



**MINUTES OF THE ANNUAL MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 6th MAY 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	Mitchell Philpott	Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk), Sue Catchpole (Broadland District Council), Mr Chris Tilley (Amerits Digital) and two members of the public.

1. To Elect Chairman of the Council for 2026/2027 and Receive Declaration of Acceptance of Office

Kay Montandon was *elected* as Chairman for the forthcoming year, after a proposal from Patrick Prekopp and a second from Mary Evans. The declaration of acceptance of office was signed.

2. To Elect vice Chairman of the Council for 2026/2027

It was *agreed* to defer this item.

3. To Receive Apologies for Absence

Apologies were received from Cheryl Bould.

4. To Receive Declarations of Interest and Grant Requests for Dispensation

None raised.

5. To Agree the Minutes of the Meetings held on 1st April 2026:

It was *agreed* to accept the Minutes of the Town Council Meeting held on 1st April 2026. The Minutes were signed as a true and accurate record by the Chairman.

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

No matters raised.

7. To Receive Reports from County and District Councillors, and other Partnership Organisations

Sue Catchpole provided an update from the Norfolk Community Safety Partnership regarding scams and fraud. Literature was given to the Town Council to distribute to the community.

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

A member of the public raised concerns that there was no police report, and also that the set up for the meeting made it difficult to hear what councillors were saying.

9. IT Improvement Project

a) To receive update on project and presentation from IT consultant

Mr Tilley provided councillors with an update on the IT improvement project. The preparatory work had been completed for the systems migration to Microsoft 365, with the migration planned for after 4pm on 8th May. Emails will stop working at this point, and councillors and staff will not be able to access them again until they have been onboarded. As an additional security measure, multi factor authentication will be put in place. All councillors were provided with a handout to advise how the migration will occur, and what will be required of councillors and staff prior to this to enable the process to run smoothly.

b) To consider inclusion of Archives in IT improvement project

As part of the IT Improvement project, it had become apparent that the Archives Team were utilising the Town Council's network. Research had been conducted on the history of the Archives and its relationship with the Town Council, and it was noted that the Archives in their current form was set up by the Town Council in 1960, with the Clerk being the custodian and responsible for the appointment of the honorary archivist. With this information, it was **agreed** that the Archives should have the protection of the same improved IT system that the Town Council was investing in. It was **agreed** that all archive volunteers should have a basic Town Council email address and that these could be upgraded if required.

It was noted that the Archives website is provided on a goodwill basis by a member of the public.

10. To Reaffirm Trustees of the Following:

a) Cressey Henry Page Trust

It was **agreed** that the current trustees of Mary Evans, Ellie Baker, Eileen Springall and Andrew Wilton should continue.

b) Queen Elizabeth II Jubilee Trust

It was **agreed** that the current trustees of Mike Bush, Eileen Springall, Julie Boyd and Catherine Fletcher should continue.

11. Committee Governance

a) To Appoint Members to the Following Committees and Review Terms of Reference Thereof:

- i) **ACE Working Group** – It was **agreed** that Kay Montandon, Patrick Prekopp, Kevin Cunnane and Catherine Fletcher should continue on the working group. The Terms of Reference were reviewed with no changes required.

