

**Aylsham Town Council**  
**Summary of Receipts and Payments**  
**To 16/12/ 2022**

Cost Centre	Receipts		Payments	
	Budgeted	Actual	Budgeted	Actual
General Purpose	112,800	131,793	112,800	123,728
Town Hall	58,750	57,734	58,750	46,776
Drill Hall	63,000	55,168	62,985	45,637
23 Market Place	5,500	3,750	-	-
Cemetery Cottage	7,000	4,618	1,500	-
Public Toilets	-	-	11,800	10,332
Other Properties	6,450	5,300	5,700	2,663
Cemetery	23,600	21,774	23,600	16,118
Allotments	24,700	25,652	24,690	20,629
Markets	9,000	5,512	2,650	2,028
Open Spaces	173,370	183,960	166,020	126,228
Events	-	12,174	-	15,705
Churchyard	-	400	13,700	2,034
Street Scene	24,450	24,450	24,450	25,109
	<b>508,620</b>	<b>532,285</b>	<b>508,645</b>	<b>436,987</b>
VAT		27,127		27,691
		<b>559,412</b>		<b>464,678</b>

## Aylsham Town Council Current Year

<b>Cash in hand 01/04/22</b>	<b>404,496.90</b>
<b>Plus Receipts</b>	559,411.67
<b>Sub total</b>	<b>963,908.57</b>
<b>Less Payments</b>	464,678.76
<b>Cash in hand</b>	<b>499,229.81</b>
<b>Represented by</b>	
Current Bank A/C	16,715.72
Active Saver	141,915.05
Public Sector Deposit Fund	251,077.24
Shawbrook – Issue 7 Fixed Bond	89,271.80
Petty Cash	250.00
	<b>499,229.81</b>

	General Reserves		176,395	
	EMR Bottle Bank		4,950	
	EMR Cittaslow		1,200	
	EMR Community Events		7,400	
	EMR Christmas Decoration		1,600	
	EMR Election		2,000	
	EMR Marquees		1,200	
	EMR Drill Hall		22,000	
	EMR Town Hall		17,000	
	EMR Properties		24,100	
	EMR Cemetery		41,700	
	EMR Open Spaces		70,400	
	EMR Highway Verges		3,880	
	EMR Recreation Ground		34,400	
	EMR Churchyard		48,500	
	EMR Street Furniture		16,000	
	EMR Hall Hire Deposit		50	
	EMR CIL		18,930	
	EMR Cemetery Cottage		2,000	
	EMR Allotment Deposits		5,525	
				<b>499,230</b>



**Aylsham Town Council**

**INTERNAL SCRUTINEER'S REPORT**  
**FOR THE QUARTER PERIOD: July, August, September,**

The Internal Scrutineer is to be a person not involved either in the Council's financial processes or in preparing and completing the Council's Statement of Accounts.

Check Required	Date Check Completed	Result of Check	Report Result to Council Meeting
Bank reconciliation of accounts – undertaken once a month checked by Clerk	21 NOV'22	GOOD	Dec
<b>INCOME:</b> Invoices, Receipts, Paying in Slips and Bank Statements all checked	21 NOV'22	GOOD	Dec
<b>EXPENDITURE:</b> Invoices and Bank Statements for –  1) Payments by BACs/Cheques/Direct Debits/Standing Orders/Credit Cards 2) Staff Salaries 3) Pension/HMRC Returns	21 NOV '22	GOOD	Dec

Notes: All financial records and systems continue to be well produced and accurate.

Signed: 

Name: LAUREN CANNON

Date: 21.11.22

## CLERK'S REPORT FOR COUNCIL MEETING 4.1.23

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Repair work to be carried out on February 8th
23 Market Place		
Cemetery Cottage	Private Letting	No reported issues
Cemetery		
Allotments		
Churchyard		Issues with the cost of the fencing. Waiting for PCC comment on alternative proposal
Market Place		
Farmers' Markets		Have met to discuss a re-launch and looking at this starting with the March 2023 market
Markets		Traders have been advised re charging and Friday markets
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general		
Highways		
Paupers Graveyard		Signage is currently being designed and a maintenance schedule put in place More detail to be added to the Town Council website
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		
Land at Sapwell Close	Adverse Possession Claim	Completion of review of 1970's minutes. Extracts sent to solicitor
Car Parks		Review still in progress but no timescale available. The extreme poor state of The Buttlands has been reported (again) To Broadland District Council Lease is with relevant solicitors
Street Lighting	Cromer Road	See highways Agenda Item
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		
Pump		
Pillboxes		
War Memorial		

Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them
Drill Hall		The lock on the front doors has been changes so many times that it is now not possible to install a lock. Quotes are being sought for new doors.
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Telephone box has been refurbished and the charger will be installed shortly. Highways to return to replace slabs
Bure Meadows Footpath	New Footpath across to Dunkirk	Letter from s106 officer detailing all the work agreed with the developer
Blickling Stakeholder Meeting	December 8 <sup>th</sup>	<p>Community Notice Boards are ready to be put up. Any relevant local or Town Council information can be added.</p> <p>Tenant Newsletter. Town Council can send information to be included. Next newsletter out in March</p> <p>More flexible volunteering to be introduced where people can dip in and out without having to make a long term commitment</p> <p>ACE have been in contact with NT regarding the planting of trees</p> <p>Heritage project - develop a closer relationship with the Aylsham Heritage Committee. Will discuss this at the next meeting.</p> <p>Market Place. Discussed as part of the Traffic Strategy - make the Market Place as attractive as possible, not just a place to park a car. Vicar concerned about access to the church - this has been an issue on occasion. Buses are unlikely to take another route so scope for change is limited.</p> <p>Events. Request to inform NT of events being held in Aylsham in order to avoid any clash of dates.</p> <p>Minutes of the Events Committee could possibly be sent to Heather Jermy or Lucy Curtis.</p> <p>Phone Box opposite Blickling Church - ideas for next meeting regarding further use</p>

**Items for Town Council to consider/note**

- **Drill Hall doors – request for delegated authority to spend up to £2500 on new doors (exc VAT)**
- **Farmers Market re-vamp**

**REPORT TO COUNCIL****Subject: Norwich Road Flooding****Author: Sue Lake****Date: 22<sup>nd</sup> December 2022**

---

Please see below two e-mails received within a week of each other regarding flooding on Norwich Road near Palmers Lane. We have installed the SAM2 device and will have the figures available for the meeting.

The meeting with Highways is news to me and I have asked for details of when and where this is planned for.

Council are asked to consider what action they would like me to take regarding this matter

*In July of this year, I bought a property at Frazers Yard. The property fronts immediately onto the pavement on Norwich Road, and has no garden or space separating the public footpath and road from the property. There is a 20mph speed restriction on this stretch of road. There is also an incline that rises away from the Frazers Yard properties up to the mini-roundabout outside the Tesco car park.*

*Vehicles including motorbikes rarely observe the speed limit. As a driver I know what 20mph looks and sounds like. Often, during the evening and the night, vehicles roar away at great acceleration from the mini-roundabout, or towards it. Additionally, when the rain is heavy, due to the parabolic camber of the road surface, the water runs in a wide and deep strip down from the mini-roundabout to the level area outside the shops on Frazers Yard. Vehicles driving at speeds higher than 20mph cause the water to spray up in an arc that carries it to the front of my house. Sometimes it will be as high as a foot up my kitchen windows, and a good few feet up the front door. Yesterday, the rain was not too bad, but in the time it took me to unlock my front door, I was saturated from the knees down by passing traffic. The vehicles cannot avoid the water due to the narrowness of the road, but their speed increases the spray-arc's distance and height. The upshot is that my wooden window frames, front door frame and door are rotting and I am having to seek quotations for replacement. The water also seeps under the front door into my hallway. My other concern is the damage that has been done to the brick wall running along the boundary of Aylsham Manor. There is considerable erosion of the bricks and I have absolutely no doubt that it is due to the spray from speeding vehicles going towards the Tesco mini-roundabout. There is always standing water in the lay-by after the rain, and it takes a long time for the drains to deal with the water that is collecting on the Frazers Yard side. The wooden piers surrounding the properties at 3,4 and 5 Frazers Yard are all rotting at the base due to this flow.*

*Aside from the water damage, there is the problem of the noise. During the day when volume of traffic is so great that it causes the flow to slow down, there is no real intrusion. It's audible as one would expect due the situation of the property. But when large vehicles or motorbikes roar past, it shakes windows, drowns out music or television sound and wakes me repeatedly.*

*My neighbours tell me that they have asked for a range of interventions but all have been rejected. I decided, therefore, to see about forming a SpeedWatch team, and made contact with the Police representative. I began to recruit volunteers. However, I have been told by a police officer manning*

*the handheld speed control opposite Copeman Road that we will not be able to monitor speed in a 20mph area as there is no enforcement of this. The slowest speed enforcement is 30mph. This raises two questions for me: what is the point of an unenforceable speed limit; what on earth CAN I do? I have no more answers to the second, except to replace my door and windows with waterproof material and impenetrable seals, and to cease to use my front door during rainy weather. That, and just put up with the noise and broken sleep.*

*However, on the basis of 'if you don't know, you can't fix it' I decided to contact the Town Council and was advised that there might be (I stress might; in no way did the person to whom I spoke make any inappropriate commitment) the possibility of installing some kind of temporary measuring device to track vehicle speed and frequency. This I am hoping you will be able to do.*

