



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 4th JUNE 2025 at 7pm

PRESENT:

Kay Montandon (Chair)	Trevor Bennett	Cheryl Bould
Gordon Clarke	Kevin Cunnane	Mary Evans
Catherine Fletcher	Jon Minns (from item 6a)	Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk), Sue Catchpole (District Councillor), Gavin Watson (Maintenance Manager), Andrew Bell (Grounds) and one member of the public.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from David Anderson. Apologies were also noted from Steve Riley (County and District Councillor) and Abu Miah (District Councillor).

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None raised.

3. TO AGREE THE MINUTES OF THE PREVIOUS MEETING OF THE TOWN COUNCIL

It was **resolved** to accept the Minutes of the Town Council Meeting held on 7th May 2025. The Minutes were signed as a true and accurate record by the Chairman.

4. INFORMATION ON MATTERS ARISING FROM PREVIOUS MEETINGS

Cheryl Bould reported that she had made contact with a local company in Reepham that installs benches for mental health. A response has yet to be received, but she will follow up on the approach.

5. TO AGREE STATEMENT OF VALUES AND PRIORITIES FOR THE TOWN COUNCIL

It was **agreed** to defer this item due to it being not available on the website.

6. CASUAL VACANCIES

a) To consider application(s) for Co-option

An application for co-option from Mr Jon Minns had been circulated to all members. It was unanimously **agreed** that Jon Minns should be co-opted onto Aylsham Town Council. Mr Minns signed the declaration of acceptance of office and took his seat at the council table.

b) To consider whether poll cards are required for by-election

It was noted that a by-election had been called for the recent vacancy on the Town Council, despite there being positions available for co-option. The cost of poll cards had been estimated by Broadland District Council at £4,000. It was **agreed** that there were more cost effective ways of advertising any forthcoming by-election, such as Just Aylsham and social media, therefore poll cards would **NOT** be required.

7. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Sue Catchpole reported that she had attended the latest SNAP meeting, which now covers a bigger area. She was pleased to note a lowering of rates of crime and antisocial behaviour. There was a recent incident of a stabbing in Aylsham and the police have put resources in place to investigate this.

Sue advised that not only could crimes be reported anonymously on Crimestoppers, there was also a website for young people to report crimes anonymously, called Fearless, The Clerk will arrange for this to be advertised on social media and the website.

Broadland Council is running a consultation on the Public Spaces Protection Order in relation to dog fouling. Incidents of dog fouling can be reported on the Broadland Council website under 'Street Cleansing'.

8. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK

No matters raised.

9. COMMITTEE GOVERNANCE

a) To review Terms of Reference for:

i) ACE Working Group

This had been reviewed at the ACE meeting on 2nd June. These were **agreed** by the Town Council, subject to correction to ensure that the working group does not have expenditure powers, nor the power to make financial commitments without council approval.

ii) Christmas Lights Committee

The Terms of Reference were **agreed**. The Clerk and the Maintenance Manager will meet with the organiser of the group that puts up the Christmas lights to discuss further. Feedback from this meeting will be placed on the next agenda.

iii) Churchyard Committee

Discussions occurred as to whether a member of the church should be on the committee. Mary advised that representatives from the church had always been an important part of this committee, but not as a voting member. The Terms of Reference were **agreed**.

iv) Cittaslow Committee

It was agreed to **defer** this item to ensure the Terms of Reference do not conflict with the requirements of Cittaslow UK.

v) Events Committee

It was agreed to **defer** this item so that appropriate feedback can be obtained from the Events officer.

v) Planning Committee

The Terms of Reference were **agreed** as circulated.

vi) Property Committee

It was noted that, whilst the term of reference referred to meeting at least 2 times per annum, it was free to meet more often if appropriate. The Terms of Reference were **agreed**, subject to the addition of the responsibility of rent reviews.

vii) Staffing Committee

The Staffing Committee Terms of Reference were agreed as circulated.

10. TO RECEIVE TOWN CLERK'S REPORT

The Town Clerk's report had been previously circulated. Verbal updates were given as follows:

- a) The Clerk has obtained a contact from the Diocese regarding their structural engineer. An email has been sent inviting this contact to attend an onsite meeting at the church wall to assist the Town Council to move this project forwards.
- b) The Clerk has researched whether planning permission is required for the proposed height restrictor bar at Mileham Drive. This falls under permitted development under part 12A of The Town and Country Planning (General Permitted Development) Order 1995 as part of works required in connection with the operation of a public service administered by the Town Council.

