



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL,
ON WEDNESDAY 7TH DECEMBER 2022 at 7.00 p.m.**

PRESENT: Trevor Bennett Chairman Mr J Gibbons
Mr D Anderson Mr B Lancaster
Mrs J Bennett Mrs A Overton
Mr D Curtis Mr P Prekopp
Mrs M Evans Mr C Spink

Sue Lake - Town Clerk

Wendy Murphy – Finance Officer

5 members of the public

1. TO RECEIVE APOLOGIES

Apologies were received from Lauren Canon

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Jason Gibbons re Market Rents Item 14c

3. TOWN COUNCILLOR ATTENDANCE

a) To note that David Harrison last attended a Town Council Meeting in February 2022

This was noted

b) To declare the Town Council seat occupied by Davis Harrison as vacant

Members were aware of the current ill health suffered by David Harrison which meant he had not attended a meeting for 10 months. In view of this it was proposed and **AGREED** that his position be declared vacant. Members expressed their thanks for his work as a Town, District and County Councillor over several years and hoped that he may return to the Town Council should his health allow it. A letter of thanks for his work will be sent.

4 COUNCILLOR VACANCY

The clerk had confirmed with the Elections Officer from Broadland that the council could co-opt for both the existing vacancy and the vacancy created by the lack of attendance by David Harrison.

Two completed applications for the vacancies had been received and both parties took the opportunity of addressing the Council.

The Council then proposed and **AGREED** to co-opt Lloyd Mills onto the council.

The Town Council proposed and **AGREED** to co-opt Sandi Westwood to the council.

Both councillors signed the declaration of acceptance of office forms and joined in the meeting.

5. MINUTES

Minutes of the Town Council Meeting held on 2nd November 2022 had previously been circulated and were confirmed and signed by the chairman after a correction to the Cittaslow item regarding attendees at a recent meeting

6. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

Item 21 – David Anderson updated members on the actions taken regarding the flood risk project. He had met with officers from the Environment Agency and together had visited properties and spoken to residents who were at home at the time. They had taken lots of photos and will prepare a report in the coming months.

7. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police – not in attendance

Norfolk County Council– not in attendance

Broadland District Council– Sue Catchpole advised that a full meeting of Broadland Council was scheduled for the next day when discussions on purchasing housing will be held. This is to offset the high cost of B&B needed to house homeless residents. There is likely to be a budget deficit of £1m which will be met from reserves so Council Tax does not need to rise.

They are hoping to receive details of the costs relating to the Horizon Building.

A question was raised regarding the bullying issue mentioned at the last meeting but Sue had no further information on this.

8. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

A resident asked for an update on the proposed developments. The chairman explained the current situation as far as the Town Council were aware with regard to planning application, GNLP and Nutrient Neutrality.

A resident advised she was sorry to see that David Harrison was unable to continue as a Town Councillor and would like to thank him for his work. The letter to be sent will also include thanks from the public.

9. TO ANSWER QUESTIONS FROM COUNCILLORS

None received.

10. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

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

b) APPLICATIONS FOR CONSIDERATION

20221498

7 Yaxleys Lane

Dropped Kerb

Town Council Response – No Objection

20221713 **Cherry Tree House Burgh Road**
Conservatory

Town Council Response – No Objection

20221782 **Sunshine Cottage, Cawston Road**
Change of use of land to residential curtilage to form new
vehicular access

Town Council Response – No Objection subject to highway consent

20221827 **PE Cole Upholstery, Burgh Road**
Change of use. Alterations to facilitate a hot food takeaway

Town Council Response –Object due to noise and traffic issues

20221888 **50 Millgate**
Demolition of single storey side garage and rear porch. New
two storey side and single storey rear extensions

Town Council Response –Object as overdevelopment and loss of off-street parking

11. FINANCE

a) To receive and adopt the Monthly Financial Report to 30.11.22

This was adopted. The Finance Officer had transferred the high balance (from receipt of second instalment of precept) to the CCLA account which is currently offering a high level of interest but still with instant access to funds.

12. BUDGET 2023/24

Over the last month the Town clerk and RFO had further scrutinised the budget and the suggested changes on the report were all accepted. No allocation of additional funds for the Recreation Committee were included in the revised draft as this was for discussion under the next item.

The agreed changes reduced the precept requirement to £455,305 an increase of 7% on last years precept. The Band D rate would increase from £156.14 to £167.70 an annual increase of £11.56. As was established when preparing the Neighbourhood Plan the majority of homes in Aylsham are Band B or C so the rates for these will be calculated for the next meeting.

It was requested whether more could be absorbed to try and reduce the increase to 4% but this was not felt possible.

It was proposed and **AGREED** to accept the budget in principle and a final discussion and agreement will take place in January.

13. RECREATION GROUND COMMITTEE FUNDING REQUEST

As discussed at the last meeting the Recreation Ground Committee had asked for an additional £90,000 on top of the annual grant usually received. This sum was to cover the cost of repairs as the Recreation Ground does not generate sufficient income to

meet these exceptional costs. Full details of how the sum was to be made up had not been received in time to be included in the meeting papers.

The items needing repair/replacement included the pavilion roof, a gap in the perimeter fence, Smile Park surfacing, both gateways and removal of the large soil heap from the creation of the additional cricket wicket.

Since the initial cost estimate the work has been assessed and some items will not require work and more affordable, albeit short-term solutions have been suggested. This brings the additional sum required down to £13,500 with a possible additional sum for roof replacement if repairs are not suitable.

Members felt that the full £90,000 originally requested was not a real option on such short notice and with such limited justification. However, having said that they did appreciate the importance of the Recreation Ground to many Aylsham residents. They were also not in favour of the large sums handed out to sports groups who use the Recreation Ground. It was advised that this system would be changing in the next financial year.

After a lengthy discussion it was proposed that the earmarked sum held for the Recreation Ground (currently £34,400) be made up to £50,000 with the balance coming from the general reserve. This was **AGREED**.

Furthermore any claim for any of this money must show full transparency and come with a works specification and at least three quotes and be for large scale projects rather than day-to-day work. This was also proposed and **AGREED**.

14. FEES AND CHARGES

The fees and charges levied by the Town Council were reviewed.

Town Hall

This is currently charged over sessions which causes confusion for both hirers and staff. The following charges were proposed and **AGREED**.

Main Hall – not for profit and Health Teams £12 per hour, bookings must include 30 minutes start and finish time

Private and Commercial £14 per hour, bookings must include 30 minutes start and finish time

Parties £140 from 2pm – midnight

Green Room £30 additional cost

Wedding packages as previously agreed.

These charges to commence from 1st April 2023.

Drill Hall

No changes proposed

Market Rents

No Changes proposed

Cemetery Charges

No Changes proposed

Allotment Fees

Under allotment legislation one years notice of increases must be given to allotment holders. Any changes would need to be implemented from rent renewal in 2024 and must be advised by the rent renewal in 2023. This will be discussed with allotment holders and brought to a future meeting.

15. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

David Anderson reported that the Remembrance Service he attended went very well Peter Bull who has worked in the archives for over 16 years will be moving from Aylsham and will no longer be involved. It was agreed to send a letter of thanks to him

16. DATE OF NEXT MEETING

This was confirmed as **Wednesday January 4th 2023** at 7.00pm

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.10p.m.

Minutes Agreed..... 4th January 2023