



AYLSHAM TOWN COUNCIL

MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM TOWN HALL, ON THURSDAY 14 JULY 2016 at 7. 00p.m

PRESENT: Lloyd Mills Chairman
Mr T Bennett
Mr D Curtis
Mr D Harrison
Mr B Lancaster
Mr W Mackie
Mrs A M Overton
Mrs V Shaw
Mrs E E Springall
Mr S White (following co-option)

Mrs S Lake. Aylsham Town Clerk

4 Members of the Public and Councillor Riley (Broadland DC)

1. TO RECEIVE APOLOGIES

Apologies were received and accepted from Ros Calvert and Ellie Baker.
The chairman introduced Natasha Carver, the new administrator for the Town Council.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None made. Mr D Harrison abstained from voting on all planning applications.

3. TOWN COUNCIL VACANCIES

a) To note resignation of Chris Yeomans

Members were sorry to receive the resignation but fully understood the reasons for it. The usual adverts have been put in place.

b) Co-option to fill vacancy

Only one of the two current vacancies could be filled as the more recent one is still being advertised. Two applications had been received and copied to all members. The two candidates were present and were asked if they wished to add anything further. After a vote Steve White was co-opted onto the council, signed his declaration of acceptance of office and joined the meeting.

The other candidate was thanked and asked if she would be willing to stand again for the second vacancy which she confirmed.

4. MINUTES

Minutes of the Town Council Meeting held on 9 June 2016 had previously been circulated and were **confirmed and signed by the chairman.**

5. INFORMATION ON MATTERS ARISING

None

6. MATTERS REFERRED FROM PREVIOUS MEETING

a) Committee and Working Groups

Following the meeting held on 22nd June a revised paper had been prepared. Item 6 detailed the requirements of distribution of the Events Committee minutes and this needed to be altered from 14 days to five working days so it matched other timescales in the document. With this amendment the paper was proposed and **AGREED.**

b) Membership of Norfolk ALC

Janet Holdom, current chair of Norfolk ALC and Town Councillor at Fakenham attended the meeting and gave a verbal presentation on the recent work of Norfolk ALC. They are currently working in partnership with the Suffolk Association enabling them to offer greater flexibility and variety on matters such as employment, HR support and training. The bulk of the annual subscription enables the Town Council to have free access to legal advice.

The chairman thanked Mrs Holdom for her attendance at the meeting.

c) To consider complaints re trading on highway verges

At the last meeting a member of the public had complained to the council regarding the caravan on the service road on the A140. The clerk had checked the position regarding this and Broadland District Council were not concerned from an environmental health point of view as no food was being cooked or prepared. Norfolk County Council operate a very light touch system with regard to trading from the highway and will only take action if it is deemed a highway safety concern.

Other complaints had also been received regarding cars for sale on the corner of Henry Page Road and Cawston Road. The clerk had reported this to Broadland District Council who were set to investigate shortly.

The large A frame advertising on the Norwich Road roundabout had also been reported.

7. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police: The written report for June was detailed by PC Shepherd. He also advised that due to a new computer system this report is very time consuming and an alternative method was available that could be accessed by a named person. It was **AGREED** that Natasha Carver would liaise with PC Shepherd regarding this.

Concern was expressed regarding vandalism at the Recreation Ground but the meeting was advised this receives regular patrols.

County: Councillor Harrison updated members on the recent discussions regarding devolution. A report on the incinerator has not progressed as some members had refused to testify.

Broadland District Council: – Councillor Steve Riley advised he was continuing to work on the issues arising at St Michaels and was hopeful of a meeting to discuss this.

Overview and Scrutiny Training

Broadland District Council are offering this at £10 per person. The clerk will contact members to ascertain their interest in this meeting.

8 ADJOURNMENT OF THE MEETING

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

The member of the public in attendance advised that he had received an answer to all his queries during the matters arising discussion

Re-CONVENE THE MEETING

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

9. FINANCE

a) To receive and adopt the Quarterly Financial Report April-June 2016

It was proposed and **AGREED** to accept the report

b) To consider renewing subscription to Norfolk ALC

Following the earlier presentation from Janet Holdom and after a short discussion it was proposed and **AGREED** to renew the subscription to Norfolk Association of Local Councils. The subscription for 2016/17 is £822.

c) To consider a report on portable electronic equipment

The report from the clerk was noted and discussed. It was proposed and **AGREED** to purchase three mobile phones for the facilities staff at the best deal possible at the time.

The suggestion for tablets for council members did not receive a proposal.

