



## AYLSHAM TOWN COUNCIL

### MINUTES OF THE ANNUAL MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 19 MAY 2021 at 7.00p.m.

**PRESENT:**

|                         |                 |
|-------------------------|-----------------|
| Trevor Bennett Chairman | Mr M Martin     |
| Mr R Clarke-Ward        | Mrs A Overton   |
| Mr D Curtis             | Mr P Prekopp    |
| Mrs M Evans             | Mrs E Springall |
| Mr B Lancaster          |                 |

Sue Lake Town Clerk

#### **7 members of the public**

#### **1. ELECTION OF CHAIRMAN OF THE COUNCIL 2021/2**

It was proposed and seconded that **Mr T Bennett** be elected chairman for 2021/22. There were no further nominations, **Mr 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. TO RECEIVE APOLOGIES**

Apologies were received and accepted from Joan Bennett, David Harrison and Val Shaw

#### **4. VICE-CHAIRMAN OF THE COUNCIL FOR 2021/2022**

The Chairman called for nominations. **Mary Evans**, was proposed and accepted the nomination, which was **AGREED**.

#### **5. REPRESENTATIVES TO COMMITTEES & WORKING GROUPS**

Representatives were appointed to Committees and Working Group. Please see full list at the end of these minutes.

- 6. REPRESENTATIVES TO EXTERNAL COMMITTEES AND OTHER ORGANISATIONS**  
Representatives were appointed to External Committees and Organisations as follows.  
Please see full list at the end of these minutes.
- 7. TO APPOINT AN INTERNAL SCRUTINEER FOR 2021/2**  
**Mary Evans** agreed to continue as the Internal Scrutineer.
- 8. TO CONFIRM THE TRUSTEES OF THE CRESSEY HENRY PAGE CHARITABLE TRUST AND THE AYLISHAM QUEEN ELIZABETH II JUBILEE TRUST**  
CRESSEY HENRY PAGE CHARITABLE TRUST  
a) To confirm 3 current Trustees - Mrs Ellie Baker, Mr Andrew Wilton and Mrs Eileen Springall  
AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST  
b) To confirm 3 current Trustees - Mr. Michael Bush, Mrs Mary Evans and Mrs Eileen Springall
- 9. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**  
Pat Prekopp declared an interest on the planning application at Spratts Green.
- 10. TOWN COUNCIL VACANCY**  
Broadland District Council has confirmed that no by-election has been requested and the council are free to co-opt. This has been advertised in Just Aylsham and further advertising will now take place with co-option at the June meeting
- 11. MINUTES**  
Minutes of the Town Council Meeting held on 21 April 2021 had previously been circulated and were **confirmed and signed by the chairman.**
- 12. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA**  
Nothing raised.
- 13. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**  
**Police** – PC Lucas Ward advised that there will be an advertising push to try and reinvigorate Community Speedwatch. There were no particular crimes he wished to mention. He has been working with the issue of parked cars on Cawston Road and he has also dismantled a den that had been built and was being used for drinking at Sankence. He advised Aylsham was still a safe place to live and work.  
  
**Broadland District Council** – Sue Catchpole updated members on the new Country Park near Horsford, Food Innovation Centre at Honingham and the upcoming new joint website with South Norfolk. The waste collection contract is still in discussion as none of the tenders completely matched the criteria. Community Connectors are being recruited to assist people when they are in crisis. An environmental co-ordinator will also be employed to look at green issues but has not been allocated a budget.

Sue also mentioned the forthcoming centenary of Aylsham Tennis Club.

**Norfolk County Council** – Following the election the new county councillor for Aylsham is Steve Riley. He advised he was settling in at the county and would give a full report at the next meeting.

**14. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION**

It was proposed and **AGREED** to suspend standing orders for 15 minutes.

A resident of Church Terrace advised he still had not heard from the Highway Engineer. The clerk advised that last time she saw him he said he was on his way to meet with the resident. Steve Riley said he would follow this up for the resident.

