

**Bungay Town Council**  
*Clerk of the Council: Peter Morrow BA*  
**11 Wharton Street, Bungay, Suffolk NR35 1EL**  
**01986 892361**

**Members are hereby summoned to the December meeting of this Council which will take place at the Community Centre, Upper Olland Street on Monday 19th December 2016 starting at 7.45pm.**

**Members of the public are welcome to attend.**

**The Town Mayor cordially invites all those attending the meeting to partake of seasonal refreshments before the meeting commences, from 7.30pm.**

**Peter Morrow**  
**13.12.16**

**Agenda**

1. To accept apologies
2. Interests (Discloseable Pecuniary Interests and Non Pecuniary Interest) and to consider dispensation claims relating to Discloseable Pecuniary Interests under the Suffolk Code of Conduct
3. To approve the minutes of the meeting of the Council held on the 21<sup>st</sup> November 2016
4. To receive public representations (procedure outlined below\*)
5. County Councillor's report
6. To receive a report on local policing matters
7. To receive correspondence
8. To consider plans received, \*\* to receive a report from the Environment and Planning Committee meeting held on the 5<sup>th</sup> December and to receive planning decisions from Waveney District Council and the Broads Authority
9. To receive a report from the Finance & General Purposes Committee meeting held on 5<sup>th</sup> December
10. To receive a report from the Grounds & Premises Committee meeting held on 5<sup>th</sup> December
11. To receive a report from the Governance Committee meeting held on 12<sup>th</sup> December, to consider adoption of revised operational guide lines and to review the co-ordinators appointment
12. To consider making further appointments to the Employment and Grounds & Premises Committees
13. To agree the budget for 2017/2018 and to set a precept 2017/2018
14. To receive a report on the operation of the Riverside Centre
15. To receive a report from the latest councillors surgery
16. To receive written reports from Council Representatives\*\*\*\*
17. To receive reports from District Councillors
18. Town Mayor's Report

19. To receive balance details and approve the following cheques for payment:-  
IRS Recruitment Ltd, litter pick, £509.76; Bungay Honeypot Centre, donation food bank (S137), £50.00; HMRC, PAYE & NIC, £1599.81; P J Lee Hire & Sales Ltd, litter-pick equipment, £14.99; Bungay Printers, BNDP printing costs, £35.00.

The correspondence file will be available for members' perusal before the meeting.

**\* Agenda item 4.** A maximum of 15 minutes will be allowed for this item. Members of the public will usually be allowed up to 3 minutes to make comments on agenda items. At the discretion of the Town Mayor/Chairman the time per speaker may be reduced depending on the number of those wishing to speak. Although notice is not required, those wishing to speak are asked to make this known to the Town Mayor/Chairman or Clerk before the meeting.

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The following plan will be considered:-

DC/16/5040/TCA, Mr & Mrs Gilbert-Denham, tree work, London plane, crown reduction by 30-40% to reduce shading of garden, front garden, 8 Trinity St.

DC/16/4962/FUL & DC/16/4963/LBC, Mr A Halsall, change of use of existing coach house to holiday let accommodation, 6 Cross St.

DC/16/5140/FUL, Mr & Mrs Patrick-Beal, construction of single storey rear pitched roof extension, demolition of single storey flat roofed extension and part rear pitched roof store, 4 Nethergate St.

The plans will be available for inspection from 7.30pm on the evening of the meeting and on the WDC and the planning portal. Informal site visits carried out by members should be conducted from the highway or other publicly accessible land and, during the course of it, members should not engage with either the applicant or any potential objectors who should be advised to submit comments in writing directly to the Council.

**\*\*\*\* Note for councillors making reports to the above meeting.**

**Reports from Council representatives are required in written form and should be emailed directly to members by Saturday 17<sup>th</sup> December and copied to the Clerk.**

**Please show 'Reports BTC' in the subject box.**