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
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 classroom 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 endorse 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. **LICENSESING**  
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.