*There are a few other relatively simple things that could also be done. The speed signs are the size of tea plates and positioned in easily missed places (one is completely obscured with foliage), especially when drivers are focusing on pedestrians, exits and entrances, and junctions. If they were larger and sited more closely to the road this might help. It is not inconceivable that drivers think the 20mph restriction only applies to the stretch near the school, if they are coming from the A140, and this may account for the noisy rapid acceleration from the mini-roundabout. Therefore, another flashing sign notifying people of the speed they are doing, or that it is a 20mph area may well be a good solution to the majority of the naughty chaps belting along the road.*

*Please can you forward this email to the chairman of Aylsham parish council.*

*I have had my business flooded on two occasions due to the flash flooding in the summer of 2021 and 2022. The latest flood was witnessed by the local police officer who called to report witnessing the floodwater overwhelming the pavement on my entrance on Palmers Lane.*

*After contacting the council to report this issue they said the drains and gullies would be cleared. This wasn't sufficient to prevent this from happening again. I contacted my MP who raised the issue with them which has resulted in works being carried out to raise the pavement on Norwich road.*

*This has helped to prevent floodwater from the Norwich Road, but not sufficient to prevent the problem on Palmers Lane. Their response is to take no further action when we have an eyewitness to confirm the pavement was overwhelmed due to flash flood water from Cawston Road all the way down Palmers Lane like a river! I had to pump the water from my car park onto to main road to stop it from entering my building. I was knee deep in flood water!*

*The rainfall over the past few weeks has not been as heavy as previously so can't be compared to the flash flooding that caused us to be flooded. This issue should be fixed on both the entrance and exit to my property as fixing only the exit is not going to prevent it from happening again. Only half the job has been completed!*

*I have been informed that they are due to meet with you soon to discuss this and I urge you to make them see sense and raise the pavement on Palmers Lane too as if they don't, this will happen again. I am shocked that an eyewitness report from the local police doesn't seem to be enough for them to take the action needed!*



**Minutes of the Aylsham Climate Action Meeting  
held on Monday 7<sup>th</sup> November 2022**

**Present:**

Trevor Bennett	Shelley Hudson
Bob Baxter	Lou Harlow
David Crowe	Kate Mackenzie
Jakki Dehn	Liz McGowan
Lillie Ferrari	Richard Moore
Erica Fisher	Keith Okey
William Fisher	Patrick Prekopp
Szara Froud	Arthur Rope
Jenny Haycocks	Sue Sharpe
Ian Hildrew	Grizelda Tyler
Sally Hildrew	

Sue Lake    Town Clerk

**1. Welcome and apologies for absence**

Apologies were received from

Lesley Cannon	Hugh Lupton
Sue Catchpole	Wendy Sadler
Ray Horne	Fiona Scott

**2. Declarations of interest**

None were declared

**3. Minutes**

The minutes of the meeting held on 3<sup>rd</sup> October were accepted and signed by the chairman

**4. Information on Matters Arising from previous minutes**

Nothing raised

**5. Green Day**

**a) To receive any further comments**

No further comments made.



**b) To consider Green Day 2023**

This was agreed as Sunday September 24<sup>th</sup> 2023.

**6. Climate Change Groups**

The reports issued with the agenda were taken as read and the following updates were discussed

**Contact & Connect**

Concerned at the number of groups looking at a Business Survey and stressed the need for this to be co-ordinated.

**Energy**

The camera is up and running and an article will be placed in Just Aylsham regarding this. So far the numbers are small due to the warm autumn. It was remarked that the article should go through the communications group.

Richard Moore then presented a short slide show detailing the current usage of fossil fuels and the level of reduction needed to keep to 1.5° increase.

**Waste**

Pleasing to note and support Bretts greengrocers on their modernisation plans.

The waste group were unsupportive of the plans for a steering group as they thought it would make it difficult to get someone to do an extra meeting.

They reported on a recycling centre they had seen in a French Hypermarket and how good it would be to get something similar in Aylsham. They made the point that many residents get confused with what can be recycled and where.

**Plastics**

This group also wanted to contact businesses.

**Nature**

Various plans as per the report.

**Steering Group**

The chairman advised that he felt the ACE group should have a steering group. Currently the Town Council staff have to service seven regular meetings a month. In the next few years the Neighbourhood Plan will need updating and the new developments will likely come to fruition. These will bring substantial funds to be managed by the council. There will also be money available from Vattenfall.

He felt that now the ACE Group has been established it would be better run by its members outside the direct umbrella of the Town Council. It was questioned whether they would be open to the public. They would be but they would be a meeting in public rather than a public meeting.

There are lots of cross overs between the groups and some form of planning and co-ordination is required and that is difficult in a big meeting such as the monthly meetings. It maybe that this meeting needs to be held less frequently than monthly but it should be resident led not council led.

The group really needs projects rather than meetings as these will encourage and enhance the volunteers work.

It was agreed that the next meeting would be a precursor to the Steering Group Meetings and will focus on projects.

A potential project relating to food was discussed and this is the type of idea required. Any potential project can be considered and ideally they should be promoted with a brief detail of what they are and how they would ideally work.

