



## AYLSHAM TOWN COUNCIL

### MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM DRILL HALL, ON WEDNESDAY 16 OCTOBER 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 D Curtis                                    Mrs V Shaw  
                 Mrs M Evans                                Mrs E Springall  
                 Mr D Harrison                              Mr S White

Sue Lake Town Clerk

#### 7 members of the public

#### 1. TO RECEIVE APOLOGIES

Apologies were received and accepted from Mr R Clark-Ward

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

David Harrison declared his interests as a District and County Councillor

Eileen Springall declared an interest on Item 10c

Dave Curtis and Annette Overton declared an interest on Item 13b

#### 3. MINUTES

Minutes of the Town Council Meeting held on 18 September 2019 had previously been circulated and were **confirmed and signed by the chairman.**

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

Page 4 Item 10f – the clerk had contacted the Guides who advised they had obtained a much lower quote for the shed so the agreed payment had been made

Page 4 Item 12 – Mary Evans had attended the meeting at Blickling Hall regarding a management plan for the estate. A report on this should be available by the end of the year.

Page 6 Item 16 – the car park review will not commence until the spring

Page 7 Item 22c – the clerk had written to Tom McCabe (Executive Director of Community and Environmental Services at Norfolk County Council) but has not yet received a response

#### 5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS



**Police** – no police officer was present but Annette Overton reported from the SNAP meeting held on October 10<sup>th</sup>. The chairman has resigned and a new chairman appointed. However, there was no one to take the minutes. Wendy Murphy has agreed to take the minutes at the next meeting. Questions raised were listed and will be sent to the police who were not in attendance. A note regarding the police request for yellow lines on Cawston Road was circulated at the meeting. This is awaiting a response from Highways and should it be refused the police have advised that this will end the police involvement in this issue.

**Broadland District Council** – Steve Riley and Sue Catchpole advised the following issues

- No council meeting since the last Town Council meeting
- The BVR will not be sold but there are still issues with signage relating to parking
- Details of the lease issues with the eco-cube at Rackheath were given
- No research officer for overview and scrutiny which means the group cannot effectively hold the council to account
- The Broadland retail and business awards have been launched
- Various schemes from Broadland were highlighted at the event in the Town Hall including energy supplier switching if you do not have internet, Handyman service, Warmer Homes Scheme
- The new staffing structure is causing some disruption and there is a chance of more redundancies

**Norfolk County Council** –David Harrison advised of the issues with the Social Services budgets and also that he had been approached about buses on Millgate.

## 6. **ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION**

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

A resident requested what was happening with the Paupers Graveyard. The clerk explained that this year the brambles and bindweed were being controlled before planting and seating are installed next year.

A resident advised that his wall on Church Terrace had been hit twice by vehicles entering the road and having to turn around. The clerk advised she had spoken to the Highways Engineer regarding this but will send a reminder.

A resident voiced her concerns regarding the heavy vehicles, including buses, which used the bridges on Millgate. She asked what could be done regarding this. The chairman advised that the County Councillor would assist with this and she had approached him. The Town Council could articulate her and other residents' concerns to Highways. However, some residents do rely on the buses. The Town Council members **AGREED** a letter should be sent.

## 7. **QUESTIONS FROM COUNCILLORS**

None received.

## 8. **PLANNING ISSUES**

- a) **APPLICATIONS DETERMINED** - Information provided with the Agenda was **noted**.



b) APPLICATIONS AGREED VIA PLANNING PROTOCOL

20191446 Site adjacent Gashouse Hill, Aylsham  
Erection of detached dwelling (outline)

**Town Council Response – Object agree with planning officer that more details are required before consideration can be made**

20191481 1 St Michaels Close, Aylsham  
Demolition of existing garage and utility and erection of new single storey rear extension

**Town Council Response – Object, the extension is large and out of character with the area. Also concerned at the loss of trees**

20191488 16 Stuart Road, Aylsham  
Conversion of existing attached garage to kitchen including raising of roof and lantern skylight to roof

**Town Council Response – No Objection**

20191516 5-7 White Hart Street, Aylsham  
Removal of staircase & Internal walls, refurbishment of existing windows (Listed Building)

**Town Council Response – No Objection**

9. **BUDGET 2020/21**

The clerk distributed copies of the initial draft budget for discussion in detail in November. Members were reminded that if they had any queries regarding the budget the clerk and/or the finance officer would be happy to talk them through the documents.

The chairman advised of two issues he would like to be considered. Firstly, the public toilets for which a sum of £5000 had been allocated. The toilets require some major work to the flooring, roof, sinks and taps so he would like to suggest that this amount be doubled.

Secondly the street light project. Only £25,000 had been placed in this budget. Exact costs of replacement are still being calculated but on average lights cost £300 each, heritage lights £750 and columns £1400. There is approximately £41,000 of CIL and New Homes Bonus money which can be used and there is also an interest free funding source that the clerk is looking into.

10. **FINANCIAL MATTERS**

a) **To receive and adopt the Monthly Finance Report for August 2019**

This was agreed.

b) **To receive and adopt the Monthly Finance Report for September 2019**

This was agreed.

c) **To consider an application for funding from North Norfolk Community Transport**

This application did not meet the criteria for a donation from the Town Council.

## 11. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report

Norfolk Homes Play Area – a request regarding this area had been placed on Facebook. The various responses received will be collated and brought to the November meeting.

