



## AYLSHAM TOWN COUNCIL

email: [townclerk@aylsham-tc.gov.uk](mailto:townclerk@aylsham-tc.gov.uk)

website: [www.aylsham-tc.gov.uk](http://www.aylsham-tc.gov.uk)

### **NOTICE OF MEETING & SUMMONS TO ATTEND**

## **THE ANNUAL MEETING OF AYLSHAM TOWN COUNCIL WILL BE HELD IN AYLSHAM TOWN HALL, ON THURSDAY 12 MAY 2016 at 7.00p.m.**

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

### **A G E N D A**

- 1. TO ELECT THE CHAIRMAN OF THE COUNCIL FOR 2016/17**
- 2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. TO RECEIVE & ACCEPT APOLOGIES FOR ABSENCE**  
To formally note resignation of Mathew Martin\*
- 4. TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL FOR 2016/17**
- 5. TO CONSIDER THE NEED FOR A DEPUTY VICE-CHAIRMAN OF THE COUNCIL  
AND IF AGREED TO ELECT SAME FOR 2016/17**
- 6. TO CONSIDER COMMITTEES AND WORKING GROUPS**  
To consider proposal attached\*
- 7. TO APPOINT REPRESENTATIVES TO COMMITTEES AND WORKING GROUPS**  
*Please note that the Town Council Chairman, Vice-Chairman (and Deputy Vice-Chairman) are by right full members of each Committee and Working Group unless they do not wish to serve*  
Current representatives are shown in the attached schedule\*  
Number of representatives vacancies are shown in brackets
  - a) Aylsham Cittàslow Committee (5)
  - b) Aylsham Community Events Committee (5)
  - c) Town Hall Working Party (5)
  - d) Staff Working Party (7)

- e) Discipline Panel – members of this Panel and the Grievance Panel should be different Councillors
- f) Grievance Panel – see above, both Panels usually determined as and when necessary.
- g) Effectiveness of Internal Control – (5) *Members of this Working Group should not be the Councillor Scrutineer or cheque signatories to the Council's accounts.*
- h) Neighbourhood Planning Group (Open Membership)
- i) Allotment Holders Liaison Group (2)
- J) Church Working Group (3)
- k) Business Plan Working Group (Open Membership)

**8. TO APPOINT REPRESENTATIVES TO EXTERNAL COMMITTEES AND OTHER ORGANISATIONS**

- a) Recreation Ground Management Committee (3)
- b) Aylsham Older People's Association (1)
- c) Aylsham Twinning (1)
- d) Drill Hall Working Party (1)
- e) Christmas Decorations Community Committee (3)
- f) Aylsham Heritage Centre Management Committee (1)
- g) Safer Neighbourhood Action Panel (SNAP) (1)
- h) Bure Navigation Conservation Trust (1)

**9. TO CONFIRM THE TRUSTEES OF THE CRESSEY HENRY PAGE CHARITABLE TRUST AND THE AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST**  
CRESSEY HENRY PAGE CHARITABLE TRUST

- a) To confirm 3 current Trustees - Mr Roger Bumfrey, Mr Jim Pannell and Mrs Eileen Springall

AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST

- b) To confirm 3 current Trustees - Mr. Michael Bush, Mr Mathew Martin and Mrs Eileen Springall

**10. DECLARATIONS OF INTEREST**

- a) To receive member's declarations of interest in agenda items
- b) To review signed declarations of interest and update as required.

**11. TO CONFIRM MINUTES OF THE MEETING OF 14 APRIL 2016\***

**12. TO RECEIVE INFORMATION ON MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA**

**13. TO CONSIDER MATTERS REFERRED FROM PREVIOUS MEETING**

**14. TO RECEIVE REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**

**15. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK**

**16. FINANCE**

- a) To receive and adopt the Quarterly Financial Report for the period ending 31<sup>st</sup> March 2016
- b) To receive Income & Expenditure report for the year ended 31<sup>st</sup> March 2016
- c) To receive and adopt the Scrutineer' s Report for the quarter ended 31<sup>st</sup> March 2016
- d) Appointment of Scrutineer for 2016/2017
- e) To agree new Council cheque signatory
- f) To consider underwriting costs for The Big Lunch\*
- g) To consider a request for a grant from the recycling income for the Cressey Henry Page Charitable Trust\*
- h) To note outstanding invoices issued to Action for Children