The Town Clerk's report was **noted**.

11. COMMUNITY INFRASTRUCTURE LEVY

The following potential CIL projects 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 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

It was agreed to add:

- Road safety survey of Burgh Road
- Traffic lights on Burgh Road
- Cawston Road H bars and bus cages
- Surfacing of Mileham Drive MUGA

The clerk updated the meeting on the Transport Hub. The Town Council's chosen contractor had been instructed and a Purchase Order from Norfolk County Council received to fund this.

Kay Montandon had met with a representative from Blickling who confirmed that they had a fund to purchase trees and an expert in 'urban trees' which may be useful to the Market Place. Patrick Prekopp advised he is liaising with the National Trust and the nursery over this matter.

Cheryl Bould will send the contact details for companies that specialise in accessible skate/wheel parks to the Clerk.

12. TO CONSIDER ATTENDEES TO THE SLCC ANNUAL CONFERENCE ON 20TH JUNE

It was **agreed** that the Town Clerk should attend and report back to council.

13. CONSULTATIONS

a) To Consider Response to Broadland District Council's Design Code Consultation

It was noted that, despite inviting a response from the Town Council, the survey is not designed to be responded to by a corporate body. Councillors were encouraged to respond as individuals.

14. HIGHWAYS

a) To receive update on Community Speed Watch and SAM2 Locations, and consider SAM2 data monitoring

Cheryl Bould reported that the Community Speed Watch group will be attending the community fair. Potential speed watch sites have been submitted for approval by the police. A site visit is awaited to confirm the sites.

The Clerk will chase the Highways Engineer to confirm the updated Memorandum of Understanding for SAM2 signs.

It was agreed that no further external monitoring of the SAM2 data would be required as the in house data monitoring would be sufficient.

b) To consider additional town dog bins

A query had been raised about the lack of dog bins around the town centre. Discussions occurred about dog bin coverage around the whole town and the budget allocated to the emptying of dog waste bins. Concerns were raised over the appropriateness of dog waste bins in the market square.

It was **agreed** not to install any further dog bins. Broadland District Council will be asked if they can move their dog bin on Mileham Drive to Muskett Way.

c) To consider opportunities for additional / improved bus shelters

The clerk reminded members of grant funding opportunities for new or improved bus shelters. Trevor Bennett felt that there should be a bus stop and shelter on Gashouse Hill, near the police station. He also raised concerns about the proposed bus stops on Cawston Road. This is to be placed on the agenda for July.

Consideration should be given to new shelters on Gashouse Hill, near Sir Williams Lane, albeit the narrowness of the path was noted as a challenge, and Millgate near Dunkirk.

With a deadline for funding being 30th June, it was **agreed** that the Clerk will investigate these options and make the appropriate application. There is currently £7.8K in the earmarked reserve for street furniture.

d) To consider correspondence regarding parking on car boot sale days

A resident had sent in correspondence about inconsiderate parking on car boot sale days. Kevin Cunnane had subsequently provided photographic evidence of the problem. It was **agreed** to seek the following resolutions:

- Contact the police to see if they have resource to monitor the antisocial parking.
- Contact the organiser of the event and request sight of the management plan.
- Contact the Safety Advisory Group (SAG) to assist the owner to hold their event safely with minimal disruption to the local community.

Whilst the complainant had requested double yellow lines to resolve the problem, it was **agreed** not to pursue this as the car boot is not a permanent feature due to the proposed future development of the site.

e) To consider policy on Town Council grass cutting.

Further to a resident query, the grounds maintenance officer had provided a policy on the grass maintenance in the areas under the control of the Town Council. This details when grass will be cut and for what reasons. Subject to the amendment of a typographical error, this was **adopted**. Thanks were expressed to Andy Bell for the creation of this policy.