- ii) **Christmas Light Committee** – It was **agreed** that Cheryl Bould, Mitchell Philpott and Michael Goodwin should continue on this committee. The Terms of Reference were reviewed with no changes required.
- iii) **Churchyard Committee** - It was **agreed** that Kay Montandon, David Anderson, Kevin Cunnane, Mary Evans and Jon Minns should continue on this committee. The Terms of Reference were reviewed with no changes required.
- iv) **Cittaslow Committee** - It was **agreed** that Patrick Prekopp, Mary Evans, David Anderson and Kevin Cunnane should continue on this committee. Patrick Prekopp suggested a revision to the Terms of Reference, which will be considered by the committee and then brought back to council for agreement.
- v) **Events Committee** - It was **agreed** that David Anderson, Cheryl Bould, Kevin Cunnane and Patrick Prekopp should continue on this committee. The Terms of Reference were reviewed with no changes required.
- vi) **Neighbourhood Plan Working Group** - It was **agreed** that Kay Montandon, Trevor Bennett, Kevin Cunnane, Mary Evans and Patrick Prekopp should continue on the working group. The Terms of Reference were reviewed with no changes required.
- vii) **Planning Committee** - It was **agreed** that Trevor Bennett, David Anderson, Tim Briscoe, Mary Evans, Catherine Fletcher, Kay Montandon and Patrick Prekopp should continue on this committee. The Terms of Reference were reviewed with no changes required.
- viii) **Property Committee** - It was **agreed** that Trevor Bennett, David Anderson, Gordon Clarke, Kevin Cunnane, Mary Evans, Michael Goodwin, Kay Montandon and Jon Minns should continue on this committee. The Terms of Reference were reviewed and it was **agreed** to increase the membership of this committee to ‘up to 8 councillors’.
- ix) **Staffing Committee** - It was **agreed** that Kay Montandon, David Anderson, Trevor Bennett, Cheryl Bould, Mary Evans, Catherine Fletcher, Michael Goodwin, Mitchell Philpott and Pat Prekopp should continue on this committee. The Terms of Reference were reviewed with no changes required.
- x) **Visit Aylsham Working Group** - It was **agreed** that Pat Prekopp, Tim Briscoe and Mitchell Philpott should continue on the working group. The Terms of Reference were reviewed with no changes required.
- xi) **Internal Scrutineer** – It was **agreed** that Catherine Fletcher should continue in this role.

12. To Appoint Members to Represent the Town Council on the Following External Bodies

- a) **Aylsham Twinning Association** – It was **agreed** to appoint Kevin Cunnane to represent the council on this body.
- b) **Aylsham Recreation Ground Liaison** - It was **agreed** to appoint Mitchell Philpott to represent the council on this body.
- c) **Blickling Stakeholders Meeting** - It was **agreed** to appoint Patrick Prekopp to represent the council on this body.

13. Document Review. To Review:

a) Scheme of Delegation

The Scheme of Delegation was reviewed. It was **agreed** to add the custodian of the archive

and appointment of honorary archivist under delegation to the Proper Officer. This policy will be kept under review and updated when the new staffing structure is in place.

b) Aylsham Town Council Standing Orders

The Town Council's Standing Orders were reviewed and **agreed** with no amendments.

c) Aylsham Financial Regulations

The Town Council's Financial Regulations were reviewed and **agreed** with no amendments.

d) Internal Control

The Town Council's Internal Control document was reviewed. It was **agreed** to remove any reference to the Internal Control Working Group in favour of bringing all information directly to full council.

14. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. The following updates were provided:

- The Enchanted Princesses were well received at the Food and Craft market on 2nd May.
- The decision to be made on the planning application for the repair of the church wall had been delayed due to a challenge in the consultation process.
- A reminder was given to members that there was a fundraiser for the Memorial Garden in the Town Hall on 9th May.
- It was noted that the Help Hub is at ACT on 18th May.
- The Clerk was due to give a presentation to the ACT Community Breakfast on 9th June, however the breakfast is likely to be rescheduled to 2nd June, which is not convenient for the Clerk.
- It was confirmed that real time information was now installed on the bus stops on both sides of Norwich Road near Tesco. A photoshoot will be arranged with Norfolk County Council. Mitchell Philpott confirmed that there was a 'how to get here' section on the Visit Aylsham website.
- Mitchell had also given a presentation to the Community Working Together group of Aylsham Rotary, on the subject of the new Visit Aylsham website.

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

15. 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
Surfacing of Mileham Drive MUGA	Neighbourhood Plan

It was **noted** that improvements to the car park at Mileham Drive had been completed.

