

6 ADJOURNMENT OF THE MEETING

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

A resident of Mill Pightle thanked the council for their assistance with the fencing solution at St Michaels. Residents are now interested in purchasing some of the wooded area and the clerk is currently looking into this possibility.

Re-CONVENE THE MEETING

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

7. PLANNING ISSUES

a) APPLICATIONS DETERMINED

Information provided with the Agenda was noted.

b) APPLICATIONS FOR CONSIDERATION

201611711 Aegel House, Burgh Road, Aylsham

Demolition of care home and erection of 22 dwellings

Town Council Response – Concern was expressed regarding parking for the three affordable houses. It was also queried why these were in one block. There is no indication as to the long-term maintenance of communal trees and the green space.

20161872 St Michaels Service Station, Cawston Road, Aylsham

Two storey rear extension

Town Council Response – Support

20161923 49A Burgh Road, Aylsham

Installation of velux windows

Town Council Response – Support

20161853 Warren House, Cawston Road, Aylsham

Removal of planning conditions from 20021381

Town Council Response – No Objection

20161855 Warren House, Cawston Road, Aylsham

Removal of planning conditions from 20030668

Town Council Response – No Objection

20161944 59 Bure Way, Aylsham

First Floor rear extension, internal and external alterations and removal of rear conservatory

Town Council Response – Support



20161905 Land adj 14 White Hart Street, Aylsham
Erection of dwelling

Town Council Response – No Objection providing Conservation Officer is happy with street scene. Also request time restrictions on deliveries to alleviate traffic issues

20161944 20 Ethel Tipple Drive, Aylsham
Replace conservatory with garden room

Town Council Response – No Objection

c) NEIGHBOURHOOD PLAN

- i) The notes of the meeting held on November 30th were adopted.
- ii) A report on the event held on December 3rd was tabled. The event was very well attended and it is hoped to repeat it at the High School to get a younger point of view. Results will be analysed and be available at the next meeting of the Steering Group on February 1st
- iii) The notes had included a suggestion to purchase a gazebo and weights to enable further sessions to be held outdoors. The estimated cost of this is £350. This purchase was **AGREED**.

8. FINANCE

- a) **To receive and adopt the Scrutineers Report for the quarter ended 30th September 2016**
It was proposed and **AGREED** to adopt the report
- b) **To receive and adopt the notes of the Effectiveness of Internal Control Working Party Meeting 15th November 2016**
The notes were received and adopted
- c) **To adopt the four recommendations from the Internal Audit Report**
The recommendations in the Internal Audit Report were proposed and **ACCEPTED**.
- d) **To adopt the Internal Audit Report 2016-2017 (interim)**
It was proposed and **AGREED** to adopt the Internal Audit Report
- e) **Adopt the revised Financial Risk Assessments numbered 1-2 and 4-9**
The Effectiveness of Internal Control Working Party had reviewed the Financial Risk Assessments. It was proposed and **AGREED** that these all be accepted. Financial Risk Assessment No 3 is still under review.
- f) **To adopt revised Financial Regulations**
New Financial regulations based on the National Association of Local Councils model were proposed and **ACCEPTED**.

g) To consider a report regarding a request for a credit card for Town Council use

It was proposed and **AGREED** to apply for a credit card for Town Council use, based on the recommendations outlined in the request as follows:

1. Only the Clerk or in her absence the RFO would be authorised to use the card.
2. The card will be kept in a safe place in the office at all times when not in use
3. The card would only be used when no other payment option is open to the Town Council
4. All purchases would be checked against the itemised bill by the RFO
5. Once the credit card bill is received the paperwork in point 4 will be attached to the credit card bill and this would be checked by two bank signatories
6. The credit limit of the card will be fixed at the amount delegated to the clerk as emergency expenditure (currently £2500)
7. The card shall be subject to automatic payment in full at each month-end as detailed in 6.19 of Financial Regulations

h) To consider a request for extended use of BACS and similar payments

It was proposed and **AGREED** to move as many payments as possible from cheque to BACS

i) To consider quote re replacement street light on Cawston Road

The street light on Cawston Road near Mill Lane requires replacement. This is on the very edge of the conservation area. Two prices had been received to replace with either a standard light or a retro style. It was proposed that a standard light be fixed which was **AGREED**

9. BUDGET 2017/18

- a) To receive any comments/questions previously submitted to the RFO
None received
- b) To note need to discuss certain recommendations in the budget papers issued in November in detail at the January meeting to enable final figures to be agreed.
Discussion Points 3,4,10,17,18,30. This was noted
- c) To agree in principle the remaining recommendations in the budget papers issued in November re retaining existing budgets
This was proposed and **AGREED**.

