



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 6<sup>th</sup> NOVEMBER 2024  
AT 7.00 PM**

**PRESENT:** Trevor Bennett Chair  
David Anderson  
Joan Bennett  
Cheryl Bould  
Kevin Cunnane

Mary Evans  
Catherine Fletcher  
Kay Montandon  
Annette Overton  
Patrick Prekopp

Sue Lake – Town Clerk (Locum)

8 members of the public after Item 4

**1. TO RECEIVE APOLOGIES**

Apologies were received from Dave Curtis and Fiona O’Hara

**2. TO CONSIDER CO-OPTION OF NEW COUNCILLOR**

Gordon Clarke Had completed the application form and spoke to the Council. It was proposed and **AGREED** that he be Co-opted to fill the vacancy

**3. 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

**4. STAFFING MATTERS**

**a) To receive an update**

The position with regard to the clerk was explained by the chairman. He has had a period of sick leave and will be returning to work on a part-time basis, sometimes working from home.

Following the decision to close the office to the public this has worked well with both the staff and the public. The chairman advised he had met with the staff on a numerous occasions to ensure they were aware of what was going on and he could allay any concerns.

He also advised that both he and Mary Evans had discussed the current issues with the HR Consultant

**b) To agree proposed interim arrangements**

As stated the clerk will have a phased return to work over the next few weeks. Sue Lake will work as a locum to assist in some areas

These arrangements were **AGREED**.

**5. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None made.

**6. MINUTES**

Minutes of the Town Council Meeting held on 2<sup>nd</sup> October 2024 had previously been circulated and were confirmed and signed by the Chair.

**7. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA**

Confirmation of who will attend the Remembrance Service was sought.

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

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

**County Council** - Kevin Cunnane spoke about the proposed appointment system at waste centres being instigated by the County Council. It was felt this was an inconvenience for residents and could easily lead to more fly tipping. It was suggested the Kevin writes a letter to be sent from the Town Council with a copy for Steve Riley.

b) **District Council** – Cllr. Sue Catchpole sent her apologies.

c) **The Broadland Economic Success Policy Development Panel discussion on car parking**

The meeting concluded that no recommendation could be made to the cabinet and more consultation was required. A copy of the proposal that the Town Council had agreed was presented at the meeting by Cllr Sue Catchpole.

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

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

A resident raised the issue of obstructive parking on the grass on Cawston Road junction with Mill Lane, plus concerns about on-street parking related to a garage, for which a survey had been undertaken regarding double yellow lines. It was agreed that this matter would be followed up with Highways

**10. TO ANSWER QUESTIONS FROM COUNCILLORS**

None.

**11. TO CONSIDER PLANNING ISSUES**

a) **APPLICATIONS DETERMINED**

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

b) **APPLICATIONS FOR CONSIDERATION**

**2024/2638**

**26 Reeds Lane, Banningham Road**

Demolition of existing dwelling and erection of new self build dwelling

**Town Council Response – There are objections from the Environment team. No response until these comments have been addressed**

**2024/2459**

**West Lodge, Rawlinsons Lane**

Installation of 48 ground mounted solar panels

**Town Council Response – No Objection**

**2024/3094**

**The Grain Store Banningham Road Aylsham**

Variation of Conditions 2, 3 & 5 of 20212024 - (2) Change design of property, (3) External Materials & (5) On-Site Car Parking Areas

**Town Council Response – There are objections from the Environment team. No response until these comments have been addressed**

**12. POTENTIAL NEW HOUSING DEVELOPMENTS**

**a) To discuss any updated information Norwich Road site**

The Planning Committee had met the morning of the meeting and had passed the plans. They have made some minor changes to the plan. Mary Evans, Trevor Bennett and Kay Montandon had attended for the Town Council and were not impressed by the planning officers. A representative from the Market Surgery had also attended and had advised they were unable to expand as plans kept being refused as parking spaces were reduced so would be unable to fully meet the needs of the new residents.

There are some issues with noise (heat pumps and A140) and there are plans to install a 2.4m high fence.

There are a total of four entrances to the site but this issue was ignored.

The developers would be willing to tarmac the transport hub if the area could be used as a compound during the building phase. This requires further discussion.

**b) To discuss any updated information Burgh Road site**

Nothing receive.

**13. FINANCE**

**a) To receive and adopt the Monthly Financial Report to 22.10.24**

This was adopted. A request that the Earmarked funds report also be circulated was requested and will be added in future months.