15. FINANCE

a) To receive bank Reconciliation to 27th May 2025

The bank reconciliation was **noted**.

b) Summary of receipts and payments against budget

The budget document was **noted**.

c) To agree the detailed payments 30th April to 27th May 2025

The payments were **agreed**.

d) To agree the detailed receipts from 30th April to 27th May 2025

The receipts were **agreed**.

e) To note the schedule of reserves

The schedule of reserves was **noted**.

f) To receive the Internal Scrutineer's report

Catherine Fletcher presented her report in position of internal scrutineer. She checked a random sample of payments in the last two quarters to ensure all procedures had been

followed, and also checked salaries, pensions and PAYE. There was one incident of payment being made without two councillor initials, otherwise all was in order. Catherine was thanked for her work in this matter. Catherine thanked the administration team for their assistance.

g) To receive report of Internal Auditor

The full report from Heelis and Lodge, the Town Council's appointed internal auditor was presented and **noted**.

h) To agree the Annual Governance Statement

Sections 1-8 on the Annual Governance Statement were read out individually, to each councillors agreed to respond affirmatively. Section 9 was not applicable as the council does not act as sole managing trustee for a charity. The Annual Governance Statement was **agreed** and signed by the Chair and the Clerk.

i) To agree the Annual Accounting Statement

The Clerk explained the restatement of the 2023/2024 figures. The Annual Accounting Statement was **agreed** and signed by the Chair.

16. COMMITTEE REPORTS

a) AYLISHAM CLIMATE EMERGENCY

i) To receive Minutes of the meeting of 12th May and adopt decisions made

The minutes were received and decisions **adopted**, subject to items (ii) and (iii) below

ii) To consider project in Climate Conversations – film screenings

Cheryl Bould advised that the film showing of Six Inches of Soil had been very successful and encouraged engagement with local residents. Trevor Bennett, having received an invitation to the first of four proposed films, raised concerns that it was being offered free of charge. It was **agreed** to allocate up to £450 in the ACE budget for this project, but to recommend that a charge be made for the screening, in the same manner of Six Inches of Soil.

iii) To consider project on Gardening Matters in Aylsham

The project proposal was considered and **agreed**.

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

b) CITTASLOW

i) To receive Minutes of the meeting of 20th May 2025

Patrick Prekopp reported that the Cittaslow group had been awarded £2,000 from Cittaslow UK to celebrate Aylsham's 20th year of being a Cittaslow Town.

Cheryl Bould reminded members that it was the community fayre on Saturday between 10am and 2pm and help would be appreciated with the Town Council stand.

c) PLANNING COMMITTEE

i) To receive Minutes of the meeting of 8th May 2025

The minutes of the Planning Committee were **noted**.

ii) To consider response from Broadland District Council to complaint about planning conditions

The complaint about dust and noise from the Norwich Road development site and the lack of management plan to mitigate the impact, and the subsequent response from Broadland District Council were circulated to members. Whilst members were disappointed that the situation had arisen and been allowed to inconvenience local residents, an apology had been received from Broadland Council and actions put in place to resolve the situation. It was **agreed** that a Stage 2 complaint was not required.

d) EVENTS COMMITTEE

i) To receive the minutes of the committee meeting of 21st May 2025

The minutes of the meeting were **noted**. Cheryl Bould reiterated just what a great success the VE Day street party was and thanks were extended to the Events Officer for her work to make the event so well received.

17. TO RECEIVE REPORT ON STAKEHOLDERS MEETING WITH BLICKING

Mary Evans provided a report to members on the meeting held at Blickling on 19th May. The relationship with the Town Council and Blickling is getting closer, with mutual ambitions on the environment.

The Aylsham Town Tent will be at the Aylsham Show.

Patrick Prekopp advised that Blickling is now involved in the Aylsham Business Consortium.

18. TO NOTE ITEMS OF INFORMATION OR FUTURE AGENDA

Cittaslow and Events committee terms of reference.

Happy to chat benches

Neighbourhood Plan consultants

Bus stops on Cawston Road

19. DATE OF NEXT MEETINGS

a) To confirm the date of the next meeting as Wednesday 2nd July 2025

This was **agreed**.

20. CLOSURE OF 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 21 and 22 due to the confidential nature of the business to be transacted.

21. TO CONSIDER QUOTATIONS FOR CCTV WORKS AND AGREE CONTRACTOR

Quotes had been received from three potential contractors for CCTV works around the town hall. The council ***agreed*** to appoint ESS for the specified works.

22. TO CONSIDER MATTERS OF COUNCIL OWNED LANDS AND AGREE FURTHER ACTIONS

A written report and legal advice had been circulated. Members ***agreed*** the relevant action and delegated the necessary arrangements to the Clerk and Maintenance Manager.

Meeting Closed at 9.25pm

_____Signed _____Date