

## HINGHAM TOWN COUNCIL

YOU ARE INVITED TO THE ANNUAL MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 07 MAY 2019. GENERAL (NON CONFIDENTIAL) CORRESPONDENCE WILL BE AVAILABLE FOR INSPECTION AT 7.00pm AND THE MEETING WILL COMMENCE AT 7.30pm.

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>

### A G E N D A

1. To elect the Chairman. The newly elected Chairman to sign the Chairman's Declaration of Acceptance of Office
2. To elect the Vice- Chairman. The newly elected Vice - Chairman to sign the Vice-Chairman's Declaration of Acceptance
3. Signing and Delivery by All Councillors of their Acceptance of Office forms
4. Apologies for absence
5. Public participation session
  
6. Accuracy of the Minutes of the Town Council meeting of 02 April 2019
7. To receive a draft copy of the Minutes of the Annual Town Meeting of 16 April 2019
  
8. Declarations of interests with regard to items on the agenda and to consider requests for dispensations
9. Matters arising from the Minutes of 02 April 2019 (written report circulated prior to the meeting)
10. Working party reports
11. Reports from representatives on external bodies
  
12. General Correspondence (information/circulars etc)
  - 12.1 South Norfolk Council - South Norfolk on Show
  - 12.2 South Norfolk Council – Help Hub Bulletin
  - 12.3 South Norfolk Council – Notification of Tree Preservation Order - Sycamore - 1 Hardingham Street
  - 12.4 Norfolk Police - Rogue Trader/Scam Alert
  - 12.5 Norfolk ALC Bulletin - 17 April 2019
  
13. Correspondence (not for public inspection) as addressed directly to Hingham Town Council
  
14. To discuss any required responses/actions in relation to any item(s) of correspondence
  
15. District Councillor's report
16. County Councillor's report
  
17. Planning Decisions
  - 17.1 2019/0624 - Sycamore tree - Fell  
1 Hardingham Street Hingham NR9 4JB - Refusal
  
  - 17.2 2019/0573 - Proposed single storey side extension  
5 Hopsack Road Hingham NR9 4FB - Approval with Conditions
  
  - 17.3 2019/0568 - Single storey front extension.

Orchard House Mill Corner Hingham Norfolk NR9 4LG - Approval with Conditions

17.4 2019/0478 - Replace existing rear sunroom and out-building with single storey extension.

12 Copper Lane Hingham Norfolk NR9 4JS - Approval with Conditions

17.5 2018/1843 - Dwellinghouse and garage.

Land East Of The Fields Hingham Norfolk - Refusal

**18. Planning Applications (as notified by SNC for consultation)**

**18.1.1 2019/0827 Residential development of 5 single storey dwellinghouses.  
Land South Of Watton Road Hingham Norfolk**

*(other applications where the Town Council is not a consultee)*

**18.2.1 2019/0809 - Notification for Prior Approval for a proposed change of use of B8 commercial storage building and land within the curtilage to C3 single dwelling. Storage Building - South Of Watton Road Hingham Norfolk**

**18.2.2 2019/0860 - Oak (T1) - fell, Various (T2) - prune back overhanging branches from 2m to 0.25m. - Fairland House 2 The Fairland Hingham Norfolk NR9 4HN**

19. To consider annual membership renewal of the Norfolk Association of Local Councils
20. To review the Hingham Town Council Code of Conduct
21. To receive a copy of Standing Orders
22. To consider any applications for co-option onto the Town Council
23. To receive a copy of the Good Councillor Guide (sent electronically)
24. To receive the "Registration of Pecuniary and Other Interests" forms - which must be completed, signed and returned by 04 June 2019.
25. To review Standing Orders for Working Parties
26. To discuss and agree the cemetery fees discretion policy
27. Review of representation on external bodies and arrangements for reporting back
28. Review existing Working Parties and the Finance Committee and membership to them
29. To review the Hingham Town Council Policy on Filming and Recording of Meetings
30. Proposal to adopt a new policy to cover dealing with the media and use of Social Media
31. Proposal to invite tenders for/ discuss the street lighting maintenance contract
32. To note the time and place of meetings of the Council up to and including the next annual meeting of the council (to include the date of the next Annual Town Meeting)
33. To propose items for the next Agenda

**FINANCE**

34. To receive copies of the Hingham Town Council Financial Regulations
35. To discuss and agree amendments to the bank mandate/cheque signatories
36. To agree and sign off the Year End Accounts
37. To receive South Norfolk Council notification of payment of the grant and precept
38. To receive notification of the section 137(4)(a) of the Local Government Act 1972 ("the 1972 Act") for 2019-2020 ( £8.12 per Local Government Elector)

### 39. Accounts for Payment

| ACCOUNTS FOR PAYMENT 07 MAY 2019 |  |                          |         | VAT    |
|----------------------------------|--|--------------------------|---------|--------|
| TOTAL                            | PAYEE  | DETAILS                  |         |        |
| £ 905.59                         | D RAMM   | WAGES 5WKS               |         |        |
|                                  |  | Cleaning products (7.30) |         | £1.21  |
|                                  |  | FERTILIZER (13.99)       |         |        |
|                                  |  | binbags (4.94)           |         | £0.82  |
| £ 871.64                         | A DOE  | WAGES                    |         |        |
| £ 73.89                          | J SQUIRES  | TOILET/BIN COVER         |         |        |
| £ 626.48                         | EON  | STREET LIGHT ENERGY      |         | 104.41 |
| £ 294.19                         | K AND M LIGHTING SERVICES LTD                        | MAINTENANCE CONTRACT     |         | 49.03  |
| D/DEBIT £ 66.09                  | NEST   | PENSION                  |         |        |
| £ 56.84                          | FIRST COPY   | METERED PRINTING         |         | 9.47   |
| IF AGREED £ 374.00               | P ELDRIDGE   | CHAIRS ALLOWANCE         |         |        |
| IF AGREED £ 216.00               | A DOE  | HOME WORKING ALLOWANCE   |         |        |
| IF AGREED £ 442.93               | NORFOLK ALC  | MEMBERSHIP/WEB HOSTING   |         |        |
|                                  |  |                          |         |        |
| £ 3,927.65                       | TOTAL  | TOTAL VAT                | £164.94 |        |
| TBC                              | A DOE  |                          |         |        |
|                                  | REIMBURSEMENT FOR LAPTOP AND SOFTWARE (IF PURCHASED) |                          |         |        |

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

41. To Consider and agree the Chairman's Allowance

42. To Consider and Agree The Clerk's Allowance

Alison Doe  
Town Clerk  
01 May 2019

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

Matters Arising from the Minutes of the Town Council Meeting on 02 April 2019

MIN

- 14 The key to the disabled toilet/baby changing facility has now been received, but the extractor fan is not yet fixed.