



# EYE TOWN COUNCIL

20 Broad Street, Eye, Suffolk, IP23 7AF  
07713 196 251

You are hereby summoned to attend the  
**MEETING OF THE EYE TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, EYE TOWN HALL,**  
**1 BROAD STREET, EYE, SUFFOLK** on **WEDNESDAY 20<sup>th</sup> September, 2017**

1. Apologies and Approval of Absences
2. Members Declarations of Interests and Consideration of Requests for Dispensations
3. Public Participation - Meeting to be opened
  - 3.1 County Councillor Report – Cllr. Guy McGregor
  - 3.2 District Councillor Report – Cllr Michael Burke
  - 3.3 Members of the Public and Community Announcements

Meeting to be closed

4. To receive and confirm the minutes of the Town Council meeting held on 17<sup>th</sup> July 2017
5. To receive and confirm the minutes of the Extraordinary Town Council meeting on the 18<sup>th</sup> September (if available).
6. To receive and confirm the minutes of the Town Hall Development and Management Committee meeting held on 30<sup>th</sup> August 2017.
7. To receive and comment on planning applications as follows (and consideration of late applications)
  - 7.1 DC/17/04252 – 15 Broad Street, Eye – Notification of works to trees in a conservation area.
  - 7.2 DC/17/04399 – Southfields, Cranfield Road, Eye – Erection of a two story dwelling
  - 7.3 DC/17/04486 – Langton Cottage, Langton Green, Eye – Erection of a two bay oak framed cart lodge.
  - 7.4 DC/17/04507 - Hargrave House, Stanwell Green, Thorndon, Eye - Erection of single storey rear extension and first floor side extension.

<http://www.midsuffolk.gov.uk/planning/development-management/application-search-and-comment/search-for-applications/>

Search by the reference number.

8. To receive and note Mid Suffolk DC planning decisions and appeals as attached.  
Appeals
  - 8.1 AP/17/00053 – Fairfields, Langton Green, Eye, – Erection of 2 one and half story cottages with detached garages and vehicular access.Decisions

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Signed Eye Town Clerk \_\_\_\_\_ Dated \_\_\_\_\_

- 8.2** DC/17/03136 – 36 Wellington Road, Eye – Refusal of Discharge of conditions – Condition 3 Fenestration
- 8.3** DC/17/03330 – 15 Broad Street, Eye - Renovation and extension of existing single story outbuilding – Permission granted.
- 8.4** DC/17/02630 – Common Road, Tacon Close, Eye - Change of use from former sheltered accommodation common room to local authority use. – Permission granted.
- 8.5** DC/17/02825 - 13 Castleton Way, Eye – Creation of vehicular access – Permission granted.
- 8.6** DC/17/02346 – The Old Vicarage, Church Street, Eye - Discharge of conditions application for 0766/17. Condition 3 (fenestration)
- 8.7** DC/17/03565 – 10 Gaye Crescent, Eye, Suffolk – Erection of two-storey side extension; single-storey front extension; and single-storey rear extension – Permission granted.
- 8.8** DC/17/03590 – 39 Lowgate Street, Eye, Suffolk - Erection of two storey rear extension and single storey side extension (comprising partial demolition of existing rear first floor element and lean to roof). Insertion of new side window to west elevation. – Permission granted.

**9.** To receive and confirm the minutes and recommendations of the Environment Committee meeting held on 5<sup>th</sup> September 2017.

- 9.1** To sponsor the Bus Shelter on Broad Sheet working group to the sum of £100 from the environment budget under Local Government (Misc Provisions) Act 1953, s.4
- 9.2** The Environment committee has approved a Coffee on Wheels mobile trading unit to be located on the Market Place outside the Handyman on Mondays. This subject to a 3 month probation and production of the companies Food Hygiene Certificate.

**10.** To receive and confirm the minutes and recommendations of the Finance & Governance Committee meeting held on 13<sup>th</sup> September 2017

- 10.1** To consider whether to employ a part time Administrative Assistant for 6 hours a week for 6 months on the national living wage (£7.50 per hour for 25 year olds and over) the cost of which will be met from the budget to pay for the Reroofing and construction of new toilets at the Town Hall
- 10.2** To delegate the advertisement and appointment of the said temporary part time Administrative Assistant to the Town Clerk and Cllrs
- 10.3** To consider whether or not to proceed with the preparation of a Neighbourhood Plan for Eye
- 10.4** In the event of the Council agreeing to proceed with the preparation of a Neighbourhood Plan
- 10.5** To recommend a Neighbourhood Plan Steering Group comprising members of the public and members of the Town Council to prepare the preparatory programme and scoping of a Neighbourhood Plan for the approval of the Town Council.
- 10.6** The Steering group also prepare the Local Plan on behalf of the Town Council to be ratified at an Extraordinary Town Council meeting in November before submitting to MSDC on the 10<sup>th</sup> November.
- 10.7** To request the said Neighbourhood Plan Steering Group to consider the possible future use(s) of the land owned by Eye Town Council adjacent to the allotments to the north of Castleton Way.
- 10.8** To consider to relinquish the present Town Clerks office and to take a lease/licence of the Sherfield Room in the Centre for a period of 3 years.
- 10.9** To agree a donation of £100 to Castleton Brass under Local Government Act 1972, s145(1)(c)
- 10.10** To agree a donation of £100 to Citizen Advice Bureau under general powers of competence Localism Act 2011, ss. 1.8.
- 10.11** To consider the concerns expressed at the ASB Meeting held in August.

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Signed Eye Town Clerk \_\_\_\_\_ Dated \_\_\_\_\_

**11. To receive and confirm the following Financial Matters:**

- 11.1** To receive and note the current bank balances and Balance Sheet
- 11.2** To receive and approve invoices presented for payment (to be circulated separately)
- 11.3** To approve payment of Staff Salaries for August 2017
- 11.4** Half year accounts cost centre report (to be circulated separately)
- 11.5** Receipt of the external audit report for Year end accounts 2016/17

**12. Upcoming events**

- 12.1** Remembrance Sunday 12<sup>th</sup> November 2017
- 12.2** Christmas Late Night Shopping 1<sup>st</sup> December 2017

**13. To note the attached items of correspondence.**

<b>CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED</b>		
<b><i>Date</i></b>	<b><i>Details of Correspondence</i></b>	<b><i>Actions Taken/Required</i></b>
14.08.2017	Letter requesting funding from Citizens Advice Diss, Thetford % District Linked to F&G recommendations	Passed to Councillors for consideration.
17.08.2017	Letter requesting funding from Castleton Brass Linked to F&G recommendations	Passed to Councillors for consideration.
06.09.2017	Letter from the new Eye SNT Constable Daniel Peck.	Passed to Councillors for information.

**14. Date of next meeting Wednesday 18<sup>th</sup> October 2017.**