



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

PRESENT: Mr M Martin Item 1 only
Mr T Bennett
Ros Calvert
Mr D Curtis
Mr B Lancaster

Mr W Mackie
Mr L Mills
Mrs A M Overton
Mrs V Shaw
Mrs E E Springall

Mrs S Lake. Aylsham Town Clerk

1 member of the public

1. ELECTION OF CHAIRMAN OF THE COUNCIL 2016/17

Mr Martin called for nominations for chairman. Two nominations were made Lloyd Mills and Mrs Springall. Members asked for the vote to be taken by signed ballot and **AGREED** to suspend Standing Orders to allow this. Following counting of the votes **Lloyd Mills** was declared chairman.

The new chairman took the chair and thanked Mr Martin for his years as both a councillor and chairman and wished him well in his studies. Mr Martin left the meeting.

2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed the Declaration of Acceptance of Office, duly witnessed by the Town Clerk.

3. TO RECEIVE APOLOGIES

Apologies were received and accepted from:

Mrs E J Baker
Mr D Harrison
Chris Yeomans

The letter of resignation from Mathew Martin was noted and appreciated.

4. VICE-CHAIRMAN OF THE COUNCIL FOR 2015/16

The Chairman called for nominations. **Mrs Overton**, was proposed and accepted the nomination, which was **AGREED**.

5. DEPUTY VICE-CHAIRMAN OF THE COUNCIL FOR 2016/17

After a short discussion it was proposed and **AGREED** that to help with cheque signing and succession planning that this post be re-instated.

Mr Curtis expressed an interest in the position and this was proposed and **AGREED**.

6. TO CONSIDER COMMITTEES AND WORKING GROUPS

The chairman presented his report on a move to formulating some of the working groups to committees. In general members were in agreement but were concerned regarding impact on staffing. It was proposed and **AGREED** to accept the recommendation in principle and the clerk was requested to provide a detailed report on how this could work in practice for the next meeting. In the meantime, the work would carry on as before.

7. REPRESENTATIVES TO COMMITTEES & WORKING GROUPS

Representatives were appointed to Committees and Working Group as follows:

- a) Aylsham Cittaslow Committee (5) – Mrs Baker, Mrs Shaw, Chris Yeomans (2 vacancies)
- b) Aylsham Community Events Committee (5) – Mrs Shaw, Mrs Springall, Chris Yeoman (2 vacancies)
- c) Town Hall Working Party (7) – 7 people expressed an interest
Ros Calvert, Mr Curtis, Mr Harrison, Mr Lancaster, Mr Mills, Mrs Shaw, Mrs Springall
- d) Staff Working Party (7) – Mr Bennett, Ros Calvert. Mr Curtis, Mr Harrison, Lloyd Mills, Mrs Shaw, Mrs Springall,
- e) Discipline Panel – members of this Panel should be different Councillors – as and when required.
- f) Grievance Panel – as for comments above related to Discipline Panel
- g) Effectiveness of Internal Control – (5) –Mrs Baker, Mr Bennett, Ros Calvert, Mr Mackie (1 vacancy)
- h) Neighbourhood Planning Group – no specified number plus the Town Clerk –Mrs Baker, Mr Bennett, Mr Curtis, Mrs Shaw and Mrs Springall.
- i) Allotment Holders Liaison Group - Mr Bennett, Ros Calvert, Mrs Springall;
- j) Church Working Group (3) – Ros Calvert, Lloyd Mills, Mrs Overton, Mrs Shaw
- k) Business Plan Working Group – Mr Bennett, Mrs Shaw, Mrs Springall

8 REPRESENTATIVES TO EXTERNAL COMMITTEES AND OTHER ORGANISATIONS

Representatives were appointed to External Committees and Organisations as follows:

