

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 06 OCTOBER 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. **To consider any application for co-option on to the Town Council**

6. To agree the accuracy of the Minutes of the Town Council meeting of 21 July 2020
7. Matters arising from the Minutes of 21 July 2020 (and other updates contained in a written Clerks report circulated prior to the meeting)
8. To ratify matters of business undertaken via delegation to the Clerk on 01 September 2020
 - 8.1 Accounts for Payment – agreed via email on 01 September 2020

ACCOUNTS FOR PAYMENT 01 SEPT 2020

REF	TOTAL	PAYEE	DETAILS	VAT
104089	£835.39	Staff	WAGES	
104090	£918.04	Staff	WAGES	
D/DEBIT	£61.69	NEST	PENSION	
104091	£86.22	Staff Cover	TOILET CLEANING/BINS	
104092	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	£40.00
104093	£21.81	FIRST COPY	METERED PRINTING	£3.64
104094	£74.41	NORFOLK COPIERS LTD	PRINTER RENTAL	£12.40
104095	£45.60	THE COMMUNITY HEARTBEAT TRUST LTD	DEFIB ELECTRODES	£7.60
104096	£688.32	E-ON	FOOTWAY LIGHTING ENERGY	£114.72
104097	£3,026.65	TTSR	GRASS CUTTING	£504.45
104098	£96.00	COZENS (UK) LTD	STREET LIGHT EMERGENCY CALL (POTTLES)	£16.00
	£ 6,094.13	TOTAL	TOTAL VAT	£698.81

8.2 - 2020/1551 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB) | Agricultural Building On Land North Of Seamere Road Hingham Norfolk
Cllrs commented that this application should be approved – comments made via email on 01 September 2020

9. Working Party Reports
10. Reports from representatives on external bodies
11. General Correspondence (information/circulars etc)
 - 11.1 CPRE - Planning White Paper
 - 11.2 South Norfolk Council - COVID-19 Business Support Update
 - 11.3 Norfolk ALC Wellbeing - Food Waste Saving Tip
 - 11.4 Norfolk County Council - Partner and Community Focus News Update September 2020
12. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)
 - 12.1 Various Matter – (inc. Hingham Library, Town Clock, Post Office, Councillor Vacancies, Council meetings and Town Council plan to “pave the way” for Hingham)
 - 12.2 Compliment regarding the cleanliness of the toilets
 - 12.3 Complaint regarding the cemetery
 - 12.4 Objections to the Hingham Road Safety Campaign (re their survey)
 - 12.5 Parking issues
13. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
14. District Councillor's report
15. County Councillor's report

16. Planning Decisions

- 16.1 2020/1214 - Single storey side extension
23 Greenacre Road Hingham NR9 4HG - Approval with Conditions
- 16.2 2020/1172 - Proposed new dwelling
Land To The Rear Of 27 Norwich Road Hingham Norfolk - Refusal
- 16.3 2020/1059 - Single new detached dwelling
Rowan House Bears Lane Hingham Norfolk NR9 4LL - Approval with Conditions
- 16.4 2020/0936 - Self build dwelling and garage.
Land East Of The Fields Hingham Norfolk - Refusal
- 16.5 2020/0841 - Reserved matters for appearance, landscaping, layout and scale following outline planning permission 2017/2330 for 2 self build dwellings (Plot 2).
Engineering Works Watton Road Hingham NR9 4NN - Approval with Conditions
- 16.6 2020/1737 - Non material amendment to 2018/0339 - Change to the external window configuration
Millside Mill Corner Hingham NR9 4LG - Approval with no Conditions
- 16.7 2020/1551 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB) Open for comment icon
Agricultural Building On Land North Of Seamere Road Hingham Norfolk - Withdrawn
- 16.8 2020/1299 - Change of use from shop to leisure
3 Bond Street Hingham Norfolk NR9 4HA - Approval with Conditions

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

- 17.1 **2020/1584 & 2020 1585 Location: Pearces Farm Seamere Road Hingham NR9 4LP**
Proposal: Change of use and building operations for a dog daycare facility.
Application Type: Full Planning Permission/ Application Type: Listed Building Consent
- 17.2 **2020/1677 Location: 3 Hardingham Street Hingham NR9 4JB**
Proposal: Alterations to kitchen and formation of increased door opening.
Application Type: Listed Building Consent
- 17.3 **2020/1691 Location: A C Bacon Engineering 61 Norwich Road Hingham Norfolk NR9 4LS**
Proposal: Proposed Welfare Facility within existing building footprint and new exterior cladding
Application Type: Full Planning Permission

