



AYLSHAM TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM DRILL HALL, ON WEDNESDAY 15 MAY 2019 at 7.00p.m.

PRESENT: 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
 Mrs M Evans Mrs E Springall
 Mr D Harrison

Sue Lake Town Clerk

5 members of the public

1. ELECTION OF CHAIRMAN OF THE COUNCIL 2019/20

It was proposed and seconded that **Mr L Mills** be elected chairman for 2019/20. There were no further nominations, **Mr Mills was unanimously elected**. He thanked Councillors for their continued confidence in him, and for their support.

2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed the Declaration of Acceptance of Office, duly witnessed by the Town Clerk.

3. COMPLETION OF COUNCILLORS FORMS

a) To note receipt of councillors Declaration of Acceptance of Office

Forms had been received and signed from 12 councillors. One form was still to be completed.

b) To set a date for any outstanding Declarations

It was **AGREED** that the form must be completed by the next Town Council Meeting, June 19th.

c) To note date for completion of Register of Interests Form

Any outstanding Register of Interest forms must be completed by 30th May 2019

4. TO RECEIVE APOLOGIES



Apologies were received and accepted from Dave Curtis and Steve White

5. VICE-CHAIRMAN OF THE COUNCIL FOR 2019/2020

The Chairman called for nominations. **Mr Bennett**, was proposed and accepted the nomination, which was **AGREED**.

6. REPRESENTATIVES TO COMMITTEES & WORKING GROUPS

Representatives were appointed to Committees and Working Group as follows:

Aylsham Cittàslow Committee (5)	Mary Evans Val Shaw	Pat Prekopp David Harrison
Aylsham Community Events Committee (5)	Rodney Clark-Ward Pat Prekopp Eileen Springall	Trevor Bennett Joan Bennett Val Shaw
Properties Committee (7)	Dave Curtis Rodney Clark-Ward Eileen Springall Annette Overton	Barry Lancaster Mary Evans Val Shaw
Churchyard Committee (7)	Mary Evans Annette Overton	Val Shaw Eileen Springall
Staff Working Party (7)	Barry Lancaster Val Shaw Annette Overton	Eileen Springall David Harrison Lloyd Mills
Discipline Panel	As and when required	
Grievance Panel	As and when required	
Effectiveness of Internal Control (5)	Dave Curtis Annette Overton	Eileen Springall Steve White
Allotment Holders Liaison Group (3)	Trevor Bennett	Eileen Springall

7 REPRESENTATIVES TO EXTERNAL COMMITTEES AND OTHER ORGANISATIONS

Representatives were appointed to External Committees and Organisations as follows:

Recreation Ground Management Committee (3)	Dave Curtis Eileen Springall	Barry Lancaster
Aylsham Older People's Association	Annette Overton	
Aylsham Twinning	Pat Prekopp	



Christmas Lights Community Committee (5)	Rodney Clark-Ward Trevor Bennett Steve White
Heritage Centre Management Committee	Mary Evans Val Shaw
Safer Neighbourhood Action Panel	Rodney Clark-Ward Annette Overton
Bure Navigation Conservation Trust	Barry Lancaster
Licensing	Annette Overton

8. TO CONFIRM THE TRUSTEES OF THE CRESSEY HENRY PAGE CHARITABLE TRUST AND THE AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST

CRESSEY HENRY PAGE CHARITABLE TRUST

- a) To confirm 3 current Trustees - Mrs Ellie Baker, Mr Andrew Wilton and Mrs Eileen Springall

AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST

- b) To confirm 3 current Trustees - Mr. Michael Bush, Mrs Mary Evans and Mrs Eileen Springall

9. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Mr Harrison declared an interest in matters relating to Broadland District Council and/or Norfolk County Council

10. MINUTES

Minutes of the Town Council Meeting held on 17 April 2019 had previously been circulated and were **confirmed and signed by the chairman.**

11. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

The report from David Harrison, as County Councillor, on school numbers will be presented next month.

12. MATTERS REFERRED FROM PREVIOUS MEETING

None

13. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

It was proposed and **AGREED** to suspend standing orders for 15 minutes.

Two residents of St Michaels addressed the meeting regarding the planning application for the former St Michaels Hospital. They advised they were not against the demolition and rebuilding but objected to the proposals made.

Their main objections were:

- Scale of development – 2 storey building replacing a one storey with a larger footprint
- The development would detract from the approach to the new hospital
- Density of proposal – a6 dwellings and 32 parking places
- Additional traffic on the access road



- Lack of responsibility for new residents for the upkeep of the road
- The removal of 10 trees
- Age of tree survey – 2015
- Trees to be removed are very mature

The owner of Barnwells explained the request for a newspaper box and the reasons behind it.

14. **REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**

Broadland District Council – Following the election the three representatives are Cllr Steve Riley, Cllr Sue Catchpole and Cllr David Harrison.

Steve Riley thanked people for electing him and his colleagues and advised the political make up of the District Council had changed.