- a) Recreation Ground Management Committee (3) – Mr Curtis, Mr Lancaster (1 Vacancy)
- b) Aylsham Older People's Association (1) – Mrs Overton
- c) Aylsham Twinning (1) – Mrs Springall
- d) Drill Hall User Groups (1) – Mrs Overton

- e) Christmas Decorations Community Committee (3) –Mr Bennett, Ros Calvert, Mr Mackie
- f) Aylsham Heritage Centre Management Committee - (1) – Mrs Shaw
- g) Safer Neighbourhood Action Panel (SNAP) - Mr Mackie, Mrs Overton
- h) Bure Navigation Conservation Trust - Ros Calvert and Mr Mackie
- i) Upper Bure Valley Group Ros Calvert

9. THE CRESSEY HENRY PAGE CHARITABLE TRUST AND THE AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST

CRESSEY HENRY PAGE CHARITABLE TRUST

- 1. It was proposed and **AGREED** that the three current Trustees (Mr Roger Bumfrey, Mr Jim Pannell and Mrs Eileen Springall) were all confirmed.

AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST

- 1. It was proposed and **AGREED** that the three current Trustees (Mr Michael Bush, Mr Mathew Martin and Mrs Eileen Springall) were all confirmed.

10. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Mr Curtis declared an interest in the planning application on Neale Close.

11. MINUTES

Minutes of the Town Council Meeting held on 14 April 2016 had previously been circulated and were **confirmed and signed by the chairman**.

12. INFORMATION ON MATTERS ARISING

An e-mail had been sent to Norfolk ALC regarding the subscription fee but no response had been received.

13. MATTERS REFERRED FROM PREVIOUS MEETING

None.

14. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Apologies had been received from Councillor Riley.

No representatives present and no written reports received.

15. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

The member of the public present did not wish to address the council.

16. FINANCIAL MATTERS

- a) **To receive and adopt the Quarterly Financial Report for the period ending 31st March 2016**

It was proposed and **AGREED** that the report and the recommendations be adopted.

- b) **To receive Income & Expenditure report for the year ended 31st March 2016**
The report from the RFO was noted.
It was proposed and **AGREED** that the report be adopted.
- c) **To receive and adopt the Scrutineer's Report for the quarter ended 31st March 2016**
It was proposed and **AGREED** that the report be adopted.
- d) **Appointment of Scrutineer for 2016/2017**
Mrs Shaw advised she was willing to undertake this role again. It was proposed and **AGREED** that **Mrs Shaw** be appointed the Town Council Scrutineer for 2016/17.
- e) **To agree new cheque signatories**
It was **unanimously agreed** that these should be the Chairman, Vice-Chairman and Deputy Vice-Chairman – Lloyd Mills, Mrs Overton and Mr Curtis.
- f) **To consider underwriting costs for The Big Lunch**
It was **unanimously agreed** that the Town Council would provide up to £500 to meet the costs of this event. This sum would come from the New Homes Bonus.
- g) **Request for Donations from Recycling Income – Cressey Henry Page Charitable Trust**
It was proposed and **AGREED** that £500 be donated to the Trust
- h) **Outstanding Invoices issued to Action for Children**
Invoices totalling £611.25 have been outstanding for over three months. There has been an issue with the method in which the Aylsham branch and Watford finance centre require the paperwork. It is understood this has now been resolved and payment is anticipated on Friday 13th May.

17. PLANNING ISSUES

a) APPLICATIONS DETERMINED

Information provided with the Agenda was **noted**.

b) APPLICATIONS FOR CONSIDERATION

20160556 8 Neale Close, Aylsham

Single storey extension to side and rear)

Town Council Response – No Objection

*Mr Curtis did not take part in this discussion

20150535 25 Cromer Road, Aylsham

Porch Extension and Incorporation of Garage into Living Accommodation

Town Council Response – No Objection

20160396 Mill View & Rivendell, Dunkirk, Aylsham

Erection of detached garage

Town Council Response – Support subject to the approval of the Conservation Officer

20160207 Land adjacent to Woodgate Farm, Aylsham

Phase 3 layout

Town Council Response – Object – concern re access by Marriott's Way only, lack of footpaths, lack of verge for bus access

c) **PETROL STATION**

The plans have been lodged with Broadland and are expected before the next meeting.

d) **PETITION RE APPEALS**

A standard response had been received and circulated – no action will be taken by the government

18. ALLOTMENTS

The notes of the Allotment Tenants meeting were noted.

