



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 8th JANUARY 2025 at 7.00 p.m.**

PRESENT: Trevor Bennett
David Anderson
Cheryl Bould
Dave Curtis
Kevin Cunnane
Mary Evans

Catherine Fletcher
Gordon Clarke
Kay Montandon
Annette Overton
Joan Bennett

Phil Chapman – Locum Town Clerk

District Councillor Sue Catchpole

6 members of the public

1. TO RECEIVE APOLOGIES

Apologies were received from Pat Prekopp by email.

2. TOWN COUNCIL CHAIRMAN

The town council standing orders call for a change of chair after 4 years and so Cllr Trevor Bennett resigned as Chair. Cllr Kay Montandon was **elected** as Chair of the Town Council, accepted the post and signed the acceptance of office. The new Chair proposed a vote of thanks to Cllr Bennett for all of his hard work over the past 4 years and the council agreed.

3. TOWN COUNCIL VICE-CHAIRMAN

Town council standing orders call for an election for a vice chair after a new chair is appointed. Mary Evans resigned as Vice-Chair of the Council. The chair proposed a vote of thanks to Cllr Evans for all her hard work and the council agreed. Cheryl Bould was **elected** as Vice-Chairman.

4. STAFFING MATTERS

- a) The council noted the appointment of Phil Chapman as Locum Clerk. Phil briefly spoke about his hours and duties, and the fact that Sue Lake would remain as RFO. The clerk's/RFO job is essentially being split until the new clerk is appointed.
- b) The Locum Clerk briefly updated the Council on the recruitment of the Town Clerk. The deadline for applications is the 10th January, shortlisting should be complete

on 15th January and interviews will be on 22nd January. There have been a number of applications received. Arrangements were then made for councillors to carry out the shortlisting process.

5. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None

6. MINUTES

- a) It was **resolved** to accept the Minutes of the scheduled Town Council Meeting held on 4th December 2024 as a true record of the business conducted.
- b) It was **resolved** to accept the Minutes of the budget Town Council Meeting held on 19th December 2024 with one amendment. It was noted that attempts should be made to locate or locate a copy of the school council report mentioned in the minutes.

7. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS

The Council discussed H bars and bus stops on Cawston road. It was agreed that the councillors would consider this in detail, visit the location and report to the next council meeting. The chair would organise this.

8. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

There are no written reports. Cllr Sue Catchpole reported from Broadland District Council. Cllr Catchpole said a decision on devolution was imminent and there is a draft plan from the Police and Crime Commissioners office.

9. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK

One member of the public spoke. A representative from Aylsham & District u3a said they would like to place on various occasions a postbox topper on the pillarbox outside the town hall from summer 2025. It's currently at the design stage and the council invited Aylsham & District u3a to send through designs once ready.

10. TO ANSWER QUESTIONS FROM COUNCILLORS

None

11. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

2024/3376 47 Cawston Road	Screening Required; Mail returned	Still Pending
2024/3252 221 Hungate Street		Refused
2024/0859 17 Hungate Street		Still Pending

2024/3574 67 Burgh Road		Decided – Approved with Conditions
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b) **APPLICATIONS FOR CONSIDERATION**

- 2024/3763 15 Cromer Road**
Details of condition 5 of 20212243- Detailed drawings of the proposed windows, doors and roof-light.
- 2024/3661 12 Millgate**
Rear porch extension, replacement of 2 x windows on front elevation and 3 x windows on rear elevation (retrospective)
- 2024/3433 Shepherds Huts Green Lane Off Banningham Road**
Placement of 2 shepherds huts to use as holiday let and change of use of land (retrospective)
- 2024/3764 20 - 22 Market Place Aylsham**
2024/3707 Installation of 2 louvres intake and extract within top section of windows to side elevation
- 2024/3602 57 Holman Road Aylsham**
Dormer extensions to two first floor bedrooms
- 2024/3614 Bure House 56 Millgate Aylsham**
Details of condition 3 of 2024/0188 - (3) Details of replacement access gates

The council **resolved** that it had No Objections to any of the above planning applications.