**7. ACE Website**

A proposal for a stand alone website was made as it was felt this would be more responsive than pages linked to the Town Council website.

Three proposals were put forward. After discussion on the various options it was agreed that the site had to be fit for purpose and easy to edit.

The favoured option was option 2. The Communications Group would be responsible for managing the site.

**8. Men's Shed**

The first meeting is scheduled for November 19<sup>th</sup>. This is not the Repair Café concept mentioned previously but more along the lines of well being and mental health. The Repair Café project is still a viable option.

**9 Work Programme**

This item was deferred

**10 Items for future discussion**

Nothing raised

**11. Date of Next Meeting**

To confirm the date of the next Meeting as Monday December 5<sup>th</sup> 2022

The meeting closed at 8.55pm



**Minutes of the Aylsham Climate Action Co-ordination Meeting  
held on Monday 5<sup>th</sup> December 2022**

**Present:**

Anna Magyar – Waste	Ray Horne – Plastics
Sue Sharpe – Communications	Liz McGowan – Sustainable Food
Erica Fisher – Biodiversity/Nature	William Fisher – Biodiversity/Nature
Grizelda Tyler – Energy	Jenny Haycocks – Outreach (Chair)
Sue Catchpole – Transport	Lou Harlow

Sue Lake     Town Clerk

Jenny Haycocks was appointed chair of the meeting

**1. Welcome and apologies for absence**

Apologies were received from

Trevor Bennett  
Michael Dolling  
Shelley Hudson

**2. Declarations of interest**

None were declared

**3. Minutes**

This was the first meeting of the co-ordination group and will have separate minutes from the full group. Going forward the meetings will be held on alternative months.

**4. Information on Matters Arising from previous minutes**

Not applicable

**5. Work Programme**

The representatives of the various groups spoke about their current projects:

**Waste** – looking at promoting existing recycling via the Quakers refill stall at the Farmers Market. On this stall they promote ACE and also bring out the recycling bins from the Parish Church. They would like to create some form of interactive map with the recycling details available – this maybe possible through the website. The eco group within the church will be asked to clarify the labels on the recycling units. They are still talking to the pharmacy regarding taking in blister packs. Would like more information on the website.

**Projects** – interactive map, more information on recycling on website

**Transport** – still part of the Aylsham Traffic Group whilst the strategy is being prepared. Consultation on the strategy has taken place and the feedback will be discussed at the next meeting prior to adoption by the Town Council. The final proposals will be disseminated to the public via Just Aylsham and the Town Council website.

They have been approached regarding cycle repair and reuse and have spoken with the cycle shop on Red Lion Street. They will also look at the possibility of working with the Community Transport Association to develop a community bus around the town

#### **Projects** – cycle repair, community transport

**Plastics** – the group meets monthly and is mainly part of Rotary which established the group and the programme before ACE was created. They have implemented an award scheme with the uniformed groups and will start working with the school after Christmas. Following that they will approach Churches Together and businesses through the town. This would need some form of questionnaire. This is a common request from the groups and should be co-ordinated by the Communications team. Some members were not happy about just sending out a questionnaire but would like to talk businesses through it.

They have used Green Day as a springboard for more activities

#### **Projects** – a questionnaire for businesses, different forms of recycling for plastics that are currently not recycled

**Communications** – looking at creating a survey combining all of the information required by the various sub-groups. Regular articles in Just Aylsham. Would also like a schedule of the Town Council activities and how the council is hoping to get to net zero. The clerk advised she has started on this and would hopefully have it for a future meeting.

#### **Projects** – a questionnaire for businesses, regular Just Aylsham articles

**Sustainable Food** – this is a new group represented by Liz McGowan who have been meeting for several months. They have successfully applied for funding together with Eves Hill Organics. Eves Hill are currently offering gardening courses. The group have prepared a leaflet and are looking to do an Aylsham Food Map to show those in need where food can be obtained. This will also include the various food apps available. They are looking at involving the community in the provision of food.

#### **Projects** – an Aylsham Food Map

**Energy** – the energy group have purchased the Thermal Imaging Camera and have two operators. They have requests from 12 homes so far wanting the imaging done. Part of the project includes links to grants for insulation etc. All who have the

imaging done will be asked to complete a feedback form. An article will be placed in Just Aylsham.

The Town Clerk asked if the Town Hall could be imaged. The results could be part of a detailed article on this and the rest of the ACE work to be written up for the EDP. This will be a joint venture between the energy group, communications group and Town Council.

**Projects** – continue with Thermal Imaging and article re Town Hall results

**Nature/Biodiversity** – this group were unhappy that they were being referred to as nature as they felt that watered down what they were doing. They have no projects yet but are pushing for planting trees and adopting hedgerows. This takes a while as ownership of hedgerows takes time and research to establish. At some point they will contact the Town Council regarding the grass verges. They also wish to see less grass cutting at the Recreation Ground so will contact the Rec Committee regarding this.

