



AYLSHAM TOWN COUNCIL
MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON THURSDAY 8 JUNE 2017 at 7.00pm

PRESENT: Lloyd Mills Chairman Mr B Mackie
Mr T Bennett Mrs A M Overton
Ros Calvert Mrs V Shaw
Mr D Curtis Mrs E Springall
Mrs M Evans Mr S White
Mr B Lancaster

Sue Lake Town Clerk Annette Palmer, RFO

4 members of the public

1. TO RECEIVE APOLOGIES

None Received

The vacancy following Mrs Bakers resignation has been registered with Broadland District Council and the cut-off date for calling for an election is June 12th.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None Made

3. MINUTES

Minutes of the Town Council Meeting held on 11 May 2017 had previously been circulated and were **confirmed and signed by the chairman.**

4. INFORMATION ON MATTERS ARISING

12. Car Parks

It was noted that the car park mentioned in the minutes does not state that it was The Buttlands car park being discussed. The amount for replacing the bollard was queried – this was the sum Broadland quoted.

7/8. Representation

Mrs Overton wished to fill the vacancy on the staff working party and the Friendship Hall. This was **AGREED.**

20. Councillors Questions

The walkway from Sir Williams Lane to the new development is now open.

5. MATTERS REFERRED FROM PREVIOUS MEETING

The work on the leylandii tree has been investigated and the person responsible has been approached. It was made clear that no further work should be undertaken without prior reference to the Town Council.

6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

The police report was noted.

Councillor Riley attended the meeting briefly to advise that there was nothing to report from Broadland.

7. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

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

Aylsham In Bloom – advised that over 800 people attended the Open Gardens event the previous weekend. They also would like to thank the Town Council for considering their application for a grant.

Jo Tuttle (Aylsham High School) – introduced herself as the Business Services Manager for the Aylsham Learning Federation. She advised the school wished to work with the town and was happy to provide detail on the two planning applications to be discussed.

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

20170745 The Laurels, Drabblegate, Aylsham
2 Bay Cart Shed with room in roof space, single storey rear extension and dormer windows

Town Council Response – No Objection

20170752 14 Holman Close, Aylsham
Removal of existing garage and construction of front/side extension

Town Council Response – No Objection

20170804 Western Green, Spa Lane, Aylsham
Removal of condition 2 (agricultural occupancy) of planning permission SF17412

Town Council Response – No Objection

20170767 Aylsham High School, Sir Williams Lane, Aylsham
Extension and refurbishment of swimming pool facilities to provide additional changing space and associated reception and office space
Town Council Response – No Objection in principle but request that Broadland District Council and Norfolk County Council work together to ensure that the statement in the s106 that the pool is available for public use becomes a reality

20170802 91 Hungate Street, Aylsham
Single storey rear extension
Town Council Response – No Objection

Y/5/2017/5010 John of Gaunt Infant and Nursery School, Hungate Street, Aylsham
Provision of 6-bay double classbase modular accommodation building for two years
Town Council Response – No Objection but request a time limit of two years

20170841 8a Town Lane, Aylsham
New Pent shed
Town Council Response – No Objection

20170899 Kingdom Hall, Dunkirk, Aylsham
Erection of porch to front
Town Council Response – No Objection

20170902 Railway Cottage, 2 Buxton Road, Aylsham
Single storey rear extension
Town Council Response – No Objection

20170946 5 Penfold Street, Aylsham
Erection of Timber Cart Shed
Town Council Response – No Objection

20170820 The Grange, 11 Cromer Road, Aylsham
\Replacement Windows
Town Council Response – No Objection

c) **NEIGHBOURHOOD PLAN**

A summary of the Sustainability Appraisal document was circulated. This document is 90 pages and provides information and statistical data on numerous matters relating to the proposed Neighbourhood Plan.

9. **FINANCIAL MATTERS**

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

It was proposed and AGREED to accept the report and the recommendation regarding earmarked reserves

b) To agree the formation of a task and finish group as recommended in the report

It was proposed and **AGREED** to set up this group to review the earmarked reserves, budget reporting process and the presentation of quarterly reports. Membership of the group will consist of Lloyd Mills, Ros Calvert, Mrs Springall, Mrs Overton and the Town Clerk and RFO.

c) To complete and agree the Annual Governance Statement on the Annual Return

The statements on the Governance Statement were read by the RFO and all **AGREED** by the members of the Town Council.

d) To complete and agree the Accounting Statement on the Annual Return

This was **AGREED** and signed by the chairman, clerk and RFO.

e) To review and adopt the Internal Control Policy

This was **AGREED**.

f) To discuss the re-appointment of Auditing Solutions as the Internal Auditor for the 2017/18 Financial year

It was **AGREED** to appoint Auditing Solutions to undertake the Internal Audit for 2017/18

g) To consider application for a grant for Aylsham In Bloom

It was proposed and **AGREED** to grant Aylsham In Bloom £100 towards the plaques for the Traders Competition.

10 TOWN CLERK'S REPORT

The Town Clerk presented and updated her report

Discussion on the adverse possession claim for the land on Mill Row took place. It was proposed and **AGREED** to object to the claim on the basis that ownership and access has been challenged over the last 12 years.

It was proposed and **AGREED** to accept the increase of 11.6% on the cost of repairs to the roadway in the churchyard.

It was proposed and **AGREED** that both the standing orders and risk management policy having been reviewed by the clerk do not require and modification.

11. CHAIRMAN'S ANNOUNCEMENTS

The chairman advised that he and Mrs Shaw had recently signed the documentation regarding purchasing the Drill Hall.

