

REPORT TO COUNCIL

Subject: Broadland Street Naming Policy

Author: Sue Lake

Date: 13th October 2021

With the continuing joint working between Broadland and South Norfolk the policies of the two councils are being reviewed to bring them in line with each other.

The latest policy is the Street Naming Policy.

The old policy states the following:

Broadland District Council are required, as a statutory function, to name streets, and number buildings. The street naming and numbering officer carries out this work under the direction of the Business Improvement Team Manager.

The majority of the work is naming and numbering new housing developments and new individual properties.

Names for new roads are usually decided by the submission of a joint agreed proposal between the Parish Council and the developer facilitated by the street naming and numbering officer as necessary.

The new policy will be:

Where a developer wishes to name new roads but does not have any suggestions, we will approach the Town and Parish Council for their suggestions. These will then be put to the developer for their consideration.

Where names are put forward by the developer which meet the street naming policy we will notify the Parish Council for their information.

This new policy will reduce the consultation to the Town Council. It is also understood that this change has not been passed through councillors.

Council are asked whether they wish to object to this new policy.

		Current Mth	To Date	Annual Bud	Annual Total	Funds Available
General Purpose	Income	1	72,547	104,350	31,803	
	Expenditure	6,284	38,451	102,350	63,899	63,899
	Net Income over Expenditure	(6,282)	34,095	2,000	(32,095)	
	plus Transfer from EMR	0	0			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(6,282)	34,095			
Town Hall	Income	1,010	30,146	59,000	28,855	
	Expenditure	2,963	33,974	58,980	25,006	25,006
	Movement to/(from) Gen Reserve	(1,953)	(3,829)			
Drill Hall	Income	1,560	40,308	64,700	24,392	
	Expenditure	1,960	29,958	64,685	34,727	34,727
	Movement to/(from) Gen Reserve	(400)	10,350			
23 Market Place	Income	1,250	2,500	5,500	3,000	
	Expenditure	0	0	400	400	400
	Movement to/(from) Gen Reserve	1,250	2,500			
Cemetery Cottage	Income	0	1,945	6,750	4,806	
	Expenditure	0	572	1,500	928	928
	Movement to/(from) Gen Reserve	0	1,373			
Public Toilets	Expenditure	38	27,000	2,000	(25,000)	(25,000)
Other Properties	Income	0	4,875	14,750	9,875	
	Expenditure	446	2,677	0	(2,677)	(2,677)
	Movement to/(from) Gen Reserve	(446)	2,198			
Cemetery	Income	1,170	13,420	0	(13,420)	
	Expenditure	776	9,125	0	(9,125)	(9,125)
	Movement to/(from) Gen Reserve	394	4,295			
Norwich Road	Income	193	193	0	(193)	
Cromer Road	Income	960	1,026	0	(1,026)	
Woodgate	Income	1,215	1,215	0	(1,215)	
	Expenditure	0	3	0	(3)	(3)
	Movement to/(from) Gen Reserve	1,215	1,212			
Bure Meadows	Income	1,740	1,751	0	(1,751)	
	Expenditure	0	367	0	(367)	(367)
	Movement to/(from) Gen Reserve	1,740	1,384			
Allotments General	Income	0	10,150	0	(10,150)	
	Expenditure	1,918	16,236	0	(16,236)	(16,236)
	Net Income over Expenditure	(1,918)	(6,086)	0	6,086	
	plus Transfer from EMR	0	4,725			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(1,918)	(1,361)			

