

Costessey Town Council

Hilary Elias, Town Clerk Tel: 01603 742958 e: info@costesseytc.org @Costesseytc 8 May 2018

SUMMONS TO ATTEND – NOTICE is hereby given that the ANNUAL Meeting of Costessey Town Council will be held on Tuesday 15 May 2018 at 7pm in the Costessey Centre, Longwater Lane, Costessey, NR8 5AH.

Members of the public are most welcome to attend

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 receive Apologies
- 3 To elect a Vice-Chairman for the forthcoming year
- 4 To receive Declarations of Interest
- 5 To re-adopt the Code of Conduct (incl. possible extra GDPR compliance)
- 6 To appoint Committees and Working Groups for the year and agree their membership & terms of reference
- 7 To confirm and sign the Minutes of the Town Council Meeting held on 24 April 2018
- 8 To receive Committee Minutes
 - a) Natural Burial WG of 8 May:
 - b) Finance, Budgets & Staffing Committee of 11 May: (See FB&S Items below)
- 9 To receive updates on matters in minutes, but not listed below (NB: No resolutions may be passed)
- 10 To adjourn the meeting for 15 minutes public participation
- 11 To make recommendations on planning applications, and receive information on appeals & other planning matters
 - a) **Planning applications for consideration:**
 - i) 2018/0794/H: Mr I Underwood - 48 Norwich Road NR5 0EG - 2 storey extension
 - ii) 2018/0934/ Variation of condition: Mr T Atkins - 64 Hill Road, NR5 0LZ - **Variation of condition 6 of PP 2017/2792** - Variation of levels
 - iii) 2018/0880/F: Mr & Mrs G Fox - 20 Windmill Lane NR8 5ED - Demolition of bungalow and construction of new dwelling
 - iv) NCC: C/7/2018/7003: Infinis Limited - Costessey Landfill Site, Longwater Industrial Estate, Dereham Road, NR5 0JU - **Retrospective** retention and continued use of temporary Landfill Gas Utilisation facility and flare stack until December 2030
 - v) TPO: 2018 No. SN0505: Costessey Infant School, Beaumont Road, NR5 0HG – to safeguard trees in light of future opportunities for this site after the school move to Costessey Junior School site.
 - b) **Information & Planning decisions received from South Norfolk & Norfolk County Councils:** (*Information only. (No decisions needed) See separate sheet
- 12 Finance Matters
 - a) To agree cheque signatories for the bank mandate:

b) To authorise Clerk / Deputy Clerk to make internal transfers between CTC bank accounts:

c) To approve investment of the General Reserve as per the Investment Strategy & FBS recommendations: (FB&S)

d) To approve the accounts for March 2018 & receive a budget report: (NB: – the annual accounts to be presented in June meeting)

e) To receive the RFO's Financial Reports presented at the Annual Assembly:

f) To approve payment of Zurich invoice for £10,642.55 (incl VAT and Insurance Premium Tax)

g) To approve project for SNC's Community Action Fund: (FB&S)

13 To consider details of the Fete & Fair 2018

14 To consider Highways Matters

a) Residents' Parking Scheme Proposal:

15 To receive District Councillors' Reports

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

17 To receive correspondence (Verbal and written)

a) Norfolk Age UK: Thanks for donation:

18 To raise Matters of Strategic Importance (for discussion only - No resolutions)

19 To confirm the date of the next meeting as Tuesday 5 June 2018 at 7pm

***THE FOLLOWING ITEMS MAY BE DISCUSSED IN CONFIDENCE / IN CAMERA**

20 *To approve recommendations of Finance, Budgets & Staffing Committee re Staffing

a) To appoint a temporary DPO:

b) To approve the Norfolk Pension Strain & pay the attached invoice:

c) To approve the Staff Privacy Notices:

d) To consider Staffing Levels:

e) To consider an Amendment to the Compassionate Leave Policy: