



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL**  
**HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 4<sup>th</sup> FEBRUARY 2026 at 7pm**

**PRESENT:**

Kay Montandon (Chair)	David Anderson	Trevor Bennett
Tim Briscoe	Gordon Clarke	Kevin Cunnane
Mary Evans	Catherine Fletcher	Michael Goodwin
Jon Minns	Patrick Prekopp	

**ALSO IN ATTENDANCE:**

Faye LeBon (Town Clerk) and Sue Catchpole (Broadland District Council).

**1. To Receive Apologies for Absence**

Apologies were received from Cheryl Bould and Mitchell Philpott.

**2. To Receive Declarations of Interest and Grant Requests for Dispensation**

None raised.

**3. To Agree the Minutes of the Meeting held on:**

**a) 7<sup>th</sup> January 2026**

It was **resolved** to accept the Minutes of the Town Council Meeting held on 7<sup>th</sup> January 2026. The Minutes were signed as a true and accurate record by the Chairman.

**b) 13<sup>th</sup> January 2026**

It was **resolved** to accept the Minutes of the Town Council Meeting held on 13<sup>th</sup> January 2026. The Minutes were signed as a true and accurate record by the Chairman.

**4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**

Tim Briscoe queried the level of precept increase. Assurances were given that councillors went through each budget item line by line and amendments made to the draft document to agree a manageable increase. It was agreed that the process at the budget meeting was a worthwhile one.

David Anderson queried the level of police attendance at council meetings and whether they should be asked to provide a written report in the future. It was noted that police resources are under pressure and often attendance at council meetings isn't possible. All information is available on the Norfolk Constabulary website and councillors were encouraged to attend the police priority setting meetings, the next one being on 16<sup>th</sup> March. The Clerk will place a police report in the next Town Council pack.

**5. To Receive Reports from County and District Councillors, and the Police**

Sue Catchpole reported that Broadland Council is proposing to keep their portion of the council tax at £134.91 for a Band D property.

**6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**

No matters raised.

**7. To Receive Town Clerk's Report**

The Town Clerk's report had been previously circulated. The Clerk updated the following:

- Broadland Council had been in contact about whether the Town Council would, if offered, like to take on the open space on the new Burgh Road development. The Clerk is to obtain an open space plan and find out details about the proposed management charge. This can then be discussed by the planning committee on 12<sup>th</sup> February. Sue Catchpole will find out if the matter of nutrient neutrality on this site has been resolved.
- Trevor Bennett queried whether Rev Canon. Julie Boyd had been made aware of the temporary closure of the Paupers' graveyard. It was noted that the decision had been made by the Churchyard committee, of which Rev. Canon Boyd is a member.
- Mary Evans corrected the spelling of RoSPA.
- Kay Montandon advised that a complaint had been received about the faulty streetlights on Sir Williams Lane. The Clerk will chase the street lighting contractor for data on visual inspections. Trevor Bennett advised that he had received feedback that Sir Williams Lane was better with the reduced lighting.

The Town Clerk's report was *noted*.

**8. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including any New Proposals**

Updates were provided on the following potential capital and CIL projects and were *noted*:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Resurface/Revise MUGA Car Park	Road Safety at Burgh Road – Zebra Crossing
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Cawston Road H Bars / Cages	Surfacing of Mileham Drive MUGA
Neighbourhood Plan	Surfacing of Mileham Drive Play Area
Community Information Bureau	

The H Bars on Cawston Road were installed on 28<sup>th</sup> January. A resident sent a letter of complaint to Norfolk County Council objecting to the bus stop close to the Drill Hall. The letter was *noted*.

Kay Montandon has met with a resident who is keen to run events at the Recreation Ground. They are also keen to champion a skatepark project. The Clerk had attended the recent skatepark consultation run by Dereham Town Council. Details of 'Activity First' which was the starting point to their project will be sent to the Recreation Ground chairman.

## 9. Highways

### a) To receive report on the Transport Hub and agreed submission of Planning Application

A report had been circulated to councillors detailing the reports ready to be submitted as part of the planning application. It was **agreed** to proceed with the planning application. Of the £10,000 grant received for these works, £1,220.75 remains.