He thanked Trevor Bennett for welcoming the twinning visitors last month.

12. QUESTIONS FROM COUNCILLORS

Ros Calvert had asked 'If it is possible for us to re-visit the decision to award Aylsham Community Gym only £100.' This was based on the information she had gleaned subsequent to the meeting of just how well the gym is used and that a number of people are referred there by their doctor. This was also endorsed by Trevor Bennett who had also discovered the same information. Councillors **AGREED** to re-discuss this item.

After a short discussion, it was proposed and **AGREED** to increase the grant by £1100.

13. DRILL HALL

The funds to purchase the hall are scheduled to be transferred on June 9th. The hall has a great deal of furniture and the Town Council will look to offer this to the public for collection with a donation.

14. ST MICHAELS OPEN SPACE

The land at St Michaels has now been transferred to the Town Council. An invoice for the commuted sum has been submitted.

It was proposed and **AGREED** to accept the quote from the existing grounds maintenance contractor of £1512 for the grass and £180 for the shrub beds for the rest of the 2017 season.

15. HIGHWAY ISSUES

a) To consider strimming verge on Burgh Road

The verge alongside Burgh Road adjacent to the Recreation Ground is very overgrown containing very large brambles and could be an issue to pedestrians. The land does not currently form part of the delegated verge cutting agreement with Norfolk County Council. It was proposed and **AGREED** to use additional verge cutting monies to cut this verge at a cost of £120. The usual grounds contractor will be engaged.

b) To consider adding verge to current verge cutting contract with Norfolk County Council

It was proposed and **AGREED** to contact Norfolk County Council to add this verge to the existing agreement.

c) To note further complaints regarding on-street parking

The council office receives numerous complaints regarding on-street parking. One example was included with the agenda. It was proposed and **AGREED** that the office will continue to respond to such complaints by advising complainants to contact Norfolk County Council via the on-line complaints system and that the Town Council would endorse any complaints made and undertake the necessary follow-up action.

d) To consider issues raised regarding service road on A140 outside The New Forge and Aylsham Garden Centre

The owners of the businesses at the approach to the town had complained to Norfolk County Council regarding the vehicles parked in the service road outside their properties. The advice given to them by the customer service centre was not wholly accurate. The situation was discussed in detail and it was **AGREED** that the clerk would write to the businesses regarding the issues and possibly actions they could take.

16. CEMETERY COTTAGE

The Town Clerk had met with three builders but all the quotes had not been received. It was proposed and **AGREED** that the Properties Committee be delegated the authority to discuss and agree the quotes.

17 STREET LIGHTING

A report on the meeting between Councillors and the street lighting contractor to discuss full LED replacement was presented. The cost of replacing all existing lights is in the region of £200,000 but should provide significant savings in both electricity and maintenance and therefore has a payback life of less than 15 years. The principle of replacing all lights was placed in the business plan and it was proposed and **AGREED** to look at implementation of this project.

Discussion took place as to whether to suspend financial regulations to engage our current contractor but it was felt that with a contract this large it needs to go out to tender.

The clerk will start the process of tendering and also look into finance for the project.

18. ALLOTMENTS

a) The report on the allotments was noted including the action taken by the Town Clerk for cutting of the weeds by the grounds maintenance contractor at a cost of £50. The options for future grass cutting were discussed and it was proposed and **AGREED** to engage the current contractor to cut the grass for the rest of the 2017 season. The cost of this is £440.

b) The Town Clerk had reviewed the fees for the allotments and taking into account the number of vacant plots proposed no increase for the year 2018/19. This was **AGREED**.

19. TO CONSIDER CITTASLOW MATTERS

To receive minutes of Meeting held on 18TH May 2017

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

20. COMMUNITY EVENTS

To receive minutes of Meeting held on 31st May 2017

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

21. RECREATION GROUND

The Recreation Ground Committee have changed their meeting schedule so the minutes are presented to the council closer to the meeting. There are three main projects the committee are working on – a petanque area, youth shelter and zip wire.

The Town Clerk alerted members of an issue with the willow tree. She had been in correspondence with a tree surgeon and he confirmed that the tree appears to be dying. The council noted this issue.

22. LICENSING

There was nothing to report.

23. CHRISTMAS LIGHTS

The minutes were noted.

24. ITEMS FOR INFORMATION/FUTURE AGENDA

It was noted that the photos of chairman and Town Clerks in the Council Chamber need updating.

25. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Ordinary Council Meeting as **Thursday 13 July 2017, at 7.00pm**

26. 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.

27. STAFF WORKING PARTY

The report presented to the council was discussed in detail.

It was proposed and **AGREED** to increase a member of the facilities staff hours from 25 to 30 per week for the summer (May-October)

It was proposed and **AGREED** that the Market Place cleaners contract could be altered to accede to his request regarding his hours. His contract will be adjusted to reflect the decision reached.

It was also proposed that the cleaning of the toilets and the Drill Hall and possibly the pavilion at the Recreation Ground could be combined into one new post. This would be for Monday-Friday with contractors engaged for the weekends. After discussion, it was **AGREED** that the Staff Working Party meet on Friday June 16th to discuss the arrangements

for cleaning the Drill Hall, toilets and pavilion and prepare a proposal for presenting to the July Town Council meeting.

In the meantime, with the imminent acquisition of the Drill Hall it was proposed and **AGREED** that a contractor can be engaged to take over the cleaning at the Drill Hall and public toilets. This to take effect as soon as possible.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.20p.m.