



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL, ON THURSDAY 11<sup>th</sup> JANUARY 2024 at 7.00 p.m.**

**PRESENT:** Trevor Bennett Chairman      Mary Evans  
David Anderson                              Catherine Fletcher  
Joan Bennett                                  Kay Montandon  
Dave Curtis                                    Annette Overton  
Kevin Cunnane                                Pat Prekopp

Sue Lake - Town Clerk

**5 members of the public following Item 4**

**1. TO RECEIVE APOLOGIES**

Apologies were received from, Cheryl Bould and Lorna Garner

**2. 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.

**3. STAFFING MATTERS**

Before commencement on the agenda items the Town clerk informed councillors that she would be retiring as Town Clerk on June 30<sup>th</sup> this year.

**a) To receive and accept minutes of the staffing Committee Meeting held 18<sup>th</sup>  
December 2023**

the minutes were **AGREED**. The chairman advised that there are currently only five members on the staffing committee and if anyone else would like to join to contact the Town Clerk.

**b) To agree the Interim Arrangements from January 2024**

The proposal was explained to the Town Councillors. It was proposed and **AGREED** to accept the recommendations as outlined in the staff meeting minutes of the 18<sup>th</sup> December.

**c) To agree the proposal regarding Communications Officer**

It was proposed and **AGREED** to employ a Communications Officer as out lined in the Staff Minutes

- d) **To agree the proposals for staffing arrangements for 2024**  
Until the appointment of a new Town Clerk there will be no engagement of an officer to fill the position of Finance Officer. Once the new clerk has been appointed the staffing situation can be reassessed. This was **AGREED**.
- e) **To agree the proposal regarding Groundsman Post**  
Details of the new post of Groundsman were **AGREED**.
4. **TO REOPEN THE MEETING TO THE PRESS AND PUBLIC**  
This was proposed and **AGREED**.

**Following the admittance of the public the chairman referred to the recent announcement of the death of Val Shaw, a former councillor. Members expressed their regret at this news and sent their condolences to her family.**

5. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**  
Dave Curtis and Annette Overton declared a personal interest on item 13c
6. **MINUTES**  
Minutes of the Town Council Meeting held on 6<sup>th</sup> December 2023 had previously been circulated and were confirmed and signed by the chairman.
7. **INFORMATION ON MATTERS ARISING NOT ON THE AGENDA**  
Nothing raised.
8. **REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**  
Sue Catchpole had sent her apologies

**Police – No report available**

Steve Riley reported as follows:

**County Council** – The county deal has been passed, although Steve did not think this was a good deal.

**District Council** – The financial position of the council was not as expected when the current administration took office. They are currently working to enable a balanced budget to be set but this will mean an increase in council tax.

The district are now a registered housing provider.

The chairman asked what is happening regarding the resurfacing of the Buttlands car park. This is costing more than anticipated but it is hoped work will start on a full replacement surface in April. In the meantime the very large potholes will be filled shortly.

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

A resident spoke of the planning application relating to the former Barclays Bank and that this did not include the Bank Barn. He felt this was an opportunity for the Town Council to see if they could acquire the barn for storage, mainly of the Christmas Lights, but also as a workshop for the maintenance staff.

**10. TO ANSWER QUESTIONS FROM COUNCILLORS**

None Received

**11. TO CONSIDER PLANNING ISSUES**

**a) APPLICATIONS DETERMINED**

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

**b) APPLICATIONS FOR CONSIDERATION**

**2023/3617/8**

**Barclays Bank 1-2 Market Place**

Internal refurbishment of the former Barclays Bank into a new veterinary clinic with new entrance on the side elevation

**Town Council Response – although there were concerns regarding parking – No Objection**

**2023/3648**

**3 Penfold Street**

Replacement of front and rear windows from wood to aluminium

**Town Council Response – No Objection**

**2023/3793**

**Aylsham Industrial Estate**

Change of use of land to self storage facility with 36 shipping containers to be placed on hardcore material

**Town Council Response – in view of the comments by the Environment team no response will be made**

**2024/0024/5**

**Bolwick Hall**

Replacement single-glazed greenhouse to north elevation

**Town Council Response – No Objection**

**12. POTENTIAL NEW HOUSING DEVELOPMENTS**

**a) To discuss any updated information on Norwich Road site**

Nothing further has been received. It was mentioned that the former motel is now not only an eyesore but potentially dangerous. The clerk will contact the agents to see what is happening with this site.

