

DUE TO THE COVID-19 PANDEMIC THE MEETING MAY BE SUBJECT TO CANCELLATION

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 06 JULY 2021. 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.

ALL COVID-19 HEALTH AND SAFETY MEASURES PUT IN PLACE MUST BE STRICTLY ADHERED TO BY ANYONE ATTENDING THE MEETING

At agenda item 4 (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>

THERE WILL BE NO PAPER COPIES OF PLANNING APPLICATIONS AVAILABLE AT THE MEETING

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>

A G E N D A

- 1. Apologies for absence**
- 2. Introduction of newly Co-opted Councillor**
- 3. Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office forms**
- 4. Public participation session - (15 minutes) (Members of the public may make a statement or ask a question of not more than three minutes duration)**
- 5. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
- 6. 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 5) Declarations of interests**
- 7. To consider any applications for co-option on to the Town Council**
- 8. To agree the accuracy of the Minutes of the Town Council meeting of 01 June 2021**
- 9. Matters arising from the Minutes of 01 June 2021 (and other updates contained in a written Clerks report circulated prior to the meeting)**

- 10. To offer the best thanks of the Town Council to Rev. Colin Reed for his work as Rector of Hingham**
- 11. Working Party Reports**
- 12. Reports from representatives on external bodies/ attendees of external meetings/training**
- 13. General Correspondence (information/circulars etc)**
 - 13.1 Norfolk County Council - Market town cycle parking**
 - 13.2 Norfolk County Council - Invitation to Bid for Parish Partnership 2022/23**
 - 13.3 Norfolk ALC - Queen's Platinum Jubilee Beacons**
 - 13.4 Norfolk ALC - Safer Norfolk Plan 2021-24**
 - 13.5 The Post Office – Currently unable to reinstate the Post Office service in Hingham**
 - 13.6 Luncheon Club – Provision of a cooker at the Lincoln Hall**
 - 13.7 Norfolk ALC Bulletin - 1 July 2021**
 - 13.8 Norfolk Police – E Scooter Advice**
 - 13.9 South Norfolk Police - Wymondham SNT Priorities Update**
 - 13.10 South Norfolk Council - South Norfolk Community Awards**
 - 13.11 Temporary Road Closures for roundabout construction– Great Ellingham Bow Street and Hingham Road 19th July to 3rd September 2021**
- 14. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)**
- 15. To discuss and agree any required responses/actions in relation to any item(s) of correspondence**
- 16. District Councillor's report**
- 17. County Councillor's report**
- 18. Planning Decisions**
 - 18.1 2021/1110 - Lean to barn for storage of agricultural machinery
College Farm Southburgh Lane Hingham NR9 4PP - Prior Approval not Required
 - 18.2 2021/0941 - Replacement of windows and new doors to rear (north elevation); replacement doors to front elevation
The Watermill Deopham Road Hingham NR9 4NL - Approval with Conditions
 - 18.3 2021/0951 - Erection of a two storey side extension to chalet.
19 Dereham Road Hingham NR9 4HH - Approval with Conditions
 - 18.4 2021/0940 - Proposed removal of existing stable block and erection of new timber cart lodge.
27A Hall Moor Road Hingham NR9 4LB - Approval with Conditions
 - 18.5 2021/0894 - Proposed Side Extension to Provide Dynamic Test Facilities
22-30 Ironside Way Hingham NR9 4LF - Approval with Conditions
 - 18.6 2021/0803 - Replacement of Agricultural Storage Barn
The Watermill Deopham Road Hingham NR9 4NL - Approval with Conditions
 - 18.8 2021/0715 - Demolition of existing barn and workshop and erection of dwelling with garage and tractor shed. - Barn West Of Watton Road Hingham Norfolk - Approval with Conditions
- 19. Planning Applications (as notified by SNC for consultation)**
 - 19.1 2021/1019 - Location: Land West Of 19 Low Road Hingham Norfolk
Proposal: Outline planning permission for a new bungalow**

Application Type: Outline Planning Permission

- 19.2** 2021/1141 - Location: Watton Road Farm Watton Road Hingham NR9 4NN
 Proposal: Change of use from agricultural land to garden curtilage and erection of steel framed storage building for garden equipment.
 Application Type: Full Planning Permission
- 19.3** 2021/1216 - Location: 17 Low Road Hingham NR9 4NG
 Proposal: Erection of a double garage
 Application Type: Householder
- 19.4** 2021/1289 - Location: The Old Dairy Watton Road Farm Watton Road Hingham NR9 4NN
 Proposal: Conversion and extension of office to dwelling. Erection of cart shed and conversion of paddock to residential garden
 Application Type: Full Planning Permission

20. (other planning applications where the Town Council is not a consultee – for information only)
 (none at time of publishing the agenda)

(ITEMS 21-24 FINANCE)

- 21.** To note the date of the next Finance Committee meeting, date 20 July 2021 - Venue - Methodist Church Hall
- 22.** To consider the grant application from the Luncheon Club for the provision of a new cooker in the Lincoln Hall
- 23.** To receive notification from South Norfolk Council of the reimbursement of business rates payments for the Public Toilets (backdated from 01.04.2020 - refund due to a change in legislation) – £359.28 2020/21 & £359.28 2021/22
- 24.** Proposal to agree for the Hingham Playing Field Association to use the remainder of the S106 money £237.77 (left over from the outdoor gym equipment) for the provision of other outdoor sports equipment (suggested Basket Ball equipment), as authorised by South Norfolk Council and the developer.

