

YOU ARE INVITED TO THE ANNUAL MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 07 MAY 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. To elect the Chairman.**
- 2. To elect the Vice- Chairman.**
- 3. Declaration of Acceptance of Office forms:**

The newly elected Chairman to sign the Chairman's Declaration of Acceptance of Office form and the newly elected Vice - Chairman to sign the Vice-Chairman's Declaration of Acceptance of Office form.
(Or - To agree Councillors not present may sign their Declaration of Acceptance of Office form outside of the meeting in the presence of the Clerk (Proper Officer).
- 4. Apologies for absence**
- 5. 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
- 6. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
- 7. 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 4) Apologies for absence and /or (agenda item 6) Declarations of interests**
- 8. To consider any applications for Co-option onto the Town Council (1 vacancy)**

(An individual Co-opted will take office at the next Town Council meeting)
- 9. To agree the accuracy of the Minutes of the Town Council meeting of 02 April 2024**
- 10. Matters arising from the Minutes of the Town Council meeting 02 April 2024 (and other updates contained in a written Clerks report circulated prior to the meeting)**
- 11. Working Party Reports**
- 12. Neighbourhood Plan Steering Group report**
- 13. Reports from representatives on external bodies/ attendees of external meetings/training**
- 14. General Correspondence (information/circulars etc)**
 - 14.1 Norfolk ALC newsletter
- 15. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)**
 - 15.1 Resident -Speed Limit Concerns Hingham Road, Hingham
- 16. To discuss and agree any required responses/actions in relation to any item(s) of correspondence**

17. District Councillor's report

18. County Councillor's report

19. Planning Decisions

None at the time of publishing agenda

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

20.1 2024/1130 - Addition of two roof lights to hobby room at rear Angel Cottage 4 Bond Street Hingham
Norfolk NR9 4HA

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

None at the time of publishing agenda

22. Licensing Application

22.1 Lincoln's of Hingham, 16 The Fairland, Hingham, Norfolk, NR9 4HN.

23. To receive a report on a recent meeting with Abel Homes, (following the adoption of the Greater Norwich Plan by South Norfolk Council which has allocated land for development on Norwich Road), and agree any actions

24. To consider the need for any Working Parties (and agree membership)

25. To review the requirement for a Finance Committee (and agree membership)

26. To review Town Council membership to the Neighbourhood Plan Steering Group

27. To review Standing Orders for Working Parties

28. To review Terms of Reference for Working Parties/Committees

29. To review Terms of Reference for the Finance Committee

30. To review the system of internal control

31. To review the scheme of delegation and to review the matters of delegation to the Finance Committee (delegation as below)

“In the event that it is not possible to convene a meeting of the Town Council within a reasonable time in order to be able to discuss and agree Council business deemed to be essential or of an emergency nature, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory /given deadlines, or to ensure public safety. This will be carried out where possible in consultation with all Council Members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance where necessary. This delegation does not extend to matters expressly reserved for decision only by the Council, as defined in legislation.

If business is conducted under this scheme of delegation, a written record will be kept of the consultation with Councillors. All business concluded under this scheme of delegation will be ratified by the Council at their next convened meeting, and such ratification will be detailed in the minutes of that meeting.

This delegated authority will be reviewed annually and may be ceased by a decision of the Council at a convened meeting when the scheme of delegation is considered no longer necessary”.

Delegation to Finance Committee – matters as referred to in the Finance Committee Terms of Reference and as referred to in Financial Regulations

32. Review of Town Council representation on external bodies and arrangements for reporting back

Hingham Playing Field Association

HPFA/Sports and social club events committee (if still in existence)

Hingham Charity

Hingham Education Trust

Lincoln Social Centre

Others

33. To review the appointment of a tree warden

34. To note the time and place of meetings of the Council up to and including the next annual meeting of the Council (to include the date of the next Annual Town Meeting)

Finance

35. To note the proposed date for the next meeting of the Finance Committee (suggested date, 16 July 2024)

36. To agree the final accounts for 2023/24

37. To receive the notification from South Norfolk Council of payment of CIL money £247.15

38. To receive the notification from South Norfolk Council of part payment of the Parish Precept (£42,000.00)

39. To consider grant applications (if received in time) applications expected from Friends of Hingham Primary, and Hingham Playing Field Association

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

PAYEE	DETAILS		AMOUNT		VAT
STAFF	WAGES		£1,259.69		
STAFF	WAGES	£1,567.40			
	STAMPS	£36.05			
		TOTAL	£1,603.45		
NEST	PENSION		£98.29		
RURAL SERVICES NETWORK			£120.00		£20.00
NORFOLK COPIERS	PRINTER RENTAL		£74.41		£12.40
GROUNDWORKS	RETURN NP GRANT		£1,493.40		
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£150.00		£25.00
SSE	STREET LIGHT ENERGY (PAYMENT 21.04.24)		£1,163.92		£57.71
SSE	ELECTRICTY TOILETS		£77.11		£8.02
TTSR LTD	GRASS CUTTING		£3,823.48		£637.25
LINCOLN SOCIAL CENTRE	HALL HIRE		£75.00		
IF AGREED					
A DOE	WORK AT HOME ALLOWANCE		£312.00		
S THOMPSON	CHAIR ALLOWANCE		£374.00		
FRIENDS OF HINGHAM SCHOOL	GRANT FOR HIRE OF HALL FOR PLAY		£150.00		
	TOTAL FOR ALL PAYMENTS		£10,774.75		
	TOTAL VAT		£760.38		

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

The following matters are commercially sensitive and/or refer to Council members/staff and are therefore considered confidential

- 42. To consider using the services of a member of Register of Security Experts and Specialists, to undertake an assessment of the cemetery entrance to ensure it is established what would be appropriate as an effective safety measure for installation at the site, and consider estimates received for this service.**
- 43. To consider undertaking a tree survey on the relevant area (for a potential footway) of the former Rectory grounds (as per advice by the South Norfolk Council Tree Officer) , and consider estimates received for this service**
- 44. To Consider and agree the Chairman's Allowance**
- 45. To Consider and agree the Clerk's Homeworking Allowance**

Alison Doe – Town Clerk Hingham Town Council, 01 May 2024

Any planning applications, correspondence and invoices received after the publication of this notice may also be discussed/considered.

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://www.southnorfolkandbroadland.gov.uk/planning>

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>