



AYLSHAM TOWN COUNCIL
MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON THURSDAY 12 JANUARY 2017 at 7.00pm

PRESENT: Lloyd Mills Chairman Mr B Lancaster
Ros Calvert Mr W Mackie
Mr D Curtis Mrs A M Overton
Mrs M Evans Mrs E Springall
Mr D Harrison Mr S White

Mrs S Lake Town Clerk Mrs A Palmer RFO

4 Members of the Public

1. TO RECEIVE APOLOGIES

Apologies were received and accepted from Mrs E Baker, Mr T Bennett and Mrs V Shaw

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Mr D Harrison – non-pecuniary interest on items relating to District and County Council and the Drill Hall.

3. MINUTES

The minutes of the Town Council Meeting held on 8th December 2016 which had previously been circulated were **confirmed and signed by the chairman.**

4. INFORMATION ON MATTERS ARISING

None.

5. MATTERS REFERRED FROM PREVIOUS MEETING

None raised

6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police: The monthly report was circulated with the agenda.

Broadland District Council: – Councillor Steve Riley was unable to attend.

County: Mr Harrison advised that devolution appears to be no longer viable, however there does appear to be signs of a new push for unitary. The budget is being discussed at the moment and this may include a substantial rise earmarked for adult social care.



He advised there are also issues with subsidies to pharmacies which may have an effect on prescriptions.

7 **ADJOURNMENT OF THE MEETING**

It was proposed and **AGREED** to adjourn the meeting for 9 minutes to take comments from the public.

A resident of Stuart Road spoke regarding an application for The Meadows. He listed his objections to the application which included, proximity to his property, comments from highways and that the Conservation Area should be retained as it is. He felt the application was an encroachment on the area.

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.

b) **APPLICATIONS FOR CONSIDERATION**

20162057 Meadow Way, The Meadows, Aylsham
Subdivision of plot and erection of single storey dwelling – revised application

Town Council Response – Object - it was felt very little had changed since the last application and the basic premise of the application is that because of the land height it cannot be seen. The original objections still stood. The property is still too close to the existing house causing possible issues in the future. It was proposed and **AGREED** to request that the application be called in if the officer recommends approval. It was noted that the design and access statement advised that one district councillor was quoted as in support of the application.

20162171 Aylsham Mill, 1 Mill Row, Aylsham
Replacement of sitting room window with bi-fold doors, fitting of hand rail (listed building)

Town Council Response – No Objection

20162156 Pike House, Sir Williams Lane, Aylsham
Demolition of existing dwelling and outbuilding
Erection of replacement dwelling and outbuilding

Town Council Response – No Objection



20161711 Aegel House, Burgh Road, Aylsham
Demolition of Former Care Home and Erection of 22 Residential dwellings – revised plans

Town Council Response – No Objection - it was felt that most of the issues raised had been addressed. However, there was still an issue with the green and vehicle access and also future ownership. These will be highlighted in the response.

The application does not include the provision of any street lights. It was proposed that the developers be requested to add these. This was **REJECTED** on a majority vote.

20162157 The Old Bank House, Burgh Road, Aylsham
Maintenance and repairs to garage building

Town Council Response – No Objection

c) NEIGHBOURHOOD PLAN

The results from the December 3rd meeting are currently being advertised.

The Town Clerk is still trying to work with the school to repeat the exercise there.

The next meeting will be February 1st at 11.30am in the Town Hall.

d) PLANNING APPLICATION APPEAL

An appeal has been launched on application 20160855 to build a property on Hungate Street. The appeal is by correspondence only. It was proposed and **AGREED** that a further letter objecting to the application be sent to the appeal.

9. FINANCE

a) To receive and adopt the Quarterly Report for the quarter ended 31st December 2016

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

b) To receive and adopt the draft Investment Policy

It was proposed and **AGREED** to adopt the policy

c) To note Town Council fees for the year beginning 1st April 2017

The fees for the Town Hall and markets remained unchanged. The burial fees showed a small increase. It was proposed and **AGREED** to accept these fees.

10. BUDGET 2017/18

a) To receive any comments/questions previously submitted to the RFO

Only one received regarding facilities equipment which has been responded to.

b) To consider and agree Discussion Points 3,4,10,17,18,30.

Cittàslow fee (3) – It was proposed and **AGREED** that the Cittàslow Committee would be asked to contribute £575 of the £1575 membership fee.

Citizens Advice Bureau (4) – after a discussion it was proposed and **AGREED** to budget £1000 but this will only be released on receipt of details re usage.

Market Place Repairs (10) – no budget has been set aside for this. There is an issue with the shed in the co-op car park which is used primarily for storage. The roof leaks and the floor has an uneven and often flooded surface. The Town Clerk has been unable to obtain a quote for repairs and it would appear that the shed is not owned by the Town Council. It was proposed and **AGREED** to investigate ownership and also ensure all potential users are aware of the issues with the area and obtain a declaration from them that they are aware and accept the possible risk.

Town Hall refurbishment (17) - £17,000 will be available from 2016/17 and a further £20,000 is proposed for 2017/18, making a total of £37,000. Initial quotes are coming in nearer £45,000. After a long discussion, the proposal to remove this from the budget was **REJECTED** on a majority vote

Replacement Furniture (18) – some of the chairs at the Town Hall are in a very poor state. Like for like replacements cost £45 but cheaper models are available. It was proposed and **AGREED** to retain the budget but cheaper products may be sourced if appropriate.

