

**DUE TO THE COVID-19 PANDEMIC THE MEETING MAY BE SUBJECT TO CANCELLATION**

**YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 03 NOVEMBER 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**
- **PLEASE ADHERE TO ANY ADVICE YOU HAVE BEEN GIVEN BY A HEALTH AUTHORITY/GOVERNMENT BODY REGARDING SELF ISOLATING AND/OR SHIELDING**

**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. **Introduction of newly Co-opted Councillor**

6. **Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office forms**
7. **To consider any application for co-option on to the Town Council**
8. **To agree the accuracy of the Minutes of the Town Council meeting of 06 October 2020**
9. **Matters arising from the Minutes of 06 October 2020 (and other updates contained in a written Clerks 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 - Proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014
- 12.2 South Norfolk Council, Annual Rough Sleeper Estimate 2020 - Weds 4th Nov 12pm – Thursday 5th Nov 2am
- 12.3 Norfolk ALC becomes a Co-operative
- 12.4 Norfolk ALC Bulletin - 23 October 2020
- 12.5 Norfolk ALC Wellbeing - WATER USE, NATURE NEEDS & Monthly Tips
- 12.6 Norfolk Police - Parish Newsletter
- 12.7 Norfolk County Council - Partner and Community Focus News Update

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

#### **14. To discuss and agree 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 2020/1677 - Alterations to kitchen and formation of increased door opening.  
3 Hardingham Street Hingham NR9 4JB - Approval with Conditions
- 17.2 2020/1626 - (1) horse chestnut - fell, (2) conifers x 2 - fell, (3) blue cedar - raise crown to 5m.  
8 Pitts Square Hingham NR9 4LD – No objections
- 17.3 2020/1585 - Change of use and building operations for a dog daycare facility.  
Pearces Farm Seamere Road Hingham NR9 4LP - Approval with Conditions

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

- 18.1 **2020/1921 - Location: 8 The Fairland Hingham NR9 4HN**  
**Proposal: Part rebuild and extend boundary wall, new front gate, replacement front door and Internal alterations including new coving (part retrospective), new wood panelling and doors.**  
**Application Type: Listed Building Consent**
- 18.2 **Our ref 2020/1948 - Location: Agricultural Building On Land North Of Seamere Road Hingham**  
**Proposal: Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB)**  
**Application Type: Prior Notification - Agricultural to Residential**
- 18.3 **2020/1922 & 2020/1923 - Location: 18 Bond Street Hingham Norfolk NR9 4HA**  
**Proposal: Proposed extension to existing garage**  
**Application Type: Householder & Listed Building Consent**

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

(ITEM 20 - FINANCE)

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

ACCOUNTS FOR PAYMENT 03 NOV 2020			VAT
TOTAL	PAYEE	DETAILS	
£835.39	staff	WAGES	
£918.04	staff	WAGES	
£61.69	NEST	PENSION	
£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£40.00
£688.32	E-ON	STREET LIGHT ENERGY	£114.72
£294.60	SOUTH NORFOLK COUNCIL	TOILETS BUSINESS RATES 2019/20	
£359.28	SOUTH NORFOLK COUNCIL	TOILETS BUSINESS RATES 2020/21	
£100.00	V THURKETTLE	CHRISTMAS TREE	
£74.41	NORFOLK COPIERS LTD	PRINTER RENTAL (DUE 24.11.20)	£12.40
£60.00	HINGHAM PCC	STREET LIGHTING ENERGY	
£ 3,631.73	TOTAL	TOTAL VAT	£167.12
TBC	LINCOLN HALL	HALL HIRE/ROOM ANNUAL RENTAL	

21. To confirm that the newly co-opted Councillor has received a copy of the Good Councillor Guide, Code of Conduct, Standing Orders and Financial Regulations.
22. For the newly Co-opted Councillor to receive the "Registration of Pecuniary and Other Interests" forms - which must be completed, signed and returned to the Clerk by 29 November 2020
23. To discuss and agree a response (if any) to the Norfolk County Council budget consultation
24. To discuss and agree a response (if any) to the Local Government Boundary Commission review (Norfolk County Council electoral boundaries)
25. To receive and discuss the report by the Hingham Road Safety Campaign (if the report has been given to the Council prior to the meeting)
26. To discuss and agree a response to the further proposals of the Hingham Grotto Committee
27. Proposal to plant trees near to the bus shelters on the Fairland and Market Place, which would act as town Christmas trees in future years - discuss/agree action
28. Proposal to encourage businesses and residents in Hingham to "light up Hingham" for Christmas (ref: window "displays")
29. Proposal to purchase notice boards (suitable size (A3?)/type) for the exterior doors of the public toilets
30. 'Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:  
The following agenda item contain reference to information that is relating to Council personnel, the following agenda item is therefore confidential
31. To discuss matters relating to staff and review staff wage

Alison Doe Town Clerk  
29 October 2020

Any planning applications and correspondence and invoices 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 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

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**IT IS NOW MANDATORY FOR FACE COVERING TO BE WORN** (UNLESS YOU ARE EXEMPT), 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 MUST BE SEATED IMMEDIATELY UPON ENTERING THE HALL**

Prior to the meeting, the Clerk will arrange seating, with adequate spacing and sanitisation.

**PLEASE DO NOT RE ARRANGE OR MOVE THE SEATING PROVIDED**

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

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)

**There will also be a QR code on display for use with the NHS Test and Trace app**

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

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 – windows and exterior doors will be open (unless rain prevents this)

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.

Matters Arising from the minutes of the Town Council meeting of 06 October 2020

- 11.1 Planning White Paper Consultation – consultation response sent and email sent to MP George Freeman sent.
- 20 Financial checking/scrutiny to be undertaken.
- 21 bank statement confirmed precept payment received 30.09.20
- 26 Public Toilets are re-opened
- 27 Parking “options” to be investigated and report to be written for a future meeting
- 28 Installation of cycle racks to be arranged
- 29 Hingham Library remains closed, the mobile library is now being parked behind the fire station
- 32 Christmas Tree has been selected
- 34 PAT testing on Christmas tree lights to be arranged
- 35 craft supplies to be purchased and given to the school (after half term holiday)
- 38 Tree survey has been requested to be undertaken
- 39 Working Party for the feasibility into a neighbourhood plan to be set up when more Councillor Vacancies are filled
- 41 Work to reduce the small leaved lime in the churchyard is scheduled for December