Continued over page

		Current Mth	To Date	Annual Bud	Annual Total	Funds Available
Markets	Income	690	4,509	0	(4,509)	
	Expenditure	0	3,008	0	(3,008)	(3,008)
	Movement to/(from) Gen Reserve	690	1,501			
Open Spaces	Income	2,371	84,927	0	(84,927)	
	Expenditure	18,822	98,771	0	(98,771)	(98,771)
	Net Income over Expenditure	(16,451)	(13,844)	0	13,844	
	plus Transfer from EMR	0	0			
	Movement to/(from) Gen Reserve	(16,451)	(13,844)			
Street Scene	Income	0	16,475	0	(16,475)	
	Expenditure	591	11,681	0	(11,681)	(11,681)
	Movement to/(from) Gen Reserve	(591)	4,794			
Christmas	Income	190	285	0	(285)	
	Expenditure	0	0	2,000	2,000	2,000
	Movement to/(from) Gen Reserve	190	285			
General events	Income	0	76	0	(76)	
	Expenditure	0	39	0	(39)	(39)
	Movement to/(from) Gen Reserve	0	37			
Grand Totals:- Income		12,350	286,345	255,050	(31,295)	
Expenditure		33,798	271,862	231,915	(39,947)	(39,947)
Net Income over Expenditure		(21,448)	14,483	23,135	8,652	
plus Transfer from EMR		0	4,725			
less Transfer to EMR		0	0			
Movement to/(from) Gen Reserve		(21,448)	19,208			

**Aylsham Town Council Current Year
Detailed Balance Sheet**

		Month 6
A/C	Description	Actual
	Current Assets	
100	Debtors	10,174
105	VAT Control A/C	6,742
200	Current Bank A/C	18,313
210	Active Saver	219,068
215	Public Sector Deposit Fund	25,859
245	Shawbrook – Issue 7 Fixed Bond	88,476
250	Petty Cash	250
	Total Current Assets	366,881
	Current Liabilities	
500	Purchase Ledger	11,128
525	HMRC	2,919
530	Pensions	3,509
535	Allotment Deposits	5,275
	Total Current Liabilities	22,830
	Net Current Assets	346,051

Represented by:-

300	Current Year Fund	14,548
310	General Reserves	53,306
320	EMR Bottle Bank	4,296
321	EMR Cittaslow	1,200
322	EMR Community Events	11,400
323	EMR Christmas Decoration	300
326	EMR Election	100
327	EMR Marquees	1,200
329	EMR Drill Hall	10,000
330	EMR Town Hall	17,000
331	EMR Properties	19,100
332	EMR Public Toilets	25,000
333	EMR Cemetery	36,700
335	EMR Open Spaces	85,400
336	EMR Highway Verges	3,600
337	EMR Recreation Ground	34,400
338	EMR Churchyard	18,500
339	EMR Street Furniture	10,000
		346,051



Aylsham Town Council

INTERNAL SCRUTINEER'S REPORT **for July – August 2021**

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	EVERY MONTH	ACCURATE	Oct 2021
INCOME: Invoices, Receipts, Paying in Slips and Bank Statements all checked	Sept 2021	ACCURATE	Oct 2021
EXPENDITURE: Invoices and Bank Statements for – 1) Payments by BACs/Cheques/Direct Debits/Standing Orders/Credit Cards 2) Staff Salaries 3) Pension/HMRC Returns	Sept 2021	ACCURATE	Oct 2021
Documents well presented			

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

Signed: *M Evans*

Name: M Evans

Date 24.09.2021

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **AYLSHAM TOWN COUNCIL – NO0018**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

26/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN02. The AGN is available from the NAO website (www.nao.org.uk).

Further Information from the Cricket Club

Attached is a screen print of the outcome of our Crowd Funder.

In total we raised £6,240, which enables us to buy the mowers and other machinery that are contained in the store building.

However, we had a “stretch target” of £8,000 – this amount is required to pay for our extensive end of season renovations to the cricket square, plus better irrigation equipment for next year. So we are £1,760 short of this target.

We are currently in the Tesco’s “blue token” scheme, which is likely to provide £500.

So a further grant from Aylsham Town Council would be ideal in helping us to reach this target !



Project Facebook aylshamstgiles aylshamstgilescrickclub Community, Sports

Our aim is to provide a safe, improved playing surface for our ever growing club, for our juniors and new women's teams to enjoy.

Project by Aylsham St Giles Cricket Club

✓ We did it

On 11th October 2021 we successfully raised £6,240 with 66 supporters in 28 days

Share Facebook 25 Twitter LinkedIn WhatsApp

Overview Updates 4 Comments 23 Supporters 66 Contact project

% New stretch target

Our target of £6000 will enable us to buy the cricket square mower and pitch mower that we need, together with some ancillary groundsman machinery, and properly service and maintain our existing roller and outfield mower.

