

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

PLEASE WEAR A FACE COVERING AT ALL TIMES IF ATTENDING THE 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**

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

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>

As a mark of respect to former Hingham Town Councillor Roger Bendle who has recently died, the Council will observe a minute's silence prior to the commencement of the meeting.

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 02 November 2021
7. Matters arising from the Minutes of 02 November 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
10. General Correspondence (information/circulars etc)
 - 10.1 Hingham Baby and Toddler Group, Wellbeing Fair Sunday 30 January 2022
 - 10.2 Annette Feeney Programme Officer, Greater Norwich Local Plan Examination
 - 10.3 South Norfolk Council, Lovel Local Christmas Gift Campaign
 - 10.4 Norfolk ALC Bulletin
 - 10.5 Norfolk County Council, Budget Consultation for 2022/23
 - 10.6 Norfolk County Council, Free school meals to continue this Christmas, as council reveals £6.7m Household Support Fund
 - 10.7 Norfolk County Council, Let's do our bit to prepare for winter rain
 - 10.8 Hingham & Deopham Wards Newsletter from your Local Policing Neighbourhood Team
11. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
 - 11.1 Resident, response to the Hingham Road Safety Campaign report in the Parish Magazine
 - 11.2 Visitor, Higham Toilets (praise for cleanliness)
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 2021/2082: Pyrus Communis - thin canopy by 15% and raise the crown to give 4-5m clearance, remove deadwood, Salix Caprea - fell to ground level.
18 Dereham Road Hingham NR9 4HH. Approval with conditions
 - 15.2 2021/2104: Erection of side two storey extension with front dormer and additional front entrance
The Folly 2 Folly Lane Hingham Norfolk NR9 4JE. Approval with conditions
 - 15.3 2021/2072: Proposed single storey side and rear extensions and demolition of dining room and detached garage
9A The Fields Hingham Norfolk NR9 4JG. Approval with conditions
 - 15.4 2021/1831: Proposed extensions and alterations
8 Hall Moor Road Hingham NR9 4LB. Approval with conditions

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

- 16.1 2021/2436: Proposed single storey side extension and alterations
23 The Glen Norwich Street Hingham Norfolk NR9 4LJ
- 16.2 2021/2305: Single storey rear extension
27 Dereham Road Hingham NR9 4HH
- 16.3 2021/2105: New stabling and feed storage barn with manage (all weather turn out area).
The Barn White Lodge Farm Hardingham Road Hingham NR9 4LY
- 16.4 2021/2294 Amended Application: Mast and associated supporting apparatus
Grass Verge At Dereham Road Hingham Norfolk

17. Planning Appeal

- 17.1 2021/0258: Location: 8 Pitts Square Hingham NR9 4LD
Proposal: Two-storey side extension, single-storey rear extension, and new entrance porch

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

- 18.1 2021/2499: Under an exception of the TPO (TPO234) - Remove deadwood
25 Hardingham Street Hingham Norfolk NR9 4JB
- 18.2 2021/2409: T1 Sycamore - fell. T3 Common Beech - crown reduction, reduce height from 18m to 15.5m and reduce spread from 9m to approximately 6.5m. T4 Common Horse Chestnut - reduce over highway by 2.5m. T5 Common Horse Chestnut - reduce over highway by 2.5m. T6 Common Lime - reduce height only from 20.6m to 17.1m. T7 Common Horse Chestnut - crown reduction, reduce height from 17.6m to 15.1m and reduce spread from 9, to 6.5m. T8 Common Beech - fell, replace with Copper Beech. T9 Copper Beech - crown reduction, reduce height from 19m to 16.5m and reduce spread from 9 to 6.5m. T10 Sycamore - fell. Open for comment icon
The Rectory Attleborough Road Hingham NR9 4HP

Items 19 to 25 Finance

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

| TOTAL | PAYEE | DETAILS | VAT |
|------------------|--------------------------|---------------------------------------|----------------|
| £1,070.49 | staff | WAGES (£1065.51) | |
| | | binbags (£4.98) | <i>£0.83</i> |
| £1,153.62 | staff | WAGES (£1,031.86) | |
| | | Signs (£27.96) | |
| | | Craft items Tree decorations (£93.80) | £15.63 |
| £80.82 | NEST | PENSION | |
| £240.00 | COZENS (UK) LTD | STREET LIGHT MAINTENANCE | <i>£40.00</i> |
| £634.90 | NPOWER | STREET LIGHT ENERGY | <i>£105.82</i> |
| £120.00 | DIAMON SERVICES (EA) LTD | ELECTRIAL TEST TOILETS | <i>£20.00</i> |
| £3,087.17 | TTSR LTD | GRASS CUTTING CONTRACT | <i>£514.53</i> |
| £30.00 | VUE IT TRAINING | WORD ACCESSIBLE TRAINING | |
| £600.00 | NORFOLK CITIZENS ADVICE | DONATION | |
| £171.00 | SLCC | MEMBERSHIP | |
| £7,188.00 | Total | Total VAT | £696.81 |

n.b The Lincoln Hall Committee have requested a replacement for cheque number 104226 for £400.00 (hall/storage room hire) as the cheque was accidentally destroyed.

20. To receive and discuss the draft minutes from the Finance Committee Meeting of 16 November 2021
21. To discuss and agree the budget for 2022/2023.
22. To discuss and agree the parish precept for 2022/23
23. Proposal to invite tenders for an internal auditor for (2021/22) financial year-end audit
24. Proposal for the Neighbourhood Plan working party / Clerk to apply to Locality for the Neighbourhood Plan funding (as required)
25. To acknowledge/agree that the Town Council will provide sufficient funds to cover costs of the Neighbourhood Plan for work undertaken prior to external funding being secured and if external funding is not available/sufficient
26. To consider/agree the agreement provided by the Neighbourhood plan consultant
27. To approve the details of the Parish Partnership bid to Norfolk County Council (bid to be submitted by 10 December 2021)
28. To receive and update on and discuss the Norfolk County Council Cycling Racks project
29. To receive acknowledgement from Norfolk County Council of the successful application for free trees
30. Update on highway issues including the meeting with the Norfolk County Council Highways Engineer
31. To consider a request for the placement of a memorial bench in the cemetery.
32. To discuss the issue of vehicles driving on the town greens

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

02 December 2021 Alison Doe – Town Clerk Hingham Town Council

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

Minute 12: A letter regarding parking issues has been produced and is ready to be delivered to the businesses in the Fairland and Market Place

Minute 21: A new SAM sign battery to be purchased

Minute 26: Grass cutting contract tenders to be sought for consideration in February

Minute 28: A meeting with the Highway Engineer has taken place, update to be given at this (December) Town Council meeting

Minute 30: Norfolk County Council have advised that they will not install any additional access provision to the Library from the disabled parking bay

Minute 31: The street lighting contractor has ordered replacement lamp columns/lantern