



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL,
ON WEDNESDAY 7th JUNE 2023 at 7.00 p.m.**

PRESENT:

Trevor Bennett Chairman	Catherine Fletcher
Joan Bennett	Kay Montandon
Cheryl Bould	Annette Overton
Kevin Cunnane	Pat Prekopp
Dave Curtis	
Sue Lake - Town Clerk	Wendy Murphy – Finance Officer

6 members of the public

1. TO RECEIVE APOLOGIES

Apologies were received from David Anderson, Mary Evans and Jason Gibbons

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None made.

3. MINUTES

Minutes of the Town Council Meeting held on 17th May 2023 had previously been circulated and were confirmed and signed by the chairman.

4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

The Buttlands car park had received repairs today to make the potholes less of a hazard. Work is still progressing regarding a full resurfacing.

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

a) To receive reports from Representatives

Police – PC Ward had sent a report which was displayed. He had also advised that he was progressing the issue of the damaged bench dedicated to Gerry Grimes.

County Council

Steve Riley advised that a new Chief Executive, Tom McCabe, had been appointed by the County Council. There is a new leader and they are looking at re-negotiating the

County Deal. The County Deal money cannot be used for running costs and the County Council still have a £60million deficit to manage
The consultation on the proposed closure of Mayton Wood is now live. Steve had created a petition and this now has over 1000 signatures.

District Council

Sue Catchpole reported that the new political setup at the District has been established and the Aylsham representation is as follows

Steve Riley – finance portfolio holder and GNGB

Abu Miah – planning, licensing and awards

Sue Catchpole – Licencing (chair) appeals (chair) and Environment (chair) – the clerk asked if as chair of environment she could ascertain why the contractors had been asked to remove all signs from dog bins.

The overview and scrutiny committee will be enhanced.

The working relationship with South Norfolk will be reviewed and if thought not working will be cancelled giving the required years notice.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

The issue with the buses mentioned at the last meeting has been communicated to Sanders but no response has been received to date.

A resident referred to an issue with the community gym and reducing its opening hours which has impacted on an older persons class. Sue Catchpole and Annette Overton offered to see if funding could be found.

7. YOUNGS PARK

Ian Potter from Youngs Park and Aylsham Football Club gave a presentation on how Youngs Park has developed over the last seven years and what the future plans entail.

Since the opening of Youngs Park the use of the facility had grown and there were over 700 people (adults and Children) who used it every week and had grown to 34 teams. The venue is also used for other activities – slimming clubs and keep fit plus private parties. He believed it was an asset for the town and was considered one of the best football centres in East Anglia.

The next stage is a 3G pitch which is being funded mainly by the Greater Norwich Growth Board (£350,000 and the Football Foundation £700,000) with a balance of £35,000 to come from the club. Fundraising for this had started in earnest and to date £8,000 has been raised.

He advised that the Town Council had given a grant ten years ago of £5,000 (New Homes Bonus Fund) and would be grateful of any further funding. The recycling grants scheme was explained to him.

The chairman thanked him for his presentation.

8. TO ANSWER QUESTIONS FROM COUNCILLORS

None Received

9. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

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

b) APPLICATIONS FOR CONSIDERATION

2023/1078

8 Church Terrace

To replace lean-to shed roof

Town Council Response – No Objection subject to agreement of Conservation Officer

2023/1293

8 Church Terrace

To replace old single glazed sash windows and rear screen

Town Council Response – No Objection subject to agreement of Conservation Officer

2023/0055

Aylsham Garden Centre

Erection of single storey double gable roof extension to provide additional retail floorspace and restaurant and provision of hard surface to existing grass car park

This application was registered incorrectly as a minor application and advertised as such. This is a technical issue and there is no additional information or changes to the proposal

Town Council Response – No Objection

2023/1377

Youngs Park

Creation of a 3G Artificial Pitch

Town Council Response – Support

The clerk had contacted Broadland regarding the issues expressed at the last meeting regarding the website. The officer admitted it was slower but that networks are being updated as part of the office move.

The issue with comments is linked to the design of the website. Under the comments tab it states how many comments there are but the actual comment can be found under the documents tab.

Steve Riley asked for all information and comments regarding the new website to be forwarded to him.

10. POTENTIAL NEW HOUSING DEVELOPMENTS

a) To discuss any updated information on Norwih Road site

Nothing further has been received. However, at a Broadland forum meeting held earlier the discussion re mitigating credits indicated that permissions will be granted river area by river area with the Yare and Wensum being before the Bure.

b) To discuss any updated information on Burgh Road site

Nothing has been received.

c) **To receive an update from Norfolk County Council Education**

An offer of a meeting had been received and this will be scheduled for June 14th. Trevor Bennett, Mary Evans and Sue Lake will attend. It was also thought Lloyd Mills should be made aware and Cheryl Bould indicated she wished to attend. Steve Riley also indicated that he wished to attend.

