



## AYLSHAM TOWN COUNCIL

### MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD ON WEDNESDAY 15 JULY 2020 at 4pm.

The meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 via Zoom.

<b>PRESENT:</b>	Lloyd Mills Chairman	Mrs A Overton
	Mrs J Bennett	Mr P Prekopp
	Mr T Bennett	Mrs V Shaw
	Mr D Curtis	Mrs E Springall
	Mrs M Evans	Mr S White
	Mr D Harrison	
	Sue Lake Town Clerk	Wendy Murphy Finance Officer

#### **3 members of the public**

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

Apologies were received and accepted from  
Mr B Lancaster  
Mr R Clark-Ward

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

Eileen Springall declared an interest on Item 8c planning application for Holman Road  
David Harrison declared his interest as a District and County Councillor

#### **3. MINUTES**

Minutes of the Town Council Meeting held on 18 March 2020 had previously been circulated and were **confirmed and will be signed by the chairman.**

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

Nothing raised

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



**Police** – Lucas Ward advised of issues of Anti-Social Behaviour and vandalism at the Recreation Ground and the old hospital at St Michaels. The old hospital has been boarded up again so that should deter people. No reports of any issues at the old motel site. There has been an issue with drones on the Recreation Ground but this has been resolved.

**Norfolk County Council** – David Harrison reported on Norfolk County Council. The Health Officer reported that Norfolk was better able to deal with the pandemic as it arrived here at a later date.

The road changes have led to complaints regarding the re-routing of the buses. It was confirmed this was a decision made solely by Sanders and the transport unit at County Hall report that the bus company will not engage with them.

There have also been numerous complaints from residents on Oakfield Road as traffic levels have increased. PC Ward advised he will place a monitoring box on the road to see what the impact has been.

**Broadland District Council** – Sue Catchpole reported that Broadland have revised their budget in light of the virus. Luckily, last year they had a £2m surplus which will help with the additional costs expected this year.

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

Item not required

**7. QUESTIONS FROM COUNCILLORS**

None received.

**8. PLANNING ISSUES**

**a) APPLICATIONS DETERMINED**

During the lockdown period all planning applications were determined as detailed in the planning protocol. A list of all the applications was provided with the agenda was noted.

**b) APPLICATIONS FOR CONSIDERATION**

20201181 **Hungate Lodge, Hungate Street, Aylsham**

Variation of condition 2 (20142017) revised phasing plan, reduce plot numbers to 8)

**Town Council Response – Object due to overcrowding**

20201213 **Land off Richard Oakes Road**

Development of 70430 sq ft of employment space comprised of industry, office buildings and storage with associated servicing, parking and landscaping

**Town Council Response – No Objection**

20201278 **1 Hill Cottages, Cawston Road, Aylsham**

Demolish existing conservatory and replace with single storey extension

**Town Council Response – No Objection**



20201280      **30 Holman Road. Aylsham**  
Rendered finish to whole house

**Town Council Response – Object as out of character in a conservation area.**

20201357      **Bure Valley Farm. Aylsham**

Construction of brick gate post and provision of 5-bar gates, new driveway  
and turning area, timber doors to garage

**Town Council Response – No Objection**

**c) Street Name for Gas House Hill Development**

The change of name from Gale Close to Gale Gardens was noted. Suggested wording was submitted with the agenda. The council felt the word count allowed was too low and requested that the clerk contact Broadland to request a higher word count

**9. FINANCIAL MATTERS**

**a) To receive the Scrutineers report for ending 31<sup>st</sup> December 2019**

This was noted.

**b) To receive the minutes of the Effectiveness of Internal Audit Group**

These were noted

**c) To agree the recommendations made by the Effectiveness of Internal Audit Group**

The only recommendation was to adopt the Financial Risk Assessments without alteration. This was **AGREED**.

**d) To receive the Internal Audit Report 2019/20**

The report, which had no recommendations, was noted

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

These reports were accepted. These showed a deficit for the year of £168,211 with net current assets of £420,512. This included the deposit of £86,335 in Julian Hodge which was renewed for two years instead of one so can no longer be reported as a current asset but a long-term asset. The remainder of the deficit reflects the work on the Drill Hall for which there was an ear-marked reserve.

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

The transfers were **AGREED** making the total of earmarked reserves £312,175

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

The statements on the Annual Governance and Accountability Return (AGAR) were all answered positively. The AGAR was signed by the clerk and will be signed by the chairman as soon as possible.

**h) To complete and agree the Accounting Statement on the Annual Return**



This was completed and **AGREED**.

