



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

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

Sue Lake - Town Clerk

9 members of the public

- 1. ELECTION OF CHAIRMAN OF THE COUNCIL 2023/24**
It was proposed and seconded that **Trevor Bennett** be elected chairman for 2024/25. There were no further nominations, **Trevor Bennett was unanimously elected**. He thanked Councillors for their continued confidence in him, and for their support.
- 2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
The Chairman signed the Declaration of Acceptance of Office, duly witnessed by the Town Clerk.
- 3. TO RECEIVE APOLOGIES**
Apologies were received from Lorna Garner.
- 4. VICE-CHAIRMAN OF THE COUNCIL FOR 2024/2025**
Mary Evans, was proposed and accepted the nomination, which was **AGREED**.
- 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
 - a) To confirm 3 current Trustees -Eileen Springall, Ellie Baker and Andy Wilton
AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST
 - a) To confirm 5 current Trustees – Cheryl Bould, Michael Bush, Eileen Springall, Jan Kerrison and Rev Canon Julie Boyd

6. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Trevor Bennett declared a personal interest with regard to the planning application for Swan Close

7. MINUTES

Minutes of the Town Council Meeting held on 3rd April 2024 had previously been circulated and were confirmed and signed by the chairman.

8. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

Kay Montandon thanked all the councillors who attended the Healthy Town event. It went very well and has elicited a great deal of positive feedback. The chairman also thanked Kay and Lorna for their work in organising the event.

The clerk advised she had contacted the two junior schools regarding new play equipment but had received no response. Jo Tuttle advised she would follow this up with Bure Valley School.

9. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police – No report available

County Council – Nothing to report

District Council .

Sue Catchpole advised that she is still pressing Broadland regarding demolition of the motel. The planning officer dealing with the application for the Burgh road site had advised that the applicants were working through the comments.

She had attended a SNAP meeting on April 29th. Police are increasing stop and search and as a result have found drugs including Class A. The next meeting is scheduled for July 29th.

Steve Riley reported that Broadland reserves were extremely low and could give rise to problems in future years

10. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

A resident advised that she lives near the motel and regularly sees mainly teenagers breaking into the motel.

11. TO ANSWER QUESTIONS FROM COUNCILLORS

Kevin Cunnane had asked for an update on the Buttlands. The clerk had met the project manager on site on Tuesday 30th April – the day after the start of the work. They are concerned at what might be found once they start taking away the surface material as already the electricity lines do not match the plan. They were pleased that the car park was empty Monday morning.

Traffic and parking around the town does not seem to have been any different with maybe a few more cars parked on surrounding streets.

12. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

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

b) APPLICATIONS FOR CONSIDERATION

2024/0969 **18 Swan Close, Aylsham**
Rear Extension
Town Council Response – No Objection

2024/0859 **11 Cawston Road**
Erection of Garage
Town Council Response – No Objection

13. POTENTIAL NEW HOUSING DEVELOPMENTS

a) To discuss any updated information on Norwich Road site

The chair, vice-chair and clerk met with the planning officer for this case to express the concerns held. The developer is pressing for this application to go to the Planning Committee in June. The officer appeared to be minded to propose the application be agreed. Broadland are always cautious about refused plans going to appeal and the officer was certain that this would be the case if the application was refused.

There are still issues with regard to sewage and that is the issue that Anglian Water are unwilling to talk about but advise it will be addressed – with no indication as to how.

A further meeting has been organised for May 20th and the chairman asked if all members could send any information they have on any sewage issues in the town by May 16th.

It was asked if the whole council could have a meeting and that will be put to the developers.

The other main issues are the care home and the transport hub and these will also be discussed in full.

The clerk had ascertained who owned the vacant plot of land next to the site. It was proposed and **AGREED** that the clerk make contact with the owners to ascertain their plans for the land and whether they would be willing to sell it.

b) To discuss any updated information on Burgh Road site

Nothing to report.

14. FINANCE

a) To receive and adopt the Monthly Financial Report to 30.4.24

This was not ready in time for the meeting but will be forwarded by the end of the week.

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

The schedule was noted

c) To note CIL payment of £7,007.50 for six months to 31.3.24

Payment was noted

d) To receive suggestions for projects for future CIL monies

As the Town council will receive substantial CIL monies from the two new developments it is suggested that ideas on potential projects should be investigated as soon as possible. As well as the CIL to be received directly there is also the opportunity to apply to the Greater Norwich Growth Board for more funds.

