

**PLEASE NOTE THAT THESE MINUTES ARE DRAFT ONLY**

**AYLMERTON PARISH COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING  
HELD ON THURSDAY 21 SEPTEMBER 2023 IN THE VILLAGE HALL**

**Present:** Cllr S Kelsey (Chairman) Cllr M Knowles (Vice Chairman)  
Cllrs R Bacon and R Smith.

**Members of Public:** - 0

**Minutes taken by:** Kelly Batterham

---

1. **To receive Apologies for absence**  
Apologies were received from Cllr Carter and Cllr Smith who will arrival a little late.
2. **Declarations of Interest and Requests for Dispensations**  
None on this occasion.
3. **Minutes of Previous Meetings**  
3.1 Members agreed the Minutes of the Full Council meeting held on 20 July 2023.
4. **County & District Councillor Reports**  
County Councillor Vardy submitted the following report:

**New fares make it even cheaper to park & ride**

Fares on all Norwich park & ride services will be even cheaper from this September, making it easier and more affordable to travel car-free into the city centre by bus.

The new fares will be introduced, thanks to money that Norfolk County Council has secured from the Department for Transport (DfT) to help improve bus services across the county.

From Monday 4 September, passengers will be able to travel for one price at any time of day. The new fares have been designed to provide more flexible fare options for those choosing to travel independently, as a couple, as a family or with friends.

- Adults - £3
- Concessions £2
- 17-19 year olds - £2
- Child (5-16) - £1.50
- Extra passengers will cost just £1 when travelling with a full paying passenger.
- Under 5s still travel for free

The new fares coincide with the re-opening of Postwick park & ride, which further enhances the service, providing five out of town sites for those wishing to visit Norwich, from all major routes into the city

The park & ride is a vital service for Norwich and with the re-opening of Postwick it's important that we get passenger numbers back up across all our sites. These new prices make the park & ride a really affordable option for a trip into the city and is great for people wanting to avoid parking in the city centre. With buses running every 20 minutes throughout the day it's also a great flexible option for those wanting to get to work in a cheaper and greener way."

This is the first fares promotion to be announced as part of the County Council's Bus Service improvement Plan (BSIP).

Approximately £5.3 million of the BSIP funding has been allocated to fares promotions to make bus travel more affordable in Norfolk over the next three years.

## **PLEASE NOTE THAT THESE MINUTES ARE DRAFT ONLY**

District Councillor Ringer submitted the following report:

West Beckham Affordable Housing

The Church Road affordable housing scheme went before the development committee last week and was unanimously approved. These plans were for 5 affordable home which are to be allocated on the basis of local connection to West Beckham and surrounding parishes. The homes are to be built to high levels of thermal efficiency, include solar PV and EV charging, swift and bat bricks incorporated into the build, and a meadow and open space. The site is located close to the play area, church and Wheatheaf pub which is a good local employer. It is hoped this will help revitalise that community which has actually suffered from a diminishing population in recent years.

Sheringham Road affordable housing

The Reef solar canopy

The Solar Canopy above the car park at The Reef in Sheringham has been completed. This is now generating energy and helping the council meet its environmental ambitions. It will help to build resilience into the leisure centre, with energy intensive services such as leisure centres being vulnerable to fluctuations in energy prices.

Norfolk Churches Trust – Sponsored Cycle Ride

This took place on September 9<sup>th</sup> is sweltering heat! My first church visit was West Beckham and I finished at Bodham which was church number 53. We cycled some 68 miles over the day and had our water bottles replenished probably a dozen or more times! There is still time to sponsor, this year my nominated church – which will receive half of money raised, is All Saints' Bodham.

NNDC Peer Review

Last Week NNDC had their peer review. This involves experienced councillors and officers from councils elsewhere in the country carrying out an ofsted style inspection of the council and its performance. We were very pleased with the feedback we received and where areas of weakness were identified we were largely aware of them. An action plan will be developed once the final report has been received in the coming weeks.

Finally... If any residents or the parish council have any issues they would like me to take up on their behalf then I continue to be available on 07824381519 (leave a message if I do not answer) and on [callum.ringer@north-norfolk.gov.uk](mailto:callum.ringer@north-norfolk.gov.uk) – The situation regarding bin collections is an improving picture (if not quite where we want it to be) and if there are any repeat issues on this please come to me in the first instance and I will chase directly.

Cllr Kelsey added that there had been an improvement in relation to bin collections in Aylmerton.

### **5. Public Participation Time**

No-one present wished to speak.

### **6. Finance and Governance**

- 6.1 Members agreed payment of Clerks net salary at £403.95.
- 6.2 Members agreed payment of £100.80 to HMRC in respect of PAYE/NI for August.
- 6.3 Members agreed payment of Clerks salary on 28<sup>th</sup> of each month.
- 6.4 Following an in-depth discussion, it was agreed (1 abstention) to pay the outgoing Clerk 40 hours outstanding holiday pay. The new Clerk to instruct payroll accountant to process final payslip and supply an amended figure to be paid to HMRC if necessary.
- 6.5 Members agreed to subscribe to Microsoft 365 to ensure access to Microsoft Office and Outlook. Members agreed if necessary for the Clerk to set-up a direct debit for the payment.
- 6.6 It was reported that bank balances stand at Deposit Account £14,963.38 and Current Account £10,038.72.