The stretch target will enable us to do two additional things:

- it will enable us to pay for enhanced autumn renovations work to the cricket square. This involves literally ripping off the top inch of soil and grass, and replacing it with new loam and grass seed. This will get rid of a layer of organic matter near the surface "thatch" which causes inconsistent and dangerous ball bounce.
- it will also enable us to buy better irrigation equipment, which again is necessary to ensure that the surface plays consistently.

Rewards

This project offers rewards in return for your donation.

£500 or more 1 of 1 claimed

Long weekend in Blakeney

Enjoy a long weekend at the Marrams Cottage in Blakeney. This 4 bed, 8 person holiday let is available from Friday 11th March 2022 to Monday 14th March 2022, linen and cleaning included. A weekend break at this property for this time of year is normally available via the

Aylsham Older Peoples Association

6th October 2021

For the attention of the Aylsham Town Council

Application for a donation from the Recycling Fund

On behalf of the Trustees of the Aylsham Older Peoples Association (AOPA) I would like to apply for £900 from the Recycling Fund to assist the AOPA in completing the refurbishment of the Friendship Hall kitchen.

As you are probably all aware, the hall kitchen has been almost completely refurbished, old gas cookers have been replaced with newer and safer electric ovens and hobs, a new electric heater and insect zapper have been installed, and, the kitchen has been completely rewired with all the electrical installations being brought up to modern day standards. That said, it has now been highlighted to us by a food safety hygiene consultant that we need to upgrade the current kitchen work surfaces with stainless steel covers.

The quote for the work is £787.60 + VAT. The breakdown, which includes the price of a survey, is to supply and install two stainless steel worktops which are to be bonded to the original worktops.

Our hirers include many vulnerable people and vulnerable groups, In particular the Blind Club and the Friendship Club, whose members are very elderly. The Friendship Hall is a valuable asset to the Town. We are aiming to increase the value of that asset by improving the facility and making it a venue of choice for all the people of Aylsham and its environs. If we are successful in our application we will ensure that any publicity resulting will acknowledge the valuable help given to us by the Town Council and people of Aylsham.

Thank you for your help and consideration. Yours faithfully

John Lock
Trustee and Treasurer AOPA

Aylsham Older People's Association -- Charity Number 1009280

REPORT TO COUNCIL

Subject: Closure of Barclays Bank

Author: Sue Lake

Date: 13th October 2021

It was announced recently that Barclays Bank in Aylsham will close from January 2022. According to a statement from the bank 81% of customers are using different ways of banking and only 104 customers use the branch exclusively for their banking needs.

Following the announcement of the closure we contacted the businesses who had previously signed up to our e-mail group and asked them how this may affect them. At the time of writing only four responses have been received and the main concern is loss of footfall.

I also posted on a Council clerks Facebook page to see what other towns may have done when faced with the same situation. The response was not good. However, Glastonbury did run a successful campaign but the bank shut anyway despite a 6000 signature petition.

The other positive comment relates to a new scheme where banks are looking to join forces to offer banking facilities where there are no banks. Aylsham would not qualify as there is still a bank in the town.

Jerome Mayhew MP has met with the Regional Directors who are still adamant that the bank will shut but are open to part-time banking within the town. The manager of the Aylsham branch has visited us and we have suggested use of the Green Room or the Drill Hall for this and I have also advised the MP of this.

Effect of the Closure on Aylsham Town Council

Obviously the Town Council will also be impacted directly by the closure as this is where the Town council accounts are held. At the present time I would not recommend changing accounts.

The main issue will be those who pay by cheque or cash. Over the last few years this has dropped considerably and most groups now pay online. The Council receives cash from three sources – markets, allotments and events.

Markets – we will speak to the traders to try and get as many as possible to pay online or by card. However, card payments do have a charge against them

Allotments – the council could look at changing the allotment agreements that only non-cash payments would be accepted but 12 months notice has to be

Events - we can do nothing about and it is so infrequent not to be an issue.

Banking of cash and cheque would continue to happen with the frequency deemed necessary. We are not sure if business users can use the Post Office but if not then we will need to go to either Drayton or Wroxham.

