



## 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**

## **THERE WILL BE A MEETING OF AYLSHAM TOWN COUNCIL TO BE HELD IN AYLSHAM TOWN HALL, ON THURSDAY 9 JUNE 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. APOLOGIES FOR ABSENCE**

To receive and accept Apologies for Absence as previously notified to the 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 12 May 2016\*

#### **4. INFORMATION ON MATTERS ARISING**

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

#### **5. MATTERS REFERRED FROM PREVIOUS MEETING**

a) Committees and Working Groups - To consider proposal attached\*

b) Membership of Norfolk ALC

#### **6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**

To receive written and/or verbal Reports from Representatives

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

## 8. FINANCE

- a) To receive and adopt the report and recommendations from the Effectiveness of Internal Control Working Party Meeting (including Internal Audit Report) \*
- b) To complete and agree the Annual Governance Statement on the Annual Return
- c) To complete and agree the Accounting Statement on the Annual Return
- d) To review and adopt the Internal Control Policy\*
- e) To discuss the re-appointment of Auditing Solutions as the Internal Auditor for the 2016/17 Financial year
- f) To consider quotes for fencing at Recreation Ground (New Homes Bonus)\*

## 9. DRILL HALL

To consider a report concerning purchase of the Drill Hall\*

## 10. TO CONSIDER PLANNING ISSUES

### a) APPLICATIONS DETERMINED

Application no. & Address	Town Council Comment	Broadland DC Decision
20160556 <u>8 Neale Close, Aylsham</u>	No Objections	Approved
20160396 <u>Mill View &amp; Rivendell, Dunkirk, Aylsham</u>	No Objections	Approved

### b) APPLICATIONS FOR CONSIDERATION

- 20160798     White House Cottage, Petersons Lane, Aylsham  
Replacement of Kitchen window and door window (Listed Building)
- 20160805     White House Cottage, Petersons Lane, Aylsham  
Demolition of existing garden store and erection of new garden store (Listed Building)
- 20160855     79 Hungate Street, Aylsham  
Sub-division of plot and erection of dwelling with garage and conversion of outbuilding to dwelling
- 20160866     203 Hungate Street, Aylsham  
Two and single storey rear extension
- 20160909     Abbots House, 25 White Hart Street, Aylsham  
Erection of 2 bay cart lodge
- 20160789     Land north of Burgh Road, Aylsham  
Demolition of existing commercial building and erection of petrol filling station with ancillary sales kiosk and associated parking

- 11. TOWN CLERK'S REPORT**  
To receive and adopt the Town Clerk's Monthly Report\*
- 12. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
- 13. TO ANSWER QUESTIONS FROM COUNCILLORS**  
*Written questions should be given to the Clerk at least 3 days prior to the meeting.*
- 14. ST MICHAELS OPEN SPACE**
  - a) Update on transfer of land
  - b) Consider report re the Town Council receiving the Paupers Graveyard\*
- 15. TO RECEIVE CORRESPONDENCE & AGREE ACTION/RESPONSE AS APPROPRIATE**
  - a) Newsletters from Norfolk ALC including seminars and training
  - b) To consider a letter re street names at Bure Meadows\*
  - c) To consider a consultation document from St Michaels School\*
- 16. LICENSING**  
To receive a verbal Report from Mrs Overton on any changes to Licensing Requirements
- 17. TO CONSIDER CITTASLOW MATTERS**
  - a) To receive and adopt the Minutes of the Cittaslow Aylsham Committee Meeting held on 19<sup>th</sup> May 2016\*
- 18. RECREATION GROUND**  
To receive any update
- 19. BUSINESS PLAN**  
To consider adopting the Business Plan
- 20. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**  
To note any items of Information or for referral to a future Agenda
- 21. DATE OF NEXT MEETING**  
To confirm the date of the next Meeting as **Thursday 14 July 2016 at 7.00p.m.**  
Aylsham Town Hall  
To note the date of the Open Spaces Meeting as **Thursday June 30<sup>th</sup> 2016 at 5.30pm**
- 22. 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

**23. STAFF WORKING GROUP**

To receive an update

**24. NEIGHBOURHOOD PLAN**

To consider a report re appointing consultants \*

*Sue Lake*

Mrs. S Lake  
Aylsham Town Clerk

2<sup>nd</sup> June 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 Meeting held on 12 May 2016 will be available from the Council Office from 10 June 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.*

