



**I HEREBY GIVE NOTICE OF THE ANNUAL MEETING OF THE
AYLSHAM TOWN COUNCIL AND SUMMONS ALL MEMBERS
TO ATTEND. THE MEETING WILL BE HELD IN THE TOWN
HALL ON WEDNESDAY 7th May 2025 at 7.00 pm**

Faye LeBon

(Town Clerk)

Thursday, 1st May 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 ELECT CHAIRMAN OF THE COUNCIL FOR 2025/2026 AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE

Pursuant to LGA 1972 ss15 and 34

2. TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL FOR 2025/2026

3. TO RECEIVE APOLOGIES FOR ABSENCE.

To note Apologies for Absence as previously notified to the Town Clerk.

4. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS.

To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations.

5. TO AGREE THE MINUTES OF THE PREVIOUS MEETING OF THE TOWN COUNCIL (1-7).

To receive and confirm the minutes of the Town Council meeting held on 2nd April 2025.

6. INFORMATION ON MATTERS ARISING FROM PREVIOUS MEETING.

For exchange of information only.

7. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS.

To receive written and/or verbal Reports from Representatives. Maximum of 3 minutes per report.

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

9. TO CONFIRM THE TRUSTEES OF THE FOLLOWING

a) CRESSEY HENRY PAGE CHARITABLE TRUST

To confirm 3 current Trustees - Eileen Springall, Ellie Baker and Andy Wilton

b) AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST

To confirm 5 current Trustees - Cheryl Bould, Michael Bush, Eileen Springall, Jan Kerrison and Rev Canon Julie Boyd

10. COMMITTEE GOVERNANCE

- a) To Appoint Members to the Following Committees:
 - i) ACE Working Group (at least 4 councillors)
 - ii) Churchyard Committee (no fewer than 4 councillors)
 - iii) Cittaslow Committee
 - iv) Events Committee
 - v) Planning Committee (minimum of 5)
 - vi) Property Committee (7)
 - vii) Staffing Committee (minimum of 5)
 - viii) Scrutiny Committee (5) and Agree Purpose and Terms of Reference (8-9)

11. TO APPOINTMENT MEMBERS TO REPRESENT THE FOLLOWING EXTERNAL BODIES

- a) Aylsham Twinning Association
- b) Aylsham Recreation Ground

12. DOCUMENT REVIEW

To Review:

- a) Aylsham Town Council Standing Orders (10-18)
- b) Aylsham Town Council Financial Regulations (19-27)

13. TO RECEIVE TOWN CLERK'S REPORT (28-30)

14. COMMUNITY INFRASTRUCTURE LEVY. (31)

To note any updates on Community Infrastructure Levy (CIL) projects including new proposals.

15. TRAINING

To receive report from Mary Evans feeding back from the Standards Committee meeting

16. CONSULTATIONS (32-62)

- a) To Consider Response to Broadland District Council's Public Spaces Protection Order
- b) To Consider Response to Norfolk County Council's Consultation on LGR
- c) To Consider Response to Broadland District Council's Consultation on LGR

17. HIGHWAYS (63-73)

- a) To receive update on Community Speed Watch and SAM2 Locations
- b) To consider support for WAVE Project
- c) To consider opportunities for additional / improved bus shelters
- d) To receive update from meeting with highways engineer on 30th April
- e) To consider whether to support extension of Double Yellow Lines on Hungate Street

18. TO RECEIVE THE FOLLOWING FINANCE REPORTS (74-117)

- a) Bank reconciliation to 29th April 2025 (74)

- b) Summary of payments and receipts against budget (75)
- c) Detailed payments 1st April to 29th April 2025 (76-84)
- d) Detailed receipts from 1st April to 29th April 2025 (85-90)
- e) Schedule of reserves (91)
- f) Confirmation of the Town Council's insurance cover for all insurance risks (pursuant to Financial Regulations) (92-112)
- g) Internal Scrutineer's Report
- h) To receive report on CIL and S106. (113-115)
- i) To review banking arrangements (116-117)

19. COMMITTEE REPORTS

a) AYLSHAM CLIMATE EMERGENCY (118-121)

- i) To receive Minutes of the meeting of 7th April and adopt decisions made

b) CITTASLOW (122-129)

- i) To receive the Minutes of the committee meeting of 16th April
- ii) To consider project to rebrand / relaunch Saturday Market

c) PLANNING (130-133)

- i) To receive the Minutes of the committee meeting of 9th April

20. TO RECEIVE REPORT OF RECENT COUNCILLOR SURGERIES

Verbal report from Kay Montandon

21. TO NOTE ITEMS FOR INFORMATION OR FUTURE AGENDA

To note any items of information only or for possible inclusion in a future agenda.

22. DATE OF NEXT MEETINGS (134)

- a) To agree 2025/2026 full council meeting dates
- b) To confirm the date of the next Meeting as *Wednesday 4th June 2025*.

23. 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 items 22 and 23 in view of the confidential nature of the business to be transacted.

24. TO CONSIDER FEE PROPOSALS FOR TRANSPORT HUB DESIGN AND APPOINT CONTRACTOR

25. TO RECEIVE UPDATE ON REGISTRATION OF COUNCIL OWNED LANDS