



**MINUTES OF THE ANNUAL MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL,  
ON WEDNESDAY 4 MAY 2022 at 7.00p.m.**

**PRESENT:** Mrs M Evans Chairman                      Mrs A Overton  
Mr D Curtis    Mr P Prekopp  
Mr C Hodson    Mr C Spink  
Mr B Lancaster

Sue Lake Town Clerk

**4 members of the public**

**1. ELECTION OF CHAIRMAN OF THE COUNCIL 2022/3**

It was proposed and seconded that **Mr T Bennett** be elected chairman for 2022/23. There were no further nominations, **Mr Bennett was unanimously elected.**

**2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

This will be signed as soon as possible.

**3. TO RECEIVE APOLOGIES**

Apologies were received and accepted from Joan Bennett, Trevor Bennett, David Harrison and Lauren Canon.

Since the last meeting both Mathew Martin and Rodney Clarke-Ward have resigned from the council. The necessary processes have been put in place regarding filling the vacancies with any co-option being able to take place in July.

**4. VICE-CHAIRMAN OF THE COUNCIL FOR 2022/2023**

**Mary Evans**, was proposed and accepted the nomination, which was **AGREED.**

**5. REPRESENTATIVES TO COMMITTEES & WORKING GROUPS**

Representatives were appointed to Committees and Working Group. Please see full list at the end of these minutes.

It was acknowledged more councillors were needed on some committees and this can be revisited when the two vacancies on the council are filled.

**6. REPRESENTATIVES TO EXTERNAL COMMITTEES AND OTHER ORGANISATIONS**

Representatives were appointed to External Committees and Organisations. Please see full list at the end of these minutes.

Again, it was acknowledged more councillors were needed on some committees and this can be revisited when the two vacancies on the council are filled.

It was also mentioned that some of the organisations had either not met or not included the Town Council, the clerk will investigate this.

**7. TO CONFIRM THE TRUSTEES OF THE CRESSEY HENRY PAGE CHARITABLE TRUST AND THE AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST**

CRESSEY HENRY PAGE CHARITABLE TRUST

- a) To confirm 4 current Trustees - Mrs Ellie Baker, Mr Andrew Wilton and Mrs Eileen Springall, Mrs Sue Lake

AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST

- b) To confirm 3 current Trustees - Mr. Michael Bush, Mrs Mary Evans and Mrs Eileen Springall

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

None made.

**9. MINUTES**

Minutes of the Town Council Meeting held on 6 April 2022 had previously been circulated and were **confirmed and signed by the chairman.**

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

Item 6 – PC Ward was asked if there was any update on the other agency looking at the issues on Cawston Road. He advised he had not heard anything yet.

Item 11d – as Mathew Martin had resigned he could no longer be a signatory. It was **AGREED** that Mary Evans would replace him

Item 14 – It was asked if the various agencies had been contacted and the clerk advised that she was waiting for the outcome as mentioned by PC Ward

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

**Police** – PC Lucas Ward advised that there had been three crimes in the town since the last meeting, none of which were serious. He advised that more crimes appear to be mentioned on Facebook than reported to the police!

They are planning for the Jubilee events and will have additional presence at the Recreation Ground on the Thursday and the Street Party on the Sunday.

**Norfolk County Council** –Steve Riley advised that all the opposition councillors walked out of a meeting as the request to discuss the issue of free meals during school holidays was

blocked. He advised his county case work is very high mainly concerning around Social Services issue.

Now Spa Lane has been resurfaced he is trying to ensure that regular cleaning is programmed.

**Broadland District Council** – Sue Catchpole gave her apologies.

Steve Riley advised that the accommodation review was moving forwards but felt that full discussion was being blocked by the cabinet and the argument to move for environmental reasons is flawed.

Steve was questioned about the £150 council tax rebate. He advised this had been delayed due to a systems issue but should be paid to those who pay by direct debit later this month.

## 12. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

It was proposed and **AGREED** to suspend standing orders for 10 minutes.

A resident from Cawston Road spoke of how he felt that the recent traffic lights in place at Cawston Road had improved the situation there.

## 13. TO ANSWER QUESTIONS FROM COUNCILLORS

None received.

