing of the agenda)**

(none at the time of publishing the agenda)

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

- 17.1 2021/0394 - *Holly Tree* reduce height to approx 5.5m, 2no. *Birch Tree's* reduce spread to approx 5 to 6m (no height reduction) *Little Ash Cottage* 7 Pitts Square Hingham NR9 4LD
- 17.2 2021/0386 - *London Plane* (T1) to reduce crown by 4m to a height of 9m to allow previous reduction wounds to callus over, reducing wind value causing branch "break outs".  
20 Hall Lane Hingham NR9 4JX

(ITEM 18 - 19 FINANCE)

18. To consider renewal of the subscription to NALC/Norfolk ALC (which includes the provision of the Hingham Town Council website)

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

ACCOUNTS FOR PAYMENT 06 April 2021				VAT
TOTAL		PAYEE	DETAILS	
£1,112.20		staff	WAGES (1064.91)	
			CLEANING PRODUCT (7.60)	
			BINBAGS (9.69)	£1.66
			WOODSTAIN (30.00)	£5.00
		staff	WAGES	
			STAMPS	
D DEBIT	£80.82	NEST	PENSION	
	£931.58	HMRC	TAX/NI	
	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£40.00
	£621.71	E-ON	STREET LIGHT ENERGY	£103.62
	£359.28	SOUTH NORFOLK COUNCIL	BUSINESS RATES TOILETS	
	£13.11	ANGLIAN WATER	CEMETERY	
	£21.48	ANGLIAN WATER	FAIRLAND	
	£442.93	NORFOLKALC	SUBSCRIPTION/WEBSITE	
	£100.40	JS	CLEANING	
	£3,923.51	TOTAL	TOTAL VAT	£150.28

20. To agree the asset register for year ending March 2021

21. Proposal to write to Abel Homes regarding the Town Council's Greater Norwich Local Plan Regulation 19 representation

22. '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 that is commercially sensitive, the following agenda item is therefore confidential

23. To discuss the proposal and quotation for an annual (basic) maintenance contract for the skate park.

Alison Doe Town Clerk  
30 March 2021

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

Matters arising from the minutes of the meeting of 02 March 2021

MIN

19 Greater Norwich Local Plan Regulation 19 Consultation – the consultation period was extended until 5pm on 22 March 2021, the Town Council representations was submitted before the deadline and an acknowledgement was received. The representation document and supporting evidence is available on the Town Council website. The Statement of Common Ground was amended and is also available to view on the Town Council website.

23 Letters will be sent to the Cafes and Public House to invite them to use the greens for customer seating (providing that there are no objections from the police or licensing authority)

## 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 it's 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.