Sue Catchpole advised that she has a walnut tree in her garden and is often pulling out and disposing of mini walnut trees. It was suggested that the group could work on some form of swap shop for such items possibly linked to the Farmers Market

**Projects** – none as yet

**Outreach** – only one person had requested more information regarding this but no response had been received from them.

**Projects** – none as yet

**6. To agree Priorities**

Not discussed – it was felt this had to be taken back to the groups

**7. Future Meetings**

The meetings would alternate between the full group and this co-ordinating group.

**8 Items for future discussion**

Not discussed

**11. Date of Next Meeting**

To be confirmed

The meeting closed at 9.00pm

# ACE website proposal 11-2022

## 1. DESIGN SCOPE

- I commit to design a suitable website for ACE and its supporting groups in line with the design brief submitted in your email of 20<sup>th</sup> October and the document WebsiteStructure.pdf. This will be demonstrated, discussed, and agreed with ACE prior to launch. A first draft will be available within 4 weeks of commencement – c 15<sup>th</sup> December 2022 ( to be confirmed) - and will form the basis of discussions for all aspects of the final design.
- Online forms will be added to the site as required – eg. As contact forms, to support or get involved or subscribe to a mailing list. Integration with Mailchimp is also included if required.
- The site will enable each Sub\_Group lead with ‘Author’ (not Administrator) permissions in WordPress to:
  - Amend the home page text for their sub-group
  - Add, amend and delete News items
- The above, plus any other amends on any other pages, menus etc, can also be completed by me, usually same day, with a simple email instruction – see annual contract scope below

## 2. SOCIAL MEDIA Integration

- The site will have prominent links to ALL of the ACE Groups social media profiles to encourage followers / friends
- The site will allow any News Article or Sub-Group home page to be shared onto the ACE Groups social media accounts – Facebook primarily but can also be set up to share with Twitter, by WhatsApp or by Email
- The site will also encourage visitors to share the same pages with others on their social media accounts – ie. To share with friends and family (their followers or contact groups)

**THE CHARGE FOR THE DESIGN ABOVE IS £1,000 – no VAT – PAYABLE BY INVOICE (CHEQUE or BACS) ON COMPLETION AND SATISFACTORY LAUNCH.**

## 3. SERVER HOSTING & DOMAIN NAME

- The new site will be set up as a working site under a testing configuration with a development password - not available for public view. It will be with Fasthosts in the UK, have SSL certification (this is the https:// encryption which enables committee members to log-in without compromising their passwords). The account will be set up so that ACE Group can retain access and ownership.  
It is envisaged that the domain name [www.aylshamclimateemergency.org](http://www.aylshamclimateemergency.org) will be purchased along with the site hosting services from Fasthosts – **this will be charged at a rate of £65.00 added to the above design charge, discounted for the first year and includes a free domain name when set up.**

**CHARGES FOR THE HOSTING SERVICE OF APPROX £100pa INCL https:// SSL certificate and Domain Name renewal fees will be invoiced separately each year.**

#### 4. ANNUAL CONTRACT – Scope

- The annual maintenance contract for the website covers WordPress, Plug-In and Hosting security as a **minimum**. WordPress and its various add-ons will be maintained at the most current version of software release throughout the year and the site will be monitored to minimise the risks from a variety of hacking attempts and methods of attacks.
- A backup of the site content will be maintained by me at all times.
- Should an attack be successful, you are covered for all work to remove any malicious files and restore the site to its prior position. **(THIS MINIMUM SERVICE LEVEL WOULD NORMALLY BE £500 pa – No VAT)**
- I also agree to maintain the design elements for all pages, making sure that the site does not deteriorate from it's initial look and feel over time. As a result, I am on hand 24/7/365 for amendments, deletions and insertions on all pages, page and menu redesign/amendment, temporary redirects or Alert notices as necessary. Basically, whatever needs doing, whenever, you email me and I do it, usually same day. Because of the nature of the site and the likely limited development, I will make no further charge for this beyond the minimum service level.

**CHARGES FOR THE ANNUAL CONTRACT – WILL INITIALLY BE SET AT £500 pa PAYABLE IN ADVANCE BY INVOICE ON COMPLETION OF THE SITE AND ANNUALLY THEREAFTER\*. THIS AMOUNT WILL BE REVIEWED EACH YEAR AND MAY BE INCREASED IF THE LEVEL OF SUPPORT REQUIRED IS EXCESSIVE.**

**(I don't define this but we will agree if the work involved is unreasonable.)**

**Note the Annual Maintenance amount can be paid monthly in advance BY STANDING ORDER at 1/10 of the annual figure if preferred.**

