



## AYLSHAM TOWN COUNCIL

### MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM DRILL HALL, ON WEDNESDAY 18 DECEMBER 2019 at 7.00p.m.

**PRESENT:** Lloyd Mills Chairman                      Mr B Lancaster  
Mr T Bennett    Mrs A Overton  
Mr R Clark-Ward                                        Mr P Prekopp  
Mr D Curtis    Mr S White  
Mrs M Evans

Sue Lake Town Clerk

#### **6 members of the public**

Prior to the start of the meeting the chairman introduced Donna Butcher the new administrator for the Town Council

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

Apologies were received and accepted from  
Mrs J Bennett                      Mrs V Shaw  
Mr D Harrison                      Mrs E Springall

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

Rodney Clarke-Ward declared an interest in Item 12b as a member of the gym

#### **3. MINUTES**

Amended minutes of the Town Council Meeting held on 20 November 2019 had previously been circulated and were **confirmed and signed by the chairman**.

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

Page 6— Mr Lancaster asked what supervision of the street lighting contract would be in place. It was **AGREED** to look at this once the tender process has been completed.

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

**Broadland District Council** – No councillor present

**Norfolk County Council** – No councillor present



**Police** – Lucas Ward the temporary beat manager attended the meeting and advised he was in Aylsham until February and then the situation would be reviewed. He advised of various incidents he had been involved with and actions undertaken.

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

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

A resident spoke about the SNAP meetings and the prospect of the public being excluded from the meeting. This is not a proposal welcomed by the Town Council and should it be suggested would be opposed by Aylsham councillors.

A resident of Church Terrace asked about the 'Access only' signs for the road. These are on order and will be chased up.

**7. QUESTIONS FROM COUNCILLORS**

None received.

**8. PLANNING ISSUES**

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

b) **APPLICATIONS FOR CONSIDERATION**

20191808     34 Hungate Street, Aylsham  
Timber Frame Garden Shed

**Town Council Response – No Objection**

20191923     31 Howard Way, Aylsham  
Conversion of existing garage to form bedroom and utility room  
Erection of Front Porch

**Town Council Response – No Objection**

20191906     36 Hungate Street, Aylsham  
Replacement windows

**Town Council Response – No Objection**

**9. FINANCIAL MATTERS**

a) **To receive and adopt the Monthly Finance Report for November 2019**  
This was agreed.

b) **To receive a report on the recent Internal Audit**



The internal auditor visited on November 7<sup>th</sup> and will come again in February. The report of the November visit detailed the work undertaken but did not go into detail regarding any recommendations – these will come with the February report.

**10. TOWN CLERK'S REPORT**

The Town Clerk presented and updated her report. The Town Council approved the request to close the office for a day for tidying and filing. It was requested that the bollards on Cawston Road be chased up with Highways and the planned benches placed as soon as possible. The Council noted the issue with the lack of receipt of a water bill for the allotments. The clerk will continue to pursue this matter.

**11. CHAIRMAN'S ANNOUNCEMENTS**

The chairman advised that PC Lucas Ward will be holding a drop-in session at the library on December 19<sup>th</sup>.

**12. DRILL HALL**

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

The work has now been completed and signed off and the final invoice received.

**b) To discuss the request by Aylsham Community Gym for a reduction in the Drill Hall rent**

The figures prepared with the agenda were noted. The figures were an average cost as members paid varying subscription rates. A lengthy discussion took place regarding the issue and the following points were raised: -

- The Council when buying the Drill Hall made it clear to all groups that rents would need to be reviewed once the upgrade work was completed
- The matter of reducing rents for one user group was felt to be a poor precedent
- A working group had met and to work out suitable rents
- The increase required to meet the cost amounted to under 30p per week per member
- The Town Council acknowledged that the community gym was different to a permanent gym

It was proposed and **AGREED** to leave the rent at the level agreed in October.

It was also proposed and **AGREED** that the rent would remain the same for two years i.e. until December 2021 but a review would take place in December 2020 so any change would carry one year's notice.

**13. CITTASLOW COMMITTEE**

**a) To receive minutes of Meeting held on 21<sup>st</sup> November 2019**

The minutes previously circulated were noted.

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

These were **AGREED**.

**c) To discuss and agree promotion of Cittaslow Anniversary**



Cittaslow International has accepted the Town Councils request to hold the November meeting. This will be around the weekend 7/8<sup>th</sup> November 2020. Further details of numbers etc. are awaited from Italy.

Pat Prekopp and the Town Clerk had visited Blickling and they were receptive to being part of the event. Contact has also been made with the owners of Clarkes regarding accommodation.

A PR consultant had attended the last Cittaslow meeting and explained what she could do to help promote the event. The cost of her services would be £10,500 for the whole event. All though this does seem a large sum it is hoped to defray the cost with sponsorship and grants.

