

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 02 APRIL 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. The newly Co-opted Town Councillor to sign the Declaration of Acceptance of Office form**
- 2. Apologies for absence**
- 3. 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

- 4. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
- 5. 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 2) Apologies for absence and /or (agenda item 4) Declarations of interests**
- 6. To agree the accuracy of the Minutes of the Town Council meeting of 05 March 2024**
- 7. Matters arising from the Minutes of the Town Council meeting 05 March 2024 (and other updates contained in a written Clerks report circulated prior to the meeting)**
- 8. To consider any applications for co-option onto Hingham Town Council**
- 9. Working Party Reports**
- 10. Neighbourhood Plan Steering Group report**
- 11. Reports from representatives on external bodies/ attendees of external meetings/training**
- 12. General Correspondence (information/circulars etc)**
 - 12.1 Transport east - Travel Behaviour Survey for the East is now live
 - 12.2 South Norfolk Council - Play Streets Grant Now Open
- 13. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)**
 - 13.1 Chair of St Andrews Close Residents Association – Parking and access issues to Copper Lane
- 14. To discuss and agree any required responses/actions in relation to any item(s) of correspondence**
- 15. District Councillor's report**
- 16. County Councillor's report**
- 17. Planning Decisions**
 - 17.1 2024/0126 - Proposed disabled toilet block and store . Three Willows Lakes Low Road Hingham Norfolk. Approval with conditions

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

18.1 2024/0631 - Conversion of existing garage to annex
Elm Farm The Fields Hingham Norfolk NR9 4JG

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

20. Reminder of the date of the Annual Town Meeting 16 April 2024

FINANCE ITEMS 21 TO 31

21. To note the notification of retirement (in September) of the wages administrator

22. Receive the draft minutes of the Finance Committee meeting of 19 March 2024 (and discuss any points)

23. To note the Accounts for Payment as approved by the Finance Committee on 19 March 2024

REF	PAYEE	DETAILS	AMOUNT
D	SSE	STREET LIGHT ENERGY (DD DUE 28/03/24)	£1,085.99
532	ANGLIAN WATER BUSINESS	CEMETERY STANDPIPE	£19.10
533	ANGLIAN WATER BUSINESS	TOILETS	£291.07
534	THE COMMUNITY HEARTBEAT TRUST	DEFIB ELECTRODES/LIGHT	£80.34
		TOTAL FOR ALL PAYMENTS	£1,476.50
		TOTAL VAT	£67.24

24. To note:

a) the Finance Committee's receipt and acceptance of the grant offer from South Norfolk Council for Pride in Place funding for a land feasibility study (community uses including car parking)

and,

b) to formally agree, the Finance Committee's "agreement in principle" that the Town Council would part fund the project if Pride In Place funding was not sufficient to cover feasibility study work undertaken (projected funding by the Town Council based on the feasibility study quotation, £5000)

(NOTE – the funding offer letter was received from South Norfolk Council on 14 March 2024, the acceptance of the offer had to be returned to South Norfolk Council by 26 March 2024 with a risk register.

As per advice from South Norfolk Council, the application for grant funding was submitted on the basis that Hingham Town Council would part fund the project if the full scope of the feasibility study was required.

Quotation (full scope of the feasibility study) £24,750

Funding applied for and granted £19,750

Funding from Hingham Town Council £5000)

25. Proposal to have the SAM2 sign serviced and calibrated by Westcotec

(£170+VAT - parts that are required would also be in addition)

- 26. To agree the asset register for financial year ending March 2024
- 27. To agree the draft accounts for financial year 2023/24 (as able to be presented to date)
- 28. To consider renewal of the subscription to NALC/Norfolk ALC, noting the previous agreement of the Council to take up the Norfolk ALC offer of a .gov.uk website and email addresses.
- 29. To consider one year membership to the RSN Rural Market Town Group (RMTG) through Rural Services Network (RSN) (£100 plus VAT)
- 30. To receive the 2023/24 AGAR external auditor instructions

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

PAYEE	DETAILS		AMOUNT		VAT
STAFF	WAGES	£1,064.86			
	CLEANING PRODUCTS	£10.28			
	BINBAGS	£7.16			
	TOTAL		£1,082.30		
STAFF	WAGES		£1,551.20		
NEST	PENSION		£78.63		
HMRC	TAX/NI		£1,688.46		
B FOREMAN	WAGES ADMIN		£108.00		
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00		£50.00
CHRISTIAN FELLOWSHIP CHURCH	HALL HIRE/NEIGHBOURHOOD PLAN		£150.00		
PARISH ONLINE	SUBSCRIPTION		£168.00		£40.00
EXPECTED INVOICES					
NORFOLK ALC	MEMBERSHIP/WEBSITE PROVISION AND DOMAIN		TBC		
COZENS (UK) Ltd	REPLACEMENT LANTERN THE FIELDS		TBC		
	TOTAL (to date) FOR ALL PAYMENTS		£4,969.43		
	TOTAL VAT		£90.00		
If Agreed					
RURAL SERVICES NETWORK	Rural Market Town Group		£120		£20

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 refers to staff details and is therefore considered confidential.

33. To review the increase in paid working hours for the Clerk (as agreed in December 2023)

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, 26 March 2024

Matters arising from the Minutes of the Town Council meeting 05 March 2024

MIN 31 – Internal Audit due to be undertaken from 22 April 2024