

YOU ARE INVITED TO THE MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 03 OCTOBER 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 05 September 2023
6. Matters arising from the Minutes of the Town Council meeting 05 September 2023 and other updates contained in a written Clerks report circulated prior to the meeting)
7. Neighbourhood Plan Steering Group report
8. Reports from representatives on external bodies/ attendees of external meetings/training
9. General Correspondence (information/circulars etc)
  - 9.1 South Norfolk Council, Town & Parish Council Summit - 9th Nov 2023
  - 9.2 Upcoming Temporary Closure of Hingham Road in the Parish of Great Ellingham to facilitate Anglian Water new connection works - from 9th to 13th October 2023
10. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
11. To discuss and agree any required responses/actions in relation to any item(s) of correspondence

12. District Councillor's report

13. County Councillor's report

14. To Note the Planning Decisions (as decided by SNC)

- 14.1 2023/2141 - (T1) Copper beech - Remove dead wood (exempt) and thin out the crown by 20% (T2) Copper beech - Crown raise by 4m. Remove dead wood (exempt) and thin out the crown by 20%. (T3) Oak - raise the crown, reduce main crown height and spread by 2-3m from approx 21m in height with unbalanced spread. Remove dead wood (exempt) and remove wind risk on extended limbs. (T4) Walnut - raise crown by 3-4m  
The Coach House The Fairland Hingham Norfolk NR9 4HW - Approval with Conditions
- 14.2 2023/1960 - Details of condition 3 of 2022/2080 - (6) Eaves details  
6 Chapel Street Hingham Norfolk NR9 4JH - Approval of details - Approved
- 14.3 2023/1406 - Repairs to roof, gable end and rotting dormer windows at the rear of the property  
Well House 5 Market Place Hingham Norfolk NR9 4AF - Approval with Conditions
- 14.4 2023/1291 - Demolish an existing stable block and replace with a new dwelling, vehicle parking area and private leisure facility  
Land North Off White Lodge Farm Hardingham Road Hingham Norfolk - Withdrawn

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

(use SNC website to view applications)

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

- 15.1 **2023/2859 - Variation of Condition 1 of 2023/0805 - Design changes to the proposed floor plans and elevations for plot 1  
Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk**
- 15.2 **2023/2792 - Rebuild and repair of dilapidated rear chimney stack and replacement concealed pitched roof light at rear  
Well House 5 Market Place Hingham Norfolk NR9 4AF**
- 15.3 **2023/2730 - Replacement of windows and external doors, re-render of external walls, repair to chimney, replacement of rainwater goods and section of sole plate  
Chestnut Farm Money Hill Lane Hingham Norfolk NR9 4NJ**
- 15.4 **2023/2496 - Conversion of existing garage & rear extension to form new annexe for family member  
31 Hall Lane Hingham Norfolk NR9 4JX**
- 15.5 **2023/2864 - Update and replace the existing halide floodlights with LED light fittings  
Tennis Courts At Recreation Ground Watton Road Hingham Norfolk**
- 15.6 **2023/2873 - Demolition of existing industrial site and proposal for 6 bungalows  
Land East Off Hardingham Road Hingham Norfolk**

16. Information regarding other planning applications where the Town Council is not a consultee, (for information only)  
None at the time of publishing the agenda
17. To consider points raised by the town archivist and agree any actions
18. To discuss concerns raised regarding the demolition of a garden (road) boundary wall at a property on The Fairland and agree any actions
19. To receive and discuss the Feasibility Study for the Fairlands Crossroads, pedestrian crossing point (Market Place) and parking issues (Market Place/Fairlands) written by Norfolk County Council agree any feedback to be given to NCC agree any actions  
(note: The Feasibility Study is published on the Hingham Town Council website with this agenda. This study was commissioned by the Town Council through the Parish Partnership scheme and was awarded funding for financial year 2019/20)
20. To consider setting up a working party to cover highway/transport issues and consider if environmental issues should be included, agree Councillor membership and agree any action points (noting Terms of Reference will be required and agreed prior to the meeting of any such working party)
21. Parish partnership scheme project 2024/25 funding - To consider potential projects for making Parish Partnership Scheme bid for funding 2024/25

#### **FINANCE**

22. To receive and discuss External Auditors Report (2022/23 AGAR Section 3 External Auditor Report)
23. Proposal to purchase town Christmas tree
24. Proposal to purchase a remembrance wreath from the Royal British Legion ( £40.00 under S137 LGA 1972)
25. Proposal to ask Hingham Primary School to make Christmas Tree decorations, and for the Town Council to purchase and supply relevant materials (from the events fund)
26. To receive notification of payment by South Norfolk Council of the Precept (if received)
27. Reminder of the proposed date of the next meeting of the Finance Committee 21 November 2023
28. To consider any grant applications

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

PAYEE	DETAILS		AMOUNT		VAT
STAFF	WAGES		<b>£1,001.67</b>		
STAFF	WAGES		<b>£1,143.56</b>		
NEST	PENSION		<b>£72.19</b>		
HMRC	TAX?NI		<b>£826.24</b>		
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		<b>£150.00</b>	VAT	£25.00
SSE	STREET LIGHT ENERGY (18 September PAYMENT)		<b>£1,258.26</b>	VAT	£209.71
ANGLIAN WATER BUSINESS	TOILETS		<b>£2,337.73</b>		
ANGLIAN WATER BUSINESS	CEMETERY STANDPIPE		<b>£15.72</b>		
EUROFFICE	TOILETROLL/ROLL HOLDER		<b>£148.96</b>	VAT	£24.82
LINCOLN SOCIAL CENTRE	HALL HIRE		<b>£37.50</b>		
PKF LITTLEJOHN LLP	EXTERNAL AUDIT		<b>£504.00</b>	VAT	£84.00
ROYAL BRITISH LEGION	REMEMBERANCE WREATH (S137)		<b>£40.00</b>		
		<b>TOTAL FOR ALL PAYMENTS (TO DATE)</b>	<b>£7,535.83</b>		
		TOTAL VAT	<b>£343.53</b>		
<b>OTHER PAYMENTS (AMOUNT TBC IF AGREED)</b>					
HINGHAM COMMUNITY CUPBOARD	GRANT				
HINGHAM PLAYING FIELD ASSOCIATION	GRANT (IF APPLIED FOR IN TIME )				

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, 28 September 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://inghamtowncouncil.norfolkparishes.gov.uk>

## **Matters Arising from the Minutes of the Town Council meeting held on 05 September 2023**

- MIN 17.4      A written and photographic report has been received from the individual undertaking works on land to the rear of the public toilet block.
- MIN 19        South Norfolk Council have advised they will provide further information and pricing regarding the proposed screening hedge at The Hops
- MIN 20        A site visit to be arranged regarding tree planting on The Market Place
- MIN 21        Norfolk County Council have been advised that the Town Council consent to a survey being undertaken to assess the suitability of the sports centre for an Electric Vehicle charging point, but that the actual installation of such a charging point has not been agreed