



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL,
ON THURSDAY 18TH NOVEMBER 2021 at 7.00 p.m.**

PRESENT:	Trevor Bennett Chairman	Mr B Lancaster
	Mrs J Bennett	Mr M Martin
	Mrs L Cannon	Mrs A Overton
	Mr R Clarke-Ward	Mr P Prekopp
	Mr D Curtis	Mr C Spink
	Mrs M Evans	Mrs E Springall
	Mr D Harrison	

Sue Lake Town Clerk
Wendy Murphy Assistant Town Clerk

4 members of the public

1. TO RECEIVE APOLOGIES

All members present

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

David Harrison declared his interests as a District Councillor
Lauren Cannon – item 9b donation to the cricket club

3. MINUTES

Minutes of the Town Council Meeting held on 21st October 2021 had previously been circulated and were confirmed and signed by the chairman.

4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

Paupers Grave – the High Sherriff has accepted the invitation to be part of the official opening. This will take place on March 16th 2022.

The Remembrance Day parade went well and four councillors took part.

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police – no report available

Broadland District Council– Sue Catchpole advised that she had spoken with the Environmental Co-ordinator with a view to her attending a forthcoming Climate Group Meeting

Broadland District Council– Steve Riley gave a full update on the issues surrounding the proposed accommodation changes at Broadland. He felt the process had shown several flaws and appeared to be being rushed through.

When questioned whether Unitary had been taken into account he advised that it hadn't and furthermore there is no exit strategy in any of the work linked to the sharing of services.

Norfolk County Council– Steve Riley would update on highway issues as this is discussed in the agenda.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

A Trustee of the Cressey Henry Page Trust advised that she was most dissatisfied with the way Barclays Bank had made the decision to close the Aylsham branch and also communicate this to customers. This had led her to research the bank and she did not feel this was a suitable place for the funds of the trust.

A resident who lives near the church asked if the repairs to the church wall were imminent. The clerk advised that due to the various issues and restrictions needed to be met this may still be some time away. He then advised that the wall needed extra bracing. The clerk will look into this.

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

20211867 **30 Market Place, Aylsham**

Installation of high-level signage to Market Place elevation

Town Council Response – No Objection

20211870 **30 Market Place, Aylsham**

Installation of high-level signage to Market Place elevation –
advertisement consent

Town Council Response – No Objection

20211964 **117 Sir Williams Close, Aylsham**

Conversion of existing single garage and store into self-contained
annexe

Town Council Response – No Objection

20211968 **53 Buxton Road, Aylsham**
Removal of conservatory and erection of two storey rear extension.
Timber framed section to be reconstructed in brick

Town Council Response – No Objection

20211939 **21 Soame Close, Aylsham**
Removal of existing 25 degree pitched roof and replacement with 30 degree pitched roof with ridge approx. 2.1m above original roof level, with dormers to front and rear to provide 3 bedrooms and a bathroom at second floor level; extensions to front and rear of main building to regularise the footprint; single storey extension to side and rear of garage to form two bedroom annexe for an elderly relative and her carer

Town Council Response –Object – considered over development of the site and could set a precedent for the rest of the road

20211983 **Land adjacent to Woodgate, Aylsham**
Variation of Condition 4 of PP 20190447 to extend hours to include one Saturday per month

Town Council Response – No Objection

20212024 **The Grain Store, Banningham Road, Aylsham**
Replacement dwelling with integrated garaging workshop and pool

Town Council Response – No Objection

20211972 **11 Red Lion Street, Aylsham**
Change of use from class E retail to sui generis shop with wine bar including internal and external alterations

Town Council Response – No Objection

20212028 **2 Liz Jones Way, Aylsham**
Two storey rear extension and associated alterations

Town Council Response – No Objection

c) STREET NAMING

Following the report last month Broadland had advised that the original e-mail they had sent out had been generally misunderstood and no changes were planned to the street naming policy.

9. GREATER NORWICH LOCAL PLAN

a) To receive a report on discussions with developer

The report on the meeting with a representative from Bidwells and Norfolk Homes was noted. There were two main areas of concern – the location of the school and

the lack of understanding re the A140 crossing. It was **AGREED** to follow the actions suggested and speak to County/Broadland/GNLP regarding these matters. The clerk had received an e-mail from the agent working for the developer of the motel area. They are looking to hold a display and meeting in the spring. Councillors agreed this meeting should be separate from the usual Town Council meeting. It was also suggested holding a similar meeting with these developers and that will be arranged.

b) To consider a proposal to review the Neighbourhood Plan to strengthen green build elements

Although the developers advised they were conscious of the changing factors regarding building new properties there is nothing in planning law to ensure that emerging technology is incorporated in plans and development. It was proposed and **AGREED** to look into what is required to update the plan. It was felt this could be accomplished in-house and there would be no need for any consultant input.

10. FINANCIAL MATTERS

a) To receive and adopt the Monthly Financial Report for October 2021

The report was adopted.

b) To receive further information to consider a request from the Cricket Club for a Grant from Recycling Funds

The cricket club had sent in a request for funding for a lawnmower. The list price was £600 and after discussion it was **AGREED** to give a grant of up to £400.

c) To consider a request from Hooked on Stitching for a Grant from Recycling Funds

It was proposed and **AGREED** that a donation of up to £400 be awarded for mobile storage units

d) To consider the installation of two bollard lights at Neale Close

This issue had been outstanding for some time. The original bollard lights were no longer working. Residents were not in favour of standard street lights. Installation of two new bollards at a cost of £1435 each were **AGREED**.

