

**YOU ARE INVITED TO THE MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 05 DECEMBER 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 07 November 2023
6. Matters arising from the Minutes of the Town Council meeting 07 November 2023 and other updates contained in a written Clerks report circulated prior to the meeting
7. Neighbourhood Plan Steering Group report
8. Working Party Reports
9. Reports from representatives on external bodies/ attendees of external meetings/training
10. General Correspondence (information/circulars etc)
  - 10.1 Barclays Bank Closure of branch at East Dereham
  - 10.2 South Norfolk Council - Help for our elderly and vulnerable
  - 10.3 South Norfolk Council - Winter Pressures Grant
  - 10.4 South Norfolk Council - Parish Council briefing event 13/12/2023: Village Clusters Housing Allocations Plan - Alternative Sites & Focused Changes consultation
11. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
  - 11.1 Resident – Road Accident on the Fairland

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

- 15.1 2023/2995 - Replacement of front door and frame.  
3 Hardingham Street Hingham Norfolk NR9 4JB - Approval with Conditions
- 15.2 2023/2965 - Replacement dwelling  
Boundary House Hardingham Road Hingham Norfolk NR9 4LY  
Approval with Conditions
- 15.3 2023/2951 - Details of condition 3 and 6 of 2023/0493 (3) Boundary treatment to be agreed (6) New Access over verge  
Skylark Barn Watton Road Hingham Norfolk NR9 4NW - Approval of details - Approved
- 15.4 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  
Approval with Conditions
- 15.5 2023/2864 - Update and replace the existing halide floodlights with LED light fittings  
Tennis Courts At Recreation Ground Watton Road Hingham Norfolk  
Approval with Conditions
- 15.6 2023/2496 - Conversion of existing garage & rear extension to form new annexe for family member  
31 Hall Lane Hingham Norfolk NR9 4JX - 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 2023/3546 - Proposed single storey extension and minor external alterations  
Mandalay Bears Lane Hingham Norfolk NR9 4LL**

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

None at the time of publishing the agenda

18. Tree Preservation Order Consultation, South Norfolk Council has served a new Tree Preservation Order (TPO) to protect tree(s) at Ashdene 9 Mill Corner Hingham Norfolk NR9 4LG

The Town Council are being consulted and the response options are – Support; Object ( must explain reasons), or No comment

19. With reference to the requirement that Public Authorities who operate in England must consider what they can do to conserve and enhance biodiversity in England. Councillors are requested to read the information on the website link below and bring forward ideas to enable Town Council compliance with this duty.

[Complying with the biodiversity duty - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

20. To receive an update on the Pride in Place application for funding for a feasibility study for Ladies Meadow for potential car parking and community uses

21. To receive a report following a meeting with the new Police Safer Neighbourhood Beat Manager, PC Helen Busfield

22. To discuss and review the grass cutting arrangements for the Hingham Playing Field Association

23. To consider renewing the grass cutting contract with the current contractor for a further year period (from April 2024) as per the amended fee proposal

24. To receive and discuss the Tree Survey and agree any actions

25. To consider renewal of membership to SLCC for the Clerk

#### **FINANCE**

26. To receive the draft minutes of the meeting of the Finance Committee 21 November 2023 (discuss and agree any actions if required)  
(note these minutes will be approved by the Finance Committee at their next meeting)

27. Noting that the 2024/25 budget will be finalised at the meeting of 02 January 2024, consider the suggestions/recommendation made by the Finance Committee regarding the (draft) 2024/25 budget (as per the Finance Committee meeting)

28. Proposal to invite tenders for an internal auditor for (2023/24) financial year-end audit

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

<b>PAYEE</b>	<b>DETAILS</b>		<b>AMOUNT</b>		<b>VAT</b>
GREAT MELTON FARMS	CHRISTMAS TREE		<b>£290.00</b>	VAT	<i>£48.33</i>
STAFF	WAGES		<b>£1,525.27</b>		
STAFF	WAGES	£1,747.40			
	LAPTOP AND SOFTWARE	£498.99		VAT	<i>£83.16</i>
		TOTAL	<b>£2,246.39</b>		
NEST	PENSION				
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		<b>£150.00</b>	VAT	<i>£25.00</i>
SSE	STREET LIGHT ENERGY (APR-OCT - catch up invoicing for MPAN 21 November )		<b>£497.38</b>	VAT	<i>£23.65</i>
ANGLIAN WATER BUSINESS	FAIRLAND STANDPIPE		<b>£6.52</b>		
LINCOLN SOCIAL CENTRE	HALL HIRE		<b>£75.00</b>		

SLCC	CLERK MEMBERSHIP		<b>£188.00</b>		
NORFOLK COPIERS	METERED PRINTING		<b>£38.70</b>	VAT	£6.45
S THOMPSON	PADLOCK		<b>£17.59</b>		
RAVENCROFT TREE SERVICES LIMITD	TREE SURVEY		<b>£486.00</b>	VAT	£81.00
		<b>TOTAL FOR ALL PAYMENTS (TO DATE)</b>	<b>£5,520.85</b>		
		TOTAL VAT	<b>£267.59</b>		
<b>OTHER PAYMENTS (AMOUNT TBC IF AGREED)</b>					
COMPASS POINT	NP CONSULTANT FEE				

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

The following agenda item requires discussion which will make reference to Town Council staff and is therefore considered confidential.

**31. To review staff hours**

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, 30 November 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 Town Council meeting 07 November 2023**

MIN 17 Proposed Tree Preservation order 7 Mill Corner Cllr Thompson reported to Cllrs via email, regarding the trees location and circumstances under which the TPO had been applied for, the Clerk advised South Norfolk Council that the Town Council did not object to the TPO

MIN 19. Regarding the Hingham History Centre request for the Town Council to take over assets and funds the Clerk has made enquiries as to the amount of materials and funds that would be assed to the Town Council, if the History Centre ceases as an organisation.

MIN 22. Regarding the proposal to investigate setting up a Community Emergency Response Plan, some information has been received from South Norfolk Council, the Council will need to make a decision regarding if an Community Emergency Response Plan should be implemented and if so agree responsibilities for its implementation and monitoring/reviewing, and the responsibilities regarding holding of any associated personal data.