



NOTICE OF MEETING & SUMMONS TO ATTEND

THE ANNUAL MEETING OF AYLSHAM TOWN COUNCIL TO BE HELD IN THE TOWN HALL, ON WEDNESDAY 1 MAY 2024 at 7.00p.m.

email: townclerk@aylsham-tc.gov.uk
website: www.aylsham-tc.gov.uk

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

A G E N D A

- 1. TO ELECT THE CHAIRMAN OF THE COUNCIL FOR 2024/25**
- 2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. APOLOGIES FOR ABSENCE**
To receive and accept Apologies for Absence as previously notified to the Town Clerk
- 4. TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL FOR 2024/25**
- 5. TO CONFIRM THE TRUSTEES OF THE CRESSEY HENRY PAGE CHARITABLE TRUST AND THE AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST**
CRESSEY HENRY PAGE CHARITABLE TRUST
To confirm 3 current Trustees -Eileen Springall, Ellie Baker and Andy Wilton
AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST
To confirm 4 current Trustees -Cheryl Bould, Michael Bush, Eileen Springall, Jan Kerrison and Rev Canon Julie Boyd
- 6. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**
To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations
- 7. MINUTES**
To receive and confirm the Minutes of the Town Council Meeting held on 3rd April 2024*
- 8. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS**
To receive information on any Matter Arising not on the agenda
- 9. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**
 - a) To receive written and/or verbal Reports from Representatives (maximum 3minutes per report)
 - b) To consider any matter for Broadland Overview & Scrutiny Committee

10. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK

11. TO ANSWER QUESTIONS FROM COUNCILLORS

Written questions should be given to the Clerk at least 3 days prior to the meeting.

12. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

| Application no. & Address | Town Council Comment | Broadland DC Decision |
|--|---|------------------------------|
| 2024/0639 Land west of Banningham Road | Object – there is a great deal of residents objecting, the site is outside the planning area and it will set a precedent for further building | Refused 22/4/24 |

b) APPLICATIONS FOR CONSIDERATION 3 plans

2024/0969 **18 Swan Close**
Rear Extension

2024/0859 **11 Cawston Road**
Erection of Garage

13. POTENTIAL NEW DEVELOPMENTS

- a) To discuss any updated information on Norwich Road site
- b) To discuss any updated information on Burgh Road site

14. FINANCE

- a) To receive and adopt the Monthly Financial Report for April 2024- to follow
- b) To receive schedule of regular payees as required by Financial Regulations* **Pages 1-2**
- c) To note CIL payment of £7,007.50 for six months to 31.3.24
- d) To receive suggestions for projects for future CIL monies

15. TOWN CLERK'S REPORT

To receive and adopt the Town Clerk's Monthly Report* **Pages 3-4**

16. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

17. AYLSHAM LEARNING FEDERATION

To include TACT (Families) charity and community support and Leisure, fitness and well-being provision in Aylsham An update from Jo Tuttle on the development of the community facilities for which a grant from the Greater Norwich Growth Board was received

18. RECREATION GROUND

- a) To note minutes of the Rec Meeting 16th April 2024* **Pages 5-9**

19. HIGHWAYS MATTERS

- a) To receive updates on Highway Matters
- b) To consider a request re Palmers Lane* **Page 10**
- c) To agree payment of £3000 for Parish Partnership scheme

20. CLIMATE COMMITTEE

- a) To note minutes of the ACE Meeting 8th April 2024* **Pages 11-12**
- b) To confirm decisions made by the Climate Committee

21. EVENTS COMMITTEE

- a) To note minutes of the Events Committee Meeting 17th April 2024* **Pages 13-14**
- b) To confirm decisions made by the Events Committee
- c) To consider the provision of some form of advertising board for all the events the Town Council run - to be on the route around the town

22. RIVER BURE FISH PASS PROJECT

To receive a report from David Anderson

23. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

To note any items of Information or for referral to a future Agenda

24. DATE OF NEXT MEETING

To confirm the date of the next Meeting as Wednesday June 5th 2024

25. EXCLUSION OF THE PRESS AND PUBLIC

To exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 during discussion of the following item

26. STAFFING MATTERS

- a) To receive details of the staffing meeting scheduled for April 26th 2024
- b) To discuss the recruitment of a new Town Clerk

Sue Lake

Mrs. S Lake
Aylsham Town Clerk

24th April 2024

**attached*

NOTES

This Meeting is open to the Public and the Press. Copies of this Agenda and the Draft Minutes referred to above are available from the Council Office, or for study in Aylsham Library, Hungate Street. They may also be downloaded from the Town Council's website at www.aylsham-tc.gov.uk (go to Agenda and Minutes page).

Planning Applications listed above are those notified to the Town Council at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed on line please go to www.broadland.gov.uk and follow the links through to planning.

