



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 6th SEPTEMBER 2023 at 7.00 p.m.**

PRESENT:

Trevor Bennett Chairman	Jason Gibbons
Joan Bennett	Lloyd Mills
Kevin Cunnane	Kay Montandon
Dave Curtis	Annette Overton
Mary Evans	Pat Prekopp
Catherine Fletcher	
Sue Lake - Town Clerk	Wendy Murphy – Finance Officer

6 members of the public

1. TO RECEIVE APOLOGIES

Apologies were received from David Anderson and Cheryl Bould

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None made.

3. MINUTES

Minutes of the Town Council Meeting held on 2nd August 2023 had previously been circulated and were confirmed and signed by the chairman.

4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

The chairman and the Town Clerk had met with the leader and Chief Executive at Broadland and the matter of Pride In Place was discussed. Broadland are still looking into it but are unsure of what if any money may be available to pursue it.

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

a) To receive reports from Representatives

Police – Nothing Reported

County Council – Nothing Reported

District Council – Sue Catchpole advised that as the agenda was quite full she would leave her report

Formal Consultation Broadland: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour – the Town Council were in agreement with the introduction of this order.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

A member of the public was unsure of the success of the change of priority on Penfold Street on Bank Holiday Monday and the impact this had on Cawston Road. As this was the day of the Aylsham Show this could not be considered a normal day for traffic so impossible to say what the situation would be like with usual traffic flows.

Residents spoke of issues with drug taking in the churchyard and the lack of action by the police and requested that this be placed on the agenda for future discussion. It was stated that there was no reason for this as the Town Council could take no direct action other than write to the police. This could be done without discussion. The resident also stated that they had written to the Police and Crime Commissioner but had never received a response. A letter will be written to him also. This will also be added to the next Churchyard agenda.

7. TO ANSWER QUESTIONS FROM COUNCILLORS

None received

8. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

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

b) APPLICATIONS FOR CONSIDERATION

2023/1762

2 Aegel Gardens

Single storey rear extension

Town Council Response – No Objection but request to include a clause that work cannot start until covenant expires

2023/2240

204 Hungate Street

Single storey rear and side extension

Town Council Response – No Objection

2023/2380

14 Bure Way

Rear extension and alterations

Town Council Response – No Objection

2023/2374

53 Hungate Street

Alterations to external finishing of dwelling and outbuildings. Changes to windows and doors and introduction of electrical gates

Town Council Response – No Objection

2023/1427

57 Holman Road

Extension to converted garage, dormers and timber boarding

Town Council Response – Object – considered overdevelopment

9. POTENTIAL NEW HOUSING DEVELOPMENTS

a) To discuss any updated information on Norwih Road site

Nothing further has been received.

b) To discuss any updated information on Burgh Road site

Nothing further has been received.

c) To receive an update on the A140 Crossing

A meeting had been held with officers from Broadland with regard to this. The initial contact from the Green Infrastructure Officer seemed to indicate that they would be progressing the work shortly. However, this meeting there seemed to be a different slant on it and they appeared to be waiting for movement from the developers. The cost of the crossing has risen significantly due to the requirement for streetlights.

The recent government announcement on removing the conditions of Nutrient Neutrality are still not confirmed and will require agreement from the House of Lords before they can be implemented.

10. FINANCE

a) To receive and adopt the Monthly Financial Report to 31.8.23

This was adopted.

b) To receive Scrutineers report for first year quarter

This was noted. The items picked up had been addressed.

c) To receive an update on the External Audit

This had been completed and signed off.

d) To receive a report re Christmas Activity

The Town Council had received a sponsorship offer of £750 for Christmas Lights Activity. Speaking with the Christmas Lights Group it was thought that some large decoration that could be used as a background for photographs would be an ideal use of these monies. The costs of these run into several thousands of pounds. The committee felt that they could construct a suitable piece of equipment. Councillors were worried this could look inferior but **AGREED** to the proposal initially for one year only.

11. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report.

Council Training – September 19th

Benches for the Market Place – these have been received and will be installed soon.

12. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

Nothing to report

13. RECREATION GROUND

a) To receive the minutes of the meeting held 19th August

These were noted

b) To receive any update

The last meeting had been very productive installing a new chairman and agreeing a strategic development plan. One new trustee had been appointed and another one was forthcoming.

A complaint had been made to the Charity Commission but they were happy with the response sent from the Trustees..

c) To consider a request for the Town Council to manage the HR responsibilities of any Recreation Ground staff

The Trustees felt they did not have the skill set to manage all the aspects of employees and wished to know if the Town Council would add this to the work they do on their behalf. The Recreation Ground Committee would still be the employer. It was proposed and **AGREED** that the Town Council take on this responsibility but to make an additional charge for the service

d) To consider appointing a Town Council representative to the Committee

The Town Clerk asked if anyone was prepared to join the Committee but no volunteers were forthcoming

14. TRAFFIC GROUP

a) To agree the minutes of the final meeting July 26th 2023

These were **AGREED** and signed.

b) To receive and discuss the Traffic Strategy

The final strategy had now been agreed and presented. This was an amalgam of issues brought forward from the public, the consultants and the group.