CLERK'S REPORT FOR COUNCIL MEETING 21.10.21

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		AGENDA ITEM
Allotments		
Churchyard		Working on plan for waste area
Market Place		AGENDA ITEM
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe	Picus Test	The report on the picus test has been received and the recommendation is to reduce the height to ensure the trees stability
"Little Staithe"		
Hopkins Homes areas general		
Highways	Parish Partnership	Working with Highway Engineer regarding Buxton Road junction
Paupers Graveyard	Clearing	Seeding and planting now taken place. Information Board required and consideration of official opening
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		Gym equipment now open
Land at Sapwell Close	Adverse Possession Claim	In discussions with solicitor
Car Parks		Still waiting for Broadland survey scheduled to start soon
Street Lighting		New LED's are showing a reduction in electricity costs of approx. £1000 per month
Public Toilets		No further anti-social behaviour reported
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		
Pump		
Pillboxes		The heritage project for Marriotts Way will include new gates for the area near the pill box. Waiting for contractors engaged by NCC to install
War Memorial		Looking at grants

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	Query from Town Band	Working with a ventilation engineer regarding required ventilation
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Soon to be completed
Bure Meadows Footpath	New Footpath across to Dunkirk	Work started on this now – bridge has been installed, but not finished
Covid Plaques	Plaques for all communities	The Lord-Lieutenant has arranged for each community in Norfolk to receive a plaque commemorating how the community pulled together during covid. They have asked if this is required to be presented at a specific event.
Visit by the High Sherriff	To consider dates and venues	Michael Gurney, this year's High Sheriff of Norfolk is looking to visit Aylsham during his year in office and wondered if you might help in putting together a programme to include visiting a school (senior or primary), any youth group or charity of your choice, meet with the Mayor and generally look to see if there are any areas that he might be able to help with.
Church Bells	Fundraising	The news of the bells appeal has inspired a few local people to offer support with regards organising a fundraising event such as a dinner/auction evening. The PCC have approached us regarding this. Would the council consider waiving the hire for this event
Remembrance Service	Sunday 14 th November	I have been asked by the church how many councillors will be attending this service. Also who will be laying the wreath

Items for Town Council to consider/note

- Covid Plaque presentation
- Visit by High Sherriff
- Event for the Church Bells appeal
- Numbers for Remembrance Service and volunteer to lay the wreath

AYLSHAM RECREATION GROUND COMMITTEE
Drill Hall Meeting Room, Aylsham
12th October 2021

Present

Myles Hague, Barry Lancaster, , Sean Cannon, Eileen Springall, Jill Willis, Francis Dodd and Pauline Garnham

Wendy Murphy – Rec Manager

1. Apologies and Welcome

Pauline Garnham was welcomed to the committee, she will be attending when Jill Willis can not to represent Hooked on Stitching. Apologies were received from Tony Gray, David Curtis and Derek Barber

2. Minutes of the previous meeting

The minutes of 14th September 2021 were circulated, and confirmed as a true record

3. Matters Arising

Jill Willis asked if the area could be cleaned where the plastic playhouse was and the path, Wendy will ask if Richie B can do this.

4. Financial Reports

The Finance Officer confirmed that the balance of Current Account as at 12th October 2021 was £13029.30 and the Savings Account was £3393.70

The Budget was prepared and circulated there are two possible figures for Aylsham Town Council to consider £65420.00 or £70420.00 which includes £5,000.00 so that two more cricket strips can be put in for safety. Sean Cannon confirmed that the cost of making two more strips would be approximately £7000.00. This was proposed by Barry Lancaster and seconded by Francis Dodd and all in agreement

5. Policies

The Code of conduct policies was circulated and adopted.