12. POTENTIAL NEW DEVELOPMENTS

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

The site has planning permission, and clearance has started. Cllr Trevor Bennett and Cllr Evans spoke as did Cllr Catchpole from District to provide updates and to raise questions to be raised with the planning department. A new transport hub is to be located within the development (and for which the town council will be responsible) with significant funding and timing questions to be addressed. Cllr Trevor Bennett will follow up previous emails to the planning officer.

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

Cllr. Catchpole from the District Council provided an update. This site does not yet have planning permission, but may go to the planning committee as early as January. More information on ecology and noise are currently required. The Town Council's Traffic

Management Scheme calls for a zebra crossing on Burgh road. With the new development this will be of even more importance. The Council will contact the Planning Department regarding this matter.

c) *Street name suggestions from the Archives*

Street names are required for the new developments. A brief initial list of historic figures with local connections has been prepared but it was short. Around 8 names are required. It was agreed that Councillors would research potential names and email the clerk by 14th January.

13. FINANCE

To receive and adopt the Monthly Financial Report to 7.1.25.

The reconciliation did not balance and was not adopted. It was **resolved** to adopt the summary of payment and receipts.

14. BUDGET

To receive the final budget for 2025/26.

The final budget had been distributed in advance. The council discussed the report and thanked Sue Lake for the improved format which made things clearer. One change to a column title throughout the report was requested. The council **resolved** to receive and adopt the final budget, with the title amendment.

15. PROPOSALS FOR PROJECTS FOR FUTURE CIL MONIES

None received. Councillors could remember around 5-6 concrete proposals from previous meetings. It was decided that this would be an agenda item for the next meeting where all proposals would be brought together for debate. Therefore it was agreed that councillors would send to the clerk details of any suggested in the past.

16. TOWN CLERK'S REPORT

a) *General Report*

The Locum clerk had only been in post since the previous day and had no reports to make. A proposal had been received from Cllr Evans for a separate Planning committee to consider and report on planning applications. The clerk raised the following as matters to be considered when drafting the terms of reference: public participation, time of day for meetings, does it just duplicate the work for the council, awareness of clerk's time, and should it be for all planning applications or just larger ones? The council were interested in debating and considering the proposal in more detail and it would therefore be an item for a future agenda.

b) *To consider a request from Broadland for adding a TPO to a tree on Liz Jones Way, Willow Park*

The council **resolved** to **support** this preservation order.

17. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

None

18. RECREATION GROUND

a) *To receive the minutes of the Rec Committee Meeting 17th December*

It was **resolved** to accept the minutes of the Rec committee meeting.

- b) *To consider rescinding previous resolution re Recreation Ground charitable status.*

This was discussed in detail. There was some confusion about the nature and subject of the legal advice being sought and therefore it was considered that the council should not rescind the resolution at this stage. Clarification would be sought.

- c) Cllr. Bould provided an update. Resurfacing work had been completed, refurbishment work had gone well, and some funding had been received from Aylsham Show.

19. HIGHWAYS MATTERS

- a) *To consider the attached strategy*

Cllr Clarke gave a demonstration and introduction to a strategy and modelling system that he had developed to help with projects moving forward. The councillors were grateful for the demonstration.

- b) *To receive updates on Highway Matters*

A question was asked of the council in relation to the previously approved matter of the temporary bus stop on Burgh Road, regarding DDA compliance. The council considered it essential that the bus stop meet the required standards.

20. CLIMATE COMMITTEE

It was **resolved** to accept the minutes and confirm the decisions of the committee.

21. TO NOTE ITEMS FOR FUTURE AGENDA

- a) Separate Planning Committee
- b) H bars and bus stops
- c) Postbox topper designs
- d) Street Names
- e) Street Lighting
- f) Full consideration of CIL projects

22 DATE OF NEXT MEETING

To confirm the date of the next Meeting as

Wednesday 5th February 2025

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 20:53.

Minutes Agreed.....

