



**MINUTES OF THE MEETING OF AYLSHAM TOWN
COUNCIL**

**HELD IN AYLSHAM TOWN HALL,
ON WEDNESDAY 21 JULY 2021 at 7.00p.m.**

AYLSHAM TOWN COUNCIL

PRESENT:

Trevor Bennett Chairman	Mr B Lancaster
Joan Bennett	Mr M Martin
Mr R Clarke-Ward	Mrs A Overton
Mr D Curtis	Mr P Prekopp
Mrs M Evans	Mr C Spink
Mr D Harrison	

Sue Lake Town Clerk

0 members of the public

1. TO RECEIVE APOLOGIES

Apologies were received and accepted from Mrs E Springall
The chairman read an e-mail from Val Shaw who had decided, due to failing health, to resign from the council. Members were sorry to lose her but fully understood her reasons and wished her well.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

David Harrison declared his interest as a Broadland District Councillor
Mary Evans advised she is now on Broadland District Council Standards Committee

3. MINUTES

Minutes of the Town Council Meeting held on 16th June 2021 had previously been circulated and were **confirmed and signed by the chairman.**

4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

Nothing raised

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police – No report available

Broadland District Council – David Harrison reported that Broadland's main topic at the moment is the integration with South Norfolk. He is opposed to this and feels it is a political manoeuvre to avoid unitary.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

This item was not required.

7. TO ANSWER QUESTIONS FROM COUNCILLORS

None received.

8. TOWN COUNCIL COVID-19 REQUIREMENTS

From the 19th July most legal restrictions relating to Covid-19 were lifted as England moved into Step 4 of the Government roadmap out of lockdown. The Town Clerk had prepared a report on the issues and current government advice. After discussion it was **AGREED** that the Town Council would continue with the current practice of sitting socially distanced, masks until sat down and use of sanitisers etc. It was also **AGREED** although it cannot be enforced to request hirers to use masks if appropriate and sanitiser would continue to be supplied. It was further **AGREED** that due to the current rising rate of infection the Town Council offices will remain closed with staff meeting visitors at the door.

Meetings will continue in the Town Hall but the Town Clerk will look at the hearing loop and sound system.

9. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

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

b) APPLICATIONS FOR CONSIDERATION

20210770 **187 Hungate Street, Aylsham**

Single storey side and rear extension

Town Council Response – Object due to lack of information on the plans and no mention of the mature tree which will need protection

20211015 **33 Mileham Drive, Aylsham**

Single storey rear extension and internal alterations

Town Council Response – No Objection

20211051 **Aylsham Garden Centre, Norwich Road, Aylsham**

Proposed new canopy at entrance. Upgrade existing track to form access road to rear of site. Proposed new storage barn. Proposed new sewage treatment plant. As built poly tunnel

Town Council Response – No Objection

20211113 **30 Market Place, Aylsham**

Installation of new signage and projecting sign

Town Council Response – No Objection

20211284 **Emmanuel Church, White Hart Street, Aylsham**

Change of full roof light window in school house section of building to two roof light velux's

Town Council Response – No Objection

2021121 **Balmain, Palmers Lane, Aylsham**
Re-roof existing bungalow and form additional habitable accommodation within loft space. Construction of single storey games room. Demolition of existing flat roofed entrance lobby and construction of new pitched roof entrance lobby. Construction of pitched roof double garage and relocation of vehicular access to the site

Town Council Response – No Objection

2021158 **11 Sir Williams Close, Aylsham**
Single storey flat roof rear extension

Town Council Response – No Objection

2021183 **33 Stuart Road, Aylsham**
Extensions to detached flat roof garage

Town Council Response – No Objection

2021128 **Land off Cawston Road, Aylsham**
Change of use of barn to a5 large horse stables

Town Council Response – No Objection

2021104 **47 Hungate Street, Aylsham**
Demolition of lean to (listed Building Application)

Town Council Response – No Objection

c) **GNLP**

The chairman reported that he had recently attended the Cabinet Meeting of Broadland District Council when they were to discuss whether to approve the GNLP following the Regulation 19 consultation to go to full council and then onto the planning inspectorate.