11. FINANCE

a) **To receive the Internal Audit Report 2022/23**

This was noted. There was one recommendation regarding the markets which has already been implemented.

b) **To receive the minutes of the Effectiveness of Internal Audit Meeting**

These were accepted.

c) **To receive the income and expenditure account and balance sheet**

This was noted. These showed a deficit for the year of £21,426 with net current assets of £386,771.

d) **To agree transfers to and from Earmarked Reserves**

The transfers were **AGREED** making the total of earmarked reserves £307,832.

e) **To complete and agree the Annual Governance Statement on the Annual Return**

The Finance Officer read out the statements on the Annual Governance and Accountability Return (AGAR) for the council to agree. All questions were answered 'yes'.

f) **To complete and agree the Accounting Statement on the Annual Return**

This was completed and **AGREED**.

g) **To receive and adopt the Monthly Financial Report to 31.5.23**

This was adopted.

12. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report.

Farmers Market – the relaunched market took place on Saturday and the Market Place was full and busy.

Paupers Graveyard – an invitation has been received for the Biodiversity Awards evening on June 21st Wendy Sadler will be attending.

Blossom Trees – to consider working with the National Trust at Blickling to plant blossom trees on the large grass area off Henry Page Road. It was asked if these could be fruiting trees. The clerk will contact Heather Jermy

Training Course – Councillors expressed interest in a whole council training course at the cost of £295. The clerk will organise this

Summer Inspections – dates will be set for the summer inspections

Broadland Meeting – the clerk had attended an online forum organised by Broadland where they discussed the Community Ownership Fund which is now applicable to Town and Parish Councils

13. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

Nothing to report

14. RECREATION GROUND

a) To receive minutes of the Recreation Ground Meeting 16th May 2023

The minutes were noted.

b) To receive any update

The sports safety risk assessment has been completed and the report is awaited.

15. HIGHWAYS MATTERS

To receive updates on Highway Matters

Following the complaint last meeting regarding the diversion signs the clerk had written to the Highway Engineer who had responded that this was the standard wording for these signs but he would speak with the contractor to see if they could add extra signs to highlight that it is Blickling Road and not the town centre that is closed.

The damage to the streetlight on Penfold Street is scheduled to be repaired on 18th July. The cost, to be borne by the drivers insurance, will be nearly £10,000.

16. AYLSHAM CITTASLOW COMMITTEE

a) To note minutes of the Cittaslow Committee Meeting 17th May 2023

These were noted. It was reported that the Aylsham link from the Cittaslow UK website was not working. Pat Prekopp will look into this.

b) To confirm the decisions made by the Cittaslow Committee

These were confirmed.

17. CLIMATE COMMITTEE

a) To note minutes of the Climate Meeting 2nd May 2023

The minutes previously circulated were noted.

b) To confirm the decisions made by the Group

These were agreed.

There will be an ACE presence at the Family Learning Day on June 10th and this years Green Day will be September 24th.

18. CHURCHYARD COMMITTEE

a) To note minutes of the Churchyard Committee Meeting 22nd May 2023

These were noted.

b) To confirm the decisions made by the Churchyard Committee

These were confirmed

c) To agree changes to the Terms of Reference

The changes related to a removal of the word walls to replace with boundaries and to add the Paupers Graveyard to the Terms of Reference. These changes were **AGREED**.

d) To agree changes to the Cemetery Regulations

Again these were two minor changes one removing the word exceptional in front of other religions and the second to change his to their. These were **AGREED**.

19. COUNTY COUNCIL CONSULTATIONS

a) To consider a response to the closure of Mayton Wood Recycling Centre

It was proposed and **AGREED** to respond to the consultation that the Town Council would not like to see Mayton Wood close.

Councillors were also asked to consider making a response themselves.

b) To consider a response to the Local Cycling and Walking Infrastructure Plan

It was proposed and **AGREED** to respond to this welcoming any new safe cycle/walking trails and looking at it aligning with the Town Council Traffic Strategy.

20. TOWN CENTRE PLANTERS

The Town Clerk had sought quotes to replant the large planters in the town. Only two contacts had responded.

It was proposed and **AGREED** to accept Quote B for £700.

21. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Nothing raised

22. DATE OF NEXT MEETING

This was confirmed as **Wednesday July 5th 2023** at 7.00pm

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.26p.m.

Minutes Agreed..... 5th July 2023