- 18. *(other planning applications where the Town Council is not a consultee – for information only)*
2020/1626 - (1) horse chestnut - fell. (2) conifers x 2 - fell. (3) blue cedar - raise crown to 5m. Open for comment icon
8 Pitts Square Hingham NR9 4LD

(ITEMS 19 – 24 FINANCE)

19. To receive the bank reconciliation and monitor the budget (April – September 2020)
20. To agree a temporary arrangement for undertaking the financial scrutiny/checking (until Finance Committee meetings resume and it is practical the committee to undertake the check)
21. To receive notification of payment by South Norfolk Council of the Precept
22. To receive notification of payment by South Norfolk Council of £10,000 Small Business Grant Fund
23. To receive information regarding the 2020-21 NATIONAL SALARY AWARD as agreed by The National Joint Council for Local Government Services (NJC)

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

ACCOUNTS FOR PAYMENT 06 OCT 2020				VAT
TOTAL	PAYEE	DETAILS		
£1,038.40	D RAMM	WAGES		
		BINBAGS £17.93	VAT £2.99	
£918.04	A DOE	WAGES		
£72.12	NEST	PENSION		
£806.40	HMRC	TAX/NI		
£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	VAT £40.00	
£110.95	XEROX FINANCE	FINAL PAYMENT PRINTER LEASE	VAT £18.49	
£119.65	EDF ENERGY	ELECTRIC/ TOILETS	VAT £5.70	
£688.32	E-ON	STREET LIGHT ENERGY	VAT £114.72	
£21.73	ANGLIAN WATER	FAIRLAND		
£13.36	ANGLIAN WATER	CEMETERY		
£130.06	ANGLIAN WATER	TOILETS		
IF AGREED	ROYAL BRITISH LEGION	REMEMBRANCE WREATH (S137)		
£ 67.05	EUROFFICE	TOILET PAPER	VAT £11.18	
TOTAL	£ 4,266.08	TOTAL VAT	£193.08	

25. **Norfolk County Council Highways Parish Partnership Scheme** – To discuss/agree whether make a submission bid and if so discuss potential projects, and agree project (s) for costing for a final decision on a submission bid to be made in November (bids must be submitted by 04 December 2020)
26. **Public Toilets** - to discuss the recent abuse of the toilet facility and agree any actions to be taken
27. **Parking issues within the town** – to discuss matters relating to parking issues within Hingham and to make suggestions/agree action point relating to this issue
28. **Cycle Racks** – to discuss and agree suitable locations and arrangements for installing the 4 cycle racks held in storage
29. **Hingham Library** – To discuss the notification by Norfolk County Council they are unable to re-open Hingham Library that Hingham will be served by a temporary mobile library service.
30. **Town Council Meetings – Ref: Covid-19** – To discuss the holding of Town Council meetings virtually (and Cllr ability to participate) if it is deemed unsafe to hold face to face meetings or restrictions are introduced prohibiting face to face meetings.
31. **Lincoln Hall (Lincoln Social Centre)**
 - 31.1 Notification of the Lincoln Social Centre AGM on 13th October 2020 Start time: 19.00pm
 - 31.2 Proposal to approach the Lincoln Hall Social Centre regarding the feasibility of the installation of Wi-Fi at the premises
32. **Proposal to purchase a Christmas tree**
33. **The discuss future placement and provision of a Christmas tree**

- 34. Proposal to have safety testing undertaken on the Christmas Tree lights**
 - 35. Proposal to ask Hingham Primary School to make Christmas Tree decorations, and for the Town Council to supply relevant materials (from the events fund)**
 - 36. To discuss and agree a response to the proposals of the Hingham Grotto Committee**
 - 37. Proposal to purchase a wreath from the Royal British Legion (under S137 LGA 1972)**
 - 38. Proposal to request that Ravencroft Tree Services undertake a tree survey for the Town Council**
 - 39. Proposal to set up a Working Party to look at the feasibility of undertaking a Neighbourhood Plan (suggested in March)**
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- 40. '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 information that is commercially sensitive, the following agenda item is therefore confidential
 - 41. To consider any quotations received for tree works to undertake the reduction to small leaf lime in churchyard**

Alison Doe
Town Clerk
01 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.