6. Recreation Ground Managers Report

a) Wendy confirmed that the CCTV camera was now accessible at her computer and PC Lucas Ward laptop. This has proven valuable as an incident of vandalism at the outside toilet was witnessed and has been dealt with by the police. She confirmed that Keith Edwards had replaced the column holding up the apron and was looking at putting the new bins in next week. 6 cherry trees have been planted on the ridge of the recreation ground and there will be one to replace Gerry Grimes tree would be planted in the next few days. The bench needs sanding down and varnishing, this will be done in the next few weeks.

b) Wendy confirmed that she was attending a course run by Broadland for Health and Safety at work and both herself and Sue Lake would look at doing the Health and Safety Risk assessments for the Recreation Ground and Pavilion.

c) The Recreation Ground Managers job description had previously been circulated and it was proposed by Barry and seconded by Eileen to make Wendy's position permanent. Myles will arrange for her contract to be signed.

d) A sub committee was agreed to look at Keith Edwards contract and meeting was arranged attended by Barry, Myles and Wendy

7. Ground/Pavilion Maintenance/Zip Wire/Skate Park/Smile Park

a) Leaking Roof – Wendy has received details from the insurance company regarding this and will work with Myles to get the information together that they require.

b) Decorating Pavilion/Maintenance Review/Cricket Grant – Myles and Wendy met with Sarah from the ladies cricket team and it was agreed to change the toilet/shower into ladies only and the changing room next to it for ladies and children use only. Wendy has met with a contractor re the work for this and is waiting for a quote.

c) CCTV – A quote from Oaks had been circulated and it was agreed to go ahead with the 5 year maintenance quote for £4105.00 + VAT. Wendy will get back to them to arrange. It was also discussed about having a street light outside the Bowls club on Sir Williams car park. Wendy will go back and speak to TT Jones regarding this to get a price.

d) Flooring for Smile parks – This will be done when the play equipment is looked at by the Town Council facilities team and then will be charged out to the Recreation Ground

8. Future Projects

Skate Park - Wendy confirmed that she had 4 members of the public who were interested in helping with this and she was waiting for the school council to meet to see if a committee could be set up.

Pavilion – This is well used and it was suggested that it may be time to look at more modern fit for purpose building. This could be something that is looked into in the future.

9. AOB

Wendy asked if the Recreation Ground Committee would give permission for a Beacon to go on the ground for the Queens Platinum Jubilee. This was agreed.

The Town Council has also received an email from a member of public regarding the light from the street lights on Burgh Road being obscured by the trees at the Recreation Ground. Wendy is going to arrange for a Tree survey to take place as well as having the branches cut back.

Reports from user groups –

Running Club – All going well.

Bowls Club – A report was given which confirmed that the season finished with a tournament. The green has been scarified and dressed. There is no further ingress of damp on the inner wall but will need to be looked at.

Petanque – No Report

Hooked on Stitching – Jill confirmed that she had a busy September and the take up for workshops was good. She is looking to see if she can get a grant to purchase a table on wheels to be used in her shop so that she can move it to allow disabled access.

Cricket – Sean confirmed that the strip has started to have its winter preparation done and that they are looking to purchase 2, 1200 litre water tanks so that the water pressure could be regulated for watering the square. They would still like the football pitch moved nearer the fence and will arrange with Keith Edwards to move some of the soil that has been removed from the square onto the football pitch to make it safer for the portable goals

Tennis – No report

Meeting closed at 21.40

Date of next Meeting. 9th November 2021. Pavilion

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, CAWSTON ROAD ON THURSDAY 7th OCTOBER AT 11am.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mrs M Evans Aylsham Town Council
Mr R Preston, Walkers are
Mr G Margarson, Aylsham Community Partnership
Rev Canon Julie Boyd – Aylsham Parish Church

OFFICER: Mrs W Murphy Finance Officer

01 APOLOGIES FOR ABSENCE

Mr R Willis ABEF
Mrs J St Clair Aylsham U3A
Mrs H Jones Aylsham U3A
Mrs J Kerrison Aylsham WI

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 14th September 2021, were **confirmed and signed by the chairman.**

04 MATTERS ARISING

None raised

05 ADJOURNMENT OF THE MEETING

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

06 CITTASLOW IN AYLSHAM

Unfortunately neither Heather Jermy or her replacement could attend the meeting.

07 FARMERS MARKET

a) September Farmers Market

The market is back up to full strength again

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

The Chairman will arrange a meeting with Market Holders to discuss the Friday Market. The Clerk will be speaking to stall holders regarding their vehicles being parked in the market place. It was suggested that maybe they could use Old Post office yard or Keys Auction yard. This will be looked into.

