



## AYLSHAM TOWN COUNCIL

### MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM TOWN HALL, ON THURSDAY 9 JUNE 2016 at 7.00p.m

**PRESENT:** Lloyd Mills Chairman  
Mrs E J Baker  
Mr T Bennett  
Ros Calvert  
Mr D Curtis  
Mr D Harrison

Mr B Lancaster  
Mr W Mackie  
Mrs A M Overton  
Mrs V Shaw  
Chris Yeomans

Mrs S Lake. Aylsham Town Clerk  
Mrs A Palmer RFO

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

#### 1. TO RECEIVE APOLOGIES

Apologies were received and accepted from Mrs E E Springall

#### 2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

#### 3. MINUTES

Minutes of the Town Council Meeting held on 12 May 2016 had previously been circulated. Ros Calvert proposed an amendment to Item 6 which was accepted. The minutes were **confirmed and signed by the chairman.**

#### 4. INFORMATION ON MATTERS ARISING

Mrs Springall had indicated to the Town Clerk that she would like to put herself forward for one of the vacancies on the Effectiveness of Internal Control Group. This was accepted.

#### 5. MATTERS REFERRED FROM PREVIOUS MEETING

##### a) Committee and Working Groups

The paper from the Town Clerk was presented and discussed. Various suggestions were made including:

- A one-year trial period
- Converting the staff group to a committee
- Requirement re terms of reference

It was proposed and **AGREED** to hold one meeting, open to all councillors, to discuss in depth the arrangements regarding working groups and committees and to bring the decisions to the July Town Council meeting. The meeting was arranged for Wednesday June 22<sup>nd</sup> at 9.30am.

**b) Membership of Norfolk ALC**

Due to an issue at Norfolk ALC they were unable to send a representative to the meeting. A member of the Executive Committee will be attending the July meeting. Norfolk ALC have confirmed the Town Council membership remains in place until after the July meeting.

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

**Police:** The written report for May was tabled and noted. It was agreed to publicise the SNAP Meetings

**County:** Councillor Harrison updated members on the recent changes at County Hall following the by-election which had changed the leadership of the council from the Rainbow Alliance to Conservative.

**Broadland District Council:** – Councillor Steve Riley advised the main issue at the moment is the discussions on devolution. There are concerns over representation and accountability. Regarding Aylsham matters he has been contacted in connection with issues relating to Hopkins Homes with nuisance at the play area and lack of fencing. The police are also dealing with anti-social behaviour in the area.

**7 ADJOURNMENT OF THE MEETING**

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

**St Michaels**

A resident expressed her continuing issue with the play area at St Michaels and its creation being outside Broadland District Councils own guidelines. She also advised of problems with a boundary fence and recent damage and trespass. The area as a whole is currently a real mess.

**Caravan outside The Forge**

A complaint was received regarding the caravan situated on the grass verge alongside the A140 and the poor impression it gave of the town. It was requested that as the Town Council has an arrangement with the owner in the town that a condition could be placed on this that the caravan should be removed.

### **Paupers Grave**

A representative from Aylsham In Bloom advised they are more than happy to work with the Town Council and others on the Paupers Graveyard area.

### **Planning**

Two residents shared their concerns with the council regarding the proposed development at 77 Hungate Street

### **Re-CONVENE THE MEETING**

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

### **8. FINANCE**

**a) To receive and adopt the report and recommendations from the Effectiveness of Internal Control Working Party Meeting (including Internal Audit Report)**

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

**b) To complete and agree the Annual Governance Statement on the Annual Return**

The Town Clerk read the statements from the annual governance statement which were all **AGREED** by the councillors. The chairman and the clerk signed the form.

**c) To complete and agree the Accounting Statement on the Annual Return**

The council **AGREED** the accounting statement and this was signed by the chairman and the RFO.

**d) To review and adopt the Internal Control Policy**

It was proposed and **AGREED** to adopt the Internal Control Policy

**e) To discuss the re-appointment of Auditing Solutions as the Internal Auditor for the 2016/17 Financial year**

It was proposed and **AGREED** to re-appoint Auditing Solutions.

**f) To consider quotes for fencing at Recreation Ground**

After discussion it was **AGREED** to accept Quote 4 from Balaam Brothers for £36,964.91

A letter of thanks had been received from the Cressey-Henry Page fund for the recent £500 donation.

Members expressed their thanks to Annette Palmer for all her work in relation to the annual accounts.

### **9. DRILL HALL**

The Town Clerk updated her report and the council **AGREED** the following recommendations

- I. To agree in principle, the purchase of the Drill Hall for a maximum sum of £200,000 subject to survey
- II. To appoint the Town Council solicitors to undertake the necessary legal work
- III. To consider the appointment of an agent to negotiate the purchase
- IV. To agree a full survey of the Drill Hall at an estimated cost of £1000
- V. To agree to the development of a business plan for the Drill Hall to inform decisions re improvements
- VI. To agree in principle, to take out a loan to meet the cost of the purchase

10. **PLANNING ISSUES**

a) **APPLICATIONS DETERMINED**

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

b) **APPLICATIONS FOR CONSIDERATION**

20160798 White House Cottage, Petersons Lane, Aylsham

Replacement of Kitchen window and door window (Listed Building)

**Town Council Response – Support subject to the agreement of the conservation officer**

20160805 White House Cottage, Petersons Lane, Aylsham

Demolition of existing garden store and erection of new garden store (Listed Building)

**Town Council Response – Support subject to the agreement of the conservation officer**

20160855 79 Hungate Street, Aylsham

Sub-division of plot and erection of dwelling with garage and conversion of outbuilding to dwelling

**Town Council Response – Opposed due to over cramming and issues with traffic  
Councillor Riley was requested to call the application in if necessary**

20160866 203 Hungate Street, Aylsham

Two and single storey rear extension

**Town Council Response – Support**

20160909 Abbots House, 25 White Hart Street, Aylsham

Erection of 2 bay cart lodge

**Town Council Response – Support subject to the agreement of the conservation officer**

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

The Town Council discussed this in detail and it was proposed to support. An amendment was made to support on condition of the roundabout being in place. This was seconded but was not carried. The original proposal was **AGREED**.

**Response – Support**

20160677 Aegal House, Burgh Road, Aylsham

To remove the condition regarding provision of affordable housing

This application had not been notified to the Town Council but it related to a previous application 20130715 already discussed

**Town Council Response – Object**

The Town Clerk was asked to write to Broadland to see why the Town Council had not been informed of this plan.

**11. TOWN CLERK'S REPORT**

The Town Clerk presented and updated her report

It was **AGREED** to:-

Advertise for a new co-ordinator for Community Speedwatch

To allocate £300 for a new computer for the archives

To agree the current guidelines for grants from recycling income

**12. CHAIRMAN'S ANNOUNCEMENTS**

The chairman had nothing to report.

**13. QUESTIONS FROM COUNCILLORS**

None received.

**14. ST MICHAELS OPEN SPACE**

**a) Update on transfer of land**

Negotiations are still under way regarding this. The Town Clerk has met with the s106 officer at Broadland and he is pursuing some matters. It was noted that Hopkins Homes no longer appear to be cutting the grass and the Town Council are receiving numerous complaints regarding this. Councillor Riley advised that he is also looking into this matter and will see if he can arrange a tri-party meeting to move this forward.

**b) Consider report re the Town Council receiving the Paupers Graveyard**

The council discussed the report regarding the Paupers Grave area and **AGREED** to take this on from Hopkins Homes in its current state.

**15. CORRESPONDENCE**

**a) Newsletters from Norfolk ALC including seminars and training**

No action required

**b) To consider a letter re street names at Bure Meadows**

It has been reported that one of the road names at Bure Meadows (named after wherries) is very similar to a previous resident. The council appreciated the confusion this may raise for some but agreed it was now too late to alter the name.

**c) To consider a consultation document from St Michaels School**

The consultation document from St Michaels was acknowledged.

**16. LICENSING**

There was nothing to report.

**17. CITTÀSLOW COMMITTEE**

**a) To receive minutes of Meeting held on 19 May 2016**

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

The media launch of the Aylsham App will take place on Tuesday June 28<sup>th</sup>.

**18. RECREATION GROUND**

The door for the outside toilet has been re-hung. The pavilion decoration should take place in August. Smile Park repairs are in progress.

**19. BUSINESS PLAN**

Some minor errors were noted and following these amendments it was proposed and **AGREED** to adopt the plan.

**20. ITEMS FOR INFORMATION/FUTURE AGENDA**

- Report from Older Peoples Association
- Trading on the A140
- Co-option of new councillor
- Archives

**21. DATE OF NEXT MEETING**

The Chairman confirmed the date of the next Ordinary Council Meeting as **Thursday 14 July 2016 at 7.00p.m**

The open spaces meeting will be held on **Thursday June 30<sup>th</sup> at 5.30pm.**

**22. 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

**23. STAFFING MATTERS**

The clerk report that Natasha Carver had accepted the post of Administrative Officer and will start on Monday June 27<sup>th</sup>.

Hilary McCann will be leaving at the end of June and it was **AGREED** to hold a small reception for her on Tuesday June 28<sup>th</sup> at 11.30am.

**24. NEIGHBOURHOOD PLAN**

The council considered the report from the last Neighbourhood Plan meeting and **AGREED** to appoint Abzag to work with the council in creating the Neighbourhood Plan.

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 9.05p.m.