



**MINUTES OF THE ANNUAL MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL,
ON WEDNESDAY 17 MAY 2023 at 7.00p.m.**

PRESENT: Trevor Bennett Chairman
David Anderson
Dave Curtis
Mary Evans
Catherine Fletcher
Lloyd Mills
Annette Overton

Sue Lake Town Clerk

7 members of the public

1. ELECTION OF CHAIRMAN OF THE COUNCIL 2023/24

It was proposed and seconded that **Trevor Bennett** be elected chairman for 2023/24. There were no further nominations, **Trevor Bennett was unanimously elected**. He thanked Councillors for their continued confidence in him, and for their support.

2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed the Declaration of Acceptance of Office, duly witnessed by the Town Clerk.

3. COMPLETION OF COUNCILLORS FORMS

a) To note receipt of councillors Declaration of Acceptance of Office

Forms had been received from 8 councillors, leaving two outstanding

b) To set a date for any outstanding Declarations

It was **AGREED** that the forms must be completed by May 31st 2023.

4. VICE-CHAIRMAN OF THE COUNCIL FOR 2023/2024

Mary Evans, was proposed and accepted the nomination, which was **AGREED**.

5. TO CONSIDER CO-OPTION TO FILL THREE VACANCIES ON THE TOWN COUNCIL, FOLLOWING THE UNCONTESTED ELECTION

Following the electoral process three seats were left unfilled. The Town Clerk had advertised the vacancies for co-option and five people submitted applications. Only three



of the five were present at the meeting and all were given the opportunity to address the council.

Following this a vote was taken and the following were co-opted:

Cheryl Bould
Kevin Cunnane
Kay Montandon

All three signed the Acceptance of Office form and joined the meeting.

6. TO RECEIVE APOLOGIES

Apologies were received and accepted from Pat Prekopp, Joan Bennett and Jason Gibbons

7. REPRESENTATIVES TO COMMITTEES & WORKING GROUPS

Representatives were appointed to Committees and Working Group as follows:

Aylsham Cittàslow Committee (5)	Mary Evans Kevin Cunnane Cheryl Bould	Pat Prekopp Lloyd Mills
Aylsham Community Events Committee (5)	David Anderson Joan Bennett Cheryl Bould	Pat Prekopp Kevin Cunnane
Properties Committee (7)	Dave Curtis Trevor Bennett David Anderson Annette Overton	Lloyd Mills Mary Evans Jason Gibbons Kay Montandon
Churchyard Committee (7)	Mary Evans Annette Overton Joan Bennett	Lloyd Mills Trevor Bennett Kevin Cunnane
ACE – Aylsham Climate Emergency	Mary Evans David Anderson Cheryl Bould	Trevor Bennett Pat Prekopp Kay Montandon
Staff Working Party (7)	Annette Overton Dave Curtis	Trevor Bennett Lloyd Mills
Discipline Panel	As and when required	
Grievance Panel	As and when required	
Effectiveness of Internal Control (5)	Dave Curtis Annette Overton	Lloyd Mills Kevin Cunnane
Allotment Holders Liaison Group (3)	Jason Gibbons Dave Curtis	Trevor Bennett
Internal Scrutineer	Catherine Fletcher	

8 REPRESENTATIVES TO EXTERNAL COMMITTEES AND OTHER ORGANISATIONS

Representatives were appointed to External Committees and Organisations as follows:

Recreation Ground Management Committee (3)	Trevor Bennett Cheryl Bould	Jason Gibbons
Aylsham Older People's Association	Annette Overton	
Aylsham Twinning	Cheryl Bould	
Christmas Lights Community Committee (5)	Jason Gibbons	Trevor Bennett
Heritage Centre Management Committee	Mary Evans Fletcher	Catherine
Safer Neighbourhood Action Panel	David Anderson	Annette Overton
Bure Navigation Conservation Trust	Catherine Fletcher	David Anderson

9. TO CONFIRM THE TRUSTEES OF THE CRESSEY HENRY PAGE CHARITABLE TRUST AND THE AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST

CRESSEY HENRY PAGE CHARITABLE TRUST

- a) To confirm 3 current Trustees -Eileen Springall, Ellie Baker and Andy Wilton

AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST

- a) To confirm 4 current Trustees - Michael Bush, Eileen Springall, Jan Kerrison and Rev Canon Julie Boyd
- b) To appoint a new Trustee following the resignation of Mary Evans
Cheryl Bould expressed a wish to join this trust. This was **AGREED**.

10. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN AGENDA ITEMS

None made.