#### 5. NOT IN SCOPE - EMAIL

- At this stage email is not in scope although I am happy to recommend secure service which can be used.
- The hosting service (Fasthosts) offers up to 100 free email accounts if the Group wishes to set up individual email addresses for committee members [xxx@aylshamclimateexchange.org](mailto:xxx@aylshamclimateexchange.org) although free email services are not particularly great. But they work.
- Alternatives are
  - to use forwarders which just send on emails sent to [XXX@aylshamclimateexchnage.org](mailto:XXX@aylshamclimateexchnage.org) to a members private email address – very simple set up, very secure and at no cost
  - point the [@aylshamclimateexchange.org](mailto:aylshamclimateexchange.org) domain name servers for email to a commercial email service like GoogleMail or Hotmail – much easier to maintain and set up than the Fasthosts system, much more secure BUT they come at a cost (usually around 5-£10 per user per month).

I will always try and help wherever I can regardless of the intention of any contract in place.

These things are always only referred to when relationships break down **which is why I ensure that anyone with decent WordPress knowledge could take over my sites. NO CODING OR DATABASE EXPERIENCE WOULD BE REQUIRED.**

The annual contract can be stopped at any time and the admin password transferred to anyone else who may be willing to look after the site, but initially you commit to the upfront design payment and the first years annual maintenance plus any hosting/domain name fees. I would not recommend leaving a WordPress site 'unmaintained'.

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD AT DRILL HALL,  
ON WEDNESDAY 16<sup>th</sup> NOVEMBER 2022 AT 11am.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mrs J St Clair Aylsham U3A  
Mr G Margaron, Aylsham Community Partnership  
Mrs M Evans Aylsham Town Council  
Mrs W Sadler – Aylsham In Bloom  
Mrs M Anderson-Dungar ABEF  
Mr R Willis ABEF  
Mrs J Kerrison – Aylsham WI

**OFFICER:** Mrs S Lake Town Clerk

**01 APOLOGIES FOR ABSENCE**

Rev Canon Julie Boyd – Aylsham Parish Church  
Graham Peers – Broadland District Council

**02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

There were no Declarations of Interests or any Requests for Dispensations.

**03 MINUTES**

The minutes of the Cittaslow Aylsham Meeting held on 19<sup>th</sup> October 2022, were **confirmed and signed by the chairman.**

**04 MATTERS ARISING**

A question was asked relating to the Men's Shed and whether this would be the final title. This is how such establishments are titled and it is a different concept to the Repair Café previously discussed.

**05 ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**06 CITTASLOW UK & CITTASLOW INTERNATIONALIN AYLSHAM**

**a) To receive an update**

A Board Meeting was held on the 29<sup>th</sup> October via zoom. Unfortunately the Llangollen rep was unable to attend due to a power cut in the town. The representative from Mold is new and a large portion of the meeting was spent explaining things to her. Mold are still questioning the value of Cittaslow and budget setting may be a crucial time this year.

**b) To receive an update on the request for accounting details**

Still no real information.



**07 CITTASLOW IN AYLSHAM**

Graham Peers was unable to attend but informed the clerk that the visit#townname#.com websites would be ready for a demo at the next meeting.

**08 FARMERS MARKET AND GENERAL MARKETS**

**a) To receive an update on the November Farmers Market**

The market had moderate attendance. Next year is the 21<sup>st</sup> anniversary of the Farmers Market having started on the 2nd March 2002. A new stallholder is keen to re-vamp the market and a meeting is being organised.

**b) To receive an update on the general markets on Monday and Friday**

All stallholders have been advised of the correct fee structure and this has made little change to most traders.

A new burger van has been sourced.

**09 CLIMATE EMERGENCY**

There has been lots of activity but not a lot happening. It has been agreed to set up a steering group which will help form the agenda for the monthly meetings.

A new website has been agreed by the group and this will go to the Town Council in January for final approval.

A Green Day event for 2023 will be held in September

**10 PROJECTS**

**i) OLD STATION YARD**

Bulbs have been planted and the area is looking tidy again. It was questioned if the Town Council facilities staff could manage this for next year. There was also a suggestion of an Interpretation Board similar to the others in the town. As the clerk is looking at one for the Paupers Graveyard this would be a good time to consider this.

**ii) TOWN PEDESTRIAN MAP**

No further update.

**iii) MINDFUL AYLSHAM**

The clerk is scheduled to have a Microsoft Teams meeting with the officers from Broadland regarding this scheme next week. They will update on what is happening and detail any changes/plans.

**iv) AYLSHAM WARM SPACES**

The Town Council have organised two warm spaces – Tuesday at the Recreation Ground and Thursday in the town Hall. Grants have been applied for.

**11 AYLSHAM COMMUNITY EVENTS COMMITTEE**

The meeting held in October confirmed the arrangements for the Christmas Lights and Craft Fair.

The meeting also organised the main events for 2023 which this year will include a new event of a Pancake Race.

The possibility of a Festival is still live. Pat Prekopp advised about the events held by Bungay as part of their Food Festival which included, markets, artists, debates etc.