08 PROJECTS

i) OLD STATION YARD

Clearance work is arranged for Saturday 16th October

ii) **WALKERS ARE WELCOME**

Aylsham Community Partnership have agreed to fund the printing of the walks book but they will be taking the proceeds from the sales. Richard is arranging for the book to go in 30 holiday accommodations around Aylsham. He felt that the club may have to fold due to lack of interest. It was decided to try and promote the club on social media to see if it could be kept going.

iii) **TOWN GUIDE**

It was confirmed that this had been distributed with Just Aylsham and that a supply are in the Town Council offices and Heritage centre

iv) **TOWN PEDESTRIAN MAP**

No update from last month.

09 CLIMATE EMERGENCY

Rev Canon Julie Boyd confirmed that she would like to be part of the group being set up. Wendy confirmed that this was still being arranged.

10 CITTASLOW UK

The meeting that was arranged for 9th October has been cancelled and another one is to be arranged.

11 CITTASLOW INTERNATIONAL

Giles confirmed that a zoom meeting is being arranged.

12 AYLSHAM COMMUNITY EVENTS COMMITTEE

There are three events to be held prior to Christmas. A virtual trail over half-term, a charity open day in October and the Christmas Lights Switch On Friday 26th November.

The Church confirmed there will be a Tree Festival this year with timed entries.

There will also be a Firework display on November 5th at Woodgate.

Next year will be the Platinum Jubilee and various events are being prepared.

13 SLOW FOOD AYLSHAM

It was reported that the food festival had been a great success this year with nearly 100 guests attending the Festival Dinner. There were fewer stalls at the Farmers Market due to petrol shortage/weather and about 85 guests enjoyed the Sunday Brunch.

The food bank has been given 200 copies of the recipe book and a cheque for £127 was presented to Aylsham foodbank from the profit made on the sale of the book since Christmas 2020

14 AYLSHAM IN BLOOM

Seeding and planting has taken place at the Paupers Graveyard and an official opening will be arranged.

15 ABEF

It was discussed at the AGM to get more of the businesses involved and another meeting has been arranged for this coming Tuesday where a social media presence will be discussed.

16 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing to report.

17 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Thursday 4th November 2021 at 11.00am in the Council Chamber**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 12.15pm

REPORT TO COUNCIL

Subject: **Cycle Stands**

Author: **Sue Lake**

Date: **13th October 2021**

I have received the following e-mail from Norfolk County Council:

As you may be aware Norfolk County Council was successful in bidding for and receiving DfT Active Travel 2 Funding to improve cycle parking in a number of market and coastal towns within Norfolk. The total available project budget is around £100,000 to be shared between all of the 22 identified towns shown on the attached. If you are receiving this email then it means that you are either the County Councillor or the Town/Parish Council of the one of the identified towns.

At this time I am looking to identify potential locations where additional cycle parking could be installed and your help with this would be appreciated. Therefore if you could consider potential locations and reply directly to me it would be very much appreciated. I don't mind how this information is provided (location photos, marked up maps, text descriptions etc) but it would be helpful if the locations were either in the ownership of the Norfolk County Council or the town to prevent potential issues with installing street furniture on third party land.

Once I receive responses these will be collated and then I and my team will work with you on determining the priority order, drawing up construction plans and programming the works.

Council are asked to consider any possible sites in which cycle parking could be added.

Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 29th September 2021

Present

Mary Evans	Richard Preston
Richard Laxen	Lynda Hartley
Pat Prekopp	Arthur Rope
Barry Lancaster	Gordon Clarke
Andy Christie	Paul Baker
Ellie Baker	

Sue Lake

1. Apologies for Absence

Apologies were received and accepted from:

Ginny Sylvester	Rebecca Davis
Richard Anderson-Dungar	Mo Anderson-Dungar
Clare Alban	David Faulkner
Nicholas Haag	Trevor Bennett

In the absence of Trevor Bennett Mary Evans was elected as chairman

2 Minutes

The minutes of the meeting held on 25th August 2021 were circulated with the agenda. The minutes were **AGREED**

3 Declarations of Interest

None

4. Consultants

The Town Council had agreed the appointment of TTC as consultants for the project.