Car Parks (30) – there is some uncertainty over the future of the town car park leases. It was proposed and **AGREED** not to set any budget for these and to await developments using general reserves if necessary.

c) To agree the final budget figure for 2017/18

It was proposed and **AGREED** by a majority vote to request a precept of £409,903 for the year 2017/18.

It was proposed and **AGREED** that the Town Clerk and RFO prepare a press release regarding the increase.

11. TOWN CLERK'S REPORT

The report was presented and updated as follows:

The tenant of Cemetery Cottage may be relinquishing the lease this year

The reinstatement of the fence or bollards at Marriott's Way was agreed.

The subscription for Walkers are Welcome will be funded from the recycling grant.

The Town Clerk was requested to do a full investigation in issues regarding the town car parks for discussion in February.

12. CHAIRMAN'S ANNOUNCEMENTS

The chairman had attended a meeting organised by the police regarding community engagement. Unfortunately, one Parish Council tended to dominate the meeting. Further meetings are scheduled for every six months.

13. QUESTIONS FROM COUNCILLORS

None received

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. A request from David Wilson Homes for publicity has been received and dates are awaited.

b) To consider layout of The Willows allotments

The total plot size is 4700 square meters. The Town Clerk suggested splitting this into three sections – parking, allotments – community orchard. The parking would be grass with a mesh underlay at a cost of approximately £2500. The Town Council were in agreement to this in principle so a detailed plan will be prepared for consideration.

15. TO CONSIDER CHURCHYARD MATTERS

a) To consider quotes for a drain survey in the churchyard

Six companies were approached but only two had submitted a quote. After a lengthy discussion, it was proposed and **AGREED** to accept Quote A

b) To consider recommendation from the Churchyard Committee as follows:

- i) to suspend Financial Regulations to allow the engagement of a specialist contractor to work on the interior walls.
- ii) The contractor charges £22 per hour and the recommendation from the Committee is to commission £10,000 of work
- iii) once this has been completed the work and the contractor will be reviewed

It was proposed and **AGREED** that the recommendations from the Churchyard Committee be accepted.

16. DRILL HALL

A letter had been received from the solicitors regarding the following terms:

1. The purchase price of £185,000
2. Use of the land is restricted to that of a community facility
3. There is to be an overage provision, terms to be clarified
4. Norfolk County Council to retain the right to re-acquire the property should the Town Council no longer wish to continue with the management of the community uses
5. The Town Council to meet Norfolk County Councils legal and agent's costs

The clerk had responded that, subject to Councils approval, items 1,4 and 5 were agreed subject to the fees being reasonable. The Town Clerk also queried whether provision 2 was 100% community use and also what kind of overage provision they are looking at bearing in mind the requirement for community use.

It was proposed and **AGREED** to support the responses the Town Clerk had given. It was also proposed and **AGREED** to delegate to the Town Clerk the authority to agree these conditions.

17. TWINNING

A request for the Town Council to hold a reception for the Twinning visitors had been received. It was proposed and **AGREED** to provide this.

18. CRESSEY HENRY PAGE TRUST

- a) The minutes of the meeting of the Trust meeting held on 10th November 2016 were noted.
- b) Jim Pannell, one of the existing trustees, has moved house and resigned from the Trust. It was proposed and **AGREED** to appoint Andrew Wilton as a Trustee.

19. QUEEN ELIZABETH II JUBILEE TRUST

The deeds for this trust had been reviewed and a drafting error had been noticed. A new deed had been prepared clarifying the need for recipients to live in Aylsham or attend an Aylsham based group. It was proposed and **AGREED** to accept this supplementary deed.

20. LOCAL COUNCIL AWARDS

The updated report was noted.
 The Community Engagement Policy was proposed and **AGREED**
 The Scheme of Delegation was proposed and **AGREED**

The council confirmed that the following documents were published on the Town Council website:

Draft minutes of all council and committee meetings within four weeks of the last meeting
Minutes
Health and Safety policy
Equality Policy
Community engagement policy involving two-way communication between council and community
Grant awarding policy
Evidence showing how electors contribute to the Annual Parish or Town Meeting
An action plan and related budget responding to community engagement and setting out a timetable for action and review
Evidence of helping the community plan for its future

The Council confirmed that the following were all in place:

Scheme of delegation
Up-to-date insurance policies that mitigate risks to public money
Addressed complaints received in the last year
at least two-thirds of its councillors who stood for election
A qualified clerk

All staff employed according to nationally or locally agreed terms and conditions
A formal appraisal process for all staff
A training policy and record for all staff and councillors

This virtually completes the requirements. The remaining two points will be put in place for agreement by the Town Council in February.

21. LICENSING

There was nothing to report.

22. RECREATION GROUND

A Committee Meeting was held on 10th January and the AGM is scheduled for March when a new chairman will be elected.

23. ITEMS FOR INFORMATION/FUTURE AGENDA

Car Parking
Annual Town Meeting

24. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Ordinary Council Meeting as **Thursday 9 February 2017 at 7.00pm.**

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.48pm.