Trevor Bennett had received correspondence regarding Barclays Bank and a proposed business use. The Clerk will forward on details of the agent detailed on the planning application for Barclays Bank.

Members discussed the lack of availability of community building space, with many buildings being at capacity. It was **agreed** to add additional community building space to the list.

16. Highways

a) **To receive update on the Transport Hub and consider additional funding for extra works on the planning application**

It was reported that the planning officer had requested further information on the planning application, resulting in extra consultant costs. It was **agreed** that £2,000 should be transferred from CIL to the transport hub project to support this additional work.

The Town Council's Grounds and Open Spaces officer had created a landscaping plan for the application.

The Clerk reported that the matter of biodiversity net gain had not yet been resolved. It was noted that the area on which the transport hub will stand was previously agricultural land and not brownfield, the latter of which can house significant biodiversity.

b) **To receive report from Transport Group meeting and consider further actions.**

Kay Montandon reported that Community Speed Watch will start up shortly and monitor traffic every three weeks. Two new sites, on Henry Page Road and Norwich Road, have been agreed with the police.

Chris Tilley has completed a renaming list for the bus stops.

A request has been made for the double yellow lines in the Market Place to be extended to the church gate, to prevent access to the church becoming blocked. Kay Montandon will make enquiries of highways.

The survey of users of the Buttlands car park is in progress. It was suggested that Broadland Council could improve some of the signage at Burgh Road car park.

c) **To receive notification of aged Memorial Bench Project and Review Project**

The Town Council has been contacted by a parishioner who had instigated a memorial bench installation with the Town Council. The location of the bench had been agreed with highways on Cawston Road, near the junction of Mill Pightle. Further work is required on whether the prices for benches are still relevant, and whether the donation is viable. The policy review will be deferred until the next meeting when further information has been received.

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

17. Finance

a) To receive bank Reconciliation to 28th April 2026

The bank reconciliation was *noted*.

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

The budget document was *noted*. Further work will be conducted to see if Scribe can provide a cash flow report.

c) To agree the detailed payments 25th March 2026 to 28th April 2026

The payments were *agreed*.

d) To agree the detailed receipts from 25th March 2026 to 28th April 2026

The receipts were *agreed*.

e) To note the schedule of reserves

The level of reserves were *noted*.

f) To receive confirmation of the Town Council 's Insurance Cover for all Insurance Risks (pursuant to Financial Regulations)

Members received a report detailing the insurance cover for the council. This was *noted*.

g) To Review Banking Arrangements

The Town Council 's banking arrangements were reviewed as follows:

It was *agreed* to remove the former finance officer and add the deputy clerk, when the post is filled, for all accounts.

Redwood Bank – It was *agreed* to add Gordon Clarke and Mitchell Philpott to the mandate.

Shawbrook Bank – The current signatories are Trevor Bennett, Mary Evans, Kay Montandon and the Clerk. The Clerk advised that this account is receiving a poor rate of interest since the 1 year fixed bond matured. The Clerk will bring further information on a new 1-year bond to the next meeting.

CCLA - The current signatories are the office manager, the Clerk, Kay Montandon and Cheryl Bould.

Barclays - It was *agreed* to add Michael Goodwin and Mitchell Philpott to the mandate.

The Clerk will review the Barclaycard access and bring back to Council.

18. Social Media Responses

a) To consider how responses should be made on social media to correct postings

It was noted that sometimes social media posts contain incorrect information about the Town Council and its decisions. The Town Council's social media policy will be reviewed and brought back to council for consideration.

19. Committee Reports

a) Aylsham Climate Emergency

i) To receive the minutes of the meeting of 8th April 2026 and adopt decisions made.