11. TO CONSIDER ADOPTION OF NEW CODE OF CONDUCT

a) To consider adoption of Broadland Code of Conduct

The Local Government Association had agreed a new code of conduct that had been adopted by Broadland District Council. The Monitoring Officer at Broadland had recommended the code to Town and Parish Councils for adoption. It was proposed and **AGREED** that the Town Council adopt the new code.

b) To note Register of Interest Forms need to be completed electronically

Following the election all councillors require to complete new register of interest forms. These need to be submitted electronically to meet access requirements on Broadland website. The clerk will e-mail the forms to members for completion.

c) To note final date for competition of Register of Interest Forms

The forms need to be completed within 28 days of the election. A date of May 31st was set for members to complete these. Reminders will be sent to any not received by that date.

12. GENERAL POWER OF COMPETENCE

The Town Council meets the criteria of sufficient members having stood for election and a qualified clerk. It was therefore proposed and **AGREED** that the council adopt and use the General Power of Competence. This resolution allows the council to use the power until the next elections scheduled for May 2027.

13. MINUTES

Minutes of the Town Council Meeting held on 5 April 2023 had previously been circulated and were **confirmed and signed by the chairman.**

14. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS

The consultation on the proposed closure of Mayton Wood is now live. This will be placed on the agenda for next month.

15. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

a) To receive Reports from Representatives

County – there has been a change of leadership with changes to the cabinet. This is most likely as a result of differing opinions on the County Deal.

The consultation on the proposed closure of Mayton Wood goes live shortly and Steve Riley has been interviewed for a segment on Radio Norfolk

District – Sue Catchpole thanked those residents who had voted her and her colleagues back onto Broadland District Council. Negotiations are taking place with the other parties regarding the leadership of the council.

Police – PC Lucas Ward sent his apologies but had forwarded a report of the crimes in the last month.

b) To consider any matter for Broadland Overview & Scrutiny Committee

It was queried as there is now a political change at Broadland whether the collaboration with South Norfolk would come under scrutiny. The District Councillors felt this would happen.

c) To report on the meeting with Jamie Sutterby, Director of People & Communities at Broadland re Pride In Place – 16th May 2023

Mary Evans and the Town Clerk had met with representatives from Broadland regarding this scheme which is part of the levelling up agenda. A report of the meeting was tabled. The amount of money is quite low and no capital money was available for the current year. It was suggested looking at funding for Cittaslow membership from this and also a possible scheme for BBQs at the Farmers Market.

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

A resident advised of changes to the bus timetable which has resulted in some buses being cut from the service. It was **AGREED** to complain about this and the Town Clerk will write to Sanders

17. PLANNING ISSUES

a) APPLICATIONS DETERMINED

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

It was reported that the planning website was very slow and the clerk will contact Broadland regarding this.

b) APPLICATIONS FOR CONSIDERATION

2023/0846 **John O Gaunt School**
Single storey extension
Town Council Response – No Objection

2023/0864 **2 Red Lion Street**
Remove Internal wall
Town Council Response – No Objection

2023/0879 **Redwings Horse Sanctuary, Spa Lane**
Creation of woodchip area for horses
Town Council Response – No Objection

2023/0897 **19 Red Lion Street**
2023/0898 Conversion of storage space to a studio apartment, single storey extension
and replacement roof
Town Council Response – No Objection

2023/0191 **39 Hungate Street**
Demolish & Rebuild rear extension
Town Council Response – No Objection

2022/1888 **50 Millgate**
Demolition of single storey side garage and rear porch. New two storey side
and single storey rear extensions
Town Council Response – No Objection

2023/0958 **30 Hungate Street**
2023/1214 Loft upgrade works and first floor bathroom
Town Council Response – No Objection



2023/1196 **27 Red Lion Street**
2023/1197 Change of use from retail (Class E) to micropub/taproom (Sui Generis) with associated internal alterations

Town Council Response – No Objection

2023/1176 **1A-1B Cawston Road Aylsham**
Prior Approval under Class MA for the change of use from commercial, business and service (Use Class E) to 1 residential flat.

Town Council Response – No Objection

18. POTENTIAL NEW DEVELOPMENTS

a) To receive the response from Norfolk County Council Education

The responses to the correspondence with Paul Harker, Place Planning Manager were circulated with the agenda. It was **AGREED** to take the opportunity to meet with him and the clerk will organise this.