He asked why the town and the Town Council were not consulted on a second site. The response was the same as before that they had consulted on the Norwich Road site. They either are unable or unwilling to grasp the concept that it is the introduction of a second site that is the issue not the locations.

Following that meeting Broadland agreed to meet with the chairman, vice-chairman and clerk to discuss the matter in more detail. Attending from Broadland were Sue Lawn, portfolio holder for planning, Helen Mellors, Head of Planning and Mike Burrell Policy Manager at the GNLP.

The meeting did not discuss the issue of the introduction of a second site as that had already been discussed and misunderstood at cabinet. It was pointed out that none of the parishes that received a substantial increase at Reg 19 stage were informed directly and they did concede that was a communication error on their part.

It was then discussed that the town as a whole had received only one benefit from development over the last 20 years and that was the creation of Henry Page Road.

The meeting then went on to discuss the issues in relation to

- Education – mainly primary
- Aylsham's Traffic (vehicles and pedestrians) Network
- Well-being of existing population of the Town
- Health Service Provision
- Social Care
- Water supply and water disposal
- The development of the local economy

It was felt it was a productive meeting and the planners may now have a better understanding where the town is coming from in their objections.

The meeting then went on to discuss the implications of two developments in the town and the need to consult at an early stage with developers. This consultation does not stop the council from objecting to the GNLP or the actual plans when they come forward. Early discussion will ensure that the benefits to the town can be maximised.

10. FINANCIAL MATTERS

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

The report was adopted.

b) To receive the Scrutineer's Report

The report was adopted.

c) To receive the minutes of the Effectiveness of Internal Audit Group

The minutes were adopted

d) To consider the recommendation regarding e-mail addresses for Councillors

It was proposed and **AGREED** to provide Aylsham-tc.gov.uk email addresses for all councillors. The cost is £6.50 per address per month

e) To consider the request for an additional member of the Effectiveness of Internal Control Group

Following the departure of Steve White, the group is a member short. No volunteers were forthcoming at the meeting and members were asked to think about it and let the clerk or finance officer know.

11. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report

There have been some complaints re the cemetery as the contractor is struggling to keep up with the current level of grass growth. This matter is being addressed.

The clerk advised that she had been contacted by an officer at Broadland earlier on the day of the meeting regarding a grant for free Broadband in public places. The clerk had not been able to talk to the officer but had advised the council would be interested in this matter.

12. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had nothing to report.

13. RECREATION GROUND

a) To note minutes of the Recreation Committee Meeting held 13th July 2021

The minutes were noted.

b) To receive any update

The storage unit has now been signed off by building control.

Neighbour access to the Recreation Ground needs to be resolved.

There is a dispute over the ownership of one of the properties at the Bowls Club and the original asset list cannot be traced at the moment.

14. HIGHWAYS MATTERS

a) To note the request from Norfolk County Council for projects for the Parish Partnership

The request for projects has been received and the clerk asked if any members had any ideas if they would contact her.

b) To receive correspondence with Buxton Parish Council re junction A140 and Buxton Road

The clerk from Buxton Parish Council advised this junction has not been discussed at Buxton Parish Council meetings.

A short discussion took place regarding the junction and it was **AGREED** as a first step to ask for the lines to be re-painted.

c) To receive any updates on Highway Matters

The Town Clerk read an e-mail she had received shortly prior to the meeting regarding the direction priority at the new footpath. The e-mail was from a fire fighter based at Aylsham. He advised that he and several of his colleagues are regularly held up by this junction and it can, make a considerable difference to the response time. The e-mail also suggested turning the pump into a form of roundabout to perhaps ease the problem.