### b) To receive update from Transport Group and agree further actions.

A written report had been provided on the meeting of the Transport Group, which was also attended by Petra Maryon and George Denton from Broadland District Council, who provided an insight into the running of the public car parks in the town and what would be required to change their structure or management.

Kay Montandon stressed that the businesses in the industrial estate need to be supported as well as the market square.

It was noted that it was human behaviour to park as close to the destination as possible, which is why the Transport Hub should work so well.

### c) To consider resident request for a grit bin on Buxton Road

The resident correspondence was circulated for consideration. It was agreed that the Clerk should consult with the Highways Engineer to see if there is a feasible location for a grit bin in this area.

## 10. Finance

### a) To receive bank Reconciliation to 28<sup>th</sup> January 2026

The bank reconciliation was **noted**.

### b) To receive year to date payments and receipts against budget

The budget document was **noted**. Work will continue to improve the budget document's usability.

### c) To agree the detailed payments 24<sup>th</sup> December 2025 to 28<sup>th</sup> January 2026

The payments were **agreed**.

### d) To agree the detailed receipts from 24<sup>th</sup> December 2025 to 28<sup>th</sup> January 2026

The receipts were **agreed**.

### e) To note the schedule of reserves

The level of reserves were **noted**. The Clerk will complete the adjustments to the reserves, as agreed in the budget meeting.

### f) To receive Interim report from Internal Auditor

This was not available so will be deferred to the March meeting. The Clerk will have the risk matrix available at this meeting, as requested by the external auditor.

## 11. Governance

### a) To Agree Terms of Reference for the Neighbourhood Plan Steering Group

Kay Montandon stressed the need for the existing Neighbourhood Plan to be reviewed to make the document more relevant to prevailing conditions. Trevor Bennett added that there had been significant changes to government policy which had contributed to causing the existing plan to become out of date.

The membership structure of the group was confirmed and the terms of reference **agreed**.

**b) To Consider Adoption of Updated Model Publication Scheme**

A draft document was presented to members which was subsequently **agreed**. The Clerk is to make the required additions to the website. It was noted that the issue where the website was not displaying information on Staffing and Events committee meetings correctly on a mobile phone, had been rectified.

**c) To Consider Adoption of Freedom of Information Request Policy**

A draft document was presented to members. This was **adopted**.

**d) To Consider Adoption of Subject Access Request Policy**

A draft document was presented to members. This was **adopted**.

**e) To Review Winter Maintenance Policy**

It was noted that the current winter maintenance policy gave unrealistic expectations to how the Town Council would maintain public spaces in the town during cold weather. A new document was presented and subsequently **adopted**.

**f) To Consider member to represent the Town Council on the Blickling Stakeholder group.**

Mary Evans had previously represented the Town Council and had chosen to stand down. It was agreed that Patrick Prekopp should represent the council, with Michael Goodwin substituting when Patrick is unavailable. Mary was thanked for her past work with Blickling.

**12. To Consider Response to Norfolk County Council Regarding Footway Lighting on the Burgh Road Development**

The Clerk reported that Hopkins Homes had advised that each house would have PIR lighting to the front of the property. The Council **agreed** that this would be sufficient and declined to request footway lighting on this development.

**13. To Consider Attendee to Reservist Event on 5<sup>th</sup> March 2026**

It was **agreed** that the Clerk would represent the Town Council at this event.

**14. To Consider Attendees to NPTS Spring Seminar**

It was **agreed** that Kay Montandon and the Clerk should attend.

**15. Committee Reports**

**a) Aylsham Climate Emergency**

**i) To receive verbal report on the Live Well for Less Event**

Kay Montandon reported that this event was very successful and thanked the 18 volunteers that attended to support the event.

**ii) To Consider Proposition from ACE to Purchase a Pop up Gazebo for Events**

It was agreed to defer this, pending a formal project proposal from ACE.

**iii) To Consider Project Proposal for Films in 2026/2027**

The project proposal was **agreed**. The Clerk is to review the Town Council's licenses.

