



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 6<sup>th</sup> MARCH 2024 at 7.00 p.m.**

**PRESENT:**

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

Sue Lake - Town Clerk

**6 members of the public**

**1. TO RECEIVE APOLOGIES**

Apologies were received from Joan Bennett and Lloyd Mills.

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

Pat Prekopp declared an interest on the planning application for Spratts Green

**3. MINUTES**

Minutes of the Town Council Meeting held on 7<sup>th</sup> February 2024 had previously been circulated and were confirmed and signed by the chairman.

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

The meeting with Anglian Water has not taken place. They advised some dates, one was chosen but nothing further has been heard. The chairman will go back to Jerome Mayhew regarding this.

**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 47 calls. He was aware of the current anti-social behaviour in the town and was dealing with it and would escalate if deemed appropriate

**County Council** – The budget had been set for the year – still trying to find savings, this year £52m. Steve Riley advised he still has some of his Highway pot money available for small repairs.

District Council – Steve Riley advised the budget had finally been agreed. He discovered that the previous administration had committed all the reserves to a capital project so the Council was in a poorer state than at first envisaged. He advised that the Buttlands car park should be repaired in the next 4-6 weeks He advised the Town Council would get plenty of notice as the car park will be closed for over a week. Sue Catchpole advised she was pursuing the issue with the Aylsham motel.

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

The chair of the ACE committee presented details on the proposed ACE scheme – Insulace. Various questions were asked regarding the scheme and its impact on the Town Council and the work of the staff.

A resident had written regarding the ongoing issues of neat sewage backing up and then leaking over gardens etc. Anglian Water are aware of the issue but have advised it is too expensive to fix. In the meantime, there are regular times when the drains are pumped out and on one occasion there were five vans in attendance.

David Anderson advised that he was helping an elderly resident with the same issue and had managed to get a meeting with Jerome Mayhew on March 8<sup>th</sup>.

It was **AGREED** that the clerk contact anyone who maybe able to help with this situation.

**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**

**2024/0296**

**Land North of B1145**

Construction of a new temporary junction bellmouth on the B1145 to access Mobilisation Area 8 to facilitate the delivery of the Norfolk Vanguard onshore cable route

**Town Council Response – These were very complicated plans and the only issue would be road safety turning in or off the A140. Sue Catchpole advised she had called the application in.**

**2024/0324**

**Pantiles, Church Terrace**

Demolition of existing garage and gate posts. Demolition of front porch. Proposed replacement garage, porch and side extension. Installation of solar roof panels

**Town Council Response – No Objection subject to approval by Conservation Officer**

**2024/0357**                      **53 Bure Way**  
Replace existing first floor balcony with pitched roof. Clad living room projection with timber boarding. Changes to front and rear elevation windows  
**Town Council Response – No Objection subject to approval by Conservation Officer**

**20220297**                      **Abbotts Hall, Drabblegate**  
Change of use of former stable block to a dwelling  
**Town Council Response – No Objection subject to approval by Conservation Officer**

**2024/0387**                      **The Parlour, Spratts Green**  
Installation of solar panels onto agricultural barn roof  
**Town Council Response – No Objection**

c)        **APPEALS**  
            **2023/2653**                      **6 Mill Lane**  
    New roof terrace with associated second floor area  
    The resident had taken this to appeal

**9.        POTENTIAL NEW HOUSING DEVELOPMENTS**

a)        **To discuss any updated information on Norwich Road site**  
            The Town Clerk and Councillor Sue Catchpole and the local beat manager are continuing to request that action is taken regarding the dilapidated motel building.

b)        **To note the response to the Burgh Road site**  
            Following the discussion last month the Town Clerk wrote to the planning officer and his reply basically advised that there is no mechanism for monitoring the promises made by developers on air quality.

**GNLP**

            This has now been agreed by the Planning Inspectorate. No feedback has been received on their deliberation on the arguments put by the Town Council. The Town Clerk had contacted the officer dealing with the hearings but had not received any response.

**10.      FINANCE**

a)        **To receive and adopt the Monthly Financial Report to 29.2.24**  
            This was adopted.

b)        **To receive and adopt the Scrutineer Report Oct-Dec 2023**  
            A question was raised regarding some of the queries on the report. Catherine Fletcher explained that most of these related to the handover period when the Finance Officer had left and have now been rectified.  
            The report was adopted.

- c) **To receive an update on an outstanding insurance claim**  
This had now been paid in full, less the excess.
- d) **To consider membership of NPTS for 2024/5 – cost £545**  
This was **AGREED**.
- e) **To receive an update on the Shawbrook Bond**  
Annette Overton had contacted Shawbrook and advised of changed signatories. She also requested the paperwork for the updated bond to be sent to the Town Council office. She also agreed an interest rate for the coming year of 5.02% an increase on the current 1.5%. Members thanked her for her work .
- f) **To agree the Town Council fee charges for 2024-25 – no changes recommended**  
These were **AGREED**.
- g) **To receive the final budget document for 2024/25**  
This was presented at the meeting

#### 11. **TOWN CLERKS REPORT**

The Town Clerk presented and updated her report.