**12 SLOW FOOD AYLSHAM**

Nothing much to report. The Food Festival broke even and a further £500 has been donated to the Foodbank.

**13 AYLSHAM IN BLOOM**

Autumn replanting has taken place. Still waiting for the updates for the Paupers Graveyard signage.

It was questioned how many people help at the community allotment and it is currently four people.

It was also questioned the level of allotment deposit (£100) as this might put people off. The clerk advised that the previous deposit was not enough to cover the cost of clearing the allotment if left in a bad state.

**14 ABEF**

An open meeting will be held in January – plan still to be agreed.

**15 AYLSHAM TRAFFIC GROUP**

The final strategy has been completed and this will be presented to the public in an open meeting at the end of November.

**16 AYLSHAM PARISH CHURCH**

Prior to the meeting the Rev Canon Julie Boyd had sent details regarding the Christmas Tree Festival and Christmas Services.

**17 ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing brought forward for the next meeting.

**18. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Wednesday 18<sup>th</sup> January 2023 at 11.00am at the Drill Hall**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 12.30pm

**MINUTES OF THE MEETING OF THE AYLYSHAM TOWN COUNCIL CHURCHYARD  
COMMITTEE HELD IN THE TOWN HALL AYLSHAM ON MONDAY 28 November 2022 at  
10.00am**

**PRESENT:**

Mrs A Overton Chairman  
Rev Canon Julie Boyd  
Mrs J Bennett  
Mr M Martin

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Mr T Bennett and Mrs M Evans

**2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**

None declared

**3. MINUTES**

The last meeting of the churchyard Committee was held on 26<sup>th</sup> September 2022.  
The minutes were **AGREED**.

**4. ADJOURNMENT OF THE MEETING**

Not Required

**5. INFORMATION ON MATTERS ARISING**

All items on agenda

**6. PATHWAYS/ROADS**

There is still an issue regarding the stones but again it was felt that no action should be taken until the work on the bells has been completed. In the meantime, the clerk will speak to the Conservation Officer.

**7. WALLS**

The quinquennial inspection is currently taking place and no action will be taken until this has been received. It has also been suggested that when the walls are eventually repaired that the gate through to the school should be removed, the wall repaired and the gate retained so it could, at some point, be replaced if required.

**8 GROUND MAINTENANCE**

**a) To receive an update on the faculty re constructing waste areas**

The faculty has been accepted and approved subject to sight of the minutes of the PCC approval. Unfortunately, this was never taken to a PCC meeting but it will be discussed at the meeting scheduled for later on the day of this meeting.

Since the application was made the plastic walling has been priced and the cost is in excess of £14,000. This really makes it untenable. An alternative suggestion of green

metal fencing (as used at the Recreation Ground) has been suggested. This is still to be priced. This will be discussed by the PCC before going to the Diocese or planning.

**b) To receive an update on creating the garden area**

This has still to be planned. The project was discussed in detail and as the resident who was tending the area near the conifers has advised he will no longer be doing this work it was considered more suitable to move the memorial garden to this area. As a faculty and possibly planning would be required again this needs to be agreed prior to a planning application being submitted.

It was agreed to arrange a meeting with the clerk, Wendy Sadler from Aylsham in Bloom and Erica Fisher from the PCC.

**c) To discuss information board**

The clerk apologised that as the board for the Paupers Graveyard is still outstanding nothing had been reviewed regarding this.

**9 WAR MEMORIAL**

Nothing to report. It was queried whether there is any mechanism to know of new deaths that should be added to the memorial. The clerk will contact the British Legion regarding this.

**10 Lych Gate**

The steps have finally been repaired.

**11 Church Building**

A lighting project within the church is underway to convert all lights to LED which will drastically reduce costs.

A new flagpole has been ordered but delivery has proved an issue!

The PCC will be looking at the heating of the church as it currently Costs £35 per hour to heat and is not really that effective.

**12 Church Clock**

After discussions the original idea of repairing the Aylsham Bells has been agreed. The faculty application is in process.

It was hoped that these would be in place by Easter but that is becoming increasingly unlikely. There is a hope they may be in place for the Coronation.

**13 Aylsham Cemetery**

**a) To discuss the current state of the cemetery**

The cemetery is visited regularly by the clerk and it is getting into a better state because of this. It is hoped to do some work over the spring to the non-tended graves to reduce the weeds that tend to gather there.

**b) To receive an update on the gateway**

This is still scheduled to be repaired in the New Year

**c) To receive information on the benches**

The clerk had obtained a price for granite benches of £1500 each. It was agreed that this should be taken to the Town Council for approval

**14 PAUPERS GRAVEYARD**

Maintenance is ongoing. Still need to complete signage and web information. This work is still outstanding and the clerk will prioritise this so it is completed before the spring.

