

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 06 FEBRUARY 2024. 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 02 January 2024

6. Matters arising from the Minutes of the Town Council meeting 02 January 2024 (and other updates contained in a written Clerks report circulated prior to the meeting)

7. Working Party Reports

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 County Council - Norfolk Minerals and Waste Local Plan - Notification of Submission
- 10.2 Norfolk County Council - Warm welcome for news that contractor appointed for Long Stratton bypass
- 10.3 Norfolk ALC - Procurement & Employment Law & S137 Changes, Digital Landlines, Banking and more
- 10.4 South Norfolk Council - Community Outreach Campaign

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

- 11.1 Resident Highway issues on Low Road
- 11.2 Resident Parking issues Copper Lane

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 2023/3546 - Proposed single storey extension and minor external alterations
Mandalay Bears Lane Hingham Norfolk NR9 4LL
Approval with Conditions

- 15.2 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
Approval with Conditions

- 15.3 2023/2101 - Details of condition 3 and 4 of 2022/2080 - (3) External materials to be agreed (4) Windows/door details to be agreed
6 Chapel Street Hingham Norfolk NR9 4JH
Approval of details - Approved

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

- 16.1 2024/0126-Proposed disabled toilet block and store
Three Willows Lakes Low Road Hingham Norfolk

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. To agree a logo for inclusion on signage to accompany the village gates being installed under the Parish Partnership Scheme

19. To review the Hingham Neighbourhood Plan documents and agree sign off in order that the Hingham Neighbourhood Plan be submitted to South Norfolk Council for examination

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

21. Considerations for the potential for provision of off road parking and agree any actions

- 21.1 Update on the Pride In Place application for a feasibility study to assess land for car parking and community uses
- 21.2 Update on visit to garden of the former Rectory
- 21.3 Proposal to pursue dialogue with the Diocese regarding potential of land purchase

Policy Review ITEMS 22-27

- 22. To review of Standing Orders**
- 23. To Review the Hingham Town Council General Data Protections Regulations Policy**
- 24. To Review the Hingham Town Council Privacy Statement**
- 25. To review the Information Audit**
- 26. To Review the Hingham Town Council Complaints Policy and Procedure**
- 27. To Review the Hingham Town Council Filming and Recording of Meetings Policy**

FINANCE

- 28. To review the Fees for Hingham Cemetery**

- 29. To authorise the Highways Transport and Environment Working Party to have surveys professionally printed**
(note 1500 household surveys for the Neighbourhood Plan cost £475 – A4 colour 8 page)
- 30. To note the date of the next Finance Committee meeting, scheduled date 19 March 2024**

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

PAYEE	DETAILS		AMOUNT		VAT
STAFF	WAGES	£1,252.37			
	BINBAGS	£7.16		VAT	£1.19
	CLEANING PRODUCTS	£5.00			
	TOTAL		£1,264.53		
STAFF	WAGES		£1,551.20		
NEST	PENSION		£98.29		
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00	VAT	£25.00
SSE	STREET LIGHT ENERGY (PAYMENT 14.02.24)		£1,160.90	VAT	
HINGHAM PCC	CHURCH YARD STREET LIGHT ENERGY		£60.00		
UK POWER NETWORK	LIGHT COLUMN EMERGENCY DISCONNECT RECTORY GDNS		£1,791.60	VAT	£298.60
AMEY LG LIMITED	EMERGENCY CALL OUT TO LIGHT COLUMN CHURCH ST		£628.66	VAT	£104.78
SSE	TOILET ELECTRICITY (PAYMENT 15.01.24)		£141.68	VAT	£6.74
NORFOLK COPIERS LTD	PRINTER RENTAL		£74.41	VAT	£12.40
		TOTAL FOR ALL PAYMENTS (TO DATE)	£6,921.27		
		TOTAL VAT	£448.71		
INVOICES EXPECTED					
LINCOLN SOCIAL CENTRE	HALL HIRE		£37.50		

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, 01 February 2024

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>