The clerk had also received the safety audit reported, copies of which were distributed, which was the reason behind the change of priority.

It was **AGREED** that the clerk would write to Highways, the Safety Audit team and Steve Riley as County Councillor regarding this issue and ask for the priority to be changed. The cost of the Traffic Regulation Order (TRO) to make the changes to the pump area is listed at £4800 if unopposed. This could be considered by the Town Council using CIL money.

15. AYLSHAM TRAFFIC MANAGEMENT WORKING GROUP

a) To receive minutes of Meeting held on 30th June 2021

The minutes were accepted.

- b) To request whether councillors can join in with collecting traffic data**
The comprehensive scheme designed to count and monitor the traffic was explained to councillors and the fact that approx. 40 people were needed to make this work. The date set for the traffic count is Monday September 20th 2021. Most members advised they were available.

16. PROPERTIES COMMITTEE

- a) To note minutes of Properties Committee Meeting held 14th June 2021**
These were accepted.
- b) To discuss report re telephone box**
The report on the telephone box was accepted and it was proposed and **AGREED** to install a phone charger unit at an estimated cost of £305.
- c) To discuss report on fees for weddings at the Town Hall**
The suggested costs for weddings at the Town Hall was proposed and **AGREED**.
- d) To discuss quotes for the flooring in the Green Room**
The Council discussed the three quotes received and selected Option A (A&M Carpets)
- e) To consider a request for a skate ramp from a resident**
The Town Council had received a letter via Broadland from a young resident of The Willows. Members thought this showed excellent initiative on his part. It was agreed that the clerk write to the management company for the estate and ask if they would consider this request.

17. AYLSHAM CEMETERY

- a) To discuss quotes for repairs to the Cemetery Gates**
A report showing two quotes was presented to the council. Mr Lancaster proposed that the repair be delayed and that a scheme be investigated whereby the columns are reinforced inside and clad with bricks. This was **AGREED**.
The clerk advised that the top of the pillar should be removed as soon as possible as it looks precarious. The clerk also advised there were some issues with the grass cutting at the moment which are being addressed.
- b) To consider installing a noticeboard at the Cemetery**
The clerk advised there are a growing number of cases of inappropriate memorials at the cemetery. She felt a noticeboard would allow the rules to be displayed to try and reduce this. The cost would be approx. £1000. This was **AGREED**.

18. CITTASLOW COMMITTEE

- a) To receive minutes of Meeting held on 17th June 2021**
The minutes previously circulated were noted

- b) **To confirm the decisions made by the Cittaslow Committee**
These were **AGREED**
- c) **To discuss the report re the International Assembly to be held in Aylsham in March 2022**
The Cittaslow Chairman's report was discussed and it was **AGREED**, reluctantly, that the council is not in a position to hold this event so soon. A possibility of a future date will be considered.
- d) **To receive notes of meeting with BDC new Environmental Co-ordinator**
Pat Prekopp had met with the new officer who has no authority and no budget. Her main role appears to be with reducing waste and the carbon footprint within the council with various recycling methods.
It was noted within the Town Councils budget that the recycling credits received have reduced and it was queried if another recycling site could be created. The clerk will look into this.

19. ITEMS FOR INFORMATION/FUTURE AGENDA

No new items identified.

20. DATE OF NEXT MEETING

It was **AGREED** not to have an August recess as this led to a long September agenda. The Chairman confirmed the date of the next Meeting as Wednesday 18th August 2021, at 7.00pm at the Town Hall

21. 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.

22. STAFFING ISSUES

The minutes of the Staffing Meeting held on 1st July 2021 were noted.

It was proposed and **AGREED** to give the staff member who is the license holder a grade increase.

The clerk had spoken to the Finance Officer who was happy with the decision made in regard to her being nominated the Responsible Finance Officer.

The clerk's appraisal will be organised before the next meeting

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.25p.m.

Minutes Agreed..... 18th August 2021