



AYLSHAM TOWN COUNCIL

email: townclerk@aylsham-tc.gov.uk

website: www.aylsham-tc.gov.uk

NOTICE OF MEETING & SUMMONS TO ATTEND

THERE WILL BE A MEETING OF AYLSHAM TOWN COUNCIL TO BE HELD IN THE MAIN HALL, AYLSHAM HIGH SCHOOL, ON THURSDAY 8 DECEMBER at 7.00pm

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. APOLOGIES FOR ABSENCE

To receive and accept Apologies for Absence as previously notified to the Assistant Town Clerk

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations

3. MINUTES

To receive, confirm and sign Minutes of the Town Council Meeting held on 10 November 2016*

4. INFORMATION ON MATTERS ARISING

To receive information on any Matter Arising from the Minutes not listed elsewhere on the Agenda

5. TO CONSIDER MATTERS REFERRED FROM PREVIOUS MEETING

6. TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK ON ITEMS ON THE AGENDA ONLY

7. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

Application no. & Address	Town Council	Broadland DC Decision
20161626 <u>Sankence Lodge, Cawston Road</u>	Support	Approved 7/11/16
20161603 12 Hungate Street	Support	Approved 3/11/16
20161676 <u>48 Drabblegate</u>	Support	Approved 10/11/16
20161583 <u>Bushey Farm, Cromer Road</u>	Support provided old mobile home is removed	Approved 17/11/16

b) APPLICATIONS FOR CONSIDERATION

- 201611711 Aegel House, Burgh Road, Aylsham
Demolition of car home and erection of 22 dwellings
- 20161872 St Michaels Service Station, Cawston Road, Aylsham
Two storey rear extension
- 20161923 49A Burgh Road, Aylsham
Installation of velux windows
- 20161905 Land adj 14 White Hart Street, Aylsham
Erection of dwelling
- 20161853 Warren House, Cawston Road, Aylsham
Removal of planning conditions from 20021381
- 20161855 Warren House, Cawston Road, Aylsham
Removal of planning conditions from 20030668
- 20161944 59 Bure Way, Aylsham
First Floor rear extension, internal and external alterations and removal of rear conservatory

c) NEIGHBOURHOOD PLAN

- i) To receive and adopt the Notes of the Neighbourhood Plan Meeting 30.11.16*
- ii) To receive a report on the re-launch 3rd December 2016
- iii) To agree the purchase of a gazebo and weights – estimated cost £350

8. FINANCE

- a) To receive and adopt the Scrutineers Report for the quarter ended 30th September 2016*
- b) To receive and adopt the notes of the Effectiveness of Internal Control Working Party Meeting 15th November 2016

- c) To adopt the four recommendations from the Internal Audit Report
- d) To adopt the Internal Audit Report 2016-2017 (interim)
- e) Adopt the revised Financial Risk Assessments numbered 1-2 and 4-9
- f) To adopt revised Financial Regulations*
- g) To consider a report regarding a request for a credit card for Town Council use*
- h) To consider a request for extended use of BACS and similar payments*
- i) To consider quote re replacement street light on Cawston Road*

9. BUDGET 2017/18

- a) To receive any comments/questions previously submitted to the RFO
- b) To note need to discuss certain recommendations in the budget papers issued in November in detail at the January meeting to enable final figures to be agreed.
Discussion Points 3,4,10,17,18,30
- c) To agree in principle the remaining recommendations in the budget papers issued in November re retaining existing budgets

10. TOWN CLERK'S REPORT

To receive and adopt the Town Clerk's Monthly Report*

11. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

12. TO ANSWER QUESTIONS FROM COUNCILLORS

Written questions should be given to the Clerk at least 3 days prior to the meeting.

13. ALLOTMENTS

To receive an update on allotment sites

14. TO CONSIDER CITTASLOW MATTERS

To receive and adopt the Minutes of the Cittàslow Aylsham Committee Meeting held on 17th November 2016*

15. TO CONSIDER EVENTS MATTERS

To receive and adopt the Minutes of the Events Committee Meeting held on 24th November 2016*

16. TO CONSIDER CHURCHYARD MATTERS

To receive and adopt the Minutes of the Churchyard Committee Meeting held on 17th November 2016*

17. DRILL HALL

To receive an update

18. LICENSING

To receive a verbal Report from Mrs Overton on any changes to Licensing Requirements

19. RECREATION GROUND

To receive any update

20. St MICHAELS DEVELOPMENT

- a) To receive an update on the request for fencing
- b) To receive an update on the Paupers Graveyard

21. HIGHWAY ISSUES

- a) To receive response re Parish Partnership bid for Cawston Road*
- b) To consider further Parish Partnership projects
- c) To consider comments regarding traffic turning from doctors on Hungate Street
- d) To consider comments from public participation in November regarding on street parking

22. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

- a) To receive written and/or verbal Reports from Representatives*
- b) To receive a presentation from Lorne Green – Norfolk Police and Crime Commissioner

23. PUBLIC PARTICIPATION

To suspend the meeting for the time specified in the Resolution to allow Members of the Public and Councillors with Pecuniary Interests to address the meeting on

- a) police matters
- b) any other matter

24. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

To note any items of Information or for referral to a future Agenda

25. DATE OF NEXT MEETING

To confirm the date of the next Meeting as **Thursday 12 January 2017 at 7.00pm**
Aylsham Town Hall

Sue Lake

Mrs. S Lake
Aylsham Town Clerk

1st December 2016

**attached*

NOTES

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 and follow the links through to planning.