**i) To receive and adopt the Monthly Financial Report for the period April, May and June 2020**

The report was noted.

**j) To appoint a Scrutineer**

Val Shaw has been unable to attend the office to do the scrutineer work due to the current situation. It was proposed and **AGREED** to appoint Mary Evans as scrutineer.

**k) To consider membership of Norfolk Parish Training Support or Norfolk ALC**

It was proposed and **AGREED to join** Norfolk Parish Training Support

**10. TOWN CLERK'S REPORT**

The Town Clerk presented and updated her report. The previously agreed work to the Town Hall will commence on July 27<sup>th</sup>.

A consultation on removal of the pay phone outside the old Post Office had been received. The number of calls were very low and it was felt there was no reason to object.

Trees will need to be removed on Howards Way to be replaced in the autumn.

A request for implementation of traffic management to allow painting of the building at the junction of Red Lion Street and Penfold Street had been received. It was **AGREED** that the Town Council have no objections to this.

**11. CHAIRMAN'S ANNOUNCEMENTS**

The chairman advised there was a new code of conduct, currently out for consultation. The Town Clerk will e-mail a link to councillors

**12. AYLSHAM COVID UPDATE**

The clerk presented her report on what has happened in the town in relation to the covid 19 issues. Overall, the town has coped well and many positives have come from the situation. It is thought that only two people in the town have died from contracting the virus and sympathies go to their family and friends.

The 'Shopping with Confidence' scheme led by Broadland District Council has led to various road changes and the placement of barriers and additional planters. Some of the barriers may be replaced by further planters in the coming weeks.

One of the side effects of the implementation of a one-way system in Red Lion Street has been the increased use of Oakfield Road. Naturally, this has caused a great deal of upset to the residents and this is currently being reviewed.

**13. DRILL HALL**

Aylsham Community Gym have terminated their rental agreement to use the hall.

**14. PROPERTIES ISSUES**

*During lockdown the Town Clerk had approached various companies to quote for the works listed below. The financial regulations detail three quotes should be obtained. In all*



*incidences the clerk approached more than three companies but many did not quote, did not want to quote or did not respond. The Town Council considered all quotes received.*

- a) **To receive and discuss quotes for the Drill Hall ceiling**  
The Town Council considered two quotes to replace the suspended ceiling at the Drill Hall and **AGREED** quote 2 from Norfolk Ceilings at a cost of £4813.40
- b) **To receive and discuss quotes for work at the Town Hall**  
**Wall Coverings**  
The Town Council considered two quotes to replace the wall coverings at the Town Hall and **AGREED** quote 2 from Norfolk Ceilings at a cost of £9659.95
- Decorating**  
The Town Council considered three quotes to redecorate the Town Hall and **AGREED** quote B from Sky Blue Decorating at a cost of £4695
- c) **To receive and discuss quotes for the refurbishment of the public toilets**  
The Town Council only received one quote for this work and **AGREED** to the quote of £19,381 from C W Harmer

**15. CITTASLOW ANNIVERSARY MATTERS**

The event scheduled for November has been postponed.

Work has continued with Shaping Aylsham's Future and a leaflet signposting people to this will be distributed soon.

**16. COMMITTEE MINUTES**

- a) **The Town Council received the following minutes:**  
Cittaslow Committee Meeting held on 20<sup>th</sup> February 2020  
Properties Committee Meeting held on 11<sup>th</sup> March  
Events Committee Meeting held on 4<sup>th</sup> March 2020  
Recreation Ground Committee Meeting held on 10<sup>th</sup> March 2020

- b) All decisions made by the Town Council committees were noted

**17. STREETLIGHTS**

- a) **To receive an update on progress of works**  
The project is slightly behind schedule due to the late delivery of the conservation style lanterns. These are scheduled to be received by August and fitted in the first two weeks of the month. All concrete columns have been replaced and about 100 lanterns.
- b) **To receive update on the loan process**  
The clerk applied to Parish Borrowing to get permission to borrow and this has now been agreed. The process was extremely slow and some odd questions were asked which indicated a lack of knowledge of how Town and Parish Councils work. A letter detailing this experience will be sent to Parish Borrowing.  
Salix have agreed the £50,000 loan.



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

The next round of Parish Partnership schemes has now been announced. Any small highway projects identified should be sent to the clerk.

**19. DATE OF NEXT MEETING**

The Chairman confirmed the date of the next Meeting as Wednesday 19 August 2020, at **4.00pm via zoom.**

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 18.00p.m.

Minutes Agreed..... 19<sup>th</sup> August 2020