Land at Sapwell Close – the registering of this is proving more problematic than at first thought. There is a charge on the land and it is not known what happened to that when the builder went bankrupt. The Town Council would not wish to take on this debt.

Highway Verges – a request to manage the verges to encourage wildflowers had been made. However, most of the verges cut by the Town Council are urban in nature and this approach is not suitable.

Rural Market Towns Group – the request had been received to join a Rural Market Towns group. Members did not feel this was worthwhile.

## 12. CHAIRMAN'S ANNOUNCEMENTS

The chairman read a letter from the new General Manager of Blickling Hall regarding setting up a Community Stakeholder Group. Five members and the clerk expressed an interest in being part of this committee and the clerk will contact Blickling to see how many representatives can be included.

Members were asked who would like to lay the poppy wreath at the Remembrance Day Service. Eileen Springall volunteered to do this.

## 13. TOWN HALL

### a) To receive an update on the planned work to the Town Hall

The audio/visual work is scheduled for installation in the week beginning 18<sup>th</sup> November. No date has been set for the installation of the blinds. The replacement windows in the Council Chamber are scheduled to be installed before the end of October.

### b) To consider a request for the old PA equipment

A letter requesting that the old system be donated to the Friendship Hall had been received. After discussion it was **AGREED** by majority vote that this be accepted.

### c) To receive details of flooding issues at the Town Hall

The Town Hall cellar has recently started flooding when there is particularly heavy rain. This occurred twice in the last month with the last instance (6<sup>th</sup> October) being particularly bad. The clerk detailed the recent history of work by Anglian Water installing a new water meter. She had been in touch with Anglian Water and they will be out to inspect the issue within 20 working days of the contact (October 8<sup>th</sup>).

It was considered whether it would be prudent to obtain an independent survey before Anglian Water come (cost £220) and after a discussion it was felt this would not be appropriate.

## 14. CITTASLOW COMMITTEE



a) **To receive minutes of Meeting held on 19<sup>th</sup> September 2019**

The minutes previously circulated were noted. The next meeting is scheduled for October 17<sup>th</sup> when details of next years anniversaries of the towns Cittaslow status and Slow Food will be discussed. Financial help from Cittaslow UK may be forthcoming.

b) **To confirm the decisions made by the Cittaslow Committee**

These were **AGREED**.

**15. TO CONSIDER EVENTS MATTERS**

a) **To receive minutes of Meeting held on 2<sup>nd</sup> October 2019**

The minutes previously circulated were proposed for adoption and **AGREED**. It was noted that the officers report had not been included with the minutes as had previously been agreed. This will be added in future.

b) **To confirm the decisions made by the Events Committee**

It was noted that the Events Committee had agreed to work with A Fest to the same level in 2020 as in 2019. It was questioned if this also included insurance? It was confirmed that it did not.

These were then **AGREED**.

The Colour Run on October 13<sup>th</sup> was very successful. However, one complaint regarding noise had been received.

**16. RECREATION GROUND**

a) **To receive minutes of Meeting held on 10<sup>th</sup> September and 8<sup>th</sup> October 2019**

The minutes previously circulated were noted.

b) **To receive any further update**

A cable had been found in the area where the storage unit will be placed and will need to be moved. This feeds the light columns but it was confirmed they run from a unit at the pavilion not the main network.

A letter of request for the grant for 2020/21 had been received. This was for £65,480 an increase of £2,630 on last year. This amount had been fed into the Town Council draft budget.

**17. ITEMS FOR INFORMATION/FUTURE AGENDA ALLOTMENTS**

These were picked up during the meeting.

**18. DATE OF NEXT MEETING**

The Chairman confirmed the date of the next Meeting as Wednesday 20 November 2019, **at 7.00pm at the Drill Hall**

**19. EXCLUSION OF THE PRESS AND THE 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.



## 20. STAFFING ISSUES

### Administrator

Adverts had been placed for the administrator role and nearly 30 completed applications had been received. These had been shortlisted to five for interview.

It was proposed and **AGREED** that the interview panel would consist of Lloyd Mills, Trevor Bennett and Sue Lake. Eileen Springall would be in the office to meet the candidates.

It was also proposed and **AGREED** to give the interview panel delegated authority to appoint the most appropriate candidate.

## 21. DRILL HALL

### a) To receive an update on the building works

The work has virtually been completed and snagging will take place in the next few days after which the toilets/kitchen will be handed back to the Town Council.

### b) To consider a report on the proposed rental charges for the Drill Hall

The working group had met twice and had discussed the rents paid, storage charges, ad hoc rental and permanent rental of the old nursery rooms. The proposals were all detailed in the report.

It was proposed and **AGREED** that all the recommendations be accepted.

### c) To consider costs for the driveway

Three quotes for the driveway from the boxing club to the edge of the building were presented and discussed. It was proposed and **AGREED** to accept the quote from A Waterfield. They had also provided a quote for the whole car park area. It was suggested that it would be cheaper and more efficient to get the whole car park surfaced in one go. It was proposed and **AGREED** that the quote for the main car park also be accepted.

It was proposed and **AGREED** that the Town Clerk be delegated to install a fence to prevent access to the garage area at the rear of the building.

## CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.45p.m.

Minutes Agreed..... 20<sup>th</sup> November 2019