**b) To agree the appointment of Internal Audit**

It was proposed and AGREED to appoint Heelis and Lodge to undertake the audit for 2024/5 at a cost of £740 (same price as last year).

**14. 2025/26 BUDGET**

There has been a delay in preparing this and it will be circulated as soon as possible.

**15. PROPOSALS FOR PROJECTS FOR FUTURE CIL MONIES**

Nothing to report.

**16. TOWN CLERKS REPORT**

Nothing to report.

**17. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**

The chairman reminded members that he and the vice-chair would be retiring at the end of the December meeting and the posts will be up for election in January

**18. CITTASLOW COMMITTEE**

**a) To receive minutes of Cittaslow Aylsham Committee Meeting 17.10.24**

These were received and noted.

- b) **To confirm decisions made by the Cittaslow Aylsham Committee**  
These were AGREED.
- c) **To receive reports from Market Town Initiative Meeting**  
The report was noted.
- d) **To agree to allow the Cittaslow Committee to pursue projects linked to the initiative**  
This was **AGREED**. Patrick Prekopp stated that he was still keen on trees for the Market Place!

**19. RECREATION GROUND**

- a) **To receive the minutes of the Rec Meeting 15<sup>th</sup> September 2024**  
These were noted..
- b) **To agree taking on the Recreation Grounds Grass Cutting Contract**  
A sum of £16,000 had been quoted to the Recreation Ground but there is no written evidence this has been agreed but attendees at the meeting thought it had been. It was proposed and **AGREED**, subject to confirmation of the Rec Trustees that the Town Council will take this on when the current groundsman retires for a period of one year when the details will be reviewed. It was also proposed and **AGREED** to increase the Ground staff employees hours to full time once the contract is taken over. It is anticipated this will be March/April 2025.
- c) **To receive any update**  
The Recreation Ground Committee have agreed terms with Broadland and work is anticipated to start in early December on the play equipment funded through the Pride in Place grant..  
The Committee is applying for a sensory bench from the Aylsham Show Committee.

**20. HIGHWAYS MATTERS**

- a) **To receive an update on Highway Matters**  
Nothing to report
- b) **To consider any application for Parish Partnership 2024/25**  
Nothing raised.
- c) **Feedback on meeting with Sanders and Daniel Yallop re bus service**  
The electric bus idea is not workable. Previous situations such as this have shown that residents of new estates use buses sparingly.

**21. CLIMATE COMMITTEE**

- a) **To receive minutes of ACE Meeting 7<sup>th</sup> October 2024**  
These were received and noted.
- b) **To agree proposal re blister packs**  
The current arrangements for storing the blister packs was not suitable. Also the grant that had been received had been utilised. Subject to confirming the logistics of the arrangement then the Town Council proposed and **AGREED** to take on the storage and collection.

The cost involved is around £1500. It was proposed that £1000 be used from the recycling grant and the remainder from the ACE budget This was **AGREED**.

**c) To confirm decisions made by the Climate Committee**

These were agreed.

**22. COMMUNICATIONS AND CONSULTATIONS**

**a) To confirm a date for the Annual Town Meeting 2025**

This will be in March

**b) To confirm details and arrangements re Neighbourhood Plan Meeting**

After discussion it was agreed this will be held on Thursday 5<sup>th</sup> December at noon in the Town Hall

**c) To consider operating Councillor surgeries at the Country Market each Friday and other events organised by the Town Council Events Committee**

It was thought this was a good idea.

**d) To receive an update on Healthy Towns Meeting (19<sup>th</sup> October)**

Not as many turned up as the previous event. Market Place surgery has agreed to take over the running but it will still be badged as a Town Council event.

**e) To consider a response from the Town Council to the NHS consultation**

This was agreed in principle and await the publication

**f) To receive details of the Minerals and Waste Consultation**

This does not impact Aylsham

**g) To receive details of the Police and Crime Commissioners Consultation**

The closing date for this has just passed

**23. AYLSHAM CHRISTMAS DECORATIONS COMMUNITY COMMITTEE**

**a) To receive minutes of Christmas Decorations Committee Meeting 8.10.24**

These were received and accepted.

**b) To confirm decisions made by the Christmas Decorations Committee**

These were **AGREED**.

**24. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**

Nothing Raised.

**25. DATE OF NEXT MEETING**

The date was confirmed as **Wednesday December 4<sup>th</sup> 2024 at 7.00pm**

**CLOSURE OF THE MEETING**

There being no further business, the Chair closed the meeting at 9.33 pm.

Minutes Agreed.....4<sup>th</sup> December 2024