

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

## AGENDA

1. Apologies for absence
2. Public participation session, (members of the public may make a statement or ask a question of not more than three minutes duration)  
**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
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 November 2022
7. Matters arising from the Minutes of the Town Council meeting 01 November 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 - Town & Parish Council Forum
  - 11.2 Civic Voice welcomes a new National Lottery Community Fund report on how to boost 'Pride of Place.'
  - 11.3 South Norfolk Council - Elections Act 2022
  - 11.4 Norfolk County Council - Norfolk Fire Service take the lead in adopting electric emergency response cars
  - 11.5 Norfolk ALC - Exciting New Services from Norfolk ALC, Payroll, Internal Audit, Managed Websites
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 2022/1992 - T4 - Cherry tree - reduce limb over road by 1-1.5m to leave approx 5-6m  
The Green The Fairland Hingham Norfolk. No objections
- 16.2 2022/1988 - Pollard of Lime tree at approx. 6m at the primary unions  
Church Of St Andrew Attleborough Road Hingham Norfolk. Approval with Conditions
- 16.3 2022/1982 - Alterations to garage to form studio bedroom  
18 Bond Street Hingham Norfolk NR9 4HA. Approval with Conditions
- 16.4 2022/1927 - T1 Beech tree - Crown lift to give ground clearance of approximately 3.8m  
to 4m metres and reduce branches approximately 2m to 2.5m away from building and  
remove any other branches  
3 Hardingham Street Hingham Norfolk NR9 4JB. Approval with Conditions
- 16.5 2022/1864 - Turn the front garden into a driveway with hardcore and shingle with new  
dropped kerb  
35 Norwich Road Hingham Norfolk NR9 4LS. Approval with Conditions
- 16.6 2022/1757 - Single storey rear extension  
19 Watton Road Hingham Norfolk NR9 4HD. Approval with Conditions

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

- 17.1 2022/2193 - Utility room and internal alteration comprising removal of part kitchen wall  
(retrospective)  
Dovecote House 4-6 Dereham Road Hingham Norfolk NR9 4HU
- 17.2 2022/2079 and 2022/2080 - Demolition of a single storey rear extension, garden  
outbuilding and a north/south pitched link roof part way into garden and alterations to  
rear extension fenestration and doorway. New rear extension, new garden pavilions and  
garden wall to north and east of rear garden together with a new north/south link roof  
and installation of roof mounted low profile PV units. Widen vehicle access at south  
garden wall  
6 Chapel Street Hingham Norfolk NR9 4JH
- 17.3 2022/2073 - Remove conservatory, erection of garden room to rear. Raise garage roof and  
add extension at first floor level with associated alterations  
12 St Andrews Close Hingham Norfolk NR9 4JT
- 17.4 2022/2252 - Replace two windows and one door to the rear  
27 Baxter Road Hingham Norfolk NR9 4HY

18. Information regarding other planning applications where the Town Council is not a consultee, (for information only)

- 18.1 2022/2235 - T1 - Remove Lawsons Cypress tree in the front garden, T2 - Coppice 2x Ash  
trees on the boundary, T3 Remove dead Walnut tree in the front garden  
Walnut Tree House Hall Lane Hingham Norfolk NR9 4JX
- 18.2 2022/2121 - T1 Ash - Fell to stump T2 Ash - Fell to stump  
2 Mill Corner Hingham Norfolk NR9 4LG

18.3 2022/2174 - T1 Maple - Fell T2 Hornbeam - Fell  
6 St Andrews Close Hingham Norfolk NR9 4JT

19. To discuss the Parish Partnership funding bid and agree any actions
20. To consider renewal of membership to SLCC for the Clerk
21. To discuss the provision of notice boards and consider a proposal to purchase new notice boards

**FINANCE**

22. Proposal to invite tenders for an internal auditor for (2022/23) financial year-end audit
23. To consider the purchase of a new laptop for the Clerk
24. Receive the minutes of the Finance Committee meeting of 15 November 2022, (discuss and agree any actions)
25. To consider the proposal by the Finance Committee to open a new (savings) bank account (as per minutes of the Finance Committee Meeting)
26. To consider the proposal by the Finance Committee to adopt an Investment Strategy (as per the minutes of the Finance Committee Meeting)
27. Noting that the 2023/24 budget will be finalised at the meeting of 03 January 2023, consider the suggestions/recommendation made by the Finance Committee regarding the (draft) 2023/24 budget (as per the Finance Committee meeting)
28. To agree and approve the accounts for payment (as below and any other invoices received)

PAYEE	DETAILS		AMOUNT		VAT
NPOWER	STREET LIGHTING ELECTRIC		£606.98	VAT	£101.16
STAFF	WAGES	£1,732.85			
	BINBAGS	£4.98		VAT	£0.83
	TOTAL		£1,737.83		
STAFF	WAGES	£1,507.16			
	SOFTWARE	£71.99			
	CHRISTMAS DEC CRAFT ITEMS	£133.53			
	TOTAL		£1,712.68		
NEST	PENSION		£138.53		
LINCOLN HALL	HALL HIRE/STORAGE HIRE		£400.00		
HINGHAM CHRISTIAN FELLOWSHIP	ROOM HIRE FOR NP MEETINGS		£200.00		
SOCIETY OF LOCAL COUNCIL CLERKS	MEMBERSHIP		£187.00		
HINGHAM COMMUNITY CAR	CONTRIBUTION		£3,259.00		
NORFOLK CITIZENS ADVICE	DONATION		£600.00		
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	VAT	£40.00
NORFOLK COPIERS LTD	METERED PRINTING		£44.60	VAT	£7.43
		<b>TOTAL FOR ALL PAYMENTS (TO DATE)</b>	<b>£9,126.62</b>		
		TOTAL VAT	£149.42		

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

The following agenda items are commercially sensitive and refer to staff, the following agenda items are therefore confidential

30. To receive the LGA wage agreement for 2022/23 discuss staff wages and agree any actions
31. (If sufficient number of quotations have been received) To consider quotations for works to the Town Clock and agree any actions
32. (If sufficient number of quotations have been received) To consider quotations for the resurfacing of the skate park and agree any actions
33. (If sufficient number of quotations have been received) To consider quotations for tree works 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, 01 December 2022

**PLEASE NOTE**

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>