

YOU ARE INVITED TO THE MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 06 OCTOBER 2026. 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 01 September 2026**
- 6. Matters arising from the Minutes of the Town Council meeting 01 September 2026 (and other updates contained in a written Clerks report circulated prior to the meeting)**
- 7. Working Party Reports**
- 8. Reports from representatives on external bodies/ attendees of external meetings/training**
- 9. General Correspondence (information/circulars etc)**
(note any other correspondence received prior to the meeting may also be included)
 - 9.1 Norfolk County Council - "Don't think about it, just do it": Norfolk veteran who survived cardiac arrest urges smokers to quit this Stoptober
 - 9.2 Norfolk County Council - Norfolk adults urged to access free weight management support
 - 9.3 South Norfolk Council - South Norfolk Village Clusters Housing Allocations Plan – Consultation on Main Modifications
 - 9.4 South Norfolk Council - SNC Public Spaces Protection Order (PSPO) - Vehicle-related anti-social behaviour
 - 9.5 South Norfolk Council - Review of Hackney Carriage and Private Hire Policy and Conditions
 - 9.6 Norfolk Police and Crime Plan Consultation 2026-2030: Invitation to Participate
- 10. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)**
- 11. To discuss and agree any required responses/actions in relation to any item(s) of correspondence**
- 12. To consider any applications for co-option**
- 13. District Councillor's report**
- 14. County Councillor's report**

15. Planning Decisions

- 15.1 2026/2454 - T1- Sycamore- Remove 5 x lowest limbs touching the neighbours roof and chimney. Current tree height- 19m reduce to 16m. Current width 16m reduce to 11m.
1 Hardingham Street Hingham Norfolk NR9 4JB
Approval in part, refusal in part
- 15.2 2026/2428 - Oak- Tip reduce branches to give 1m clearance from utilities where possible, crown lift to 5.5m over road if achievable by removing secondary branches.
81 Admirals Walk Hingham Norfolk NR9 4JL
Approval with Conditions
- 15.3 2026/2394 - Laurel - fell, Cupresses - fell, Viburnum Tinus - fell.
3 Chapel Street Hingham Norfolk NR9 4JH
No objections
- 15.4 2026/2183 - T1- cherry tree: Reduce in width from 6.5m to 5m. reduce height from 7m to 5.5m. T2- ash tree: remove to ground level
1 - 2 Pitts Square Hingham Norfolk NR9 4LD
No objections
- 15.5 2026/2080 - Oak Tree - crown lift from 3m from ground level and trim branches overhanging garden by 1.5-2m from 9.5m to 7.5-8m
23 Granary Way Hingham Norfolk NR9 4FA
Approval with Conditions
- 15.6 2026/1978 - Partial removal of secondary staircase and partition walls to create new kitchen within the existing.
St Andrews Lodge Attleborough Road Hingham Norfolk NR9 4HP
Approval with Conditions
- 15.7 2026/1684 - Detached single storey garden building (ancillary to the main dwelling)
St Andrews Lodge Attleborough Road Hingham Norfolk NR9 4HP
Withdrawn
- 14.8 2026/1158 - T1 and T2: Oak tree current height 25m and 10m spread - Crown lift lower branches by 7 meters and remove 3 lower limbs growing towards house. Crown thin by 5% and reduce upper canopy by 2 meters and balance.
24 Hardingham Street Hingham Norfolk NR9 4JB
Approval with Conditions

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

Any planning applications for consultation as notified by South Norfolk Council, after the publication of this agenda will also be considered – please see the South Norfolk Council website for up to date details of planning applications

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

- 16.1 2026/2646 - Erection of porch, two storey side extension and single storey rear extension
8 Pitts Square Hingham Norfolk NR9 4LD

17. Planning Appeals

- 17.1 Outline application with all matters reserved except for access for up to 3no. self-build dwellings
Land Adjacent To Watton Road Hingham Norfolk
Ref. No: 26/00046/AGREFU
Ref. No: 2025/1344

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

- 18.1 2026/2824 - Fell beech tree in garden due to fungus, white rot and meripulus gigantea causing risk of safety with possible falling. Also damaging roof with fallen branches and beech nuts.
30 Rectory Gardens Hingham Norfolk NR9 4RG

19. To receive updates and information with regard to the closure of Hingham Library, and to receive any updates with regard to the Library and provision of service, and to agree any actions

A representative from Norfolk County Council (Caroline Clarke, Director of Democratic Services), has been invited to attend the meeting.

