



NOTICE OF MEETING & SUMMONS TO ATTEND

**THERE WILL BE A MEETING OF AYLSHAM TOWN COUNCIL
TO BE HELD IN THE TOWN HALL,
ON WEDNESDAY 3 JULY 2024 at 7.00p.m.**

email: townclerk@aylsham-tc.gov.uk
website: www.aylsham-tc.gov.uk

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

A G E N D A

- 1. APOLOGIES FOR ABSENCE**
To receive and accept Apologies for Absence as previously notified to the Town Clerk
- 2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**
To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations
- 3. MINUTES**
To receive and confirm the Minutes of the Town Council Meeting held on 5th June 2024
- 4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS**
To receive information on any Matter Arising not on the agenda
- 5. TO CONSIDER CO-OPTION OF NEW COUNCILLOR**
- 6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**
 - a) To receive written and/or verbal Reports from Representatives (maximum 3minutes per report)
 - b) To consider any matter for Broadland Overview & Scrutiny Committee
- 7. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK**
- 8. TO ANSWER QUESTIONS FROM COUNCILLORS**
Written questions should be given to the Clerk at least 3 days prior to the meeting.

9. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

| Application no. & Address | Town Council Comment | Broadland DC Decision |
|---|----------------------|-------------------------|
| 2024/0387 The Parlour, Spratts Green Installation of solar panels onto agricultural barn roof | No Objection | Approved 12.4.24 |
| 2024/0383 81 Holman Road, Aylsham Proposed Fencing | No Objection | Refused 25.6.24 |
| 2024/0821 Aylsham Grain, Banningham Road Removal and replacement of lorry loading hopper | No Objection | Approved 14.6.24 |
| 2024/0969 18 Swan Close, Aylsham Rear Extension | No Objection | Approved 14.6.24 |
| 2024/1312 Friendship Hall, Cawston Road Removal of chimney, upgrade to roof covering and installation of solar panel array | No Objection | Approved 24.6.24 |

b) APPLICATIONS FOR CONSIDERATION

2024/1240 **149 Hungate Street**
Front and Rear extension

2024/1637 **Orchard End, Palmers Lane**
New raised roof construction together with elevation redesign including new front entrance/porch. Render to existing facing brickwork on all elevations including existing garage

2024/1655 **21 Hungate Street**
Replacement of existing timber beam and timber repairs. Re-building of brickwork above and around the end bearings of the beam. Removal of existing paint to rear first floor external wall and either brick finish retained or rendered.

2024/1789 **27 Mill Road**
Demolition of single storey garage and rear conservatory and erection of single storey rear extension with alterations

2024/1761 **Camohill, Heydon Road**
Demolition of existing dwelling and erection of new dwelling and garage

- 10. POTENTIAL NEW DEVELOPMENTS**
 - a) To discuss any updated information on Norwich Road site
 - b) To discuss any updated information on Burgh Road site

- 11. FINANCE**
 - a) To receive and adopt the Monthly Financial Report to 28.6.24 * Pages 1-2
 - b) To receive the notes of the Effectiveness of Internal Audit Meeting * Page 3
 - c) To consider adoption of new Financial Regulations * see attached document

 - d) To receive suggestions for projects for future CIL monies * Page 4

- 12. TOWN CLERK'S REPORT**

To receive and adopt the Town Clerk's Monthly Report * Pages 15-8

- 13. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**

- 14. RECREATION GROUND**
 - a) To note minutes of the Recreation Committee Meeting 18th June 2024 * Pages 9-11
 - b) To receive an update

- 15. HIGHWAYS MATTERS**
 - a) To receive updates on Highway Matters
 - b) To consider requesting Highways to install a dropped kerb on Norwich Road

- 16. CHURCHYARD COMMITTEE**
 - a) To note minutes of the Churchyard Meeting 10th June 2024 * Pages 12-14
 - b) To consider costs for reinstating and night silence of Church Clock * Page 15
 - c) To receive any update

- 17. CITTASLOW COMMITTEE**
 - a) To note minutes of the Cittaslow Committee Meeting 19th June 2024 * Pages 16-18
 - b) To confirm decisions made by the Cittaslow Committee

- 18. CLIMATE COMMITTEE**
 - a) To note minutes of the Climate Committee Meeting 3rd June 2024 * Pages 19-20
 - b) To confirm decisions made by the Climate Committee

- 19. EVENTS COMMITTEE**
 - a) To note minutes of the Events Committee Meeting 19th June 2024 * Pages 21-22
 - b) To confirm decisions made by the Events Committee

- 20. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**

To note any items of Information or for referral to a future Agenda

- 21. DATE OF NEXT MEETING**

To confirm the date of the next Meeting as Wednesday August 7th 2024

22. EXCLUSION OF THE PRESS AND PUBLIC

To exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 during discussion of the following item

23. STAFFING MATTERS

- a) To confirm the appointment of the new Town Clerk and RFO
- b) To receive an update on the recruitment of the Finance Officer
- c) To review the decision made in February 2024 item 22b

Sue Lake

Mrs. S Lake
Aylsham Town Clerk

27th June 2024

**attached*

NOTES

This Meeting is open to the Public and the Press. Copies of this Agenda and the Draft Minutes referred to above are available from the Council Office. They may also be downloaded from the Town Council's website at www.aylsham-tc.gov.uk (go to Agenda and Minutes page).

Planning Applications listed above are those notified to the Town Council at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed on line please go to <https://info.southnorfolkandbroadland.gov.uk/online-applications/> And add the requested details.

