



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL,  
ON THURSDAY 21<sup>ST</sup> OCTOBER 2021 at 7.00 p.m.**

**PRESENT:**

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

Sue Lake Town Clerk  
Wendy Murphy Assistant Town Clerk

**2 members of the public**

**1. TO RECEIVE APOLOGIES**

Apologies were received and accepted from Mr D Harrison and Lauren Cannon

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

Trevor Bennett declared an interest on the planning application  
Dave Curtis, Annette Overton and Mathew Martin declared an interest on item 9e – application from the Older Peoples Association

**3. MINUTES**

Minutes of the Town Council Meeting held on 16<sup>th</sup> September 2021 had previously been circulated and were confirmed and signed by the chairman.

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

Nothing raised.

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

**Police** – PC Lucas Ward had visited the office and advised of some anti-social behaviour in the church

**Broadland District Council/Norfolk County Council** – no councillors were present.

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

A resident advised that he was a new resident and wanted to hear the discussion in relation to Barclays Bank. He also wished to know the outcome regarding the lights on Neale Close. The clerk advised this was not ready to come to council yet.

A resident wished to address the council regarding the proposal on Cittaslow. He advised he had been involved with the organisation since it first came to Aylsham and that it had been an asset for the town over the last 16 years. He wished the council to give the matter more consideration as the impact to the town was probably greater than first realised. It had been a positive message for both the district and the county in the past. He asked that the Cittaslow Committee be given the opportunity to put its case to the council.

**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**

20211785

**34 Mill Road, Aylsham**

Single storey rear and side extension

**Town Council Response – No Objection**

**c) STREET NAMING**

The council noted the report regarding the change in the policy on street naming. They felt this was a backward step and wished the policy to remain the same i.e. a collaboration between the Parish and the Developer. It was proposed and **AGREED** to write to Broadland rejecting the proposal

**9. FINANCIAL MATTERS**

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

The report was adopted.

**b) To receive the Scrutiny Report for July/August 2021**

The report was adopted.

**c) To note satisfactory completion of External Audit 2020/21**

The External Audit was passed without comment from PKF Littlejohn.

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

Further information had been received but members wished to see a request for a specific item rather than a general fund raising request.

**e) To consider a request from Aylsham Older Peoples Association for a Grant from Recycling Funds**

The request was for new worktops to finish the refurbishment of the kitchen. It was proposed and **AGREED** to award a grant of £900.

## 10. CLOSURE OF BARCLAYS BANK AYLSHAM

An announcement had been made that Barclays would close the Aylsham branch from January 2022. Members were disappointed to hear this and **AGREED** that a letter complaining about the decision should be sent. This has resulted in another asset for the town disappearing.

Since the closure was announced Jerome Mayhew MP had been talking to Barclays with a view to them retaining a presence in the town. They have been receptive to this idea and have approached the Town Council regarding using the Drill Hall. The council **AGREED** that they were happy with these negotiations to continue. However, it needs to be made clear to the public this will not include the ability to pay in cash or cheques etc but will be for insurance, mortgages etc with assistance for those wishing to do online and telephone banking.

With regard to the implication to the Town Council it is not clear yet whether the Post Office can be used by businesses. If not the Finance Office will be authorised to leave early on a Friday to pay in at the nearest branch. She will be paid mileage for the journey.

Cash is only received in three areas, markets, allotments and events. The Market Traders have been approached and maybe amenable to paying either online or by card. Very few allotment holders pay by cash but if that is seen as a problem the allotment agreement could be looked at. There is nothing that can be done regarding events but that is too infrequent to be an issue.

## 11. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report

**Paupers Grave** – it was agreed to place signage and to hold an official opening in the spring once the grass has grown

**Covid Plaques** – the Lord Lieutenant is distributing plaques to commemorate how communities worked together during the pandemic. As plans are under way for a covid memorial area in the churchyard the plaque will be installed there

**High Sherriff** – the High Sherriff wishes to visit Aylsham and it was agreed to ask him to open the Paupers Graveyard. Both the school and the Scouts have helped with this and they will then also be part of the event

**Church Bells** – it was agreed that the Town Hall will be available free of charge should any fundraising event be held regarding the church bells.

**Remembrance Parade** – Four members will attend the service and Dave Curtis will lay the wreath.

## 12. CHAIRMAN'S ANNOUNCEMENTS

The Chairman, vice-chairman and the Town Clerk met with representatives from the Hungate Surgery to discuss the issues relating to the GNLP. They feel they will be able to absorb the additional patients provided they come at a trickle rather than as a large

number together. They are concerned at the lack of rooms for them to expand in and what any expansion will have on the parking facilities.  
The area we maybe able to assist with would be around IT.

**13. RECREATION GROUND**

**a) To note minutes of the Recreation Committee Meeting held 12<sup>th</sup> October 2021**

The minutes were noted.

**b) To receive any update**

The committee are looking to the future of the pavilion. It was originally built as a football changing room but is now used for many activities and perhaps it is now time to start looking at replacement. It was suggested that this might be an ideal project for a large lottery grant.

**14. CITTASLOW COMMITTEE**

**a) To receive minutes of Meeting held on 7<sup>th</sup> October 2021**

The minutes previously circulated were noted.