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

ACCOUNTS FOR PAYMENT 06 JULY 2021				VAT
	TOTAL	PAYEE	DETAILS	
	£1,075.47	staff	WAGES (1065.51)	
			BINBAGS (9.96)	£1.66
	£1,169.46	staff	WAGES	
D DEBIT	£80.82	NEST	PENSION	
	£717.24	HMRC	TAX/NI	
	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£40.00
	£686.70	E-ON	STREET LIGHT ENERGY	£114.45
	£50.20	JS	BIN / LITTER COVER	
	£3,087.17	TTSR LTD	GRASS CUTTING	£514.53
	£50.00	LINCOLN SOCIAL CENTRE	HALL HIRE	
	£40.00	THE INFORMATION COMMISSIONER	REGISTRATION	
	£7,197.06	TOTAL	TOTAL VAT	£668.98

26. 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
27. 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 02 August 2021
28. Address to the Council by, and Council discussions with, representative (s) of the Hingham Road Safety Campaign group regarding the Hingham Road Safety Campaign team’s request for an early meeting/meetings with the Town Council, open or otherwise, dedicated to discussing how the team’s report findings could be progressed, with particular reference to GNLPO520 and the Council’s prospective work on a Neighbourhood Plan
29. To propose, discuss and agree applications to South Norfolk Council for nominating Assets of Community Value
30. Proposal to arrange a (£ paid for) meeting with a local Consultant (in community projects) to seek and obtain advice regarding Consultancy during the preparation of a Neighbourhood Plan
31. To receive and discuss the invitation to submit a bid for NCC Parish Partnership funding
32. To consider a request from Chalfont’s Café to hold a charity fundraising afternoon tea on the Market Place green (date to be confirmed).
33. To review Standing Orders

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

01 July 2021 Alison Doe – Town Clerk Hingham Town Council

Matters Arising from the minutes of the meeting of 01 June 2021

MIN

- 10.2 Dog Fouling – signage purchased for the churchyard. Notice has gone in the parish magazine. Enquiry to SNC regarding the green dog walker scheme
- 10.6 Parish Archives – collection of the materials to be arranged.
- 22/23 Annual Governance forms submitted to the external auditor, and acknowledgement received
- 25 Council training to be arranged

COVID-19 HEALTH AND SAFETY INFORMATION AND INSTRUCTIONS FOR ATTENDING THE TOWN COUNCIL MEETING

The Lincoln Hall is operating at a reduced capacity of 50 people, to maintain social distancing there is only sufficient space for seating of 30 people for the meeting– therefore admittance to the meeting (to be seated) is on a first come first served basis

DO NOT ATTEND THE MEETING:

- **IF YOU (OR ANYONE IN YOUR HOUSEHOLD) HAVE SYMPTOMS OF CORONAVIRUS OR HAVE HAD WITHIN THE LAST 7 DAYS,**
- **IF YOU (OR ANYONE IN YOUR HOUSEHOLD) HAVE TESTED POSITIVE FOR CORONAVIRUS AND ARE IN THE PERIOD OF SELF ISOLATION,**
- **IF YOU (OR ANYONE IN YOUR HOUSEHOLD) HAVE COME INTO RECENT CONTACT WITH ANYONE WITH SYMPTOMS OF CORONAVIRUS**
- **PLEASE ADHERE TO ANY ADVICE YOU HAVE BEEN GIVEN BY A HEALTH AUTHORITY/GOVERNMENT BODY REGARDING SELF ISOLATING AND/OR SHIELDING**

Face coverings must be worn (UNLESS YOU ARE EXEMPT), please refer to the Government guidance for wearing face coverings and staying safe outside your home <https://www.gov.uk/government/publications/staying-safe-outside-your-home>

ALL ATTENDEES MUST BE SEATED IMMEDIATELY UPON ENTERING THE HALL

Prior to the meeting, the Clerk will arrange seating, with adequate spacing and sanitisation.

PLEASE DO NOT RE ARRANGE OR MOVE THE SEATING PROVIDED

All attendees are requested to bring hand sanitiser, tissues, and bag to safely dispose of used tissues which must be taken home

UPON ARRIVAL –

Please queue with 2 metre social distancing in order to enter the building

The Clerk will be attending the door. All Attendees will be asked to provide their name/contact details (this information will be kept for 21 days and used to assist “track and trace”, attendees at the meeting must refer to the Government track and trace system, should they develop symptoms within 7 days of attending the meeting)

There will also be a QR code on display for use with the NHS Test and Trace app

All attendees **MUST** use the hand sanitiser provided prior to entry into the Hall

Once inside the Hall social distancing **MUST** be maintained at all times

Agendas will be provided on seats - No other paperwork will be available at the meeting. Planning applications previous minutes and correspondence available online only (please refer to the agenda above)

Doors within the hall are to remain open – windows and exterior doors will be open (unless rain prevents this)

There will only be access to the disabled toilet

After the meeting all attendees are to leave in socially distanced manner, via the designated exit door as instructed (to create a one way entrance and exit system)

The Clerk will be the last to leave the building and will clear away and sanitise tables and chairs, sanitise surfaces and the toilet – and remove any rubbish from the premises.