It was proposed and **AGREED** to engage the PR representative. It was also proposed and **AGREED** to set up a committee of five councillors to organise the event. Members of the committee were agreed as Pat Prekopp, Lloyd Mills, Mary Evans and Joan Bennett. Annette Overton may also be interested.

#### **14. RECREATION GROUND**

##### **a) To receive minutes of Meeting held on 10<sup>th</sup> December 2019**

The minutes previously circulated were noted.

##### **b) To receive and discuss a request to fund electrical repairs**

A request had been received for the Town Council to meet the cost, £2,600, for remedial work to the electrical connections for the street lights. This matter was discussed in detail and it was proposed and **AGREED** that the Town Clerk should look into the details of the original installation to try and get a refund.

##### **b) To receive any further update**

It was queried regarding the process of paying for maintenance of elements of the Recreation Ground to the various user groups. It was stated that councillors had been unhappy with the situation for several years and would like to see it resolved. It was proposed and **AGREED** to request information from the Recreation Ground Committee for discussion at the February meeting.

#### **15. OPEN SPACES**

##### **a) To clarify requirements for paths on the open space at Henry Page Road**

The clerk had undertaken some preliminary investigation regarding the path around the open space. The cost depends on the standard of surface required and she therefore wished for a clearer indication on this matter. It was suggested that the running club be contacted to seek their advice. There was also a wish to look at environmentally friendly options.

##### **b) To consider cost of equipment for the open space at Henry Page Road**

With regard to the gym equipment it was suggested contacting the running club to find out what they considered most suitable. Also, the Town Clerk will obtain 2-3 full plans with costs.

It was proposed and **AGREED** to purchase five picnic benches. The issue of grass cutting around them was mentioned so concrete slabs or paving may also be required.



**16. HIGHWAY ISSUES**

**a) To note submission of Parish Partnership bids**

Two applications had been made and acknowledged.

**b) To receive details of communication with Tom McCabe re A140 crossing**

No direct response had still been received. The clerk had initiated the complaints procedure but that had not elicited a response yet. The clerk was advised that it would be up to six weeks from the date of the complaint before a response would be received. It was proposed and **AGREED** to send a letter from the chairman addressed to Tom McCabe and copied to the County Councillor.

**c) To discuss the Aylsham Market Town Network Improvement Strategy**

This document had previously been circulated. It was felt this was a very poorly written document limited in its accuracy and scope and not worth the money spent on it. It was proposed and **AGREED** to send a letter detailing the issues the Town Council has with the document.

**17. BUDGET 2020/21**

**a) To receive the completed budget document for 2020/21**

The changes discussed at the last meeting had been incorporated into the document

**b) To agree fee rates as detailed in the budget document**

It was proposed and **AGREED** to approve the rates for Town Hall Hire, Drill Hall Hire, Burial Fees and allotment charges as listed in the budget document.

**c) To agree the budget for 2020/21**

It was proposed and **AGREED** to accept the budget document. Total expenditure for the year was set at £654,778 and a precept sum of £411,760.

**18. POLICIES**

The lighting policy was updated and **AGREED**.

**19. EVENTS COMMITTEE**

**a) To receive a report on the Christmas Lights Switch On**

The Events Committee had not met since the last Town Council Meeting but in view of the fire that had broken out at the Fish and Chip shop on the night of the Christmas Lights Switch On the Town Clerk had prepared a report on the incidents that occurred during the night. Thanks were expressed to all those who helped on the night and also to the public who in the main were considerate and supportive to the changes that had to be made. The Town Clerk had checked the matter of the Town Council being responsible for maintaining the barriers and this is correct. Although the emergency services declare the incident and all personnel come under their command, they can delegate some areas to the event organisers. The fire service appeared happy with the procedures and staff are due to meet with the lead officer in the New Year to discuss the issues and any changes that could/should occur to event planning in future.



b) **To note new premises licences**

New premise licences had been received for the Town Hall and the Drill Hall.

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

The new police beat manager had reported issues with the bus shelter on Norwich Road. This will be discussed at the next meeting.

The Greater Norwich Local Plan (GNLP) will be published shortly and it had previously been discussed about setting up a group to look at how this will work in with the Aylsham Neighbourhood Plan. A working group consisting of Trevor Bennett, Mary Evans, Pat Prekopp and the Town Clerk will meet and produce something for discussion at the next meeting.

**21. DATE OF NEXT MEETING**

The Chairman confirmed the date of the next Meeting as Wednesday 15 January 2020, at 7.00pm at the Drill Hall

**22. 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.

**23. STAFFING ISSUES**

The Facilities staff member is still on sick leave until January 9th. The clerk detailed the actions she had taken regarding this matter.

The matter of TOIL was discussed in detail and arrangements proposed and **AGREED** as to how to deal with this. Any outstanding TOIL for the staff member will be paid and no more TOIL will be allowed to accumulate. Discussions regarding a possible change of contract will be held.

**CLOSURE OF THE MEETING**

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

Minutes Agreed..... 15<sup>th</sup> January 2020