



**I HEREBY GIVE NOTICE OF A MEETING OF AYLSHAM TOWN
COUNCIL AND SUMMONS ALL MEMBERS TO ATTEND. THE
MEETING WILL BE HELD IN THE TOWN HALL ON
WEDNESDAY 5th NOVEMBER 2025 at 7.00 pm**

Faye LeBon

(Town Clerk)

Thursday 30th October 2025

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

A G E N D A

- 1. To Receive Apologies for Absence**
- 2. To Receive Declarations of Interest and Grant Requests for Dispensation**
- 3. To Agree the Minutes of the Meeting Held on 1st October 2025 (1-7)**
- 4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
- 5. To Receive Reports from County and District Councillors, and the Police**
Maximum of 3 minutes per report.
- 6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
- 7. To Receive Town Clerk's Report (8-10)**
- 8. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals (11)**
- 9. Governance (12)**
To Appoint Member to:
 - a) Planning Committee
 - b) Cittaslow Committee
 - c) Property Committee
 - d) ACE Working Group
- 10. To consider requirement to appoint new Trustee(s) to Queen Elizabeth II Jubilee Trust (12)**
- 11. Highways**
 - a) To receive update on Transport Hub (13)

- b) To receive report from Transport Group (14)
- c) To receive updates on new bus shelters (Millgate and Gashouse Hill) (15)
- d) To consider parish partnership project for kerbing at Burgh Road (16-17)

12. Finance

- a) To receive the bank reconciliation to 29th October 2025 (18)
- b) To receive year to date payments and receipts against budget (19-28)
- c) To agree the detailed payments 25th September 2025 to 29th October 2025 (29-37)
- d) To agree the detailed receipts from 25th September 2025 to 29th October 2025 (38-43)
- e) To note schedule of reserves (44)
- f) To receive update from the External Auditor (45)
- g) To receive report of Community Infrastructure Levy Funds (46)
- h) To consider moving of £1,470 from Communications EMR to revenue account to support regular page in Just Aylsham until 31st March 2026 (47)

13. To consider project for Town Council /ACE to send out communications to businesses in the town asking for good news stories about how they have implemented Green efficiencies and what future plans they have for more green improvements. (48-49)

14. To Consider Application to Land Registry to Register the Community Gardens in the name of the Town Council (50)

15. To Consider Proposal from Aylsham Archives for the Publishing of a Second Edition of A History of Aylsham (51)

16. To Consider Response to Norfolk County Council's Property Flood Resilience Consultation (52-69)

17. Aylsham Recreation Ground (70)

- a) To receive update on play equipment purchase
- b) To receive update on transfer of services

18. To Consider Application for Funding under Broadland District Council's Winter Pressure Funding (71-72)

19. Armed Forces Covenant

- a) To receive report into signing of the Covenant on 1st November
- b) To update on recruitment of Armed Forces Champion(s)

20. To Consider Proposal for Cost Saving Seminar (73-75)

21. Committee Reports

a) Aylsham Climate Emergency (76-80)

- i) To receive Minutes of the meeting of 6th October and adopt recommendations made

b) Churchyard (81-83)

- i) To note the Minutes of the committee meeting of 13th October 2025

- c) **Planning (84-89)**
 - i) To note the Minutes of the committee meeting of 13th October 2025
- d) **Property (90-95)**
 - i) To note the minutes of the committee meeting of 8th October 2025
- e) **Christmas Lights (96-98)**
 - i) To note the Minutes of the committee meeting of 13th October 2025
- f) **Visit Aylsham (99-100)**
 - i) To receive the Minutes of the Visit Aylsham Working Group of 23rd October 2025
- g) **Staffing (101-105)**
 - i) To receive the Minutes of the committee meetings of 13th and 20th October 2025
 - ii) To agreement amendment to Financial Regulations to allow urgent expenditure in the absence of the Clerk.
- h) To receive notes of Neighbourhood Plan meeting held on 21st October and agree association actions (106)
- i) To receive report of Blickling Stakeholders' Meeting on 22nd October (107-115)

22. To Consider Councillor Strategy Meeting

23. To Note Items for Information or Future Agenda

24. To Confirm the Date of the Next Meeting as Wednesday 3rd December 2025

25. Closure of Meeting to the Press and Public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 26 in view of the confidential nature of the business to be transacted.

26. Staffing

- a) To receive update on confidential staffing matters
- b) To receive report into correspondence of 9th October