The report from the clerk was noted.

New allotments

The following recommendations were proposed and AGREED.

- a) To agree to work with Aylsham In Bloom to provide ‘taster’ allotments
- b) To agree to delegate to the Cittàslow Committee the authority to investigate and if appropriate instigate a Community Orchard subject to approval of any costs by the Town Council

Cromer Road Allotments

After a full discussion it was proposed and **AGREED** to accept Option 3 - Surface the entire roadway and create a parking area at the end.

However, councillors felt that the allotment holders should be aware of the costs so it was also proposed that at the earliest opportunity an increase in the rents be made to help defray the cost.

It was further proposed and **AGREED** to expedite the work that a budget of £5000 be delegated to the Town Clerk to proceed with the roadway as soon as possible. This sum to be taken from firstly the allotment reserves and the balance to come from the General Purpose reserve.

19. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report

Hot Work Permit –this is a requirement of the insurance company

Outside Digital Display – the clerk had discussed this with the conservation officer at Broadland District Council who advised that she would not recommend it. The proposal has therefore been withdrawn.

Street Lighting – it was agreed that the staff should undertake the initial work on the scheme to replace all lights.

Complaint – Councillors accepted the resolution of the complaint.

Policy Review – it was agreed to undertake reviews on a timetable rather than as an annual process

All resolutions proposed and **AGREED**.

20. CHAIRMAN'S ANNOUNCEMENTS

Anglia in Bloom judges will be visiting the town on Monday July 11th.

21. QUESTIONS FROM COUNCILLORS

None received.

22. CORRESPONDENCE

- a) Introduction to multi-use trail at Blickling Estate
The Town Council supports this initiative
- b) Federation of Aylsham High School and Bure Valley School
The Town Council supports this initiative

23. LICENSING

There was nothing to report.

24. CITTASLOW COMMITTEE

- a) MINUTES OF THE MEETING HELD ON 21 April 2016
The minutes previously circulated were proposed for adoption and **AGREED**.
- b) FARMERS MARKET REGULATIONS
The new regulations were proposed and **AGREED**

25. RECREATION GROUND

The minutes of the meeting held on April 12th were noted.

Mr Lancaster updated councillors following the more recent meeting. The fencing enquiries have been made and will be brought to the Town Council next month. Work is in hand at redecorating the pavilion and requests for contractors for the entrance walls.

The street lights have been installed to replace the bollard lights.

26. CHURCHYARD

The notes of the meeting held on May 11th were tabled for comment. It was agreed to add the churchyard to the regular maintenance schedule and to ask the Events Officer for a Health and Safety review.

27. BUSINESS PLAN

The clerk distributed the final document to councillors to be adopted at the June meeting

28. ITEMS FOR INFORMATION/FUTURE AGENDA

These were picked up during the meeting

29. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Ordinary Council Meeting as **Thursday 9 June 2016, at 7.00pm**

30. EXCLUSION OF THE PRESS AND PUBLIC UNDER THE PUBLIC BODIES (ADMISSION OF STRANGERS) ACT 1960

It was proposed and unanimously **AGREED**, that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the Press and Public should be excluded.

31. STAFF WORKING GROUP

The recommendations relating to salary grades listed in the report were all proposed and **AGREED**.

It was proposed and **AGREED** to increase the hours of the RFO.

It was proposed and **AGREED** to delegate the recruitment of the administrator to the Staff Working Group.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.07p.m.