



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL,
ON THURSDAY 16th September 2021 at 7.00 p.m.**

PRESENT:

Trevor Bennett Chairman	Mrs E Springall
Mrs A Overton	Mr P Prekopp
Mr D Curtis	Mrs M Evans
Mr B Lancaster	

Wendy Murphy Assistant Town Clerk
Sue Lake Town Clerk

3 members of the public

1. TO RECEIVE APOLOGIES

Apologies were received and accepted from Mrs J Bennett, Mr D Harrison, Mr C Spink, Mr M Martin and Mr R Clarke-Ward.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Trevor Bennett declared an interest as the applicant for co-option is related to his wife. Pat Prekopp declared an interest on the Spratts Green Planning applications

3. TOWN COUNCIL VACANCY

Mrs Lauren Cannon was co-opted onto the council, Proposed by David Curtis and seconded by Mary Evans and all in favour

4. MINUTES

Minutes of the Town Council Meeting held on 18th August 2021 had previously been circulated and were confirmed and signed by the chairman.

5. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

Patrick Prekopp asked for an update item 12, Visit to Market Place Surgery. Nothing has been received in writing from the surgery but there is a scheduled meeting at Hungate Street doctors for 18th October. If no report has been received this will be chased up.

6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police – PC Lucas Ward did not attend the meeting and had not provided a written reported.

Broadland District Council – Sue Catchpole advised that the refuse collection contract was close to being finalised and that the food waste collection was still being progressed. Steve Riley advised that the selling of office accommodation was still

ongoing and was there a need for this service provision with more than 70% of staff working from home. He commented that the transport consultation was still ongoing and feedback was being collated from public and parish/town councillors. He was concerned that Aylsham is within a rural area and the school and 6th form transport should be classed as high priority. He mentioned that due to the publicity surrounding Cawston Hospital, Norfolk County Council are discussing being more pro-active and taking more responsibility surrounding accommodation and hospitals that take care of adults/children with learning disabilities

7. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

A resident confirmed that Drug taking was still an issue in the churchyard and evidence has been handed to police. The chairman confirmed that he had spoken to the police inspector who was well aware of this issue and it is being looked into.

8. TO ANSWER QUESTIONS FROM COUNCILLORS

All Councillors were reminded that their emails had to be set up and they were to be used for Town Council correspondence only.

9. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

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

b) APPLICATIONS FOR CONSIDERATION

20211529 **6 Mill Row, Millgate, Aylsham**

Installation of electric vehicle charging socket against a recently
Built brickwork garden wall

Town Council Response – No Objection

20211538 **Barn1 (Orpington Barn) & Barn 2 (Little Owl Barn), Spratts Green,**

Extension and conversion of complex of listed barns into 2 No.
Dwellings two dwellings and retention of storage buildings
Single storey rear extension

Town Council Response – No Objection

20211607 **73 St Michaels Avenue, Aylsham**

Single storey rear extension

Town Council Response – No Objection

20211494 **15 Buxton Road, Aylsham**

Addition of a single storey front extension sun room

Town Council Response – No Objection

20211617 **24 Norwich Road, Aylsham**

Notice board, free standing venue signs and wall mounted car park
signs

Town Council Response – No Objection

- 20211616 **St Michaels Hospital, Cawston Road, Aylsham**
Erection of 2 residential units comprising of two 3 bedroom houses
Town Council Response – Objection for the same reasons as application 20210021 dated 5/5/21
- 20211604 **Units 1-12 Ay, Aylsham Business Park, Richard Oakes Road, Aylsham**
Change of use of existing units to E(c), E(d), E(c), E(g), F1(a), B8
Town Council Response – No Objection
- 20211489 **Ian Sears Clinic, 24 Norwich Road, Aylsham**
Single storey extension to rear and roof conversion
Town Council Response – No Objection
- 20211623 **The Parlour, Spratts Green Farm, Spratts Green**
Conversion of a barn into a dwelling
Town Council Response – No Objection
- 20211671 **17 Mill Pightle, Aylsham**
Proposed external alterations and change of material
Town Council Response – No Objection

10. FINANCIAL MATTERS

- a) **To receive and adopt the Monthly Financial Report for August 2021**
The report was adopted.
- b) **To consider a request from the Cricket Club for a Grant from Recycling Funds**
It was agreed to defer this until the next meeting when the Town Council would be able to see how much had already been raised through different fundraising channels
- c) **To consider a request from Aylsham Gym from Recycling Funds**
This was proposed by Annette Overton and seconded by Mary Evans and all agreed
- d) **To consider the cost for installing a second Bottle bank**
This was discussed and proposed by Annette Overton and seconded by Trevor Bennett and all agreed
- e) **The long term insurance renewal is due to be renewed 1st of October 2021- consider delegated authority to RFO**
The Town Council agreed to this
- f) **The Budget 2022/2023 – to receive any suggestions for new projects to be included**
Councillors were made aware

11. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report
Sue confirmed that she had been on Radio Norfolk talking about Markets. The outside Gym equipment is now open and a permanent sign is on order and will replace the temporary one when it is received.

12. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had nothing to report.

13. RECREATION GROUND

To receive any update

The committee meeting had taken place but no minutes had been circulated. The Budget and Groundsman contract will be prepared and looked at over the next few weeks. Risk assessments will be updated for the Pavilion and Recreation Ground. The Cricket Club will be looking at a grant application from England Cricket Board for up to £10k to improve facilities for Ladies/Children's teams.

14. CITTASLOW COMMITTEE

a) To receive minutes of Meeting held on 10th August 2021

The minutes previously circulated were noted.

b) To confirm the decisions made by the Cittaslow Committee

These were **AGREED**

15. CLIMATE CHANGE PROPOSAL

a) To receive the Climate Change Emergency and Aylsham report

The comments were noted and it was agreed to have a informal meeting with core town councillors and any interested public to gather information and then to get expert knowledge from a consultant.

b) To agree Terms of Reference

This was agreed as amended and an email will be sent out to invite Councillors attend the group.

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 has emailed Ben Rayner to get this reviewed and is still waiting for a response.

b) To receive any updates on Highway Matters

None received

c) To consider issues with Highway verges not maintained by the Town Council

It was agreed for the facilities team to maintain the weeds on the verges within the town centre.

17. AYLSHAM TRAFFIC MANAGEMENT WORKING GROUP

a) To receive minutes of Meeting held on 25th August 2021

The minutes were accepted.

b) The committee recommended that a consultants was appointed

this was proposed by Trevor Bennett and 2nd By Annette Overton and all in favour.

18. CHURCHYARD COMMITTEE

a) To receive minutes of Meeting held 23rd August 2021

The minutes were accepted

b) To consider the quotes for the Church walls

None of the quotes were accepted although Quote A was the more favoured. It was agreed to engage a Structural Engineer prior to commissioning the work. Proposed by Trevor Bennet and seconded by Eileen Springall.

19. EVENTS COMMITTEE

a) To note minutes of Events Committee Meeting held 4th August 2021

These were accepted.

b) To confirm the decisions made by the Events Committee

These were **AGREED**

20. Archives

a) To approve Aylsham Town Archive Collection Policy

This was approved and adopted by the Town Council

b) To approve Aylsham Town Archive Mission statement/objectives

This was approved and adopted by the Town Council

21. WOODGATE ALLOTMENT

It was agreed that an allotment holder could have permission to put a wildlife pond on the unused area at their own cost.

22. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

No new items identified.

23. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Meeting as Thursday 21ST October 2021, at 7.00pm at the Town Hall

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.45p.m.

Minutes Agreed..... 21st October 2021