

## HINGHAM TOWN COUNCIL

**YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 07 JULY 2020. THE MEETING WILL COMMENCE AT 7.30pm.**

**Members of the public and press are welcome to attend, the doors will open from 7.15 pm.**

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

### **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,**
- OR IF YOU (OR ANYONE IN YOUR HOUSEHOLD) HAVE COME INTO RECENT CONTACT WITH ANYONE WITH SYMPTOMS OF CORONAVIRUS**

**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**

**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. 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 agree the accuracy of the Minutes of the Town Council meeting of 03 March 2020**
- 6. Matters arising from the Minutes of 03 March 2020 (and other updates contained in a written Clerks report circulated prior to the meeting)**
- 7. To ratify matters of business undertaken during the Covid -19 Lockdown:  
7.1 24 March 2020 - Extraordinary meeting of Hingham Town Council, cancelled due to the Covid-19 lockdown, matters concluded via email – see appendix A**

**7.2 05 May 2020 - Notice of business to be conducted under scheme of delegation - matters concluded via email – see appendix B**

**7.3 02 June 2020 - Notice of business to be conducted under scheme of delegation - matters concluded via email – see appendix C**

- 8. To review the scheme of delegation**
- 9. To note the resignation from the Town Council of Cllr Graham Shingfield**
- 10. Working Party Reports**
- 11. Reports from representatives on external bodies**
- 12. Review of representation on external bodies and arrangements for reporting back (including appointment of Council representatives/trustees onto external committees)**
- 13. Review existing Working Parties and the Finance Committee and membership to them**
- 14. General Correspondence (information/circulars etc)**
  - 14.1 Norfolk County Council – Temporary Road closure/suspension of one way Bears Lane from 13th July 2020 to 15th July 2020**
  - 14.2 Norfolk County Council – Update on Bus Services**
  - 14.3 Norfolk County Council – Invitation to bid for Parish Partnership funding 2020/21**
  - 14.4 NALC New model code of conduct consultation – (reminder for Cllrs to respond to the consultation)**
- 15. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)**
- 16. To discuss and agree any required responses/actions in relation to any item(s) of correspondence**
- 17. District Councillor's report**
- 18. County Councillor's report**
- 19. Planning Decisions**
  - 19.1 2020/0429 - Erection of single storey rear extension  
5 Hall Close Hingham NR9 4JU - Approval with Conditions**
  - 19.2 2020/0321 - Fell - scots pine  
49A Admirals Walk Hingham Norfolk NR9 4JL - Approval with Conditions**
  - 19.3 2020/0287 - Erection of picket fence with trellis  
12 The Dell Hingham Norfolk NR9 4HJ - Approval with Conditions**
  - 19.4 2019/2412 - 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 West Of Watton Road Hingham Norfolk - Approval of details – approved**
  - 19.5 2020/0216 - Erection of detached timber garden room  
St Andrews Lodge Attleborough Road Hingham NR9 4HP - Approval with conditions**
  - 19.6 2020/0771 Removal of condition 2 of FH\9696\ - Agricultural occupancy restriction condition  
30 And 32 Hall Moor Road Hingham Norfolk NR9 4LB - Approval with no conditions**
  - 19.7 2020/0457 & 2020/0458 Change of use of part of ground floor from retail (A1) to flexible office (B1)/cafe (A3), resulting in one retail (A1) unit and one office (B1)/cafe (A3) unit  
36 And 37 Market Place Hingham NR9 4AF - Approval with conditions**

