

YOU ARE INVITED TO THE MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 04 JULY 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.

AGENDA

1. Apologies for absence
2. 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
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 06 June 2023
6. To agree the accuracy of the Minutes of the Town Council meeting of 13 June 2023
7. Matters arising from the Minutes of the Town Council meeting 06 June 2023 and 13 June 2023 (and other updates contained in a written Clerks report circulated prior to the meeting)
8. Neighbourhood Plan Steering Group report
9. Reports from representatives on external bodies/ attendees of external meetings/training
10. General Correspondence (information/circulars etc)
 - 10.1 Norfolk Community Foundation - Win up to £500 and celebrate Norfolk Day in our photo competition
 - 10.2 NORFOLK COUNTY COUNCIL proposes to make a Temporary Traffic Regulation Order (STRO9368) affecting the C164 Vicarage Road from its junction with U78190 The Stalland for 98m westwards in the PARISH OF DEOPHAM AND HACKFORD to facilitate builder repair works.

The road will be temporarily closed (except for access) from 10th to 14th July 2023 for the duration of the works expected to be about 5 days within the period.
 - 10.3 Norfolk ALC Newsletter

11. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)

11.1 Thanks from Hingham 1st Guides for the Grant

12. To discuss and agree any required responses/actions in relation to any item(s) of correspondence

13. District Councillor's report

14. County Councillor's report

15. Planning Decisions

15.1 2023/0354 Conversion of roof to create additional bedroom
25 Rectory Gardens Hingham Norfolk NR9 4RG
Approval with Conditions

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

(use SNC website to view applications)

<https://info.southnorfolkandbroadland.gov.uk/online-applications/>

16.1 **2023/1686 - The Unicorn House 12 The Fairland Hingham Norfolk NR9 4HN**
Replacement of 9 windows and 2 doors to rear and side elevations

17. Information regarding other planning applications where the Town Council is not a consultee, (for information only)

18. To consider the request from the Hingham Society that the Town Council take possession of the Hingham Society records and the funds held by the Hingham Society (to be ringfenced for the purposes of funding activities similar to those carried out by the Hingham Society) – Following the closing down of the Hingham Society as an organisation and charity.

19. To consider a proposal to purchase a new plaque for the Market Place bus shelter to mark the renovations and commemorate the Coronation of King Charles III

20. To receive a report from Cllr Thompson following his visit to Pilgrim House and agree any actions

21. To receive the invitation from Norfolk County Council for Parish Partnership bid for funding 2024/25 and discuss project ideas

22. To received the consultation notification for the Hingham Neighbourhood Plan and consider any formal responses required by the Town Council to that consultation, including:
- a. consideration of the feedback from the Neighbourhood Plan consultant following the points raise by the Town Council at their meeting on 13 June 2023
 - b. Town Council owned Green Spaces for proposed inclusion within the Hingham Neighbourhood Plan
 - c. Town Council owned Non-Designated Heritage Assets for proposed inclusion within the Neighbourhood Plan
23. To consider the request from South Norfolk Council for the Town Council to discuss the possibility of taking on management of the Public Open Space and Play Area as identified in the pre application drawing submitted to South Norfolk Council from Abel Homes for a proposed development on Norwich Road
24. To consider the proposal from the town archivist to open a Facebook page to showcase some of the parish archive material
25. Receive and discuss the RoSPA skate park report and agree any actions

FINANCE ITEMS

26. Reminder of the date of the next meeting of the Finance Committee, scheduled 18 July 2023
27. To agree to use Community Infrastructure Levy money for the resurfacing of the skate park
28. To agree and approve the accounts for payment (as below and any other invoices received)

PAYEE	DETAILS		AMOUNT		VAT
STAFF	WAGES	£1,001.67			
	CLEANING PRODUCTS	£7.32			
		TOTAL	£1,008.99		
STAFF	WAGES		£1,150.16		
NEST	PENSION		£72.91		
HMRC	TAX/NI		£920.16		
INFORMATION COMMISSIONER	REGISTRATION FEE		£40.00		
PLAYSAFETY LTD	ROSPA SKATE PARK INSPECTION		£90.00	VAT	£15.00
COZENS (UK) LIMITED	STRET LIGHT MAINTENANCE		£240.00	VAT	£40.00
LINCOLN SOCIAL CENTRE	HALL HIRE		£37.50		
ANGLIAN WATER NATIONAL BUSINESS LTD	TOILETS		£19.96		
ANGLIAN WATER NATIONAL BUSINESS LTD	CEMETERY STANDPIPE		£227.18		

ORLANDO HORNER EASTERN TREE CARE	TRAFFIC MANAGEMENT FOR TREE WORK		£960.00		
		TOTAL FOR ALL PAYMENTS (TO DATE)	£4,766.86		
		TOTAL VAT	£55.00		
EXPECTED INVOICES					
WAVENY SURFACING	SKATE PARK RESURFACING		TBC		

29. To consider the Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:¹

The following agenda items are considered commercially sensitive and are therefore considered confidential

30. To consider any quotations received for the Town Council Insurance Policy (from September 2023) and agree a policy provider. In the event that insufficient quotations have been received, to agree that the Finance Committee will consider quotations and agree an insurance provider at the Committee meeting in July.

31. To consider any quotations for the street light maintenance contract (from mid August 2023) and agree a provider.

32. (if sufficient quotations are received) To consider any quotations received for the street light replacements on Norwich Road and Watton Road (replacement with LED lanterns)

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, 29 June 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>

Matters arising from the minutes of the meeting held on 06 June 2023

MIN 22 – tree survey to be arranged

MIN 24 and 25 – Annual Governance and Accountability Return, the form and required supporting documentation has been sent to the external auditor and the relevant notice of electors rights is on display (AGAR form and notice is also on the Hingham Town Council website)

Matters arising from the minutes of the meeting held on 13 June 2023

MIN 10 – Hingham Town Council comments were sent to the neighbourhood plan consultant who has provided feedback, in order to not delay the consultation that feedback will be discussed at this meeting on 04 July 2023