Work is still ongoing regarding the joint working arrangements and he is particularly concerned at the redundancies that are occurring.

Norfolk County Council – Councillor David Harrison advised that the County Council have now reverted back to a Cabinet and Committees system.

15. **GENERAL POWER OF COMPETENCE**

The Town Council meets the criteria of an elected Council and a qualified clerk. It was therefore proposed and **AGREED** that the council adopt and use the General Power of Competence. This resolution allows the council to use the power until the next elections scheduled for May 2023.

16. **FINANCIAL MATTERS**

a) **To receive and adopt the Monthly Financial Report for March 2019**

The report was noted.

b) **To confirm Council cheque signatories**

It was unanimously agreed that these should remain as Lloyd Mills, Trevor Bennett and Barry Lancaster

c) **Appointment of Scrutineer for 2019/2020**

Mrs Shaw advised she was willing to undertake this role again. It was proposed and **AGREED** that **Mrs Shaw** be appointed the Town Council Scrutineer for 2019/2020.

d) **To confirm the Internal Auditor for 2019/2020**

It was proposed and **AGREED** to appoint Auditing Solutions as Internal Auditor for 2019/20.

e) **To receive schedule of regular payees as required by Financial Regulations**

The schedule was noted

f) **To consider a grant request from Aylsham In Bloom**

Aylsham In Bloom requested a grant of £150 in relation to the plaques for the Traders Competition. This was proposed and **AGREED**.



17. PLANNING ISSUES

a) APPLICATIONS DETERMINED

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

b) APPLICATIONS FOR CONSIDERATION

20190611 9 Market Place, Aylsham NR11 6EN
Internal alterations and replacement windows
(Change of use not required)

Town Council Response – No Objection

20190482 St Michaels Hospital, Cawston Road, Aylsham
Demolition of existing building and erection of 16 dwellings

Town Council Response –Object for the following reasons

- The density of the proposal is very great and is out of keeping with the look of the old hospital.
- The footprint of the new development is greater than the part of the old hospital it is replacing. Instead of enhancing the Victorian aspect of St Michaels it will to some degree block it. As you access the site the full impact of the hospital frontage will be marred by the properties on plots 12-16. The main view will be that of the two bin stores which have no visual appeal.
- The access to the site, by vehicle, is over private land which the current residents pay to upkeep. The additional traffic on this unadopted road would place a significant impact on the surface and seems disproportionate.
- In the design and access statement the developer states they will 'maintain Cawston Road'. Is this true or is it an incorrect statement having misnamed the road? If it is Cawston Road what are their plans?
- The tree survey is dated 2015 and is therefore somewhat out of date. Is a re-inspection programmed?
- Concerned at the removal of 10 trees all of which are in the area covered by 2006 TPO 22. If the development area was retained as the existing area this number could possibly be reduced
- The parking proposed does not meet the requirements of the Aylsham NHPlan Policy 1i
- Access to the individual properties has restricted vehicular access and whilst this is welcomed it is believed this will also cause an issue especially when the occupiers move in or have any heavy purchases. There is a possibility that the residents will access properties via the grass and back gates. What measures will be put in place to ensure this does not occur?

It was requested that this plan be called in.

20190660 20 Buxton Road, Aylsham
Dormer windows incorporating rooms in roof and single storey side
extension

Town Council Response – No Objection

20190669 21 Swan Close, Aylsham



Single storey side extension

Town Council Response – No Objection

20190755

191 Hungate Street, Aylsham

Driveway with dropped kerb

Town Council Response – No Objection

c) NEIGHBOURHOOD PLAN

The referendum date has been formally set for June 13th. Members of the Town Council and the Steering Group are no longer permitted to promote the plan.

d) OTHER PLANNING ISSUES

i) Response from Broadland re complaint

The Town Clerk read out the response to the letter of complaint sent previously. It was felt this letter was patronising and did not fully address the issues. It was **AGREED** to write again advising of the dissatisfaction with the response.

ii) North Norfolk Local Plan

A copy of the North Norfolk Local Plan had been received and reviewed. This would appear to have little impact on the town as the settlements likely to get further development are a distance from the town.

18. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report

Sapwell Close – still awaiting a response from the Treasury

Town Hall Refurbishment – it was suggested that the situation regarding the rubble in the cellars be investigated – this will be passed onto the Properties Committee to discuss

Bollards on Cawston Road/Mill Road – the additional bollards had still not been put in place and it was requested that a reminder be sent.

19. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that the old Telephone Exchange in Unicorn Yard is for sale at a cost of £125,000. Under the Localism Act as part of the Neighbourhood Plan legislation communities can do Neighbourhood Development Orders. The chairman and clerk will look into this matter to see if this could be a potential option for the Town Council.

20. QUESTIONS FROM COUNCILLORS

None received.