Cllr Smith joined the meeting at 7.45pm

- 6.7 Members agreed that the Clerk should have access to the bank account to enable regular reconciliations. Clerk to liaise with Cllr Knowles to make arrangements.

### **7. Employment**

- 7.1 Members agreed the Clerks contract as circulated. The Chairman and Clerk proceeded to sign the contract.

**PLEASE NOTE THAT THESE MINUTES ARE DRAFT ONLY**

**8. Planning**

8.1 Members considered the following planning applications:

FUL/2023/0033 Carter Concrete Ltd, Britons Lane, Beeston Regis, NR26 8TP: Non-compliance with conditions 2 (approved plans) and 7 (restoration scheme) of permission reference FUL/2019/0002 to regularise proposed changes to approved restoration scheme (retrospective): Norfolk Gravel Limited

Members agreed to support the changes within the application.

8.2 To report on decisions made by North Norfolk District Council:

PF/23/1456 Extension and external alterations to dwelling  
Acre Wood, Tower Road, Aylmerton, Norwich, Norfolk NR11 8QG

**Approved**

**9. Allotments**

9.1 Member discussed the new draft tenancy agreement and agreed to invite allotment tenants to a meeting to discuss the contents prior to approval. The meeting to be held on Thursday 12 October at 7pm at the Village Hall. Clerk to invite all tenants.

**10. Co-option**

10.1 Following discussion, members agreed to adopt the Co-option Policy with typo amendments.

**11. Footpaths**

11.1 Members had been furnished with the following report prepared by Cllr Smith:

**Footpath FP1** Runs from Beeston Regis BR10 about 100yards to Aylmerton FP2 junction unmarked at FP2 end but has a post on BR10

**Footpath FP2** Signposted on A148 then goes northerly to the detour around quarry extension and east to join Aylmerton FP4 near Roman Camp

**Footpath FP3** Signposted on A148 with warning that path might be obscured by crops. Joins FP2 by quarry extension.

**Footpath FP4** Signposted on A148 a wide well-trodden path across field to the woods it is joined from west by FP2 but the route is out of alignment with the finger post by about 12 yards. Ends at cross-roads to west of Roman Camp

**Footpath FP5** Signposted opposite the Parish church going in a n-n-westerly direction across fields. Well waymarked, but fields have very poor trails due to high weed growth and planted crops

**Footpath FP6** A good wide path marked by a fallen post at the West end and a finger post in the East, but could do with a post in the middle where the path dog-legs and there are choices

**Footpath FP8** Across the Felbrigg estate from the Sexton's House on Lion's Mouth Road in a n-n-easterly direction towards the A148 where it should become Felbrigg FP1 just past the Ice House but it does not and there's no sign of the Felbrigg footpath.

**Footpath FP9** On the Felbrigg estate opposite The Street junction there's a finger post and a wrought iron gate with a path leading east towards the main house

**Footpath FP10** From Sustead Road junction on Cromer Road in e-n-easterly to join up with Felbrigg FP4 before the church. The path starts off along one of the estate drives and then diverges after 300 yards going right and through a gate where there is a NCC marker. But the marker is not easily visible from the main drive and there's no Fingerpost at the start so it is easy to miss the turning. However you'll end up at the right place and merge into Felbrigg Footpath 4 since the main drive is joined by the Weavers Way and after visiting the lake goes east.

**RB 11** From Sustead Road, Gresham, n-n-easterly to junction of School, Park and Cromer roads – not sign-posted

**RB12** From Aylmerton Cross in w-n-westerly direction to meet up with East Beckham RB8 – not sign-posted

Cllr Smith reported that Norfolk County Council have agreed to remedy issues with footpaths 6 & 10.

**12. Updates**

12.1 Cllr Bacon reported that the bus shelter improvements were almost complete.

12.2 Members agreed to purchase the defibrillator at a cost of £3,048.00 (inc vat) and to include £150.00 in the annual budget for maintenance.

**PLEASE NOTE THAT THESE MINUTES ARE DRAFT ONLY**

12.3 Cllr Bacon reported that he was in the process of measuring local noticeboards to ensure the correct size for Aylmerton.

**13. Any Other Business**

It was reported that the final dog bin (#4) was now in-situ. The Clerk was asked to contact the relevant organisation to report an abandoned vehicle outside the Pumping Station on Church Street.

**14. Date of Next Meeting**

The next Meeting of the Parish Council will be held on Thursday 16<sup>th</sup> November 2023 in the Village Hall at 7.00pm.

There being no further business the Chairman closed the meeting at 9.40pm.

Chairman..... Date.....