**17. TO CONSIDER PLANNING ISSUES**

a) APPLICATIONS DETERMINED

<b>Application no. &amp; Address</b>	<b>Town Council Comment</b>	<b>Broadland DC Decision</b>
20142017 <u>Hungate Lodge, Hungate Street,</u>	Support	Approved 11.4.16
20151675 <u>17 White Hart Street, Aylsham</u>	Support	Approved 20/4/16
20160034 <u>Roosendaal, Palmers Lane, Aylsham</u>	Support	Full approval 7.4.16
20160324 <u>Bridge House, Millgate Aylsham</u>	Support	Approved 12.4.16

b) APPLICATIONS FOR CONSIDERATION

20160556     8 Neale Close, Hungate Street, Aylsham  
Single storey extension to side and rear

20160396     Mill View & Rivendell, Dunkirk, Aylsham  
Erection of detached garage

20160207     Land adjacent to Woodgate Farm, Aylsham  
Phase 3

c) PETROL STATION

To note position with regard to the application which has been lodged with Broadland District Council but is unlikely to be available for discussion until June

d) PETITION Re 'Give parish councils the right to appeal planning decisions'

To receive Government response to this petition\*

- 18. ALLOTMENTS**
- a) To note notes of the Allotment Tenants Meeting held 5<sup>th</sup> April 2016\*
  - b) To note the report re allotments\*
  - c) To consider the recommendations in the report
- 19. TOWN CLERK'S REPORT**  
To receive and adopt the Town Clerk's Monthly Report\*
- 20. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
- 21. TO ANSWER QUESTIONS FROM COUNCILLORS**  
*Written questions should be given to the Clerk at least 3 days prior to the meeting.*
- 22. TO RECEIVE CORRESPONDENCE & AGREE ACTION/RESPONSE AS APPROPRIATE**
- a) Introduction to multi-use trail at Blickling Estate\*
  - b) Federation of Aylsham High School and Bure Valley School\*
- 23. LICENSING**  
To receive a verbal Report from Mrs Overton on any changes to Licensing Requirements
- 24. TO CONSIDER CITTASLOW MATTERS**
- a) To receive and adopt the Minutes of the Cittàslow Aylsham Committee Meeting held on 21<sup>st</sup> April 2016\*
  - b) To consider and adopt new Farmers Market Regulations\*
- 25. RECREATION GROUND**
- a) To receive minutes of the Recreation Ground Committee dated 12<sup>th</sup> April 2016\*
  - b) To receive an update
- 26. CHURCHYARD**  
To receive a report from the meeting scheduled for May 11<sup>th</sup> 2016
- 27. BUSINESS PLAN**  
To receive an update
- 28. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**  
To note any items of Information or for referral to a future Agenda
- 29. DATE OF NEXT MEETING**  
To confirm the date of the next Meeting as **Thursday 9 June 2016 at 7.00p.m.**  
Aylsham Town Hall

**30. EXCLUSION OF THE PRESS AND PUBLIC**

To exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 during discussion of the following item

**31. STAFF WORKING GROUP**

- i) To receive an update \*

*Sue Lake*

Mrs. S Lake  
Aylsham Town Clerk

6<sup>th</sup> May 2016

*\*attached*

**NOTES**

*This Meeting is open to the Public and the Press. Copies of this Agenda and the Draft Minutes referred to above are available from the Council Office, or for study in Aylsham Library, Hungate Street. They may also be downloaded from the Town Council's website at [www.aylsham-tc.gov.uk](http://www.aylsham-tc.gov.uk) (go to Agenda and Minutes page). Copies of the signed Minutes of the Town Council Meetings held on 14 April 2016 will be available from the Council Office from 13 May 2016.*

*All documents referred to in this agenda as "attached" are supplied to Town Councillors only. Copies are available (unless marked confidential) at the Council Offices during public opening hours.*

*Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during public opening hours, also at the meeting venue from 6.30p.m. on the date of the meeting. Alternatively, to view on line please go to [www.broadland.gov.uk](http://www.broadland.gov.uk) and follow the links through to planning.*