## 14. TO CONSIDER PLANNING ISSUES

### a) APPLICATIONS DETERMINED

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

### b) APPLICATIONS FOR CONSIDERATION

**20220415**

**The Ramblers, 22 Cromer Road**

Construction of extension above the existing porch in addition to previous proposals in application 20212307

**20220479**

**The Ramblers, 22 Cromer Road**

Subdivision of land and demolition of existing outbuilding & construction of a new dwelling

**Town Council Response – Object – still concerned re wall height and the sub-division would make the sites too small**

**20220468**

**45 & 47 Burgh Road**

Drop kerb, new off-street parking and EV charging point

**Town Council Response – No Objection**

**20220543**

**Trees, 3 Banningham Road**

Remove existing garage and rear conservatory and re-build as a garden room

**Town Council Response – No Objection subject to opinion of conservation officer**

**20220573 11 Red Lion Street**  
Variation of Condition 3 of 20211972 to allow cocktail and tapas bar to be open Monday – Sunday 12.00 – 23.00

**Town Council Response – No Objection**

**20220582 Winter Lodge, 21 Soame Close**  
Raise ridge height of dwelling to form rooms in roof, dormer window to rear, porch and front and rear single storey extensions and single storey extension to side and rear of garage to form annexe

**Town Council Response – Still objecting**

**20220593 37 Holman Road**  
Proposed two storey front and side extension, Reconfiguration of roof and single storey extension to north elevation

**Town Council Response –Object as overdevelopment**

**20220671 202 Hungate Street**  
Proposed rear and side extension

**Town Council Response – No Objection**

**c) Nutrient Neutrality advice from Natural England**

Broadland updated councils on this issue regarding the inability to determine planning applications that include ‘overnight accommodation’. This will apply to Aylsham and there is no indication how long it will take to find a solution.

**15. FINANCIAL MATTERS**

**a) To receive and adopt the Monthly Financial Report for March 2022**

The report was noted.

**b) To note CIL payment of £5493.55 for six months to 31.3.22**

The CIL payments are now being received at the higher rate of 25% following the adoption of the Neighbourhood Plan.

**c) To receive the Scrutineers Report for February/March 2022**

This was accepted.

**d) To confirm Auditing Solutions as Internal Auditor for 2022/23**

This was **AGREED**.

**e) To receive schedule of regular payees as required by Financial Regulations**

The schedule was noted

**f) To consider a request from Emanuel Church for a donation towards the creation of a Changing Places Unit**

It was queried why this application had not been made to Broadland District Council, however the council were informed that Broadland no longer have a grants scheme. It was felt that giving a donation of this size would set a precedent . It was also queried how much had the church been able to raise towards this themselves.

After discussion it was proposed and **AGREED** that this request be denied but that the Emanuel Church be requested to ask for a donation from the recycling fund for a specific element of the installation.

**16. TOWN CLERK'S REPORT**

The Town Clerk presented and updated her report

Burgh Road Car Park – this had been registered as an asset of community value and the registration was due for renewal. The clerk had started this process. Councillor Riley advised that Broadland may be willing to sell the car park and it was agreed to discuss the matter of car parks at the next meeting.

Town Hall – the new microphones were working well. The business sign application has been processed by Broadland who now also require an advertising application.

Sapwell Close – a letter will be sent to the solicitors to enquire whether they are working on this, if not new solicitors will be approached.

**17. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman drew councillors attention to the Platinum Jubilee leaflet that had been distributed with the latest edition of Just Aylsham.

**18. HIGHWAYS MATTERS**

**a) To receive an update from the County Councillor on the request for change of priority at Penfold Street**

Councillor Riley advised that the safety audit team had re-visited but did so without notifying anyone. He is still pressing for another visit.

**b) To receive an update on Mill Lane**

The County Council have now agreed to reinstall the barriers at Mill Lane

**c) To receive information regarding Town Hall loke**

The clerk was recently informed that a car had driven down the loke, damaging a bicycle and just missing someone exiting the toilet. On talking to the staff in Broadland Consulting this is not the first time and they have seen cars go down there on several occasions.

The clerk contacted highways to advise of this and that the council would, if necessary, pay to install a bollard. However, Highways have agreed to meet the cost as it is a safety issue.

**d) To receive updates on Highway Matters**

The roadworks on Norwich Road are now in place and are scheduled to remain until the beginning of June.

## 19. RECREATION GROUND

### a) To note minutes of the Recreation Committee Meetings held 22<sup>nd</sup> March and 12<sup>th</sup> April 2022

The minutes were noted.