The amount of CIL and when it will be paid is unclear as different views on this have been circulated. The clerk had e-mailed the S106 and CIL officer for clarity but had not received a response. This will be followed up.

It was suggested that this could be a topic for an Annual Town Meeting – provisionally earmarked for May 22nd but should also appear on the next agenda asking for suggestions from councillors for items to be placed on a 'wish list'.

15. TOWN CLERKS REPORT

The Town Clerk presented and her report. Nothing further had been heard regarding the Bank Barn so she will chase this.

16. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

Nothing to report

17. AYLSHAM LEARNING FEDERATION

Jo Tuttle Director of Business & Community Strategy at Aylsham High School attended the meeting to update councillors on the aspects of TACT (The Aylsham Community Trust (Families)) and the Norwich Growth Board funding.

TACT

This is a charity supporting families and community outside the statutory funding areas. They have three strands to their operations – social, emotional health – lifelong learning – removing barriers. They provide support and training on a variety of subjects.

Growth Board Funding

A successful bid of £400,000 has been made to this fund for an extension to the community hub. This together with s106 monies from the Bure Meadows estate will be used to create a 40 station gym. Work should begin this summer with a provisional opening date of March 2025. This is phase one, phase two will be a café and phase three a flexi-building

18. RECREATION GROUND

a) To note the minutes of the Aylsham Recreation Meeting 16th April 2024

These were noted.

Annette Overton and Dave Curtis asked if the accounts of the Bowls Club had been received. The clerk advised that the Recreation Ground Committee had agreed that the accounts of user groups at the Recreation Ground were not required.

Dave Curtis will meet with Cheryl Bould to express his concerns on this for her to take back to the Recreation Ground Committee.

19. HIGHWAYS MATTERS

a) To receive an update on Highway Matters

Nothing to report

b) To consider a request for installing priority signs on Palmers Lane

A resident had written requesting the Town council to ask for priority signs to be installed on Palmers Lane. Although councillors acknowledged the road was busier now felt that the signs would not improve matters. There is a perceived tendency that drivers are also more impatient and as has been experienced at Penfold Street some ignore the signs.

c) To agree payment of £3000 for Parish partnership Scheme

This was **AGREED**.

20. AYLSHAM CLIMATE EMERGENCY (ACE)

a) To note minutes of the Aylsham Climate Emergency Meeting 8th April 2024

These were noted

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

These were **AGREED**.

21. EVENTS COMMITTEE

a) To note minutes of the Events Committee Meeting 17th April 2024

The minutes were noted

b) To confirm decisions made by the Events Committee

These were **AGREED**.

c) To consider the provision of some form of advertising board for all events

There were mixed feelings with regard to this as previously the Town Council had always tried to avoid and often complained about street advertising. Quotes and confirmation from highways will be sought and brought to a future meeting.

d) Community Fair

Cheryl Bould updated the councillors on the progress with this event. So far the response has been excellent with 21 community organisations agreeing to attend. The event will be on June 1st from 9am-1pm.

22. RIVER BURE FISH PASS PROJECT

David Anderson had met with representatives from Norfolk Rivers Trust regarding the possibility of installing a fish pass near the mill. They would require access from the staithe for a period of three weeks. They would use aquatic tractors and would re-build and re-seed the bank.

Councillors **AGREED** to this.

23. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Nothing Raised

24. DATE OF NEXT MEETING

The date was confirmed as **Wednesday June 5th 2024** at 7.00pm

25. 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.

26. STAFFING MATTERS

a) To receive details of the staffing meeting April 26th 2023a

the minutes had been sent out prior to the meeting.

b) To discuss the recruitment of a new Town Clerk

Mary Evans summarised what had happened to date. Interviews were held and two suitable candidates identified. However, they both turned down the post. One because it was not the right fit and the other because hybrid working could not be guaranteed.

The meeting looked at the recruitment pack and were happy with it but following what had occurred and current legislation and working practices felt that hybrid working (i.e. working from home) should be incorporated.

The following were proposed and **AGREED**

- To allow hybrid working but for no more than 40% of the week and this must work in with existing staff and allow for the office opening hours to remain as they are.
- To reduce the number of interviewers from five to three
- To immediately start the process of recruiting a new finance office for 15 hours per week at SCP12

It is unlikely that a new clerk will be in post prior to the 30th June (the current clerks retirement date). As an interim arrangement the current clerk will be willing to return on a new, zero hours, contract to enable her to assist where required and also be available for a full handover. Payment would be on the same hourly rate. This was proposed and **AGREED**.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.30p.m.

Minutes Agreed.....