

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 07 SEPTEMBER 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.

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

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 <http://www.south-norfolk.gov.uk/planning/index.asp>

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. 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 06 July 2021**
- 7. Matters arising from the Minutes of 06 July 2021 (and other updates contained in a written Clerks report circulated prior to the meeting)**
- 8. Working Party Reports**
NB: the Neighbourhood Plan Working Party Report will be discussed at agenda item 23
- 9. Reports from representatives on external bodies/ attendees of external meetings/training**
- 10. General Correspondence (information/circulars etc)**
 - 10.1 Notification of Greater Norwich Local Plan Submission**
 - 10.2 Norfolk ALC – Share Certificate**
 - 10.3 South Norfolk Council - Planning and street naming updates**
 - 10.4 Norfolk ALC Wellbeing - Details required to deliver &/or present a Commemorative Gift to your Council**
 - 10.5 Norfolk ALC Wellbeing - Free Trees and Launch of 'Tricky Friends' film**
 - 10.6 Norfolk ALC Bulletin**

- 10.7 South Norfolk Council - The Big South Norfolk Litter Pick 2021**
- 10.8 Norfolk County Council - Flood fund spending to be agreed**
- 10.9 Broadland & South Norfolk Council Accommodation Review - consultation**

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

- 11.1 Market Place Car Parking**
- 11.2 Hingham Road Safety Campaign - Highways / Speeding**

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 2021/1141 - Change of use from agricultural land to garden curtilage and erection of steel framed storage building for garden equipment.
Watton Road Farm Watton Road Hingham NR9 4NN - Approval with Conditions**
- 15.2 2021/0258 - Two-storey side extension, single-storey rear extension, and new entrance porch
8 Pitts Square Hingham NR9 4LD - Refusal**
- 15.3 2021/1289 - Conversion and extension of office to dwelling. Erection of cart shed and conversion of paddock to residential garden
The Old Dairy Watton Road Farm Watton Road Hingham NR9 4NN - Approval with Conditions**
- 15.4 2021/1216 - Erection of a double garage
17 Low Road Hingham NR9 4NG - Approval with Conditions**
- 15.5 2021/1019 - Outline planning permission for a new bungalow
Land West Of 19 Low Road Hingham Norfolk - Refusal**

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

- 16.1 2021/1862 - Demolition of 2 no. agricultural buildings and erection of 5 no. detached two storey dwellings with associated works
Agricultural Buildings At Lyngwhite Farm Hingham Road Hingham Norfolk**
- 16.2 2021/1850 - Conversion of barn to dwelling and extension of existing garage
Barn At The Old Dairy Watton Road Farm Watton Road Hingham Norfolk**
- 16.3 2021/1831 - Proposed extensions and alterations
8 Hall Moor Road Hingham NR9 4LB**
- 16.4 2021/1779 - New first floor pitched roof side extension above existing flat roofed side extension
17 Norwich Road Hingham NR9 4LS**
- 16.5 2021/1746 - Single storey side extensions to replace existing bay and conservatory.
Rowansyde Watton Road Hingham NR9 4NW**
- 16.6 2021/1712 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB) - Barn At Manson Green Farm Dereham Road Hingham Norfolk**

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

(ITEMS 18 - 22 FINANCE)

18. To note the date of the next Finance Committee meeting, proposed date 16 November 2021
 19. To receive the draft minutes of the Finance Committee meeting held on 20 July 2021
 20. To receive (and agree) the reserves policy (as discussed by the Finance Committee), as updated following year end 31 March 2021
 21. To note the accounts for Payment agreed for payment by the Finance Committee on 20 July 2021

ACCOUNTS FOR PAYMENT 20 JULY 2021				
	TOTAL	PAYEE	DETAILS	VAT
104193	£871.80	staff	WAGES (871.53)	
			bin bags underpaid previous receipt (27p)	
104194	£1,031.86	staff	WAGES	
D DEBIT	£64.66	NEST	PENSION	
104195	£2,474.48	ZURICH MUNICIPAL	INSURANCE	
104196	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<i>£40.00</i>
104197	£664.55	E-ON	STREET LIGHT ENERGY	<i>£110.76</i>
104198	£82.20	PLAYSAFETY LIMITED	SKATE PARK INSPECTION	<i>£13.70</i>
D DEBIT	£74.41	NORFOLK COPIERS	PRINTER LEASE	<i>£12.40</i>
104199	£30.00	HINGHAM METHODIST CHURCH	HALL HIRE	
104200	£41.34	EDF ENERGY	Toilets	
104201	£ 90.00	R LEGGETT	Neighbourhood plan meeting/training	
	£5,665.30	TOTAL	TOTAL VAT	£176.86

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

ACCOUNTS FOR PAYMENT 07 SEPT 2021				VAT
	TOTAL	PAYEE	DETAILS	
	£1,065.51	staff	WAGES	
	£1,031.86	staff	WAGES	
	£80.82	NEST	PENSION	
	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<i>£40.00</i>
	£686.70	E-ON	STREET LIGHT ENERGY	<i>£114.45</i>
	£23.26	NORFOLK COPIERS	METERED PRINTING	<i>£3.88</i>
	£3,087.17	TTSR LTD	GRASS CUTTING CONTRACT	<i>£514.53</i>
	£360.00	PKF LITTLEJOHN	EXTERNAL AUDIT	<i>£60.00</i>
	£6,575.32	TOTAL	TOTAL VAT	£732.86

23. To receive and discuss the Neighbourhood Plan Working Party Report and consider the following proposals contained within it:
- 23.1 Proposal for Hingham Town Council to undertake a Neighbourhood Plan
 - 23.2 To dissolve the current Neighbourhood Plan Working Party
- (and if 23.1 and 23.2 are agreed)
- 23.3 To set up a new Neighbourhood Plan Working Party
 - 23.4 To agree the Terms of Reference for the new Neighbourhood Plan Working Party
 - 23.5 To agree Cllr membership to the new Neighbourhood Plan Working Party
 - 23.6 To agree that the Hingham Neighbourhood Plan area should be designated as the parish boundary
 - 23.7 To agree that the Clerk is to make the relevant notifications to the District Council regarding the intention to undertake a Neighbourhood Plan and designated plan area
24. To receive and discuss a report from Cllr Thompson regarding highway issues and to consider each proposal contained within that report
25. To propose and discuss projects for NCC Parish Partnership funding and agree a “shortlist” for further investigation, in view of making a final decision on a bid submission at the Town Council meeting in October (Bids to be submitted by 10th December 2021)
26. To consider the Town Council employing the services of legal representation/planning consultant in reference to the Greater Norwich Local Plan Public Enquiry
27. To receive and discuss the RoSPA Skate Park inspection noting that the maintenance visit is due end September and to consider a proposal for all works required by the RoSPA inspection not falling within the general maintenance specification, to be undertaken by the maintenance contractor while on site (if able to do so)
28. To receive and discuss External Auditors Report (2020/21 AGAR Section 3 External Auditor Report)
29. To propose, discuss and agree applications to South Norfolk Council for nominating Assets of Community Value

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

02 September 2021 Alison Doe – Town Clerk Hingham Town Council

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