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

**20.1 2020/1059 - Location: Rowan House Bears Lane Hingham Norfolk NR9 4LL**

**Proposal: Single new detached dwelling - Application Type: Full Planning Permission**

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

**(ITEMS 22-29 FINANCE)**

**22. To discuss and agree amendments to the bank mandate/cheque signatories**

**23. To agree the asset register (for year ending 31 March 2020)**

**24. To agree and sign off the Year End Accounts (for year ending 31 March 2020)**

**25. To receive and discuss the Internal Auditors report for 2019/20**

**26. To approve the Annual Governance Statement for the annual return 2019/20**

**27. To approve the Accounting Statement for the annual return 2019/20**

**28. To receive notification of payment by South Norfolk Council of the Precept**

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

ACCOUNTS FOR PAYMENT 07 JULY 2020					
	AMOUNT	PAYEE	DETAILS		
	£1,025.45	STAFF	WAGES £1020.47		
			BINBAGS £4.98	VAT	£0.83
	£918.04	STAFF	WAGES		
	£806.40	HMRC	TAX/NI		
	£77.12	NEST	PENSION		
	£82.20	ROSPA PLAY SAFETY	SKATEPARK INSPECTION	VAT	£13.70
	£20.16	FIRST COPY	METERED PRINTING	VAT	£3.36
	£115.31	XEROX FINANCE	PRINTER RENTAL	VAT	£18.49
	£636.74	E-ON	FOOTWAY LIGHTING ENERGY	VAT	£106.12
	£185.82	ANGLIAN WATER	PUBLIC TOILETS - WATER		
	£21.80	ANGLIAN WATER	FAIRLAND STANDPIPE		
	£11.99	ANGLIAN WATER	CEMETERY STANDPIPE		
	£5,000.00	NORFOLK COUNTY COUNCIL	PARISH PARTNERSHIP FAIRLAND STUDY		
	tbc	EDF	PUBLIC TOILETS - ELECTRICITY	VAT	TBC
<b>TOTAL</b>	<b>£8,901.03</b>	<b>(AT TIME OF PUBLISHING AGENDA)</b>	<b>TOTAL VAT</b>		<b>£142.50</b>
		<b>TO BE AGREED</b>			
	£216.00	STAFF	HOME WORKING ALLOWANCE		
		P ELDRIDGE	CHAIRS ALLOWANCE		

**30. To receive and accept the Parish Partnership funding award offer for the Fairland crossroads feasibility study**

**31. To discuss the suggestion to allow businesses to use the Market Place and Fairland greens for the provision of customer seating, and if agreed, define terms and conditions of use (including such matters as, provision of risk assessment, insurance, area, hours, how long the agreement will be in place) and measures to be taken if complaints are received.**

32. To receive and discuss the RoSPA skatepark report.
33. With reference to government guidance, discuss and agree arrangements for the re-opening of the Skatepark
34. With reference to government guidance, discuss and agree arrangements for the re-opening of the public toilets
35. Proposal to hold an additional meeting of the Town Council on 21 July 2020 – primarily to arrange payment of invoices and discuss/ undertake a review of (some) Council policy documents.
36. To propose items for the agenda for the Town Council meeting scheduled for 01 September 2020 (This will include any items as proposed on 03 March 2020 (if still relevant and necessary), which have not been included in this agenda due to prioritising of essential and mandatory items of business) (NB: Any change in the Covid-19 guidance/restrictions may prevent future Town Council meetings from taking place)
37. 'Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:'  
*The following agenda items contain reference to personal information with regards to staff and land owners and information that is commercially sensitive, these agenda items are therefore confidential*
38. To discuss/agree any quotations received with regards to the provision of a leased Council printer (including agreement of length of lease)
39. To discuss the footway lighting column on The Dell, which has been damaged and is missing, and any quotations received to replace it.
40. To discuss matters regarding the B1108 Watton Road trod path, including the necessity for new agreements between land owners and the Town Council and to agree arrangements for the provision (by the Town Council) of inspection and maintenance of the trod.
41. To Consider and agree the Chairman's Allowance
42. To Consider and agree the Clerk's home working allowance 2019/20

Alison Doe  
Town Clerk  
02 July 2020

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

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 – therefore admittance to the meeting is on a first come first served basis

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

Prior to the meeting, the Clerk will arrange seating, with adequate spacing and sanitisation.  
PLEASE DO NOT RE ARRANGE THE SEATING PROVIDED

Tables will only be provided for Clerk and Chairman

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)

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

A Councillor will direct all attendees to immediately be seated

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 – exterior doors will be open if weather permits

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.