20. To discuss the Norfolk County Council Parish Partnership funding for small highway projects 2027/28, to discuss project ideas and agree any actions

Note the closing date for applications is 01 December 2026, therefore any project submission will need to be agreed at the Town Council meeting scheduled for 03 November 2026.

Items 21 to 23 as per information and pricing provided by the Street Lighting Maintenance Contractor

21. To consider the replacement of various street light columns and agree any actions

22. To consider the installation of a solar bollard in Talley Alley, if approval has been given by NCC

23. To consider the installation of additional electrical supply from the Fairland bus shelter (with regard to the Santa's Grotto Committee request for additional supply for the Christmas Tree)

24. To note the Anti Harassment duty under the Employment Rights Act 2025 coming into force on 30 October 2026.

- Employers must take all of the steps that are reasonable for their organisation to take to prevent sexual harassment.
- Employers must not permit the harassment of their employees by third parties, for example, customers and clients. This provision covers all types of harassment under the Equality Act 2010, including sexual harassment and harassment related to certain protected characteristics.

In discrimination law (Equality Act 2010) there are 3 types of harassment:

- harassment related to certain 'protected characteristics'
- sexual harassment
- less favourable treatment as a result of harassment

(Information available at <https://www.business.gov.uk/> and <https://www.acas.org.uk>)

25. Reminder of the proposed date of the next Finance Committee 17 November 2026

26. To receive and discuss External Auditors Report (2025/26 AGAR Section 3 External Auditor Report) (if received)

27. Proposal to purchase town Christmas tree

28. Proposal to ask Hingham Primary School to make Christmas Tree decorations, and for the Town Council to purchase and supply relevant materials (from the events fund)

29. Proposal to purchase a remembrance wreath from the Royal British Legion (£40.00 under S137 LGA 1972)

30. To receive notification of 2nd payment by South Norfolk Council of the Precept due in September 2026 (if received prior to the meeting) (£49,500.00 – note the annual precept requirement is paid in 2 halves)

31. To receive the notification of the Local Government pay agreement for 2026/27 and note that backdated pay is included in the staff wages payments in accounts for payment

(note this is not a review of wages/hours therefore no personal information is required to be discussed)

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

PAYEE	DETAILS		AMOUNT	VAT
PKF LITTLEJOHN LLP	EXTERNAL AUDIT		£504.00	£84.00
STAFF	WAGES	£1,561.58		
	BINBAGS	£7.96		£1.33
	TOTAL		£1,569.54	
STAFF	WAGES	£1,860.54		
	DEFIB PADS	£69.51		£11.59
	TOTAL		£1,930.05	
HMRC	TAX/NI		£1,170.64	
NEST	PENSION		£302.22	
OFFICE FLOW	METERED PRINING		£39.48	£6.58
GRENKE LEASING	PRINTER LEASE		£106.78	£17.80
LINCOLN SOCIAL CENTRE	HALL HIRE		£40.50	
COZENS (UK)LTD	LIGHTING CONTRACT		£150.00	£25.00
COZENS (UK)LTD	REPLACEMENT LIGHT CRACKED COLUMN ST ANDREWS CLOSE		£2,460.00	£410.00
SSE	STREET LIGHT ELECTRICITY		£1,057.42	£176.24
ANGLIAN WATER	CEMETERY STANDPIPE		£20.35	
ANGLIAN WATER	TOILETS		£369.67	
	TOTAL FOR ALL PAYMENTS		£9,720.65	
	TOTAL VAT		£732.54	

33. 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(s) refer to staff and/or is considered commercially sensitive and is therefore considered confidential.

34. To review staff hours and wages and agree any actions

Alison Doe – Town Clerk Hingham Town Council, 01 October 2026

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

PLEASE NOTE Planning Applications and conditions attached to planning decisions should be viewed on the South Norfolk Council website <https://www.southnorfolkandbroadland.gov.uk/planning>

PREVIOUS MEETING'S MINUTES 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 01 September 2026

MIN 19 – Community Speed Watch – item placed in the Parish magazine

MIN21 – Tree Survey to take place in October

MIN 31 and 32 - A new Hand dryer for the toilets is on order with the electrician, who will install it and undertake the EICR at the same time.