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

These were **AGREED**

**c) To consider a proposal from Eileen Springall:**

*I would like to raise the question of continued membership of Cittaslow. I feel that although I am fully supportive of the work done by the Cittaslow committee this could well continue without the Cittaslow involvement. The fifteen hundred pounds annual membership would be better spent locally.*

Mrs Springall introduced this item by stating that 17 years ago at one of her first meetings as a councillor Cittaslow was proposed to the council as Aylsham already met the criteria and with the incentive that it could lead to money. Twelve months later a request for money was refused as the town was deemed 'too affluent'. She felt that everything that has happened to the town since would have happened anyway. She felt now was a good time to discuss this as the Council would soon be setting the budget for 2022/23.

The chairman then opened up the debate for members and the following comments were made:-

- It was questioned what the council received for the £1500 subscription?
- A member advised he had voted against joining originally.
- It was also stated that it was difficult to find out anything about Cittaslow
- It was also questioned if we would be talking about this if the proposed event had occurred in 2020?
- It was felt by some members that a decision such as this should not be made on the small amount of information discussed at the meeting.

- Suggest compare Aylsham to another comparable town to see what Aylsham has gained and what it would lose.

Pat Prekopp – as chairman of the Cittaslow Committee responded and asked if this was a proposal or a question? The Cittaslow badge marks Aylsham out as different and attracts interest from others, puts Aylsham on the map. The withdrawal of Aylsham would lead to the disbanding of Cittaslow UK. The cost to Aylsham residents is less than 40p per person. Cittaslow towns are not chocolate box communities and Cittaslow acts as an umbrella to bring groups together. This could be done under a different heading but why re-invent the wheel?

It was proposed and **AGREED** that the decision be delayed to allow the Cittaslow Committee to discuss this and prepare a paper for further discussion by the Town Council.

#### **15. CLIMATE CHANGE PROPOSAL**

The inaugural meeting will take place on Monday 1<sup>st</sup> November at 7pm.

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

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

Steve Riley had sent an e-mail advising that he had met with the Highway Engineer and his manager and they have agreed to ask the audit team to reassess the priority

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

The posts in the Market Place have been replaced

##### **c) To consider the installation of additional cycle parking**

Norfolk County Council have successfully bid for funding to improve cycle parking in market and coastal towns. Members were asked to identify suitable sites and listed outside the Old Post Office, Buttlands and the Drill Hall.

#### **17. AYLSHAM TRAFFIC MANAGEMENT WORKING GROUP**

##### **a) To receive minutes of Meeting held on 29<sup>th</sup> September 2021**

The minutes were accepted.

##### **b) Report on initial meeting with TTC**

Three representatives from TTC met with three councillors, three members of the Traffic Group and the Town Clerk on Friday October 1<sup>st</sup>. The meeting started with a general discussion of what the group sees as the issues and what action has taken place in the past to try and rectify this. The group members then went with the consultants on a large tour of the town so the problem areas could be viewed in real time.

**18. PROPERTIES COMMITTEE**

**a) To receive minutes of Meeting held 11<sup>th</sup> October 2021**

The minutes were accepted

**b) To confirm the decisions made by the Properties Committee**

These were **AGREED**

**19. EVENTS COMMITTEE**

**a) To note minutes of Events Committee Meeting held 6<sup>th</sup> October 2021**

These were accepted.

**b) To confirm the decisions made by the Events Committee**

These were **AGREED**

**c) To consider installing a beacon for the Platinum Jubilee at the Recreation Ground**

The Recreation Ground Committee had confirmed they were happy for this to be located at the Rec. It was proposed and **AGREED** to look into this. It was also proposed and **AGREED** that any beacon installed would be run on LPG gas.

**20. Cemetery**

**a) To note the proposed action regarding unauthorised grave items**

The report issued with the agenda was noted. Since then a further phone message had been received from the owner of the grave advising he would remove the items but has some issues. It was proposed and **AGREED** that up to a further week be given and after that time the clerk would arrange for removal and storage of the items.

Whilst visiting the cemetery earlier in the week with a stonemason the clerk had noticed a very unstable headstone which, with the help of the stonemason, had been laid flat. The clerk advised that the owner of the grave is not available so would look to the Town council paying for the reinstatement which would cost £150. The council **AGREED** this course of action.

**21. CHRISTMAS LIGHTS COMMITTEE**

**a) To receive minutes of Meeting held 6<sup>th</sup> September 2021**

The minutes were accepted

**b) To confirm the decisions made by the Christmas Light Committees Committee**

These were **AGREED**

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

No new items identified.

**23. DATE OF NEXT MEETING**

**a) To consider hybrid meetings for future Town Council meetings**

Following the use of zoom during the covid restriction period many councils are looking at mixing face-to-face with online. This gives the public the opportunity to view the meetings online and also any councillors who cannot make the meeting can observe but not vote remotely.

It was **AGREED** to look into how this would work, including the costs.

**b) To agree dates and venues for Town Council Meetings to May 2022**

The current layout of the hall on a Thursday evening is not conducive to a full council meeting. The only free Wednesday at the Town Hall is the first Wednesday of the month. It was suggested that the Town Council meeting could be moved to that date and another regular date set for the Events Meeting. It was **AGREED** that the clerk produce a calendar of meetings to see how they were all arranged and to look at meeting on Wednesdays from the start of the year.

**c) To confirm the date of the next meeting**

The Chairman confirmed the date of the next Meeting as Thursday 18<sup>th</sup> November 2021, at 7.00pm at the Town Hall

**CLOSURE OF THE MEETING**

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

Minutes Agreed..... 18<sup>th</sup> November 2021