



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 7<sup>th</sup> FEBRUARY 2024 at 7.00 p.m.**

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

Sue Lake - Town Clerk

**2 members of the public**

**1. TO RECEIVE APOLOGIES**

Apologies were received from Lloyd Mills.

**2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None Made

**3. MINUTES**

Minutes of the Town Council Meeting held on 11<sup>th</sup> January 2024 had previously been circulated and were confirmed and signed by the chairman.

**4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA**

The chairman advised that he spoke to Jerome Mayhew regarding the e-mail from Anglian Water. Jerome advised he would try and organise a meeting on the Town Council's behalf.

**5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**

**Police** – PC Ward sent his apologies but had sent the crime figures for the month – 19 crimes and 60 calls

**County Council** – Not in attendance – Steve Riley sent his apologies and had not provided a written report

**District Council** – Sue Catchpole advised the Cabinet are due to meet shortly and agree the Business Plan – Putting People and Communities First which states

- individuals are empowered, to live their best lives, where health and wellbeing is promoted and our communities thrive
- residents have access to the right homes in the right places
- we think globally and act locally, working collaboratively to respond to the climate and biodiversity crisis
- residents are in well paid jobs, supporting our local economy to thrive. They can access our services and receive the help and support that they may need.

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

A resident spoke in detail regarding her planning application for Orchard House, Palmers Lane. She advised the house can only be viewed from Budgens car park and that the dividing wall between her property and those on Hungate Street was approximately 12 feet high.

**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**

<b>2023/3146</b>	<b>Orchard End, Palmers Lane</b> New replacement roof construction, including gable, elevation redesign and new front porch <b>Town Council Response – No Objection subject to approval by Conservation Officer</b>
<b>2024/0150</b>	<b>Tudor Rose Barn, Blickling Road</b> Garden room extension with veranda, summerhouse and canopy <b>Town Council Response – No Objection subject to approval by Conservation Officer</b>
<b>2024/0188</b>	<b>Bure House, 56 Millgate</b> Internal alterations and improvements, extension to south wall, improve access and replace gates <b>Town Council Response – No Objection subject to approval by Conservation Officer</b>
<b>2024/0168</b>	<b>Unit 6, Council Depot</b> Change of use to coach hire business <b>Town Council Response – No Objection</b>
<b>2023/3563</b>	<b>83 Cawston Road – Amended Plans</b> Erection of new dwelling using existing access

2023/3566

**83 Cawston Road – Amended Plans**

Demolition of existing builders store and erection of new single storey dwelling

**Town Council Response – The two plans were considered together.  
The Town Council objected as before**

c) **LICENSING APPLICATION**

The application for an alcohol license for 17 Red Lion Street received no objection

9. **POTENTIAL NEW HOUSING DEVELOPMENTS**

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

The Town Clerk had contacted the agents for the developer regarding demolition of the old motel building. They had responded that an application had been approved but not yet acted on and they have no information when this will take place.

David Anderson had reported it to the Enforcement Team at Broadland who advised it was untidy but safe. The Town Clerk will speak with PC Ward to get pictures and reports that could be sent counteracting this stance

b) **To note the response to the Burgh Road site**

**Kay Montandon had asked the following:-**

*Could I ask the council to agree to put a response to the planning requesting further air monitoring once the development is complete and fully occupied to determine whether the levels they predict are indeed what we get. If levels are above what they predict (which are over the standards that will be in force by then anyway) what redress will they propose to keep Aylsham healthy?*

The reasoning behind this is it is good that this information is requested of the developer but how will they demonstrate this? The Town Council agreed to this request and the Town Clerk will contact the planning officer for this case.

10. **FINANCE**

a) **To receive and adopt the Monthly Financial Report to 31.1.24**

This was adopted.

b) **To consider quotes for fence replacement at the Staithe**

Three quotes had been received. It was proposed and **AGREED** to accept Quote A for £7245 from Norfolk Estate Fencing

c) **To consider a report and any action to be agreed on an outstanding insurance claim**

The Town Clerk had prepared a report on an outstanding insurance claim covering the repair to the streetlight on Penfold Street. The brokers are contesting the money paid to the DNO when the light was made safe after the accident and also when the light was repaired. TT Jones have advised they do not have the necessary requirement to work as an Independent Connections Provider.

It was proposed and **AGREED** that the Town Clerk refuses the offer of settlement and continues to request the full amount.

- d) **To receive the notes of the Effectiveness of Internal Audit Meeting**  
These were accepted. It was proposed and **AGREED** that Annette Overton could proceed with contacting Shawbrook regarding the investment. Once the details are known investment elsewhere will be considered.
- e) **To accept the recommendation on Financial Risk Assessments**  
It was proposed and **AGREED** to accept the Financial Risk Assessments. It was noted these would need to be revised once the new clerk is in post.
- f) **To accept the recommendation on review of Financial Regulations**  
It was proposed and **AGREED** that the Financial Regulations be accepted as they stand. These will be subject to full review once the new regulations are available
- g) **To agree the proposal about emergency payments on behalf of the Recreation Ground Committee**  
Due to a delay in renewing the bank mandate payments are not possible from the account until the new mandate has been agreed and cards issued. It was proposed and **AGREED** that in the interim period payments to local traders and staff will be made from the Town Council account and repaid as soon as possible.

