

This agenda was published on 19 March 2020, the meeting was subsequently cancelled due to the Government imposing the Covid-19 Lockdown. With no feasible alternative, the Council had no option than to conduct the business as advertised on the agenda, via email. The business was concluded as annotated below each agenda item.

Extraordinary meeting of Hingham Town Council

While this is a public meeting and open to all to attend, Due to COVID 19 pandemic and Government advice on Social Distancing, the Council do not recommend public attendance. It is planned that this meeting will be very brief and has been called to agree appropriate emergency delegations to enable the Council's essential business, such as essential maintenance and payment of invoices to continue if, during the Pandemic situation the Council are unable to meet or are required to cancel public meetings

Other immediate Council business (planning applications and accounts for payment) will also be discussed due to the uncertainty of the Council's ability to hold scheduled meetings during the Pandemic situation.

YOU ARE INVITED TO AN EXTRAORDINARY MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 24 MARCH 2020. THE MEETING WILL COMMENCE AT 7.30pm.

Planning Applications and conditions attached to planning decisions should be viewed on the South Norfolk Council website (paper copies will not be available at this meeting)

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

A G E N D A

1. **Apologies for absence** – (apologies were received from Cllr Dore)
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
None
3. **Public participation session - (15 minutes) (Members of the public may make a statement or ask a question of not more than three minute's duration).** No comments were received from the public
4. **To consider/agree a temporary emergency delegation scheme (as below) to enable the Council's essential business, such as (but not exclusively) essential maintenance and payment of invoices, to continue if during the Pandemic situation, the Council are unable to meet or are required to cancel public meetings.**

Emergency Delegation Scheme

In response to the Covid-19 pandemic situation and in the event that it is not possible to convene a meeting of the Town Council in reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadlines, or to ensure public safety. This will be carried out where possible in consultation with Council Members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance where necessary. This delegation does not extend to matters expressly reserved to the Council in legislation. This delegated authority will be ceased by a decision of the Council at a meeting when it is considered no longer necessary.

All Cllr responding agreed to the adoption of the delegation scheme

The Clerk asked that, due to the lockdown situation, she be able (under this delegation) to formally cancel the Town Council meeting scheduled for 07 April 2020 (all Cllrs responding agreed) and the Annual Town Meeting scheduled for 21 April 2020 (all Cllrs responding agreed, it was suggested that meeting could be undertaken virtually, it was explained that due to the nature of the meeting that would not be feasible)

- 5 **To agree any accounts for payments/invoices received up until the time the meeting commences (see table below)**

All Cllrs responding agreed to the payments being made as below

Cheques dated 01 April 2020					
REF	TOTAL	PAYEE	DETAIL		
104044	£1030.84	STAFF	WAGES £1011.71		

			CLEANING PRODUCTS £12.40	VAT	£2.07
			BINBAGS 6.73	VAT	£1.12
104045	£909.28	STAFF	WAGES		
D / DEBIT	£77.12	NEST	PENSION		
104046	£240.00	COZENS UK LTD	LIGHTING MAINTENANCE	VAT	£40.00
104047	£869.73	HMRC	TAX/NI		
104048	£24.68	ANGLIAN WATER	FAIRLAND STANDPIPE		
104049	£176.39	ANGLIAN WATER	PUBLIC TOILETS - WATER		
104050	£11.93	ANGLIAN WATER	CEMETERY		
104051	£47.90	J S	TOILET CLEANING COVER		
104052	£597.18	E-ON	STREET LIGHTING	VAT	£99.53
104053	£75.00	LINCOLN SOCIAL CENTRE	HALL BOOKING		
104054	£442.93	NORFOLK ALC	SUBSCRIPTION		
TOTAL	£4502.98		TOTAL VAT		£142.72

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Planning Applications

6.1 2020/0429 - 5 Hall Close Hingham NR9 4JU

Erection of single storey rear extension

All Cllrs responding agreed to recommend approval

6.2 2020/0458 - 36 And 37 Market Place Hingham NR9 4AF

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

All Cllrs responding agreed to recommend approval, it was suggested that a condition be requested that takeaway packaging is recyclable/biodegradable.

Peter Eldridge - Chairman

19 March 2020

Any planning applications received after the publication of this notice may also be discussed.
(no additional planning applications were received)