10. TOWN CLERK'S REPORT

The report was presented and noted.

11. CHAIRMAN'S ANNOUNCEMENTS

The chairman had attended the Christmas Lights Switch-on introducing Peter Purdy. All present felt the event had been excellent and thanked the organisers.

12. QUESTIONS FROM COUNCILLORS

None received

13. 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 visited The Willows and the site will be handed to the Town Council as it is i.e. without any parking area or walkways. Councillors were asked to consider what type of surface would be required to enable quotes to be obtained.

14. CITTÀSLOW COMMITTEE

a) To receive minutes of Meeting held on 17th November 2016

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

15. TO CONSIDER EVENTS MATTERS

a) To receive minutes of the meeting held on the 24th November 2016

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

16. TO CONSIDER CHURCHYARD MATTERS

a) To receive minutes of the meeting held on the 17th November 2016

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

17. DRILL HALL

The matter is currently going through legal process. Completion will most likely now be after Christmas.

18. LICENSING

There was nothing to report.

19. RECREATION GROUND

CCTV is scheduled for installation in January. This will cover the pavilion area only. Data Protection registration is to be organised.

The toilet door has been repaired.

20. ST MICHAELS DEVELOPMENT

a) To receive an update on the request for fencing

Hopkins Homes have agreed to install a fence on the boundary of the site with the houses on Mill Pightle.

b) To receive an update on the Paupers Graveyard

A meeting was held on November 21st regarding proposals for the area which was attended by approximately 50 people. Many volunteered to assist with work. The main

issue will be to confirm access to the site, especially during the clearance, as this is over land owned by Circle Housing. The clerk is working to get confirmation from Circle

21. HIGHWAY ISSUES

a) To receive response re Parish Partnership bid for Cawston Road

The proposal put forward has been deemed not suitable for the Parish Partnership scheme. However, there was some positive response to some of the suggestions so it was agreed that the clerk will pursue the matter with both Highways and Broadland to see what could be done.

b) To consider further Parish Partnership Projects

None suggested

c) To consider comments regarding traffic turning from doctors on Hungate Street

There had been a lengthy Facebook discussion regarding this matter. The road is access only so it would not be legally possible to install a no left turn sign.

d) To consider comments from public participation in November regarding on street parking

Members felt the issues of on-street parking around the town were growing but have been advised by Norfolk County Council that no additional regulations would be possible. Any dangerous parking should be reported to the police and the matter will be discussed with PC Shepherd.

22. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police: The monthly report was circulated with the agenda. Present at the meeting were Superintendent Stuart Gunn and Norfolk Police & Crime Commissioner Lorne Green. Both gave short presentations on the issues facing the police with regard to budgeting. Superintendent Stuart Gunn advised that his district covers most of North Norfolk and Broadland and there are 150 officers covering this area operating 5 shifts. Over the last 5 years successive funding cuts have reduced the service the police are able to give as there are currently 300 fewer uniform officers. At the same time the amount of crimes reported has increased especially in the area of violent and sexual crimes as confidence in being able to report these crimes grow.

Lorne Green requested feedback on the budget consultation in which an increase in the precept was sought. Without the proposed increase police numbers are likely to be reduced still further.

Broadland District Council: – Councillor Steve Riley updated members advising that Broadland as a whole have voted for devolution although he and David Harrison opposed this. The majority of Norfolk councils are opposed to devolution so the deal with Suffolk seems to have fallen. It is muted that Broadland may wish to negotiate a new deal with Suffolk but it is unclear how this will be feasible.

County: No report available



23 PUBLIC PARTICIPATION

It was proposed and **AGREED** to adjourn the meeting to take comments from the public. A resident highlighted the issue regarding the roadway at Stonegate which is covered in slurry making it almost unpassable. This is also the route of a parish walk. It was stated that Norfolk County Council require evidence to take the matter to court.

24. ITEMS FOR INFORMATION/FUTURE AGENDA

No new items were raised

25. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Ordinary Council Meeting as **Thursday 12 January 2017 at 7.00pm.**

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.15pm.