A resident admired the redecoration of the hall but asked about the large pictures. The clerk replied these will be put up soon.

A resident criticised the Cittaslow Committee regarding the work they had undertaken on the logo and the Climate Emergency as he felt this was not part of their role.

**15. TO ANSWER QUESTIONS FROM COUNCILLORS**

None received.

**16. TO CONSIDER PLANNING ISSUES**

**a) APPLICATIONS DETERMINED**

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

**b) APPLICATIONS FOR CONSIDERATION**

20210488                      **Bure House 132 Norwich Road Aylsham**

Single storey side extension

**Town Council Response – No Objection**

20210673                      **19 Burgh Road, Aylsham**

Rear extension and loft conversion

**Town Council Response – No Objection**

20210667                      **43 Hungate Street, Aylsham**

Install EV Charging Point

**Town Council Response – No Objection**

20210685                      **Gas House, Gas House Hill, Aylsham**

Installation of 3 velux windows

**Town Council Response – No Objection**

20210690                      **2 Pound Lane, Aylsham**

Car Port Extension

**Town Council Response – No Objection**



20210530                      **28-30 Red Lion Street, Aylsham**  
Carrying out upgrading works with removal of sub-standard external toilets and covered walkway. Creation of internal opening. Renewal of dilapidated garage roof enhancing external walls facing service yard

**Town Council Response – No Objection**

20210708/920                **The Parlour, Barn 4, Spratts Green Farm, Spratts Green, Aylsham**  
Proposed conversion and extension to listed barn to form one dwelling (full planning and Listed Building application)

**Town Council Response – No Objection**

20210746                      **The Old Post Office, 2 Hungate Street, Aylsham**  
Variation of Condition 3 re opening hours)

**Town Council Response – No Objection**

20210021                      **St Michaels Hospital, Cawston Road, Aylsham**  
Erection of two semi-detached 3-bedroom dwellings

**Town Council Response – Object due to loss of parking, loss of trees and implication to Town Council land**

**17. FINANCIAL MATTERS**

**a) To receive and adopt the Monthly Financial Report for April 2021**

The report was noted.

**b) To receive the Scrutineers Report for December – March 2021**

This was accepted.

**c) To receive an update on the annual audit**

Various paperwork had been sent to the Internal Auditor and the Annual Governance and Accountability Report should be ready for the June meeting.

**18. TOWN CLERK'S REPORT**

The Town Clerk presented and updated her report

Market Place Planters – the smaller planters in the Market Place had been re-planted with bedding plants kindly donated by Peter Purdy

**19. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported on an e-mail complaint from one of the Business owners in the town and the clerks response. It was felt that the matter had been handled as well as possible. Copies of the correspondence will be sent to members so they are fully aware of the situation.

**20. GNLP**

The clerk had prepared a report regarding the latest position on the GNLP. If after reviewing comments it is suggested it will be approved this will go to Broadland Cabinet on 6<sup>th</sup> July followed a couple of weeks later by full council. It will then go to the Planning Inspectorate.

The details of the policies for the two sites list the requirements expected by the GNLP. Members were asked to review the items and list anything that they believe is missing from the policy. The Town Council will also receive a substantial sum via CIL so any indications on how this should be spent should be brought to council as soon as possible.

**21. HIGHWAYS MATTERS**

**a) To receive any update on Parish Partnership bid for Penfold Street**

The work has been put back one week commencing on June 1<sup>st</sup>. It is still envisaged this will be for three weeks.

**b) To receive details of issue re grass verge on Burgh Road**

A comment had been received regarding the concrete bollards along the grass verge on Burgh Road. Due to erosion of the verge these are now very close to the road and in danger of falling. This has been reported to highways who were also aware of the issue. However, no action has been taken. It was **AGREED** to write to Highways to get this resolved.