21. HIGHWAYS MATTERS

a) To discuss a letter from a resident re Burgh Road and Car Boot sale

After the Easter weekend the Town Council received numerous complaints regarding the traffic queuing for the car boot sale. The clerk wrote to Highways, who advised they were on the road and queues are a factor of roads. She also spoke to planning who advised no conditions relating to the highway were placed on the original planning permission. She has



also spoken to the police. The police advised that on the weekend of the 11th May the car boot sale organiser had traffic control on the site which resulted in no problems. Hopefully, this will continue. The clerk will write to the complainants detailing the action taken.

b) To discuss concerns raised regarding speeding vehicles on Norwich Road

The person who undertakes the school road traffic control on Norwich Road had contacted the Town Clerk regarding three near misses he had experienced whilst overseeing children across the road. He is placed just inside the 20mph limit. Councillors felt that if the request to extend the 20mph when the nursery was built had been agreed this would help the situation. The Town Clerk will write to the Highways Engineer to see what action can be taken.

c) To consider using Mileham Drive car park for upgrading work to the Marriotts Way

The senior trails officer from Norfolk County Council had written to advise that upgrading work for the Marriotts Way is scheduled for October. To assist with this work, they would like to use the Mileham Drive car park as a depot. When finished they will try to get surface improvements. During the 2018 summer inspections it was noted that improvements would soon be needed and this seems an ideal solution. It was **AGREED** to agree the request. The clerk will take pictures before they arrive to ensure the site is at least maintained if not improved.

d) To note the introduction of 20mph speed limit on Cottage End and Mill Lane, St Michaels
This was noted.

e) To receive an update on the proposed placement of a storage box for papers in the Market Place.

Further to the address during public participation the Town Council discussed the options for the placement of the box. It was proposed and **AGREED** that the box would be best placed outside the Town Hall next to the recycling waste bin.

22. TELEPHONE BOX

a) To receive an update

The insurance claim has been settled and the new door and fittings ordered.

b) To consider type of water unit to be installed

A selection of possible units was provided with the agenda. The favoured type was a dual fountain and bottle filler – adult height. The clerk will get exact costs and ensure the unit is suitable and report back to the next meeting.

23. ALLOTMENTS

The notes of the meeting held on 23rd April 2019 were accepted. The Town Council confirmed they are not willing to supply manure over the four sites.

24. STREET LIGHTING

a) Update on situation of light at the junction of Burgh Road and Oakfield Road



This light should be fixed in July

b) Update on light destroyed in road accident at Burgh Road Car park

Still waiting to hear regarding the insurance claim. The post has been erected and the light should be fitted in the next two weeks

c) To consider providing street lights at new development on Burgh Road

When the planning application for this was discussed (January 2017) it was noted no lights were shown on the plan. A proposal to request lights was rejected.

It was proposed and **AGREED** not to place lights on this development.

25. PAUPERS GRAVEYARD

The chairman and clerk attended the open meeting called to discuss the proposals for this site. Only one of the neighbouring residents was in attendance. The proposals were met with approval.

26. CITTÀSLOW COMMITTEE

To receive minutes of Meeting held on 18th April 2019

The minutes previously circulated were noted

27. TO CONSIDER EVENTS MATTERS

To receive minutes of Meeting held on 1st May 2019

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

It was questioned what was happening regarding the marshals for the 5k run. Eileen Springall advised this is still to be agreed.

28. RECREATION GROUND

The Recreation Ground Committee had met the previous evening. No minutes were available.

Mr Lancaster updated the meeting on matters discussed.

- New chairman – Keith Hilton
- Looking at a tree screen across the Recreation Ground, along the bank where the height changes
- Need to replace the Skate Park

Eileen Springall felt the Skate Park was the more important element and it keeps getting pushed back. The meeting was reminded that the original Skate Park was mainly funded through parental fundraising and that needs to be considered again.



29. POLICIES

a) Standing Orders

The Councils Standing Orders were reviewed by the Town Clerk and no changes were proposed. This was **AGREED**.

b) Financial Regulations

The Councils Financial Regulations were reviewed by the Town Clerk and no changes were proposed. This was **AGREED**.

c) Risk Management Policy

The revised Risk Management Policy was **AGREED**.

d) Health and Safety Management System

The recently completed Health and Management System was **AGREED**.

30. TRAINING REQUIREMENTS

The Town Council have three new members who would need to attend a training course. The chairman proposed that the clerk organise a whole council training session to enable all members to have refresher training. This was **AGREED**.

31. CHRISTMAS LIGHTS COMMITTEE

To receive minutes of Meeting held on 1st April 2019

The minutes previously circulated were noted

32. ITEMS FOR INFORMATION/FUTURE AGENDA

These were picked up during the meeting

33. DATE OF NEXT MEETING

The Town Clerk circulated a schedule of meetings for 2019/20.

The Chairman confirmed the date of the next Meeting as Wednesday 19 June 2019, at **7.00pm at the Drill Hall**

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.55p.m.

Minutes Agreed..... 19th June 2019