



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 4th OCTOBER 2023 at 7.00 p.m.**

PRESENT:

Mary Evans Chairman	Catherine Fletcher
David Anderson	Lloyd Mills
Joan Bennett	Kay Montandon
Cheryl Bould	Annette Overton
Dave Curtis	Pat Prekopp

Sue Lake - Town Clerk

3 members of the public

1. TO RECEIVE APOLOGIES

Apologies were received from Trevor Bennett and Kevin Cunnane.
Jason Gibbons had resigned from the Town Council

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cheryl Bould declared an interest in the item on Bure Meadows in the clerks report.

3. MINUTES

Minutes of the Town Council Meeting held on 6th September 2023 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

a) To receive reports from Representatives

Police – Unable to be present but sent details of police activity which will be circulated
The clerk had written to both the Police and Crime Commissioner and Norfolk Police and their responses had not been helpful. The Police and Crime Commissioner advised they do not deal with operational matters and the police wanted personal details of the complainant which the clerk did not have and was not sure why they were required.

County Council – Not in attendance

Members were disappointed about the closure of Mayton Tip and the disregard shown by the County Council on the consultation.

District Council – Sue Catchpole advised she had received reports of empty cans of laughing gas being found at St Michaels. It was thought it would be good to do a survey of young people to try and see how bad the problem is. Sue Catchpole agreed to lead on this.

She advised there was a full council meeting the next day where various items will be signed off following a review by the new council. The financial analysis is hoped to be completed by next month but the situation does not seem as positive as was initially thought.

Sue was asked about the relationship with South Norfolk and this is still in place but there are some areas where views differ and Broadland will not simply follow the South Norfolk lead.

c) To receive a report on meeting with Broadland Leader and Chief Executive

A written report of the meeting held last month was circulated with the agenda. Questions on nutrient neutrality were answered.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

The member of the public who had brought up the issues of drug taking in the churchyard asked if he could collect copies of the correspondence from the police and the Police and Crime Commissioner.

A member of the public asked why the Town Council changed the strategy at the last meeting to remove the signage requirements when that is exactly what is in place at the moment.

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

2023/1652 **22A & 20 Red Lion Street**
Internal doors, replacement roof windows and ceiling insulation
Town Council Response – No Objection

2023/2653 **6 Mill Lane**
New roof terrace with associated second floor area
Town Council Response – No Comment

2023/2707 **St Michaels School**
Replacement windows
Town Council Response – No Objection

2023/2708 **School House, Schoolhouse Lane**
Replacement Fence
Town Council Response – No Objection

2023/1924 **Redwings, Spa Lane**
Six field shelters for horses
Town Council Response – No Objection but query size of shelters

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 GNLP timeline

A timeline of the GNLP so far was circulated with the agenda. The item ‘*October 2023 – Main Modifications Public Consultation*’ was queried as to when and how this would occur. This brought up the fact that a letter had been received from the Inspectorate in August and the main modifications did not include Aylsham and no reference to the conclusion from that part of the hearing was evident. It was **AGREED** that the Town Clerk contact the GNLP to see if this is forthcoming and if not to write to the Inspectorate and also the MP.
A link to the letter on the website will be sent to members.

10. FINANCE

a) To receive and adopt the Monthly Financial Report to 30.9.23

This was adopted.

b) To consider the purchase of tablets for councillors

The provision of tablets was placed in the budget for 2023/24. It was proposed that the Town Council do not purchase tablets for members. This proposal was **REJECTED**.

The Town council then discussed the requirement for tablets and **AGREED** that the larger 10.5” 64 GB be chosen. These were priced at £164 each.

c) To consider the provision of Internal Audit for 2023/24

The current Internal Auditors have advised that they are no longer able to offer an audit service. Various auditors were contacted but only two gave a quote. Members felt that the lower quote was insufficient to provide an audit service to the council and opted for Option B Heather Heelis at a cost of £740.

d) To consider the cost of installing the Aylsham map

Three quotes had been received to install a sign. The preferred choice was Solar Signs at a total cost of £1320. Grants had been received to meet this cost.

11. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report.

Remembrance Day – David Anderson volunteered to lay the wreath

Benches for the Market Place – these have been received and will be installed after the food festival.

