

YOU ARE INVITED TO THE ANNUAL MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 16 MAY 2023. THE MEETING WILL COMMENCE AT 7.30pm.

Members of the public and press are welcome to attend, the doors will open from 7.20 pm.

This is the first meeting of the Town Council following the Town and Parish Elections held on 04 May 2023.

AGENDA

1. To elect the Chairman.
2. To elect the Vice- Chairman.
3. Declaration of Acceptance of Office forms:
 - 3.1 All Councillors to sign and deliver their Declaration of Acceptance of Office forms
 - 3.2 The newly elected Chairman to sign the Chairman's Declaration of Acceptance of Office form
 - 3.3 The newly elected Vice - Chairman to sign the Vice-Chairman's Declaration of Acceptance of Office form.
 - 3.4 To agree Councillors not present may sign their Declaration of Acceptance of Office form outside of the meeting in the presence of the Clerk (Proper Officer).
4. Apologies for absence
5. Public participation session, (members of the public may make a statement or ask a question of not more than three minutes duration)

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 minutes duration
6. Declarations of interests with regard to items on the agenda and to consider requests for dispensations
7. 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 4) Apologies for absence and /or (agenda item 6) Declarations of interests
8. To consider any applications for Co-option onto the Town Council (5 vacancies)
(Individuals Co-opted will take office at the next Town Council meeting)

9. To agree the accuracy of the Minutes of the Town Council meeting of 02 May 2023
10. Matters arising from the Minutes of the Town Council meeting 02 May 2023 (and other updates contained in a written Clerks report circulated prior to the meeting)

11. General Correspondence (information/circulars etc)
 - 11.1 Norfolk County Council - Temporary Traffic Regulation Order (STRO9089) affecting the B1108 Norwich Road from its junction with U78073 Seamere Road for 1700m westwards in the TOWN OF HINGHAM to facilitate Norfolk County Council stud removal and prep works.
The road will be temporarily closed (except for access) between: 19:00 and 06:00 from 25th to 27th May 2023; 09:00 and 16:00 from 31st May to 6th June 2023 and 19:00 and 23:00 on 15th June 2023 for the duration of the works.

12. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
 - 12.1 Thanks from the Hingham Community Cupboard for the Kings Coronation grant
 - 12.2 Resident - Substance Misuse, query regarding information available

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 2023/0427 - Proposed drop kerb to front to make access for new driveway
17 Norwich Road Hingham Norfolk NR9 4LS - Approval with conditions

17. Planning Applications (as notified by SNC for consultation)
None at the time of publishing the agenda.

18. Information regarding other planning applications where the Town Council is not a consultee, (for information only)
None at the time of publishing the agenda.

19. To confirm receipt of the "Registration of Pecuniary and Other Interests" forms - which must be completed, signed and returned to South Norfolk Council by 01 June 2023

20. To consider the need for any Working Parties (and agree membership)
21. To review the requirement for a Finance Committee (and agree membership)
22. To review Town Council membership to the Neighbourhood Plan Steering Group
23. To review Standing Orders for Working Parties
24. To review Terms of Reference for Working Parties/Committees
25. To review Terms of Reference for the Finance Committee

26. To review the system of internal control

27. To review the scheme of delegation and to review the matters of delegation to the Finance Committee (delegation as below)

“In the event that it is not possible to convene a meeting of the Town Council within a reasonable time in order to be able to discuss and agree Council business deemed to be essential or of an emergency nature , 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 /given deadlines, or to ensure public safety. This will be carried out where possible in consultation with all 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 for decision only by the Council, as defined in legislation.

If business is conducted under this scheme of delegation, a written record will be kept of the consultation with Councillors.

All business concluded under this scheme of delegation will be ratified by the Council at their next convened meeting, and such ratification will be detailed in the minutes of that meeting.

This delegated authority will be reviewed annually and may be ceased by a decision of the Council at a convened meeting when the scheme of delegation is considered no longer necessary”.

Delegation to Finance Committee – matters as referred to in the Finance Committee Terms of Reference and as referred to in Financial Regulations

28. Review of Town Council representation on external bodies and arrangements for reporting back

- Hingham Playing Field Association
- HPFA/Sports and social club events committee (if still in existence)
- Hingham Charity
- Hingham Education Trust
- Lincoln Social Centre
- Others

29. To review the appointment of a tree warden
30. 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)
31. To note the proposed date for the next meeting of the Finance Committee (suggested date, 18 July 2023)
32. To consider grant application (if received in time), from Hingham Guides

33. To agree and approve the accounts for payment (as below and any other invoices received)

PAYEE	DETAILS		AMOUNT		VAT
EUROFFICE	OFFICE SUNDRIES/TOILET ROLL		£174.90	VAT	£29.14
ANGLIAN WATER	FAIRLAND STANDPIPE		£16.46		
N POWER	STREET LIGHTING (FINAL BILL)		£23.90	VAT	£3.98
		TOTAL FOR ALL PAYMENTS (TO DATE)	£215.26		
		TOTAL VAT	£33.12		
ADDITIONAL ITEM IF AGREED					
HINGHAM GUIDES	IF GRANT APPLICATION RECEIVED	£200.00			

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

Alison Doe – Town Clerk Hingham Town Council, 11 May 2023

PLEASE NOTE

THERE WILL BE NO PAPER COPIES OF PLANNING APPLICATIONS AVAILABLE AT THE MEETING
 Planning Applications and conditions attached to planning decisions should be viewed on the South Norfolk Council website <https://info.south-norfolk.gov.uk/online-applications/>
 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>