There was concern that he had not answered the question regarding the difference in numbers of properties he was working on compared to the current GNLP. When the clerk requests the meeting it will be reiterated what the Council are concerned about and what they need to know.

b) To discuss any updated information on Norwich Road site

The developers had been in contact regarding the highway aspect of the Town Councils objection. The clerk had responded advising this had to be discussed by the Town Council but any safe walking route along the A140 must have a barrier between the path and the road and that any crossing must be safe i.e. tunnel, bridge or lights. The Town Council **AGREED** this response

c) To discuss any updated information on Burgh Road site

Nothing to report

19. FINANCE

a) To receive and adopt the Monthly Financial Report for April 2023

The report was noted.

b) To receive schedule of regular payees as required by Financial Regulations

The schedule was noted

c) To note CIL payment of £1701.17 for six months to 31.3.23

Payment was noted

d) To consider request for financial support North Norfolk Community Transport

Further information had been received and it was proposed and **AGREED** to support the organisation by granting £475 to purchase two wheelchairs



e) To request a change to Financial Regulations regarding cash Payments

Following the closure of Barclays Banks it has become very difficult to bank loose coins. The Finance Office can only bank whole bags at the Post Office and therefore needs to go to Wroxham to bank the change received. A request was made to change the Financial Regulations whereby payments for market rents must be made by cheque, card or online payment. This was proposed and **AGREED** by a majority.

20. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report

Solar Streetlight – this has been installed at the end of Holman Road

2000 bench at BVR – unfortunately this has been vandalised but a resident will undertake the repair

Bridge wall on Hungate Street – graffiti has appeared on this wall and been reported

21. CHAIRMAN'S ANNOUNCEMENTS

Nothing to report

22. QUESTIONS FROM COUNCILLORS

None received.

23. RECREATION GROUND

A meeting was held the previous evening and the chairman reported it was the first one he had attended that ran smoothly with all participants in agreement. The minutes will be available next meeting.

24. HIGHWAYS MATTERS

Members mentioned the confusing sign on Norwich Road regarding road closed. This was actually for Blickling Road rather than through the town as most people anticipated. The Town Clerk will contact the Highway Engineer regarding this.

Permission had now been received to place the tables outside the Town Hall.

25. CITTASLOW

a) To note minutes of the Cittaslow Committee Meeting 19th April 2023

These were noted

b) To receive a report on the visit from Cittaslow International

Mary Evans reported on the recent visit from the President and Secretary of Cittaslow International from Italy. They attended a meeting with the Aylsham Committee on May 3rd and delegates from Llangollen and Mold also attended via video link. The meeting was well received and it was made clear that there is not a minimum number of towns required to remain as Cittaslow UK.



After the meeting and lunch a visit was made to Blickling Hall. Full thanks to Blickling especially Seb Billings as they went out of their way to accommodate the visit.

c) To confirm decisions made by the Cittaslow Committee

These were agreed.

26. CLIMATE COMMITTEE

a) To note minutes of the ACE Meeting 3rd April 2023

These were noted.

b) To confirm decisions made by the Climate Committee

These were confirmed

27. AYLSHAM TRAFFIC MANAGEMENT GROUP

a) To note minutes of the Traffic Group Meeting 26th April 2023

The minutes were noted

b) To confirm decisions made by the Traffic Committee

These were confirmed

c) To consider the provision of additional parking in the town and to agree that negotiations with suitable landowners can commence

At a meeting with ABEF the traders were all consistent with their view that the town needed additional parking. This has been discussed several years ago but no final action was taken. It was proposed and **AGREED** that the Town Clerk could start to investigate and potential further parking in the town

28. EVENTS COMMITTEE

a) To note minutes of the Events Committee Meeting 19th April 2023

The minutes were noted

b) To receive a report on the Coronation Events

There was approximately 50 people who attended the screening of the Coronation. Unfortunately, the wi-fi was very temperamental but the event was still able to be viewed as a whole. Unfortunately, the weather was very cold and then turned to rain so there were few people in the square in the afternoon.

c) To confirm decisions made by the Events Committee

These were confirmed.

Lloyd Mills took the opportunity to thank Sue, Wendy and Donna for organising a very successful and enjoyable quiz.



29. FLOOD RISK MANAGEMENT PROJECT

Proposal for Mash's Row – David Anderson advised that he had met with Rob Brooks from the Environment Agency last autumn and they had only managed to speak to two residents. He is still waiting to hear further from Rob.

The Environment Agency did talk about holding a meeting local to the site but there is no venue. David has delivered the leaflet to all homes in the area. Details will also be placed on the website.

30. ITEMS FOR INFORMATION/FUTURE AGENDA

These were picked up during the meeting

31. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Meeting as Wednesday 7 June 2023, at **7.00pm at the Town Hall**

32. 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.

33. STAFFING MATTERS

a) To receive the minutes of the staffing meeting held 6th April 2023

These were noted

b) To discuss the recommendations in the report

The recommendation regarding extending the hours for the maintenance manager were proposed and **AGREED**.

The recommendation to engage a cleaner was proposed and **AGREED**.

c) To agree the salary scale if a new member of staff is agreed

It was proposed and **AGREED** that the cleaner would be on the same salary scale as the Market Place cleaner.

d) To agree the recruitment process if a new member of staff is agreed

It was proposed and **AGREED** to delegate the recruitment of the cleaner to the Town Clerk.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.45p.m.

Minutes Agreed..... 7th June 2023