



## AYLSHAM TOWN COUNCIL

### MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM DRILL HALL, ON WEDNESDAY 19 JUNE 2019 at 7.00p.m.

<b>PRESENT:</b>	Lloyd Mills Chairman	Mr B Lancaster
	Mrs J Bennett	Mrs A Overton
	Mr T Bennett	Mr P Prekopp
	Mr R Clark-Ward	Mrs V Shaw
	Mr D Curtis	Mrs E Springall
	Mrs M Evans	

Sue Lake Town Clerk

**8 members of the public**

#### **1. TO RECEIVE APOLOGIES**

Apologies were received and accepted from David Harrison and Steve White

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

Pat Prekopp declared an interest on planning application 20190826

#### **3. MINUTES**

The chairman asked for the minutes to be changed to reflect the request for planning application 20190482 to be called in. This was **AGREED**.

Minutes of the Town Council Meeting held on 15 May 2019 had previously been circulated and with this addition were **confirmed and signed by the chairman**.

#### **4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA**

All declarations of acceptance of office signs have been completed.

The school warning sign approaching the crossing on the Norwich Road is obscured by trees. The Town Clerk has written to the Jubilee centre asking if these could be trimmed back. They have agreed to do this.

#### **5. MATTERS REFERRED FROM PREVIOUS MEETING**

None

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

**Broadland District Council** – Sue Catchpole advised of various workshops and courses available from Broadland for Business Start Ups. There are also other programmes for long term unemployed (Choices and LIFT) and also looking to promote apprenticeships which have fallen over recent years.

She has been advised that road markings on Burgh Road and Cawston Road will be installed by the summer.

Steve Riley advised that the political balance at the council has now changed to a slight degree. He is chairman of overview and scrutiny and is working with the staff who are apprehensive of the changes being brought by the joint working arrangements.

The call in of St Michaels was too late to be applied.

**Norfolk County Council** – Councillor David Harrison was not in attendance. No report on school admissions had been received and this will be carried forward to the July meeting.

## 7. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

It was proposed and **AGREED** to suspend standing orders for 10 minutes.

Relatives of a resident on Mill Row addressed the meeting regarding the removal of the tree to create the footpath. They felt the situation had been extremely badly handled by the Town Council and should any further tree removal occur they would take action. They advised the majority of the residents wanted the tree rather than the path.

## 8. PLANNING ISSUES

### a) APPLICATIONS DETERMINED

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

### b) APPLICATIONS FOR CONSIDERATION

20190626 Land off Woodgate, Aylsham

Change of use to campsite including erection of site office and shower/toiler block. Siting of 6 static caravans, provision of visitor car parking, pumping station and creation of new access onto Woodgate Lane

**Town Council Response – No Objection in principle but concerned at vehicular and pedestrian access**

20190783 33 Market Place, Aylsham

Installation of replacement front signage and projecting sign (Listed Building)

**Town Council Response – No Objection**

20190787 The Old Candle House, 25 Red Lion Street, Aylsham

Replacement of four top hung casement windows with sash windows

**Town Council Response – No Objection**

20190804 Aylsham High School, Sir Williams Lane, Aylsham

Erection of a single storey community building with auxiliary 3G Pitch, Floodlighting and Associated Works

**Town Council Response – No Objection but not sure why a 4g pitch is not being considered**



20190826 Fern Cottage, Spratts Green, Aylsham  
First Floor Side Extension and Flat to Pitched Roof to Rear

**Town Council Response – No Objection**

It was noted that the plans for this application were poor

**c) NEIGHBOURHOOD PLAN**

The referendum had been held on June 13<sup>th</sup> and although the turnout was poor (just over 17%) the vast majority voting voted in favour of the plan. The Chairman thanked all members and residents who had worked on the steering committee for this plan.