Other Benches – these have been installed down Burgh Road and Hungate Street

Footpath at Bure Meadows – residents are not happy regarding the situation of being responsible for the footpath. They have been advised to write to the MP. The County Councillor has advised he will take this up with the County Council once the path has been transferred to Trinity. The residents are also unhappy that the path is not regularly cleared. The Bure Navigation Trust requested help with signage. This was **AGREED** but members expressed their concern that Norfolk County Council would not fund it and felt this could be an indication of future abandonment of responsibilities

12. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

Nothing to report

13. RECREATION GROUND

a) To receive any update

The minutes were not available in time for the meeting as the meeting had been set back a week. The Recreation Ground Committee is working well together and looking to employ a new member of staff shortly. A meeting to discuss aspects of the constitution etc is hoping to be arranged soon.

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

Cheryl Bould had agreed to attend meetings in an observer capacity.

14. HIGHWAYS MATTERS

To receive updates on Highway Matters

The clerk had received a response from the Highways Engineer regarding the zebra crossing. He advised the cost of this is looking at about £250,000 but before anything could be looked at a feasibility study would be required which costs £4-5000. After discussion it was **AGREED** that the clerk look at the Pride in Place grant to fund this. The clerk had also asked about a bollard at the junction of Palmers Lane and Norwich Road. The Highway Engineer had advised this was not an overly wide junction and would not recommend this due to services at the location. He will look at refreshing the lines there.

With regard to the Parish Partnership it was suggested looking at installing a bus platform outside Budgens which would enable the buses to stop there – especially at times when the Market Place may be closed. The Town Clerk will contact the Highway Engineer regarding this.

15. CITTASLOW COMMITTEE

a) To receive minutes of Cittaslow Meeting held 20th September 2023

These were noted

b) To receive any update

The clerk at Mold had recently resigned and she was the representative on the Cittaslow UK Committee.

Some members were concerned about trees in the Market Place – this was an idea from an owner of land and would need to go through planning etc before coming to fruition.

The discussion on Cittaslow will take place next month and members asked for copies of the relevant minutes prior to this discussion

16. CLIMATE COMMITTEE

a) To note Minutes of ACE Meeting 4th September 2023

These were noted.

b) To receive a report on Green Day

This was discussed in detail at the last ACE Meeting (2nd October). There are mixed reviews on the day with some thinking it was well attended with a good atmosphere and others felt numbers were low.

c) To receive any update

Plans for the meeting with Jerome Mayhew on October 13th are in hand.

17. TRAFFIC GROUP

a) To receive an update

The revised document is now on the website and the Town Clerk advised she had received some comments on it already.

18. EVENTS COMMITTEE

a) To receive minutes of Events Meeting held 20th September 2023

These were noted

b) To receive any update

The Christmas Light display is in progress

19. ALLOTMENT TENANTS MEETING

a) To receive notes of the Allotment Tenants Meeting held 25th September 2023

These were noted.

b) To receive any update

An apology had been sent to tenants who had received the e-mail that had upset them.

An issue of concern at Bure Meadows is the state of the roadway at the entrance. This is now becoming difficult to cross with both a vehicle and on foot. The landowner has been contacted on several occasions and has advised they would look into it but so far no action has been taken.

The Town Clerk requested that the Council agree, in principle, to look at this. A cost for repair will be calculated and a request to the landowner to allow the Town Council to make the repairs be made. This was **AGREED**.

20. CHURCHYARD COMMITTEE

A Churchyard Committee Meeting had been held two days prior to the Town Council meeting so the minutes were not available to be sent with the agenda.

At the meeting the clerk had recommended that the item to appoint a builder without going to tender should be re-thought. The churchyard committee would therefore like to propose the Town Council rescind the decision. This was **AGREED**.

At the churchyard meeting some residents had asked that a Party Wall Agreement be put in place. The clerk is looking into this.

A further letter had been received from another resident advising that the wall bordering his property is also in need of repair. This will be looked at when the full survey of the repairs is completed.

21. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Cheryl Bould had attended a recent Twinning meeting where they reported that the recent French visitors had only positive comments regarding the visit. The return trip will be in June next year. As part of the fundraising a quiz will be held at the Friendship Hall.

The Town Council acknowledged the recent death of Carole Matthews. Her work with the archives was invaluable and she will be missed.

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

Following on from the meeting last month the a councillor reminded all members that both collectively and individually they have a duty of care to all employees. People react to events in different ways and this must be accommodated.

24. DATE OF NEXT MEETING

This was confirmed as **Wednesday November 1st 2023** at 7.00pm

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.23p.m.

Minutes Agreed..... 1st November 2023