11. BUDGET 2022/23

The draft budget will be circulated in the next week for discussion at the December meeting and full agreement in January.

If members have any questions on the draft they can ask at the office or by e-mail and these will be explained

12. CLOSURE OF BARCLAYS BANK AYLSHAM

The letter sent to Barclays Bank was noted.

It was anticipated that the details of the banks requirements for the Drill Hall would be received prior to the meeting. Unfortunately, these had not been received and a further reminder of the need for these to come to the council will be sent.

It was reported that the former Santander office was now available again.



13. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report

Covid Plaques – it was agreed to ask the vicar if she would receive this on behalf of the community

Christmas Opening hours – it was agreed that the office would close on Thursday December 23rd and re-open on Tuesday January 4th. It was also noted that the public toilets would be closed over Christmas

14. CHAIRMAN'S ANNOUNCEMENTS

Nothing to report

15. RECREATION GROUND

a) To receive any update

Further CCTV has been installed.

16. CITTASLOW COMMITTEE

a) To receive minutes of Meeting held on 4th November 2021

The minutes previously circulated were noted.

b) To confirm the decisions made by the Cittaslow Committee

These were **AGREED**

c) To note that a full report on the Cittaslow Committee view re continued membership will be presented at the December Meeting

Pat Prekopp reported on the views of the Cittaslow Committee who were disappointed with the timing of this proposal. Information had been received from various members of the Cittaslow Committee and these require pulling together. As suggested, he had visited a similar town to Aylsham, Bungay, who although are not members of Cittaslow are looking to create a similar style of committee.

17. CLIMATE CHANGE PROPOSAL

a) To receive minutes of Meeting held on 1st November 2021

The minutes previously circulated were noted.

b) To confirm the decisions made by the Climate Change Group

These were **AGREED**

18. HIGHWAYS MATTERS

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

Steve Riley reported that the Highway Engineer had requested that the Safety Audit Team visit the site with a view to reviewing the direction priority.

Ideally this should be on a Monday or Friday morning to get the full impact of the problem.

b) To receive any updates on Highway Matters

Steve Riley also updated councillors on the issues with Spa Lane. They are looking to resurface this but not outside the residences where the problem is acute. Once resurfaced then the road will be monitored for further issues.

c) To receive a report on the road conditions on Hungate Street at school closing

The chairman and clerk expanded on the report sent with the agenda. The situation outside the school was extremely bad and possibly dangerous for the children trying to cross the road. The clerk is still to meet with the Highway Engineer to see what, if anything, can be suggested. The new fund from Norfolk County Council, the road safety community fund, has been launched in west Norfolk and will be available in Broadland next year. Steve Riley will look into the details of this fund to see how it could be used.

d) To confirm the application for the Parish Partnership

The closing date for applications to the Parish Partnership is 10th December. It was proposed and **AGREED** that the council apply for the changes previously discussed for the Buxton Road/A140 junction. The Highway Engineer has not supplied the cost for this scheme but the application could always be withdrawn if the cost was considered too high.

19. AYLSHAM TRAFFIC MANAGEMENT WORKING GROUP

a) To receive minutes of Meeting held on 2nd November 2021

The minutes were accepted.

b) To confirm the decisions made by the Climate Change Group

These were agreed. The survey should be available soon.

20. EVENTS COMMITTEE

a) To note minutes of Events Committee Meeting held 3rd November 2021

These were accepted.

b) To confirm the decisions made by the Events Committee

These were **AGREED**

c) To receive a report on the recent Fireworks Night

Rodney Clarke-Ward gave a brief report on the event. It had managed to make a profit of around £3000 which can be used for next year's event. Hopefully, if the event has the same success next year then grants could be awarded from the profits. The event went smoothly although the organisers were let down with the parking. Those who attended had a good time and gave very positive reviews of the organisation and the fireworks.

d) To note councillors available to assist at the Christmas Lights Switch ON Event

Councillors were asked to contact the office if they were available

21. PARKING ON MARKET DAYS

a) To receive a report regarding parking on Market Days

The report was noted

b) To agree the proposed recommendations regarding parking

The proposal for stalls to only have vans parked if they are part of the stall (and not just storage) was **AGREED**. Also **AGREED** was the removal of any parking permits on market days for country market personnel and Town Council staff.

It was discussed whether the Council should try and meet with stallholders to see how the market could be grown and what issues they experience. This was **AGREED**.

22. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Queen Elizabeth II Jubilee Trust

23. FUTURE MEETINGS

a) To receive and agree a calendar of meetings for 2022

This was **AGREED**. It was noted that the January Meeting will be for the budget only due to the proximity of the December meeting and the Christmas Closure

2022 Town Council meetings

5 th January	6 th July
2 nd February	3 rd August
2 nd March	7 th September
6 th April	5 th October
4 th May	2 nd November
1 st June	7 th December

c) To confirm the date of the next meeting

The Chairman confirmed the date of the next Meeting as Thursday 16th December 2021, at 7.00pm at the Town Hall

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.25p.m.

Minutes Agreed..... 16th December 2021