Trevor Bennett felt that a group should be formed to keep the contents of the plan to the forefront. This will be particularly important with the Greater Norwich Local Plan consultation scheduled for October. Abzag (the consultants) had offered training on the use of the plan but gave no indication of cost. Trevor will put something together to discuss at the next meeting. There is an issue with them as they have not yet provided the Town Council with an editable version of the plan.

It was felt some printed versions of the plan would be useful and the clerk had obtained a quote of £875 for 100 copies. Members were not sure how many copies would be needed but less copies would not reduce the price much. It was proposed and **AGREED** to order 100 copies.

**d) OTHER PLANNING ISSUES**

**Response from Broadland re complaint**

The response received from Phil Courtier to our complaint was circulated with the agenda. It was felt that he should be invited to attend a Town Council meeting – hopefully in July.

**9. FINANCIAL MATTERS**

**a) To receive and adopt the Scrutineers Report for 31<sup>st</sup> March 2019**

This was noted.

**b) To receive the Internal Audit Report 2018/19**

The report was noted and the two recommendations explained. The Effectiveness of Internal Audit Group will discuss it in full and the report will be brought to the July meeting

**c) To receive the income and expenditure account and balance sheet**

These reports were accepted. These showed a deficit for the year of £32,687 with net current assets of £580,386

**d) To agree transfers to and from Earmarked Reserves**

The transfers were **AGREED** making the total of earmarked reserves £322,725

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

The Town Clerk read out the statements on the Annual Governance and Accountability Return (AGAR) for the council to agree. All questions were answered 'yes' apart from the

question relating to the exercise of elector's rights. Unfortunately, a mis-calculation of dates last summer meant the document was only advertised for 29 days rather than the regulation 30.

**f) To complete and agree the Accounting Statement on the Annual Return**  
This was completed and **AGREED**.

**g) To receive and adopt the Monthly Financial Report for April 2019**  
The report was noted.

**h) To consider a request from the Recycling Fund for Aylsham Gym**  
It was proposed and **AGREED** to grant a donation from the Bottle Bank fund of £500

**i) To consider a request for a donation from Scottys Little Soldiers**  
Although this was considered a worthy cause the Town Council normally only give donations to Aylsham based organisations so the request was refused.

## **10. TOWN CLERK'S REPORT**

The Town Clerk presented and updated her report

Sapwell Close – still awaiting a response. The treasury have advised it is not them but another government section Bona Vacantia Division

Parish Partnership – this scheme which helps fund small highway improvements has been released again. Members were asked to advise the Town Clerk of any schemes they would like to suggest

Bollards on Cawston Road/Mill Road – the additional bollards have been placed incorrectly. It was noted that people were driving through them. The clerk has contacted highways to try and get this resolved.

## **11. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman read a letter from Aylsham In Bloom thanking the Town Council for their assistance with the Open Gardens event

An advert had been spotted in the EDP From NORSE for a Goods Licence on Burgh Road but the postcode did not match with this address. No further information was available and David Harrison, as County Councillor, also had no information. It was **AGREED** that the clerk should follow this up and make the appropriate response on behalf of the Council.

## **12. QUESTIONS FROM COUNCILLORS**

None received.

## **13. DRILL HALL**

**a) To receive an update**

The final details of moving hirers for when the hall is refurbished have been agreed.

## **14. CITTASLOW COMMITTEE**



**To receive minutes of Meeting held on 16<sup>th</sup> May 2019**

The minutes previously circulated were noted.

Annette Overton felt the invitation to the Bure Valley Railway was inappropriate bearing in mind the recent discussions regarding transfer from Broadland. After a discussion it was proposed that the Cittaslow Committee continue with the invitation and this was **AGREED** by a majority.

**15. TO CONSIDER EVENTS MATTERS**

**To receive minutes of Meeting held on 5<sup>th</sup> June 2019**

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

**To consider a request from A Fest for assistance**

After a lengthy discussion it was **AGREED** that the Town Council would assist the group by paying for the road closure and funding the insurance for which they expected a full refund. This would be an offer for this year only.