**22. AYLSHAM TRAFFIC MANAGEMENT WORKING GROUP**

**a) To receive minutes of Meeting held on 28<sup>th</sup> April 2021**

The minutes were accepted.

Pat Prekopp advised he had visited Tim Blyth at Keys auction and he was happy to work with the Town Council at looking at potential use of the auction yard.

**23. CITTÀSLOW COMMITTEE**

**To receive minutes of Meeting held on 22<sup>nd</sup> April 2021**

The minutes previously circulated were noted

**24. TOWN COUNCIL LOGO**

The clerk presented the various logos on the screen. It was suggested that this be sent to all members so they could consider their response and make a decision at the next meeting.

**25. ALLOTMENTS**

There have been some instances of fly tipping at the allotments on Cromer Road. So far this has not been too much of an issue but if left could become a greater problem. The allotment holders were contacted to see what ideas they had and a list of these was presented. It was **AGREED** that the area should be cleared, fenced off and sea buckthorn plants added.



**26. RECREATION GROUND**

**a) To note minutes of the Recreation Committee Meeting held 11<sup>th</sup> May 2021**

The minutes were noted.

**b) To receive any update**

Wendy Murphy has been appointed Recreation Ground Manager for an initial period of 3 months.

**27. ITEMS FOR INFORMATION/FUTURE AGENDA**

A meeting of the Properties Committee and the Staffing Committee will be arranged

**28. DATE OF NEXT MEETING**

The Chairman confirmed the date of the next Meeting as Wednesday 16 June 2021, at **7.00pm at the Town Hall**

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8.55p.m.

Minutes Agreed..... 16<sup>th</sup> June 2021

## Membership Representation 2021-23

|  |  |   |
|--|--|---|
| Aylsham Cittàslow Committee (5)        | Mary Evans<br>Val Shaw   | Pat Prekopp<br>David Harrison   |
| Aylsham Community Events Committee (5) | Rodney Clark-Ward<br>Pat Prekopp<br>Eileen Springall                       | Trevor Bennett<br>Joan Bennett<br>Val Shaw                            |
| Properties Committee (7)               | Dave Curtis<br>Mary Evans<br>Eileen Springall<br>Annette Overton           | Barry Lancaster<br>Val Shaw<br>Trevor Bennett                         |
| Churchyard Committee (7)               | Mary Evans<br>Annette Overton<br>Mathew Martin                             | Val Shaw<br>Eileen Springall  |
| Staff Working Party (7)                | Barry Lancaster<br>Val Shaw<br>Annette Overton<br>Mathew Martin            | Eileen Springall<br>Dave Curtis<br>Trevor Bennett                     |
| Discipline Panel                       | As and when required   |   |
| Grievance Panel                        | As and when required   |   |
| Effectiveness of Internal Control (5)  | Dave Curtis<br>Annette Overton   | Eileen Springall  |
| Allotment Holders Liaison Group (3)    | Trevor Bennett   | Eileen Springall  |
| Internal Scrutineer                    | Mary Evans   |   |
| Traffic Group                          | Trevor Bennett<br>Mary Evans<br>Val Shaw<br>David Harrison<br>Joan Bennett | Annette Overton<br>Barry Lancaster<br>Eileen Springall<br>Pat Prekopp |

|  |                                 |                 |
|--|---------------------------------|-----------------|
| Recreation Ground Management Committee (3) | Dave Curtis<br>Eileen Springall | Barry Lancaster |
| Aylsham Older People's Association         | Annette Overton                 |                 |
| Aylsham Twinning                           | Pat Prekopp                     |                 |
| Christmas Lights Community Committee (5)   | Rodney Clark-Ward               | Trevor Bennett  |
| Heritage Centre Management Committee       | Mary Evans                      | Val Shaw        |
| Safer Neighbourhood Action Panel           | Rodney Clark-Ward               | Annette Overton |
| Bure Navigation Conservation Trust         | Barry Lancaster                 |                 |
| Licensing                                  | Annette Overton                 |                 |