Two items were discussed in further detail. Firstly, the signage proposal. It was felt that signposting all road traffic along Norwich Road, bearing in mind the proximity of the school and the possible proposal for new houses, was not a sound idea. It was proposed and **AGREED** that this item be removed.

The second discussion related to the proposal at the junction of Cawston Road, Penfold Street and Blickling Road. It was proposed that this should also be removed as the pump should not be moved. It was proposed that this item be removed. This was **NOT AGREED**.

c) To consider adoption of the Traffic Strategy

Following the change mentioned above it was proposed and **AGREED** that the Traffic Strategy be adopted.

d) To receive feedback on consultation with neighbours re yellow lines

Residents in the areas of Mill Road/Cawston Road, Palmers Lane and Unicorn Yard were consulted on the possibility of installing yellow lines. Approximately 100

households were consulted and to date 34 had responded all in favour of the yellow lines. It was proposed and **AGREED** that the Town Clerk makes a formal approach to Norfolk County Council regarding the process for implementing these.

15. HIGHWAYS MATTERS

To receive updates on Highway Matters

The speed roundels have been painted on Holman Road. The new speed signs should be installed soon.

16. TOWN COUNCIL PROPERTIES

a) To consider a request from the Boxing Club

The Boxing Club would like to place an awning at the rear of the Drill Hall to extend the space available to them. Pictures of the type of awning they are considering were included with the agenda. It was proposed and **AGREED** that the awning could be installed subject to confirmation that planning is not required and final designs made available.

b) To consider a report on findings during summer inspections and agree the actions suggested

A report of the issues discovered was submitted with the agenda. The report will go to the Properties Meeting for consideration of actions required.

c) To consider a report on installing new benches

A proposal to replace the two benches on Burgh Road and the bench on Hungate Street was submitted with the agenda. It was proposed and **AGREED** to purchase three 'Surrey' style benches at a cost of £421 each

d) To consider a report regarding registering Town Council properties with the land registry

The clerk had made contact with four solicitors and a report showing the costs was included with the agenda. It was proposed to engage Option D, Birketts, to do the work required. The cost was £500 per property.

17. CLIMATE COMMITTEE

a) To note Minutes of ACE Meeting 7th August 2023

These were noted.

b) To receive a report re Community Orchard

A detailed proposal for a Community Orchard off Henry Page Road had been prepared by the tree warden. Rob Dack and John Fleetwood spoke to the proposal and answered any questions from councillors. The trees should be ready for planting in late February/early March but this is weather and stock availability dependent.

c) To consider the plan for the orchard

It was proposed and **AGREED** to progress the orchard.

18. CHURCHYARD COMMITTEE

The clerk had prepared a report regarding a meeting she had attended with a structural engineer and a builder regarding the church wall now that the quinquennial report had been prepared with little reference to the wall.

The meeting had identified that the bond on the wall to be replaced was not a recognised bond but possible the result of previous failings of the wall. The extension behind the wall and the church wall alongside School Terrace both have a Flemish Bond and it was suggested that this would be a better alternative. The change would have to be agreed at both planning and faculty application stages. The Town Council **AGREED** to the suggestion.

It was also suggested that Standing Orders were suspended to allow a builder to be appointed without going through a contract process. This would enable the builder and structural engineer to work together to formulate the plans to enable permissions to be granted. The meeting had been held with King and Co and this was the builder recommended. The Council **AGREED** to this suggestion.

The Town Clerk had met with representatives of Aylsham in Bloom and the church eco group to look at the garden area. This is very overgrown and they suggested the only real solution was a complete clearance. Since the report and agenda were published there is a possibility of Japanese Knotweed being present. This has not been confirmed with evidence of living plants. The Town Clerk has received a quote of £340 to clear and take away all the plants. This was **AGREED**.

Once the land is cleared then the site can be fully surveyed and treated so that any possibility of Japanese Knot weed can be eradicated.

19. STREET LIGHTING CONTRACT

The Town Clerk had prepared tender documents for the street lighting contract and sent them to various suppliers. Only one completed application had been received and this was accepted. This was from the existing supplier T T Jones.

20. TOWN COUNCIL POLICIES

The Equalities Policy had been reviewed and no changes were recommended. This recommendation was **AGREED**.

21. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

The clerk advised members that the draft budget will be prepared over the next few weeks and any members who wish anything to be added to let either her or the Finance Officer know. It was suggested that the Town council looks at employing a Marketing Person/Communications Officer.

22. 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.

23. STAFFING

A cleaner for the Town Hall and Drill Hall has been appointed.

Wendy Murphy read out a statement regarding her employment with the Recreation Ground Committee.

Following the staffing review last year staff are due an increment increase. This was **AGREED**.

24. DATE OF NEXT MEETING

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

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.45p.m.

Minutes Agreed..... 4th October 2023