The minutes of the meeting of 8th April 2026 were *received*.

ii) To consider extension of blister pack project to include stationery and dental products

A project proposal had been put forward for the extension of the blister pack recycling project, to include stationery items and dental products, with a £500 budget. This project was *agreed*.

iii) To consider project for PEB Film Screening

A project proposal had been put forward for the showing of the People's Emergency Briefing, with a budget of £60 to cover advertising and refreshments. This project was **agreed**.

iv) To ratify projects for Green Infrastructure Funding

Four projects had been put forward to Broadland Council for funding from Section 106 funds, in time for the deadline of the end of April 2026. These projects were:

- 1) Nest Places for Swifts (£1,913.00)
- 2) Wildflower Creation Areas (£1,223.65)
- 3) Improvement of Old Station Yard and other Open Spaces to Benefit Nature (£698.00)
- 4) Hedge Planting at Mileham Drive Multi Use Games Area (£2,096.06)

These projects were **ratified**, subject to the accommodation of the proposed memorial bench on Cawston Road (Mill Pightle junction). It was noted that these funds are in addition to the £5,000 green infrastructure funding for the nature trail.

b) Cittaslow Committee

i) To note the Minutes of the committee meeting of 28th April 2026

The minutes of the Cittaslow committee of 28th April 2026 had been circulated and were **noted**.

c) Planning Committee

i) To note the Minutes of the committee meeting on 9th April 2026

The minutes of the Planning Committee meeting of 9th April 2026 had been circulated and were **noted**.

d) Visit Aylsham

i) To receive the Minutes of the Visit Aylsham Working Group 8th April 2026

The minutes of 8th April 2026 had been circulated and were **received**.

e) Churchyard Committee

i) To note the minutes of the committee meeting held on 20th April 2026

The minutes of 20th April 2026 had been circulated and were **noted**. The application for the ward members' grant for the bench in the proposed Memorial Garden needs to be put together.

f) Property Committee

ii) To note the minutes of the committee meeting held on 28th April 2026

The minutes of 28th April 2026 had been circulated and were **noted**.

g) Events Committee

i) To note the minutes of the committee meeting of the 15th April 2026

The minutes of the events committee meeting of 15th April 2026 had been circulated and were **noted**.

h) Neighbourhood Planning

i) To receive the Minutes of the Neighbourhood Plan Working Group of 23rd April 2026 and Approve Decisions

The minutes of the meeting of the working group on 23rd April had been circulated and were **received**.

20. To Note Items for Information or Future Agendas

- Land to the west of Mileham Drive – ownership and potential uses.
- Play area resurfacing at Mileham Drive
- Plaques for Happy to Chat bench

- Shawbrook Bank bond.
- Election of Vice Chairman
- Annual Accounts and Governance Review

21. Meetings

a) To agree agenda for the Annual Town Meeting

Whilst the meeting is called by the Chairman, the agenda was **agreed** by the council as a matter of courtesy.

b) To agree 2026/2027 full council ordinary meeting dates

The dates for the ordinary meetings of the full council were **agreed** as every first Wednesday of the month.

c) To confirm the date of the next ordinary meeting as Wednesday 3rd June 2026

This was **agreed**.

22. 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 23 and 24 due to the confidential nature of the business to be transacted.

The meeting was closed to the press and public

23. Staffing

a) To note correspondence received on 17th April 2026

This correspondence was circulated and **noted**.

b) To agree response to correspondence sent to councillors on 16th April 2026

A draft response had been circulated. This was **agreed** subject to proof reading for typographical errors and a review by CHRGS.

c) To agree whether Comms Officer role should be employed or contracted.

Further information had been provided to members about the Comms Officer role which necessitated further consideration as to whether the position should be employed or contracted. After this further information has been received, it was **agreed** that it would be of best value to the council to offer position as an employee of the council.

24. To Consider Proposal for Additional Town Parking

The proposal has been circulated to members. It was agreed to do further work to enable a trial period. Patrick Prekopp will take this forwards.

The meeting was reopened to the press and public

The meeting closed at 10.10pm

_____ Signed _____ Date