**b) Planning Committee**

**i) To note the Minutes of the committee meeting of 8<sup>th</sup> January 2026**

The minutes of the planning committee of 8<sup>th</sup> January had been circulated and were *noted*.

**c) Cittaslow Committee**

**i) To note the Minutes of the committee meeting on 20<sup>th</sup> January 2026**

The minutes of the Cittaslow Committee meeting of 20<sup>th</sup> January 2026 had been circulated and were *noted*.

**ii) To Formally Consider Expression of Interest to the UK Town of Culture Competition**

Details of this competition had been circulated. It was *agreed* to proceed with an expression of interest. Michael Goodwin will act as Champion for the Town Council with Patrick Prekopp deputising. An appeal for other champions to support the Town Council will be made in Just Aylsham.

**d) Visit Aylsham**

**i) To receive the Minutes of 15<sup>th</sup> January 2026**

The minutes of 15<sup>th</sup> January 2026 had been circulated and were *received*.

**ii) To consider transfer of £1,000 from Bottle Bank reserve to Snail Trail Project**

Patrick Prekopp reported that a site visit of all the listed buildings with the Heritage Officer had revealed that a single plaque consisting of the stone snail and the link to information would be preferred over two separate items on a building. This would increase the size of the stone used and has therefore increased the cost of the project by £1,000. It was *agreed* to fund this extra expense from the bottle bank credit reserve.

**e) Churchyard Committee**

**i) To note the minutes of the committee meeting held on 19<sup>th</sup> January 2026**

The minutes of 19<sup>th</sup> January 2026 had been circulated and were *noted*. A subsequent meeting was held on 2<sup>nd</sup> February and a contractor to create the design documents for the church wall project was appointed.

**f) Property Committee**

**ii) To note the minutes of the committee meeting held on 27<sup>th</sup> January 2026**

The minutes of 27<sup>th</sup> January 2026 had been circulated and were *noted*.

**g) Staffing Committee**

**i) To note the minutes of the committee meeting of the 22<sup>nd</sup> January 2026**

The minutes of the Staffing committee meeting of 22<sup>nd</sup> January 2026 had been circulated and were *noted*.

**h) Events Committee**

**i) To note the Minutes of the meeting of 21<sup>st</sup> January 2026**

The minutes of the Events Committee meeting of 21<sup>st</sup> January 2026 had been circulated and were *noted*. Trevor Bennett suggested encouraging more local residents to attend.

**16. To Receive Feedback from Chairs' Meeting**

It was *agreed* to remove this as a standing item.

**17. To Note Items for Information or Future Agendas**

- Update profiles on website
- Market Place Consultation
- Cressey Henry Page Trust

- Community Group grant application

## 18. Meetings

### a) To confirm the date of the next ordinary meeting as Wednesday 4<sup>th</sup> March 2026

This was **agreed**.

## 19. Closure of the Meeting to the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of items 20 and 21 due to the confidential nature of the business to be transacted.

*The meeting was closed to the press and public*

## 20. To Consider Appointment of Consultant to Assist in the Resolution of IT Safety and Security Matters

Due to time constraints and existing site knowledge and associated vulnerabilities, it was **agreed** to waive financial regulations and allow for the appointment of Amerits Digital to act as consultant for the Town Council.

## 21. Staffing

### a) To Consider Adoption of Staffing Structure

The staffing structure was **agreed** by members. A further date for subsequent action was **agreed**.

### b) To receive update from Staffing Committee on Confidential Staffing Matter from the Meeting of 22nd January 2026 and agree any subsequent actions.

The following policies were agreed by the council:

- Recruitment Policy
- Equal Opportunities Policy
- Redundancy Policy

*It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours*

An update was provided to council about an existing staffing matter.

### c) To Receive Notification of Formal Grievance

It was **agreed** that this should be run concurrently but independently to the current process. A panel to hear the grievance was appointed.

### d) To Receive Notification of Subject Access Request

Members were advised of the correspondence received. The Clerk will send the requirements of councillors in due course.

*The meeting was reopened to the press and public*

The meeting closed at 9.15pm

\_\_\_\_\_ Signed \_\_\_\_\_ Date