**b) To discuss any updated information on Burgh Road site**

The clerk had written to Anglian Water regarding the possibility of a meeting and had received a response which did not address this in any way. This will be followed up.

### 13. FINANCE

#### a) To receive and adopt the Monthly Financial Report to 31.12.23

This was adopted. However there was a query on the earmarked reserve for the Christmas Lights cost centre and the clerk will look into this

#### b) To consider purchasing replacement play equipment panels

A quote for new play panels for the climbing frame on Henry Page Road had been obtained with a total cost of £3957.78. Although this was thought high it was felt it would improve the equipment substantially. It was proposed and **AGREED** to purchase the panels.

#### c) To consider a donation of £320 to Aylsham Older Peoples Association

The grant was to replace some chairs which were no longer fit for purpose. It was proposed and **AGREED** to pay the £320.

### 14. BUDGET 2024/25

#### a) To receive the budget 2024/25

The Town Clerk had revised the budget taking into account the staff changes discussed earlier in the meeting. This together with the changes to the Recreation Ground brought the budget figure to £618,215 with a proposed increase in the precept to meet the shortfall between income and expenditure of 11%.

Some members felt this was too high an increase but could not identify a budget line to cut or adjust.

The clerk suggested that for this year only some of the costs of open spaces could be taken from the earmarked reserves. This would drop the precept demand by £10,000 and reduce the increase to 7.6%.

This suggestion was proposed and **AGREED**.

#### b) To agree the budget for 2024/25

It was proposed and **AGREED** to accept the budget of £618, 215

#### c) To agree the precept demand for 2024/25

It was proposed and **AGREED** to request a precept sum of £489,950.

### 15. TOWN CLERKS REPORT

The Town Clerk presented and updated her report.

**Tree at the Staithe** – The Town Council noted the requirement to remove the tree whose roots had lifted

**Additional Bins on the Marriotts Way** – The Town Council agreed to the installation of bins at two places on/near the Marriotts Way

**Bank Barn** – it was agreed to look into acquiring this building for Town council use

### 16. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

Nothing to report

**17. RECREATION GROUND**

**a) To receive the Recreation Ground Minutes 21 November 2023**

These were noted.

**b) To receive an update**

CAN (Community Action Norfolk) had attended the meeting and given a full presentation on the charity status.

**18. HIGHWAYS MATTERS**

**To receive any updates**

Highways have placed a temporary speed limit of 30mph on a section of the A140 around the Banningham turns. This will last for five years.

**19. CLIMATE COMMITTEE**

**a) To note Minutes of ACE Meeting 4<sup>th</sup> December 2023**

These were noted. The new procedure for meetings was agreed and the recent meeting was more productive and included the first discussions on projects via the project proposal forms.

Jerome Mayhew will be holding a meeting at the Friendship Hall on January 26<sup>th</sup>. This is in place of the meeting organised last year.

**b) To confirm decisions made by the Climate Committee**

These were confirmed.

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

Nothing Raised

**21. DATE OF NEXT MEETING**

**a) To note meeting dates for 2024**

A list of the Town Council Meeting dates for 2024 were circulated with the agenda.

**b) To consider an annual Town Meeting for 2024 and confirm date**

The concept of the Town Meeting was explained to new members. It was **AGREED** to defer a decision on a date for the meeting until later in the year when more information on the new developments maybe available.

**c) To confirm the date of the next Meeting as Wednesday February 7<sup>th</sup> 2024**

This was confirmed.

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 9.05p.m.

Minutes Agreed..... 7<sup>th</sup> February 2024