

b) St Michaels Open Space

A site meeting will be held on Monday 14th November.

A meeting will be held regarding the Paupers Graveyard site on Monday 21st November

6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police: PC Shepherd was at the meeting and updated councillors on the report provided with the agenda. There have been several issues recently and they are working with the housing association regarding these. Issues have also arisen with Aegel House with the police finding teenagers on the roof and not getting universal support from families regarding this. Information should soon be publicly available regarding the church arson attacks and thefts of lead from church roofs including Blickling.

Broadland District Council: – Councillor Steve Riley updated members advising that no meeting is scheduled until 17th November when devolution will be the main topic for discussion.

County: Councillor Harrison provided a further update on devolution with a decision meeting scheduled for mid-November. He also confirmed that the A140 roundabout will commence on January 3rd.

7 ADJOURNMENT OF THE MEETING

It was proposed and **AGREED** to adjourn the meeting for 10 minutes to take comments from the public.

Mr Bush wanted to highlight the issue of on-street parking at many sites around the town. He also stated that the car parks in the town are being abused with no parking control being applied.

Re-CONVENE THE MEETING

It was proposed and **AGREED** that the meeting be re-convened.

8. PLANNING ISSUES

a) APPLICATIONS DETERMINED

Information provided with the Agenda was noted.

The 'Call for Sites' information has been published and copies were circulated to members for information. The sites highlighted are still to be assessed for suitability.

b) APPLICATIONS FOR CONSIDERATION

20161819 Oak Lodge, Cawston Road, Aylsham
Single storey side extension

Town Council Response – Support



20161837 17 Morton Road, Aylsham
Extension to side of property

Town Council Response – Support

20161813 Old Police Station, Gas House Hill, Aylsham
Nine Dwellings

The plan was discussed at length and although the principle was agreed there were some issues identified. These related to the appearance, which was thought to be very generic and the final outcome will be very dependent on the quality of the build. It was queried how this fitted into a conservation area. There was also concern regarding the creation of an area for bins, lack of clarity on the verges and existing very mature trees.

Town Council Response – Support in principle but would like queries addressed and greater involvement by the Conservation Officer.

c) NEIGHBOURHOOD PLAN

- i) The notes of the meeting held on October 26th were adopted.
- ii) It was proposed and **AGREED** To accept the revised Visions and Objectives
- iii) Copies of the Neighbourhood Plan Newsletter were circulated. This has been produced to assist with the event scheduled for December 3rd. A request was made to ensure this went on the Aylsham App.

9. FINANCE

a) To receive a verbal report on the Internal Audit

The Internal Audit took place on November 7th and 8th. A report had been received and will be circulated with the December agenda. There are only four recommendations which relate to policy rather than procedure and these will be brought forward to be discussed at the December meeting.

b) To agree a date for the meeting of the Effectiveness of Internal Control Group

This was set for November 15th at 6.30pm and the main area for discussion will be the Financial Risk Assessments.

10. BUDGET 2017/18

The first draft of the budget was circulated with the agenda. This shows a proposed increase of just over £50,000. This principle areas for this increase were listed as:

Drill Hall	26,000
Street Lights	8000
Van	5000
Personnel	10000
Churchyard	3000
Allotments	2000
	54,000

The report included 31 areas for discussion. The chairman proposed that councillors review these in detail over the next month and contact the RFO for further information and any objections and queries to be discussed in detail at the next meeting. This was **AGREED**.

11. TOWN CLERK'S REPORT

The report was presented and updated as follows:

The issue with regard to the buses for the evening of the Christmas Lights switch on had been resolved.

To enable the Town Council to obtain Local Council Awards Quality status councillor profiles are required for the website. This, ideally, should include photos and most councillors were in agreement with this and photographs will be taken prior to the December meeting.

The new SAM sign outside St Michaels School is incorrect as it could be concluded the area is only 20mph at the start and end of the school day. A retro-fit is being planned.

It was questioned why the delay in removing the brambles and the clerk confirmed work would start on this later this month.

The issue with regard to parking at The Buttlands was raised and David Harrison agreed to follow this up with Broadland in his role as District Councillor.

12. CHAIRMAN'S ANNOUNCEMENTS

The chairman advised that he had recently attended a chairmans training course.

13. QUESTIONS FROM COUNCILLORS

Mrs Overton sought clarification regarding the parking spaces for general use at the Bure Valley Railway.

The clerk had contacted Broadland District Council regarding these and the spaces for general use are designated with blue lines, however there is no signage to this effect. There are so few spaces they are not promoted by the District Council as the intention is they will be used by walkers using the nearby trails. There has been some abuse of the parking at the railway and there is an issue regarding some of the blue spaces as these can only be accessed by crossing land leased by the railway.

14. ALLOTMENTS

a) To receive an update on allotment sites

The Bure Meadows site is now registered to the Town Council and approximately 10 of the 45 plots are occupied. Advertising is ongoing.

The Town Clerk and RFO are scheduled to visit The Willows on November 16th

15. CITTASLOW COMMITTEE

a) To receive minutes of Meeting held on 20th October 2016

The minutes previously circulated were proposed for adoption this was **AGREED**.

16. TO CONSIDER EVENTS MATTERS

a) To receive minutes of the meeting held on the 27th October 2016

The minutes previously circulated were proposed for adoption this was **AGREED**. One item in the minutes referred to monies received from the original Carnival Committee. These had been held for several years and the committee would like to remove them from reserves to enable a publicity fund to be created. This was proposed and **AGREED**.

17. DRILL HALL

Confirmation of the loan approval had been received earlier on the day of the meeting.

18. HIGHWAY ISSUES

a) To note application made to Parish Partnership

The clerk had prepared a bid to the Parish Partnership for repair to the church footpaths. This has been submitted and a decision will be made in March 2017.

b) To consider further Parish Partnership Projects

The clerk had contacted the Highway Engineer regarding the possibility of creating a footway under the Cawston Road bridge and awaits his response.

c) To receive an update on the verge along Henry Page Road

The clerk had contacted Norfolk Homes and they were, in principle, in favour of a transfer. However, they are currently in dispute with Persimmon Homes regarding the sewer pipe laid on the land. The clerk will contact Norfolk Homes again in two months when the dispute may be settled.

19. LICENSING

There was nothing to report.

20. RECREATION GROUND

A report on the budget request was tabled. This showed no increase on last year. Mr Lancaster updated the meeting with regard to the proposed CCTV installation.

21. TO RECEIVE CORRESPONDENCE & AGREE ACTION/RESPONSE AS APPROPRIATE

a) Norfolk ALC

The information received from Norfolk ALC was noted.

b) Christmas Decorations Community Committee 26th September 2016

The committee will be looking at an increase in their budget to allow electrical work to be undertaken at the Town Hall. A formal request will be needed to allow this to be factored into the budget.

22. REMEMBRANCE SUNDAY 2016

It was proposed and **AGREED** that Mr Mackie should lay the wreath this year.

23. ITEMS FOR INFORMATION/FUTURE AGENDA

No new items were raised

24. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Ordinary Council Meeting as **Thursday 8 December 2016 at 7.00pm.**

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.32pm.