

YOU ARE INVITED TO THE MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 07 NOVEMBER 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 03 October 2023
6. Matters arising from the Minutes of the Town Council meeting 03 October 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 Broadland and South Norfolk Business Awards 2024 - Nominations are now open!
 - 9.2 George Freeman MP - Mid Norfolk Flood Partnership
 - 9.3 Norfolk Community Foundation's Community Hot Spots Fund
 - 9.4 Norfolk ALC update (particular attention to be paid to Biodiversity item, see agenda item 18)
10. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
 - 10.1 Response from resident to Town Council correspondence, regarding the boundary wall.

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 2023/2659 - Details of condition 4 and 6 of 2020/2454 - (4) Finished floor levels (6) Tree protection

15 Market Place Hingham Norfolk NR9 4AF - Approval of details - Approved

14.2 2023/2368 - To repair/replace sole plate on end gable

Cutbush Farm Hardingham Road Hingham Norfolk NR9 4LY - Approval with Conditions

14.3 2023/2339 - Outline planning permission for single storey dwelling with all matters reserved

Land To The Rear Of 9 Mill Corner Hingham Norfolk – Refusal

14.4 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 - Approval with Conditions

14.4 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

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

(use SNC website to view applications)

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

**15.1 2023/3174 - Variation of condition 2 of 2022/2079 - fenestration pattern to the Garden Pavilions and garden store amended and rear boundary and north boundary treatment changed from masonry to timber fencing. Roof to the garden pavilions amended to green/grey slate. Aluminium sliding doors to the garden room extension changed from 4 No sliders to 3 No. two sliding and one fixed light.
6 Chapel Street Hingham Norfolk NR9 4JH**

**15.2 2023/3102 and 2999 - Conversion of attached garage to bedroom
3 Geoffrey Buckingham Close Hingham Norfolk NR9 4JP**

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. Tree Preservation Order Consultation - The South Norfolk District Council Hingham Tree Preservation Order 2023 No. SN0629 Tree(s) at : 7 Mill Corner Hingham Norfolk NR9 4LG Easting : 602651 Northing : 301842

South Norfolk Council has served a new Tree Preservation Order (TPO) to protect tree(s) at the location detailed above. The Town Council are being consulted and the response options are – Support; Object (must explain reasons), or No comment

18. (With reference from the Norfolk ALC correspondence agenda item 9.4)
To note 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 at the Town Council meeting scheduled for 05 December 2023 bring forward ideas to enable Town Council compliance with this duty.
[Complying with the biodiversity duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complying-with-the-biodiversity-duty)
19. To consider the request from the Hingham History Centre for the Town Council to take over assets and funds held by the History Centre, as they (History Centre) are proposing to cease as an organisation
20. To agree Terms of Reference for the working party to assist with parish archives
21. To agree Terms of Reference for the working party to cover highway/transport and environmental issues
22. Proposal to investigate setting up a Community Emergency Response Plan
23. A) To receive feedback from Norfolk County Council regarding the proposed Parish partnership scheme project 2024/25 funding bid for replacement Public Right of Way plank bridges, NCC have advised that after investigation they have concluded that due to the location of the plank bridges, it is not possible for replacement bridges to be applied for under the Parish Partnership Scheme.
B) To consider if there are any other potential projects for making Parish Partnership Scheme bid for funding 2024/25, considering bids must be submitted by 08 December 2023
24. To receive a report following a meeting with the Diocese regarding Ladies Meadow
25. To receive a report following a meeting with the new Police Safer Neighbourhood Beat Manager, PC Helen Busfield

FINANCE

26. Reminder of the proposed date of the next meeting of the Finance Committee 21 November 2023
27. To receive notification from the Hingham Playing Field Association that they wish to rescind the grant funding for a senior citizens as they have adequate events funds available, and agree any actions, (n.b the grant application was considered and agreed at the Town Council meeting of 03 October 2023)
28. Proposal to make the annual donation to Norfolk Citizens Advice, of £600

29. Further to the previous agreement of the Town Council to make a financial contribution to the screening hedge/planting scheme at The Hops green space/Norwich Road, proposal to forward a £100 contribution to South Norfolk Council.

30. Further to the Town Council agreement to support the Methodist Church planting a tree in the Market Place (to commemorate the Coronation of King Charles III), proposal to make a financial contribution of £120 to the Methodist Church to cover the cost of purchasing the tree planting sundries (such as stakes, irrigation bag and delivery charge for the tree). In addition to this proposal to cover the cost of planting the tree.

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

REF	PAYEE	DETAILS		AMOUNT		VAT
	STAFF	WAGES	£1,170.84			
		CLEANING PRODUCTS	£4.00			
			TOTAL	£1,174.84		
	STAFF	WAGES	£1,143.56			
		CHRISTMAS CRAFT MATERIALS FOR SCHOOL	£112.65		VAT	£18.80
			TOTAL	£1,256.21		
D	NEST	PENSION		£90.24		
	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00	VAT	£25.00
D	SSE	STREET LIGHT ENERGY (OCTOBER PAYMENT)		1218.40	VAT	TBC
D	SSE	TOILET ELECRICITY		£577.56	VAT	£27.50
	LINCOLN SOCIAL CENTRE	HALL HIRE/SMALL STORAGE ROOM HIRE		£287.50		
D	NORFOLK COPIERS	PRINTER RENTAL		£74.41	VAT	£12.40
			TOTAL FOR ALL PAYMENTS (TO DATE)	£4,829.16		
			TOTAL VAT	£83.70		
	OTHER PAYMENTS (AMOUNT TBC IF AGREED)					
	SOUTH NORFOLK COUNCIL	CONTRIBUTION TOWARDS HEDGEING SCHEME/ THE HOPS		£100.00		
	HINGHM METHODIST CHURCH	CONTRIBUTION TOWARDS TREE PLANTING IN MARKET PLACE		£120.00		
	NORFOLK CITIZENS ADVICE	DONATION		£600.00		

32. 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.

33. To review staff wages (if the 2023/24 pay scales have become available)

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, 02 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://inghamtowncouncil.norfolkparishes.gov.uk>

Matters arising from the Minutes of the Town Council meeting 03 October 2023

MIN 23 Town Christmas Tree to be sourced and purchased

MIN 25 The primary school have agreed to make festive decorations for the tree and craft supplies have been ordered.