### b) To receive any update

The Recreation Ground Committee are considering installing a rain water harvest system but it will be hard to justify on cost grounds.

## 20. SKATE PARK

### a) To receive a report re proposed new Skate Park

The clerk had prepared a report on the proposal for a new skate park at the Recreation Ground following a meeting with stakeholders. The skate park users are very keen to have a new skatepark. It was also noted that the existing park will not last much longer as many of the rivets on the boards have popped and the surface is starting to break up.

### b) To consider the proposal to work in Partnership with the Recreation Ground on a new skate park.

It was proposed and **AGREED** that the Town Council will work with the Recreation Ground Committee on this project.

It was also proposed and **AGREED** that the Town Council should be the lead partner.

NB – this has still to be discussed and agreed by the Recreation Ground Committee.

## 21. CITTASLOW COMMITTEE

### a) To receive minutes of Meeting held on 13<sup>th</sup> April 2022

The minutes previously circulated were noted

### b) To confirm decisions and receive an update

Pat Prekopp advised that a Board Meeting had been held recently and there maybe an issue with the Welsh towns remaining in membership. If they should withdraw then Cittaslow UK would collapse.

In the meantime a grant of £2000 has been agreed for Aylsham providing other towns also receive similar grants.

There is a Cittaslow Environmental Award and it has been suggested entering the Paupers Graveyard for this.

## 22. EVENTS COMMITTEE

### a) To receive minutes of Meeting held on 20<sup>th</sup> April 2022

The minutes previously circulated were noted

### b) To confirm decisions and receive an update

It was suggested that additional parking may be needed for the weekend and to approach the school and/or the car boot site owners.

**23. CLIMATE GROUP**

**a) To receive minutes of Meeting held on 4<sup>th</sup> April 2022**

The minutes previously circulated were noted

**b) To confirm decisions and receive an update**

The main group has been sub-divided into five separate groups who should all report to the communications group so information can be published.

It is hoped that each of the sub-groups would have their own logo to aid identification.

The Council confirmed the decision that the Christmas Lights Committee should only purchase items that are made from environmentally friendly materials and/or can be fully recycled.

**24. AYLSHAM TRAFFIC MANAGEMENT WORKING GROUP**

**a) To receive minutes of Meetings held on 30<sup>th</sup> March and 27<sup>th</sup> April 2022**

The minutes were accepted.

The strategy discussed at the April meeting had many issues that members were not happy with and the next meeting will be to discuss this in detail with the consultants.

**25. ITEMS FOR INFORMATION/FUTURE AGENDA**

Members were reminded of the training session organised for May 16<sup>th</sup>.

**26. DATE OF NEXT MEETING**

The Chairman confirmed the date of the next Meeting as Wednesday 1<sup>st</sup> June 2022, at **7.00pm at the Town Hall**

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8.45p.m.

Minutes Agreed..... 1<sup>st</sup> June 2022

## Membership Representation 2022-23

Aylsham Cittàslow Committee (5)	Mary Evans David Harrison	Pat Prekopp
Aylsham Community Events Committee (5)	Pat Prekopp	Joan Bennett
Properties Committee (7)	Dave Curtis Mary Evans Annette Overton	Barry Lancaster Trevor Bennett
Churchyard Committee (7)	Mary Evans Annette Overton	Joan Bennett Trevor Bennett
Staff Working Party (7)	Dave Curtis Annette Overton	Trevor Bennett
Discipline Panel	As and when required	
Grievance Panel	As and when required	
Effectiveness of Internal Control (5)	Dave Curtis	Annette Overton
Allotment Holders Liaison Group (3)	Trevor Bennett	
Internal Scrutineer	Lauren Cannon	
Traffic Group	Trevor Bennett Barry Lancaster Pat Prekopp	Mary Evans David Harrison
Climate Group	Trevor Bennett David Harrison Lauren Cannon	Mary Evans Pat Prekopp

Recreation Ground Management Committee (3)	Barry Lancaster	Trevor Bennett
Aylsham Older People's Association	Annette Overton	
Aylsham Twinning	Pat Prekopp	Trevor Bennett
Christmas Lights Community Committee (5)	Colin Spinks	Sue Lake
Heritage Centre Management Committee	Mary Evans	Barry Lancaster
Safer Neighbourhood Action Panel	Annette Overton	
Bure Navigation Conservation Trust	Barry Lancaster	