**15 ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing raised

**16 DATE OF NEXT MEETING**

There being no further business, the Chairman closed the meeting at 11.20am. The next meeting is scheduled for February 27<sup>th</sup> 10am.

**MINUTES OF THE MEETING OF THE PROPERTIES COMMITTEE  
HELD IN AYLSHAM TOWN HALL  
ON THURSDAY 10 NOVEMBER 2022 11.00am**

**PRESENT:** Mr D Curtis (Chair) Mr B Lancaster  
Mr T Bennett Mrs A Overton  
Mrs M Evans

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

**1. APOLOGIES FOR ABSENCE**

None Received

**2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**

None made.

**3. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on the 11<sup>th</sup> October 2022 were confirmed and **AGREED** and signed by the chairman

**4. ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**5. RE-CONVENE THE MEETING**

This item was not required.

**6 INFORMATION ON MATTERS ARISING**

It has been ascertained that the Town Council own the land on which the Fire Station sits. An old document (which is still valid) mentions a ground rent of £3 p.a. This has not been collected for at least 30 years.

It was questioned if anything further had occurred regarding the sale of the freehold to the office between the toilets. The clerk advised she was waiting to hear from the occupants.

**7. AYLSHAM TOWN HALL**

**a) To receive an update on repairs**

The leak outside the office has been sealed and the repair to the ceiling will take place soon.

The damage to the outside wall is currently with the other parties insurers.

**b) To receive an update on entrance hall mirror**

Broadland Framers are organising quotes for a non-glass mirror to be installed in the existing frame.

**c) To discuss noticeboards on outside of the Town Hall**

The planning office had advised that he was not keen on a sign on the south wall of the Town Hall but would be amenable to an electronic sign on the east wall in place of the existing noticeboards. The Town Council did not like this suggestion and had delegated this to the Properties committee to discuss.

The large noticeboard often looks untidy and it is regularly checked for notices that are either unsuitable, out of date or out of area. Councillors liked the fact that these could be added at any time by the general public and perhaps the Noticeboard itself just needed refurbishing. The clerk will look at this and also the other noticeboards that are in place.

**d) To discuss any future work**

The boiler will need replacing soon and a provision for this will be made in the budget for 2023/24. There may also be the opportunity for funding from Vatenfall. It was also questioned whether solar panels could be installed.

Also mentioned were the cellars. These are full of rubble and the cost of clearing them and investigating the structural integrity of the building is too large to realistically consider.

The clerk will also chase up the valuation of the assets at the Town Hall.

**8. DRILL HALL**

New doors are being sourced for the Drill Hall as the lock has become unworkable.

Apart from this no other work is needed at the moment.

Once again, a new boiler will be needed shortly.

**9. PUBLIC TOILETS**

Nothing to report

**10. 23 & 25 MARKET PLACE**

Nothing to report

**11. CEMETERY COTTAGE**

Nothing to report. The agents are increasing their fee for next year.

**12. RED TELEPHONE BOX**

This is now in place outside the Town Hall and work is ongoing with regard to the installation of the charging device.

**13. OPEN SPACES and PLAY AREAS**

**a) To note the latest play inspections**

Copies of the 2022 summer inspections were circulated at the meeting to members.

**b) To receive details on repairs required**

Gavin Watson is in the process reviewing the reports and programming in all the repairs. Most of the faults were very minor and not urgent but it is hoped to get everything completed in the winter months.

**14. OTHER PROPERTIES**

A request had been received for the installation of another streetlight and Dave Curtis agreed to look at the site and report back so this could be considered by the Town Council.

**15. ITEMS FOR INFORMATION/NEXT AGENDA**

The possibility of placing picnic tables on the apron of the Town Hall was discussed but it was felt this needed to be kept for overflow parking.

**16. DATE OF NEXT MEETING**

The next meeting will be in February 2023.

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 12.20pm



**REPORT TO COUNCIL**

**Subject: Meeting Dates 2023**

**Author: Sue Lake**

**Date: 22<sup>nd</sup> December 2022**

---

Please see below the dates for Town Council Meetings for 2023 – all first Wednesday except May

January 4<sup>th</sup>

February 1<sup>st</sup>

March 1<sup>st</sup>

April 5<sup>th</sup>

\*\*May 17<sup>th</sup>

June 7<sup>th</sup>

July 5<sup>th</sup>

August 2<sup>nd</sup>

September 6<sup>th</sup>

October 4<sup>th</sup>

November 1<sup>st</sup>

December 6<sup>th</sup>

\*\* The May date needs to be changed as elections are scheduled for the 4<sup>th</sup> May and therefore the first Wednesday (3<sup>rd</sup>) will be before the new council takes office. Due to the Bank Holiday on May 8<sup>th</sup> and previous issues with Broadland counting votes the result of any potential election may not be known by the second Wednesday (10<sup>th</sup> so the 17<sup>th</sup> has been chosen so no issues should ensue.