It was noted that a policy on use of the phones is required and this will be brought to the next Town Council meeting.

d) To consider a request from Aylsham Gym for funding from the Recycling fund

It was proposed and **AGREED** to grant £500 to purchase Pilates balls and flexible bars.

10. DRILL HALL

The survey had been commissioned and is scheduled to take place on Monday 18th July.

It was noted that the Town Council do not usually meet in August so to proceed this matter it was proposed and **AGREED** that the Town Hall Committee would be delegated the authority to review the survey and take any immediate steps to allow matters to progress with the purchase.

11. PLANNING ISSUES

a) APPLICATIONS DETERMINED

Information provided with the Agenda was noted.

The clerk advised she had attended the planning meeting regarding the application to remove the affordable housing requirement from the Aegel House development. Due to the restrictions in the National Planning Policy Framework the fact that the development as planned did not meet the viability test, assessed by an independent consultant, the planning committee had no option but to accept it.

b) APPLICATIONS FOR CONSIDERATION

20161104 117 Norwich Road, Aylsham
Demolition of existing bungalow and erection of replacement dwelling
Siting of temporary mobile home for use during construction

Town Council Response – Support

20161119 61 Hungate Street, Aylsham
Single storey rear extensions

Town Council Response – Support

20161145 16 Soame Close, Aylsham

Town Council Response – Support

Car port to front

20161163 1 Holman Close, Aylsham
Single storey side and rear extensions

Town Council Response – Support

12. ST MICHAELS OPEN SPACE

Hopkins Homes have indicated they are unwilling to provide a perimeter fence as it was not a condition of planning nor was it placed in the Section 106 agreement. Councillor Riley is still trying to organise a meeting with the Town Council, Broadland District Council and Hopkins Homes. It was agreed to postpone any further discussion until this meeting has been held or confirmed as not going ahead.

13. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report
The new Training Policy was proposed and **AGREED**.

It was noted that:

Neighbourhood Plan Meetings will continue on the last Wednesday of the month

Work was being undertaken at the cemetery this week

Lloyd Mills had stepped down as Hon Archivist and David Muskett had taken his place

14. CHAIRMAN'S ANNOUNCEMENTS

The chairman advised that he and the clerk had attended the recent lunch following the judging from Anglia In Bloom. The chairman commented on how well put together the portfolio for this was and how much work Aylsham In Bloom had undertaken and should be congratulated on.

15. QUESTIONS FROM COUNCILLORS

None received.

16. ALLOTMENTS

A report on proposed allotment rates for 2017/18 was circulated with the minutes. In view of the impending receipt of new allotments it was proposed and **AGREED** that the review be for one-year only to allow the impact of the new sites to be ascertained.

The revised fees for the Cromer Road site were proposed and **AGREED**.

The revised fees for the Norwich Road site were proposed and **AGREED**.

The fixed rent on the allotments in both new sites were proposed and **AGREED**.

It is anticipated that the allotments at Bure Meadows will be available for transfer shortly.

17. CORRESPONDENCE

a) Youth Engagement Networking event

No member was free to attend this event.

b) Norfolk County Council proposal to de-illuminate the lights on Norwich Road

A letter had been received from Norfolk County Council regarding de-illumination on part of Norwich Road. The section would be from the roundabout to the cemetery. The clerk had contacted Norfolk County Council regarding this and asked if it would be possible, if council decided, to transfer the lights. However, the lights are set to highway standards not footway standards and there would be considerable cost involved.

It was proposed that the council object to the suggested de-illumination. The proposal was **REJECTED**.

18. CITTÀSLOW COMMITTEE

a) To receive minutes of Meeting held on 16 June 2016

The minutes previously circulated were proposed for adoption and **AGREED**.

19. MEETINGS ATTENDED ON BEHALF OF THE COUNCIL

The minutes of the meetings of the Christmas Lights Committee (6th June) and Aylsham Older Peoples Association (May19th) were noted.

20. LICENSING

There was nothing to report.

21. RECREATION GROUND

Mr Lancaster updated members following the Recreation Ground Committee meeting held on 12th July. The toilet door had been repaired again and is now a metal door in a metal frame. A report on the security of the pavilion had been requested and this has advised additional fencing and the planting of defensive shrubs. The new fencing is starting to be installed.

The clerk advised that a complaint had been received regarding the noise made at Destination Aylsham. Broadland District Council have advised they are not taking this any further.

22. ITEMS FOR INFORMATION/FUTURE AGENDA

A request for an update on Clarkes for the next meeting.

Following issues some members are experiencing with the Google Calendar the clerk is now also updating the calendar on the Town Council website with meeting dates

23. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Ordinary Council Meeting as **Thursday 8 September 2016 at 7.00p.m**

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.04p.m.