



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 4th DECEMBER 2024
AT 7.00 PM**

PRESENT:

Trevor Bennett Chair	Mary Evans
Joan Bennett	Catherine Fletcher
Cheryl Bould	Kay Montandon
Kevin Cunnane	Patrick Prekopp
Sue Lake – Town Clerk (Locum)	Andy Bell (Grounds staff)

4 members of the public

1. TO RECEIVE APOLOGIES

Apologies were received from Dave Curtis, Annette Overton, Gordon Clarke and David Anderson

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None made.

3. MINUTES

Minutes of the Town Council Meeting held on 6th November 2024 had previously been circulated and were confirmed and signed by the Chair.

4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

Nothing raised.

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

a) **Police** – PC Ward was not present.

Norfolk County Council – Cllr Riley was not present

Broadland District Council – Cllr. Sue Catchpole advised that the District Council was up in the air waiting for the Government White Paper on Local Government reorganisation. It appears that Thorpe Lodge is still to be sold

b) No matters for the matter for the Broadland Overview & Scrutiny Committee.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

A resident again raised the issue of obstructive parking around the Cawston Road junction with Mill Lane. This will be discussed later in the meeting.

7. TO ANSWER QUESTIONS FROM COUNCILLORS

None.

8. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

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

b) APPLICATIONS FOR CONSIDERATION

2024/3376

47 Cawston Road

Notification for prior approval for change of use and conversion of existing commercial building into 1 dwelling

Town Council Response – Environment Agency have requested a screening assessment so no comment was made

2024/3252

221 Hungate Street

Two storey front extension, first floor rear extension, with side porch and loft conversion

Town Council Response – Considered large and an overdevelopment so Objection

2024/3039

17 Hungate Street

Demolition of holiday let property

9. POTENTIAL NEW HOUSING DEVELOPMENTS

a) To discuss any updated information Norwich Road site

The case officer for this site is now Glen Beaumont. A meeting has been held with the Market Surgery who feel that there is scope for expansion. They will contact Norfolk and Waveney Integrated Care System for help. She also advised that staffing was not likely to be an issue.

There appears to be information (source unknown) that the Planning Inspectorate advised the transport hub should be completed as part of the development. The Town Council has still not seen the full report from the Planning Inspectorate regarding the GNLP and this will be requested.

Some of the work could be funded from the central CIL pot and any application needs to be made as soon as possible.

b) To discuss the provision of street lights on the Norwich Road development

The planners are proposing sensor lights but it is unclear how these would work. More information will be obtained before a decision is made

c) To discuss possible street names for the development (8 required)

An e-mail will be sent to all members with the guidelines for suggestions. The archives and Heritage Centre will also be approached for suggestions

d) To discuss play area provision

The developer will come up with suggestions and these can be reviewed at that time

e) To discuss any updated information Burgh Road site

Nothing receive.

10. FINANCE

a) To receive and adopt the Monthly Financial Report to 28.11.24

This was adopted.

- b) To appoint Sue Lake as Responsible Finance Officer**
Following the resignation of Dave Addy it is a requirement that an RFO is appointed. It was proposed and **AGREED** to appoint Sue Lake to this role until a new clerk is appointed.
- c) To receive the Scrutiny Report for the quarters ending 30th June and 30th September**
Catherine Fletcher tabled these two reports. She advised that all the records are very well kept and presented with just a few minor points that were raised and subsequently addressed.
- d) To consider the purchase of a second container to be placed at the Burgh Road allotments**
for small equipment and recycling storage and also to use as a small workshop
Space is at a premium for the facilities staff and this would serve a variety of purposes. The cost for a new container is £2400 including delivery. The cost of a second hand container is £1200-£1500 plus up to £750 delivery. It was proposed and **AGREED** to purchase a new container.
- e) To receive an update on funding re Aylsham In Bloom project**
The application is still outstanding but will hopefully be completed before Christmas.
- f) 2025/26 BUDGET**
This has still to be completed. An additional meeting will be held to discuss this.
- 11. PROPOSALS FOR PROJECTS FOR FUTURE CIL MONIES**
Nothing to report.
- 12. TOWN CLERKS REPORT**
This was noted
- 13. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
The chairman reminded members that he and the vice-chair would be retiring and the posts will be up for election in January
He also thanked Sue Lake for stepping in as a locum until Christmas
- 14. CITTASLOW COMMITTEE**
- a) To receive minutes of Cittaslow Aylsham Committee Meeting 20.11.24**
These were received and noted.
- b) To confirm decisions made by the Cittaslow Aylsham Committee**
These were **AGREED**.
- 15. RECREATION GROUND**
- a) To receive the minutes of the Rec Meeting 15th October 2024**
These were noted..
- b) To receive any update**
The work to the upgrade of the play area has started and weather permitting is on schedule. Thanks to Gavin and Andy for their assistance in this matter.
The contractors had found some drug paraphernalia as they were clearing the area.
It was suggested that a formal opening should take place.

16. HIGHWAYS MATTERS

a) To receive notes from meeting with Highway Engineer

The minutes of the meeting were circulated with the agenda with the Highway Engineers comment included. The yellow lines will be pursued and the possibility of adding bus stops will be put to Robert Pratt from the County Council. The idea of H bars as an interim measure will be considered.

b) To consider any application for Parish Partnership 2024/25

Nothing raised.

17. COMMUNITY EVENTS

a) To receive minutes of Events Meeting 20.11.2024

These were received and noted.

b) To confirm decisions made by the Events Committee

None made. Thanks were expressed to Donna Butcher and the rest of the team for another excellent Christmas Lights Switch-on evening.

18. POLICIES

a) To consider adoption of Hybrid Working Policy

This was approved and **AGREED**.

b) To consider adoption of risk assessment for councillor chat

This was approved and **AGREED**.

21. 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

22. DRILL HALL USE BY BARCLAYS BANK

Barclays had requested renewing the contract for a further six Months. This was **AGREED**. An increase in the rent was also **AGREED**.

23. STAFFING MATTERS

a) To receive minutes of the meetings held 14th November and 26th November

These were received and noted.

b) To confirm salary grade increases for two staff members

It was proposed and **AGREED** to increase the grade levels of the Events and Office Manager and the Ground staff as suggested by the staffing Group.

c) To agree proposals for Christmas

It was proposed and **AGREED** to contribute £30 to the staff members Christmas lunch and to pay a similar sum to those not attending the lunch.

d) To receive an update on the recruitment process

Interviews will be scheduled for 22nd January and shortlisting on 15th January. All members are invited to attend the presentation which will be part of the interview

e) To discuss other staffing matter

There is still concern whether the Communications Officer has sufficient hours to complete the role. It was felt more information on what he is doing and when was required. This will be looked into. It was suggested that a time sheet would be useful

Following the Town Council taking over the grounds maintenance at the Recreation Ground the possibility will be put to the Recreation Ground Committee that the Groundsman could also take on some of the management role – particularly the practical elements. This will be taken to the next Recreation Ground meeting.

CLOSURE OF THE MEETING

There being no further business, the Chair closed the meeting at 9.40 pm.

Minutes Agreed.....8th January 2025

DRAFT