

Costessey Town Council



Hilary Elias, Town Clerk Tel: 01603 742958 e: info@costesseytc.org @Costesseytc 26 April 2021

SUMMONS TO ATTEND – NOTICE is hereby given that the **ONLINE ANNUAL Meeting of Costessey Town Council** will be held on **Tuesday 4 May 2021 at 7pm**

Members of the public are most welcome to attend.

The Waiting Room will open at approx. 6.45pm. Join Zoom Meeting:
<https://zoom.us/j/5258448551?pwd=OWYvT0Z5MmdoVG84R3dDUmJXVXd5dz09>

Meeting ID: 525 844 8551 **Passcode: 152933** **Tel: 0208 080 6591, OR**
0203 901 7895, OR 0208 080 6592, OR 0330 088 5830, OR 0131 460 1196

If there is a particular item you are interested in, it would be useful to know this in advance, preferably by the preceding Friday. This is because you are muted for the duration of the meeting, and if you wish to ask a question you will need to do this via the chat room which is monitored by officers. We cannot guarantee members of the public will have the opportunity to speak, other than as part of the Public Participation item at Full Council meetings.

The meeting will be recorded, and might also be recorded by other members of the public and live streamed via other platforms. Please be aware that whatever your device settings are will determine your identity in the Zoom screen gallery. You do not have to present your name, so please amend on Zoom as necessary.

Costessey TC Privacy and Policy: <https://www.costessey.org.uk/policies-and-gdpr.html>

The Town Council reserves the right to remove you from the meeting or switch off your audio / video. Members of the Public will be removed to the waiting room for confidential items

AGENDA

To transact the business below, receive the following reports & to make such orders or give such directions as necessary:

- 1 To elect a Chairman for the forthcoming year and receive the Declaration of Acceptance of Office**
- 2 To accept Apologies for Absence**
- 3 To elect a Vice-Chairman for the forthcoming year**
- 4 To receive Declarations of Interest**
- 5 To re-adopt the Code of Conduct**
- 6 To appoint Committees, Working Groups and representatives on outside organisations for the Civic year and agree their membership & terms of reference**
 - a) To appoint a Planning Committee / Working Group for the Civic year and agree its membership & terms of reference (first meeting on 11 May 2021 at 6.30pm)
 - b) To re-appoint the 2020-21-committees and their membership (with the exception of Planning just set up) until the meeting on 13 July after the elections.
- 7 To confirm and sign the minutes of the online Town Council Meeting held on 6 April 2021**
- 8 To confirm and sign the minutes of the online ECM on 19 April 2021**
- 9 To receive Committee & WG minutes & notes and to vote on the recommendations therein:**

- a) Minutes of the Finance, Budgets & Staffing Committee of 9 April 2021:
- b) Minutes of the Staffing Sub-Committee of 20 April: (recommendations to F,B&S Committee)
- c) Minutes of the Finance, Budgets & Staffing Committee of 20 April 2021:

10 To receive updates on matters in minutes, but not listed below (NB: No resolutions may be passed)

11 To adjourn the meeting for 15 minutes public participation

12 To make recommendations on planning applications, and receive information on appeals & other planning matters

a) Planning applications for consideration:

- i) 2021/0346: AMENDMENT - Mr John Smith - Land West and South of 107 Gurney Road Costessey Norfolk - Erection of 2 single storey and 2, two-storey dwellings, including a single and double garage, with access road and associated external works – Full – before 7 May 2021
- ii) 2021/0695: Mr Ian Gray - 22 Kabin Road, NR5 0LW - Extending the garage forward by two metres to obtain a utility shower and toilet room – Householder – by 7 May 2021.
- iii) 2021/0706: Mr T Gordon - 5 Highlow Road, NR5 0HP - Conversion of existing annexe to provide a single self-contained C3 dwelling house including provision of separate domestic curtilage - Full – by 4 May 2021
- iv) 2021/0796: Mr Richard Lovett - 56A Grove Avenue, NR5 0HW - Erection of a 4m x 7m garage at the front of the dwelling – Householder – by 5 May 2021
- v) 2021/0821: Mr & Mrs Carter - 13 Redpoll Road, NR8 5FZ - Single storey rear extension and front porch – Householder – by 6 May 2021
- vi) 2021/0893: Mr William Clark - Land North 12 Stafford Avenue - Erection of building to be used as a care facility (Use Class C2) with associated landscaping scheme and car parking, for children with autism, mental health conditions and learning difficulties - Full – by 18 May 2021

b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (*Information only. (No decisions needed) See also separate sheet.

13 To consider Finance Matters

- a) To authorise the Clerk / Deputy Clerk to make internal transfers between CTC bank accounts:
- b) Min: F094/21: To approve the CTC Grants Policy with suggested amendments:
- c) Min: F095/21: To delegate powers to the new Finance Committee or equivalent to distribute grants from the “Grants-Permitted Powers” Cost Centre within the budget

14 To receive District Councillors’ Reports

15 To receive the Minutes & Reports to the Annual Town Assembly and consider matters therein

16 To confirm the date of the next meeting as Tuesday 8 June 2021 at 7.30pm in the Costessey Centre

17 To pass a resolution excluding the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to contracts, staffing and

***THE FOLLOWING ITEMS MAY BE HEARD IN CONFIDENCE / BELOW THE LINE**

18 *To consider confidential Finance items

- a) To agree cheque signatories for the bank mandate:
- b) To approve confidential items from the F, B & S Committee: (see above)

19 * To consider updated contractual agreements with all regular hirers

20 *To receive an update on the snagging contract

21 *To approve the documents for transfer of the QH Community Centre & surrounding land to Costessey TC