

Costessey Town Council



Hilary Elias, Town Clerk Tel: 01603 742958 e: info@costesseytc.org @Costesseytc 30 June 2020

NOTICE is hereby given that an Extraordinary ONLINE Meeting of Costessey Town Council will be held on Tuesday 7 July 2020 at 7pm

**Members of the public are most welcome to attend.
The Waiting Room will open at 6.40pm**

If there is a particular item you are interested in, it would be useful to know this in advance, preferably by Friday 3 July 2020. 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 at Item 10

AGENDA

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

- 1 To accept Apologies for absence
- 2 To receive Declarations of Interest (pecuniary, non-pecuniary & sensitive)
- 3 To confirm the minutes of the online CTC Meeting of the Council held at 7pm on 23 June 2020
- 4 To receive Committee minutes
 - a) On-line Finance, Budgets & Staffing Committee of 26 June 2020:
 - b) On-line Property & Environment Committee Meeting of 30 June 2020:
- 5 To adjourn the meeting for a short period of public participation – **Queries and comments can be sent to the Clerk at the above e-mail address in advance and referenced to the meeting**
- 6 To make recommendations on planning applications, and receive information on appeals & other planning matters
 - a) **Planning applications for consideration:**
 - i) 2020/1054: Mr D Smith - Land Off Mill Croft Close, - Proposed 5 no. new dwellings - by 14 July 2020

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

c) **Notification of appeals:**

i) DCLG Ref: APP/L2630/W/20/3249453 – SNC Ref: 2019/2269: Mr J Green - Land to Rear 26 West End Avenue, Costessey, NR8 5BA - to be determined on the basis of an exchange of written statements submitted by both the appellant and the Council followed by a site visit by an Inspector. See <http://acp.planninginspectorate.gov.uk> - representations to be received within five weeks of 23 June 2020

7 To consider Finance Matters

a) To approve the effectiveness of Internal Audit:

b) To approve the accounts for March 2020 and receive a budget report incl. payments over £500:

c) To consider and approve the accounts for Year End 2020: (see Accountant's notes):

d) To sign off the Balance Sheet at 31 March 2020: (Pg 7 of the accounts)

e) To consider, approve & sign the Annual Governance Statement for 2019-20 (Section 1 of the Annual Return / AGAR):

f) To consider, approve & sign the 2019-20 accounts (Section 2 of the Annual Return / AGAR):

g) To consider the Earmarked Reserves at Year End: (Accounts Pg 12 Para 13 & Appendix A – Back page & CTC Budget Report pg 6)

h) To approve the Explanation of Variances over 15%:

i) To discuss and approve the detail of the Internal Auditor's Final Report and the Auditor's Action Plan

j) To approve the Annual CIL Report to SNC 2019-20:

k) To approve the accounts for April 2020 & receive a budget report & payments over £500:

l) To approve the accounts for May 2020 & receive a budget report & payments over £500:

8 To consider the latest Government guidance on face-to-face council meetings and consider the delegated powers granted to the Clerk on 19 March 2020 *pro tem* to be ratified when crisis was over at a regular meeting. (Min:161/20: RESOLVED to allow the Clerk to authorise payment of all invoices including those over £2,000)

9 To confirm the date of the next meeting as Tuesday 4 August 2020 at 7pm

10 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 exempt information on contracts

***THE FOLLOWING ITEMS MAY BE HEARD IN CONFIDENCE**

11 *To consider P&E Committee recommendations in relation to:

i) Borehole & Irrigation at Longwater Lane

ii) Drainage at Queen's Hills Community Centre