**16. STREET LIGHTING**

**a) To receive a report on future street lighting**

The report detailing the current street lighting and costs and the proposal to replace all lights with LED's and also replace any old style columns was noted

**b) To consider recommendations in report**

**To re-agree to the project in principle**

The Town Council **AGREED** the project in principle subject to exact costs and funding

**To consider suspending Standing Orders to work with the current contractor or to go out to competitive tender**

It was felt that the current contractors had invested a great deal of work in the project and therefore they should be engaged to do the work.

**To consider how many years in which to undertake the project**

The contractor felt at least two years was needed to fully complete the project. The Town Council felt that it should be completed during the lifetime of the current council i.e. completed by April 2023 at the very latest.

The final two points 1) Options for funding the project and 2) Public consultation will be discussed when actual costs are clearer.

**17. RECREATION GROUND**

The Minutes of the meetings held on May 14<sup>th</sup> and June 11<sup>th</sup> were noted.

The storage building has been delayed mainly during to obtaining building control approval. It is thought this will now start in the autumn.

A letter had been received from the Recreation Ground Chairman regarding the possibility of the Town Council funding the purchase of large trees to be placed on the Recreation



Ground. It was requested that the Town Council use CIL money to fund this. A lengthy discussion followed and although members felt this was a pleasant proposal, they also felt it was not an appropriate use of CIL money and that there were other more important schemes. It was proposed that the project be accepted in principle and this was **REJECTED**.

**18. POLICIES**

**a) Action Plan 2019/20**

It was felt that follow-up to the Neighbourhood Plan should be added to this. With this addition it was **AGREED**.

**19. CORRESPONDENCE**

**a) Correspondence from Bure Valley Railway re the Bure Valley Path**

The Bure Valley Railway had advised Parishes along the route that they were no longer undertaking any maintenance and that Parishes should inform Broadland of any defects noted

**b) Correspondence regarding B1145**

The Chairman of Billingford Parish Council had contacted parishes along the B1145 to suggest a meeting to discuss issues experienced regarding speed and level of traffic. The meeting was scheduled for the night of the Town Council meeting but a request for minutes had been made

**c) To receive details of the LIFT Project following a meeting with BDC**

The Town Clerk distributed a leaflet on the new Broadland LIFT project. This project is aimed at getting people back into the work place.

**d) To note change of General Manager at Blickling Hall**

Helen Bailey left the National Trust at the end of May and the new General Manager is Heather Jermy

**20. TRAINING**

a) **To note date of Whole Council Training as July 10<sup>th</sup> at 7pm**

Members wishing to attend this were: -

Pat Prekopp	Mary Evans	Joan Bennett
Val Shaw	Annette Overton	Eileen Springall
Dave Curtis	Rodney Clark-Ward	Trevor Bennett (possibly)

Other spaces will be offered to local councils

b) **To consider attendance at Community Land Trust Conference July 18<sup>th</sup> 2019**

Steve White, Mary Evans and Sue Lake are interested in attending this conference

c) **To consider attendance at Rural Housing Conference September 6<sup>th</sup> 2019**

Barry Lancaster and Mary Evans are interested in attending this event

d) **To consider attendance at Norfolk SLCC Conference**

Sue Lake will attend this event.

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

SNAP Meeting – Thursday 11<sup>th</sup> July 7pm at the Jubilee Centre

Green Lane and Codling Lane have new signs and are also being used by vehicles. It was queried what these lanes designation is and the clerk will look into this.

Fire Station – the zig zag lines outside are being parked on causing issues when the fire engine is called out. The clerk will check the situation with regard to these.

**22. DATE OF NEXT MEETING**

The Chairman confirmed the date of the next Meeting as Wednesday 17 July 2019, at 7.00pm at the Drill Hall

**CLOSURE OF THE MEETING**

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

Minutes Agreed..... 17<sup>th</sup> July 2019