#### 11. TOWN CLERKS REPORT

The Town Clerk presented and updated her report.

**Drill Hall** – The Facilities team have recently undertaken a repair of a leaking waterpipe, diverting it, to prevent the hall floor having to be taken up.

**Additional Grit Bin** – This was thought not necessary

**Bank Barn** – the Town Clerk is trying to contact the owner. It was noted that the fig tree may require some work.

#### 12. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

Nothing to Report.

#### 13. HEALTHY AYLSHAM PROJECT

##### a) To Receive Project Proposal

Kay Montandon and Lorna Garner had produced a detailed proposal on how they see the scheme working. They had spoken to several representatives from various bodies who were all keen to work with them.

##### b) To consider supporting the proposal

The proposal cited a cost of approximately £2150 per annum. This spend was queried as it has not been included in the budget. On further discussion it was concluded that this amount was a large over calculation and the actual cost would most likely be under £500.

It was felt this project would sit well under the Cittaslow umbrella and it will be added to the next Cittaslow agenda.

It was proposed and **AGREED** that a Healthy Aylsham Initiative be set up under the auspices of the Town Council with a maximum spend of £500 per annum.

**14. EMERGENCY PLANNING**

Mary Evans had brought this to the agenda to consider establishing an Emergency Plan to be enacted in incidences of bad weather, flooding and power outages etc.

Members felt this was a good idea.

The Town Clerk advised she could contact the Emergency Planning Officer at Broadland and also look for some suitable local plans.

This could be a project similar to the Neighbourhood Plan.

**15. RECREATION GROUND**

**a) To receive the Recreation Ground Minutes 16 January 2024**

These were noted.

**b) To note Charity Update Meeting**

The Rec Committee will be holding a training/information session delivered by Community Action Norfolk. This will update issues on charity trustees and also touch on the Rec becoming an incorporated charity.

**c) To receive an update**

The meetings are far more productive now and members are tasked with different jobs – and these jobs are getting completed.

A question was asked regarding the user groups accounts and the clerk will check on this.

**16. HIGHWAYS MATTERS**

Nothing to report

**17. CITTASLOW COMMITTEE**

**a) To receive minutes of Cittaslow Meeting held 17<sup>th</sup> January 2024**

These were noted.

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

These were **AGREED**

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

Nothing Raised

**19. DATE OF NEXT MEETING**

The date was confirmed as **Wednesday March 6<sup>th</sup> 2024** at 7.00pm

**20. 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.

**21. DRILL HALL**

**a) To consider renewing long term rental agreement**

Barclays Bank who lease the Drill Hall three days a week wish to extend the lease for another year. This was **AGREED**.

**b) To consider the fee for long term rental**

The current annual fee is £9500. After discussion it was proposed and **AGREED** to increase this to £11,000.

**22. STAFFING MATTERS**

**a) To receive and accept minutes of the staffing Committee Meeting held 24<sup>th</sup> January**  
These were **AGREED**.

**b) To consider a report on staffing**

The report regarding staff grading was noted and it was proposed and **AGREED** to increase the Admin and Events Officer salary by two spinal points. This is a temporary arrangement lasting from 1<sup>st</sup> February to the 31<sup>st</sup> August when staffing roles will be reviewed.

**c) To receive an update on recruitment of Communications post**

The details for this have been completed and adverts will be issued by the end of the week.

**d) To receive an update on recruitment of Grounds Staff post**

There has been a slight issue with this post. When the previous contractor was told the contract would not be renewed he advised that TUPE (Transfer of Undertaking and Protection of Employment) applies. The Town Clerk has spoken to ACAS and they confirmed that in-sourcing situations such as this then TUPE will probably apply. It was proposed and **AGREED** to delegate to the Town Clerk, in consultation with the staffing committee, to take any action needed on this matter.

**e) To receive detail of the recruitment pack for the Town Clerk**

Examples of the Recruitment Pack for the Town Clerk were available at the meeting. Copies will be forwarded to members to review and make comments prior to advertising which will take place after February 16<sup>th</sup>.

**f) To agree process of recruitment of Town Clerk**

The post will be advertised with a closing date of late March and a proposed interview date of April 10<sup>th</sup>. The process will start with a short presentation – topic to be agreed, followed by lunch and a chance to meet staff and councillors. The afternoon will be the formal interview. In-between times the Town Clerk will take applicants on a short tour of the town.

**g) To agree delegation in relation to recruitment of Town Clerk**

To enable the recruitment process to go smoothly it was proposed and **AGREED** that the interview panel has the delegated authority to appoint following the interview without consulting the Town council first.

- h) To consider the engagement of ongoing HR and Governance Support  
This organisation undertook the staffing review previously. In view of the new appointments to be made and the TUPE issue it was considered useful to have HR advice readily available, it was proposed and **AGREED** to engage their services for three years at a cost of £1650 per annum
  
- i) **To consider engaging HR Support for recruitment of Town Clerk**  
This was not deemed necessary

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 9.40p.m.

Minutes Agreed.....