**Drill Hall** – Barclays Bank have renewed the lease for a further 12 months

**Defibs on Street Lights** – Council were happy to proceed with this

**Property Registration** – the Town Hall has now been registered with the Land Registry with possessory title.

**Bure Meadows Path** – it was advised that many residents who purchased prior to 2018 were not advised of the issues with the footpath, however the s106 agreement is dated 2013 so should have been available when the searches were made

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

Nothing to report

#### 13. **AYLSHAM CLIMATE EMERGENCY (ACE)**

- a) **To note minutes of the Aylsham Climate Emergency Meeting 5<sup>th</sup> Feb 2024**  
These were noted
- b) **To confirm the decisions made by the Aylsham Cittaslow Committee**  
These were **AGREED**.
- c) **To consider a proposal for new noticeboards**  
There was some discussion over whether these were needed and the consensus was that they were. It was proposed and **AGREED** to purchase the three boards at a total cost of no more than £2050.
- d) **To consider a proposal for Insulace <https://www.amerits.co.uk/ace/insulace/>**  
Grizelda Tyler had explained the scheme during public participation. The concept is that members of the public will sign up to the site and request the number of rolls of insulation they will require. Once these expressions of interest have been confirmed

a price will be negotiated with the supplier. The public will be advised of the price and invoiced. Once payments have been received the insulation will be purchased and distribution takes place.

Members were concerned at the additional work for the office staff. However, this will be over a relatively short period so should not be too much of an issue.

There then followed a long discussion on whether the Town Council should be part of the scheme. It was proposed and **AGREED** that the Town Council would be part of the scheme.

A recorded vote was requested

David Anderson	For	Trevor Bennett	For
Cheryl Bould	For	Kevin Cunnane	For
Dave Curtis	Against	Mary Evans	For
Catherine Fletcher	For	Lorna Garner	For
Kay Montandon	For	Annette Overton	Against
Pat Prekopp	For		

#### **14. CITTASLOW COMMITTEE**

##### **a) To note minutes of the Aylsham Cittaslow Meeting 21<sup>st</sup> February 2024**

These were noted

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

These were **AGREED**.

#### **15. RECREATION GROUND**

##### **a) To receive a report on continued funding of the Recreation Ground Committee**

The Town Clerk had written a report on the current management of the Recreation Ground by the trustees which was very positive. Cheryl Bould had been attending the meeting as an observer on behalf of the Town Council and agreed with the report from her observations.

Lauren Stroud (Recreation Ground chairman) was also in attendance and explained in more detail how the Rec is currently being run and their aims to improve things in the future.

##### **b) To discuss the resolution made in July 2023 regarding funding**

It was proposed and **AGREED** that the Recreation Ground Trustees had made significant progress over the last eight months and the Town Council will continue with the current funding arrangements

##### **c) To receive an update**

Cheryl Bould advised she was willing to stand as a Trustee. This was **AGREED**.

#### **16. HIGHWAYS MATTERS**

##### **a) to receive a report on Gold Standard Bus stop for Aylsham**

The Town Clerk and Kay Montandon had recently held a zoom meeting with officers from the County Council who deal with public transport, in particular buses. As part of the Bus Service Improvement Plan they are looking to upgrade bus stops

throughout the county. They would like to install a gold standard bus stop in the Market Place. They emphasised that any changes would not involve any financial cost to the Town Council.

It was **AGREED** that the possibility of installing a gold standard bus stop be pursued and when available detailed proposals will be brought to the Town Council for agreement.

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

The clerk had noted that Aylsham had been granted £6000 from the Parish Partnership for kerbing. This was picked up from the EDP no direct contact had been made. The application was for temporary bus stops when the Market Place is closed. Further details will be brought to the next meeting

**17. HEALTHY AYLSHAM PROJECT**

**To receive an update**

This is going well with the first event scheduled for April 18<sup>th</sup>. There are over 13 attendees so far. All councillors are invited to attend

**18. EMERGENCY PLANNING**

**a) To consider the formation of a sub-group to consider drawing up an emergency plan**

It was agreed to set up an initial meeting. The Town Clerk will suggest some suitable dates.

**b) To receive expressions of interest to sit on the sub-group**

Members advised they would let the clerk know if they wished to be part of the working group

**c) To agree who to invite from outside the Town Council**

It was thought to send the invitation out to various different stakeholders including; U3A, Fire Service, Doctors, ACT, Rotary

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

Nothing Raised

**20. DATE OF NEXT MEETING**

The date was confirmed as **Wednesday April 3<sup>rd</sup> 2024** at 7.00pm

**21. 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.

**22. STAFFING MATTERS**

**a) To receive and accept minutes of the staffing Committee Meeting held 8<sup>th</sup> February**

These were **AGREED**.

- b) To receive an update on recruitment of Communications post**  
 The post was advertised on social media only and garnered a good response. Over twenty completed applications were received and these were shortlisted to four for interviews.  
 The interviews were held on February 28<sup>th</sup> and two candidates emerged as suitable with one chosen by two councillors.
- c) To agree the appointment to the Communications post**  
 It was agreed to offer the post to the chosen candidate but should this be refused then the second choice would also be acceptable.
- d) To receive an update on recruitment of Grounds Staff post**  
 The negotiations regarding TUPE are ongoing and after consultation with the chairman and vice-chairman the clerk has agreed with the contractor to extend the current contract to 30<sup>th</sup> April.
- e) To receive an update on recruitment of Town Clerk**  
 The post has been advertised on Indeed and through the SLCC. There has been lost of interest and some completed applications have been received.

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 9.50p.m.

Minutes Agreed.....