APPENDIX 1: Receipts and Payments (8/1/25)

Aylsham Town Council Summary of Receipts and Payments Summary - Cost Centres Only

8 January 2025 (2024-2025)

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
01 General Purpose	124,200.00	250,237.88	126,037.88 (101%)	122,200.00	215,569.12	-93,369.12 (-76%)	32,668.76
02 Town Hall	96,200.00	82,631.79	-13,568.21 (-14%)	96,200.00	64,806.63	31,393.37 (32%)	17,825.16
03 Drill Hall	78,900.00	67,002.50	-11,897.50 (-15%)	78,910.00	63,845.71	15,064.29 (19%)	3,166.79
04 23 Market Place	5,500.00	5,579.10	79.10 (1%)			0.00 (N/A)	79.10
05 Cemetery Cottage	7,000.00	3,691.90	-3,308.10 (-47%)	2,000.00		2,000.00 (100%)	-1,308.10
06 Public Toilets			0.00 (N/A)	14,500.00	13,017.01	1,482.99 (10%)	1,482.99
07 Other Properties	12,100.00	12,100.00	0.00 (N/A)	8,100.00	5,961.86	2,138.14 (26%)	2,138.14
08 Cemetery	23,000.00	18,955.00	-4,045.00 (-17%)	23,000.00	16,645.57	6,354.43 (27%)	2,309.43
09 Allotments	34,000.00	35,302.92	1,302.92 (3%)	34,005.00	24,884.63	9,120.37 (26%)	10,423.29
10 Markets	9,000.00	5,766.18	-3,233.82 (-35%)	2,400.00	1,467.20	932.80 (38%)	-2,301.02
11 Open Spaces	198,800.00	196,834.43	-1,965.57 (-0%)	193,950.00	148,498.38	45,451.62 (23%)	43,486.05
12 Events		3,785.81	3,785.81 (378581)	2,000.00	3,409.26	-1,409.26 (-70%)	2,376.55
13 Churchyard			0.00 (N/A)	11,450.00	5,560.08	5,889.92 (51%)	5,889.92
14 Street Scene	29,500.00	29,500.00	0.00 (N/A)	29,500.00	30,194.64	-694.64 (-2%)	-694.64
NET TOTAL	618,200.00	711,387.51	93,187.51 (15%)	618,215.00	593,860.09	24,354.91 (3%)	117,542.42
Total for ALL Cost Centres							
V.A.T.		711,387.51			593,860.09		
		26,023.50			26,498.73		
GROSS TOTAL		737,411.01			620,358.82		

APPENDIX 2: Reconciliation (8/1/25)

8 January 2025 (2024-2025)

Aylsham Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 08/01/2025			
	Cash in Hand 01/04/2024		349,597.82
	ADD		
	Receipts 01/04/2024 - 08/01/2025		737,411.01
			1,087,008.83
	SUBTRACT		
	Payments 01/04/2024 - 08/01/2025		620,358.82
A	Cash in Hand 08/01/2025 (per Cash Book)		466,650.01
	Cash in hand per Bank Statements		
	Petty Cash	12/12/2024	250.00
	01 Barclays Current Account	08/01/2025	18,458.91
	02 Barclays Active Saver	08/01/2025	47,814.58
	Public Sector Deposit Fund	08/01/2025	222,932.93
	Shawbrook - Issue 7 Fixed Bond	08/01/2025	90,389.93
	Redwood Savings Account	08/01/2025	100,000.00
			479,846.35
	Less unrepresented payments		16,279.50
			463,566.85
	Plus unrepresented receipts		2,894.86
B	Adjusted Bank Balance		466,461.71
	Error A does NOT equal B		
	ERROR IS	£188.30	

APPENDIX 3: Reconciliation (13/1/25)

13 January 2025 (2024-2025)

Aylsham Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 09/01/2025			
	Cash in Hand 01/04/2024		349,597.82
	ADD		
	Receipts 01/04/2024 - 09/01/2025		737,517.01
			1,087,114.83
	SUBTRACT		
	Payments 01/04/2024 - 09/01/2025		620,358.82
A	Cash in Hand 09/01/2025 (per Cash Book)		466,756.01
	Cash in hand per Bank Statements		
	Petty Cash	09/01/2025	250.00
	01 Barclays Current Account	09/01/2025	16,212.91
	02 Barclays Active Saver	09/01/2025	47,814.58
	Public Sector Deposit Fund	09/01/2025	222,932.93
	Shawbrook - Issue 7 Fixed Bond	09/01/2025	90,389.93
	Redwood Savings Account	09/01/2025	100,000.00
			477,600.35
	Less unrepresented payments		13,553.20
			464,047.15
	Plus unrepresented receipts		2,708.86
B	Adjusted Bank Balance		466,756.01
	A = B Checks out OK		