The proposed work programme is listed as an appendix to these minutes.

Questions were asked regarding the data collection. An initial meeting will be held with the consultants on the 1st October and these will be clarified then.

5. Data collection

Unfortunately there were insufficient volunteers to undertake the data collection.

6. Footpaths, Footways and Cycle Paths

It was acknowledged that pedestrians in the town are of paramount importance however inadequate paths and speeding traffic are an issue for them. Arthur Rope had prepared a report that was circulated with the agenda.

Various problem areas were identified

- Clarks Corner
- Barclays Corner
- Red Lion Street (in its entirety)
- Petersons Lane
- And many other inadequacies in pavements in the centre of the town

It was felt that the paths needed to be the first priority and defiantly the priority on any new developments.

The footpath created from Bure Meadows to Dunkirk as part of the s106 agreement is nearing completion with the bridge having recently been installed.

7. To receive alternative details of a proposed Northern Bypass

Richard Laxen had prepared a paper that was circulated with the agenda with the idea of converting the Weavers Way into a bypass for the north of the town. This listed the positive and negative issues with this idea.

These suggestions will be given to the consultants.

8. To note items for future discussion

The main item will be initial feedback from the consultants.

9. To note date of next meeting

Wednesday October 27th 2021

This meeting will be via zoom to enable the consultants to participate

The meeting closed at 8.10pm

**Aylsham Transport Strategy
Work Programme**

Work Steps	Programme week beginning																				
	20- Sep	27- Sep	04- Oct	11- Oct	18- Oct	25- Oct	01- Nov	08- Nov	15- Nov	22- Nov	29- Nov	06- Dec	11- Dec	20- Dec	27- Dec	03- Jan	10- Jan	17- Jan	24- Jan	31- Jan	
Inspection Meeting/Site Visit		★													Christmas Break						
Task 1 – Policy & Local Context																					
Task 2 – Key Stakeholder Engagement																					
Task 3 – Data Collection																					
Task 4 – Community engagement – Phase 1								★													
Task 5 – Optioneering																					
Task 6 – Community Engagement – Phase 2																	★				
Task 7 – Preparation of the Transport Strategy																					
Final Report																					

★ Physical site inspection/meetings

**MINUTES OF THE MEETING OF THE PROPERTIES COMMITTEE
HELD IN AYLSHAM TOWN HALL ON MONDAY 11 OCTOBER 2021 10.30am**

PRESENT: Mr D Curtis Mrs E Springall
Mrs A Overton

OFFICER: Mrs S Lake, Aylsham Town Clerk

In the absence of Trevor Bennet David Curtis was proposed and agreed as chairman

1. APOLOGIES FOR ABSENCE

Apologies were received from Trevor Bennett and Mary Evans.

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None made.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on the 14th June 2021 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

The Town Council agreed that the Paupers Graveyard fits better under the Churchyard Committee so will no longer be discussed at Properties Meetings

7. AYLSHAM TOWN HALL

a) To receive an update on improvement works

The Green Room has now been painted and new flooring laid and blinds installed.

b) To receive an update on further works in hand

The only outstanding item is the replacement of the fabric display and replacement with a mirror. A resident had agreed to take a suitable picture of the Town Hall but this has not been received yet.

c) To discuss any future work

The main entrance doors and the door to the office are looking a little run down and consideration for re-painting these in the autumn or spring. The gap between the doors was questioned and the clerk explained this was because the doors open both inwards and outwards.

The other major expense will be linked to the boiler and windows. This could be something the new climate group look into and research what could be available and whether any grants are available.

8. DRILL HALL

a) To discuss any future work

The Boxing Club have requested new concrete for immediately outside the gym. This is now breaking up and causing a safety concern. It was **AGREED** to obtain quotes.

The Town Clerk had met with an engineer regarding the ventilation and is waiting for his report.

9. PUBLIC TOILETS

The refurbishment has now been completed and the toilets are working fine. There has recently been some low level vandalism in the toilets. This normally occurs in the late afternoon so could be the work of older children. This will be monitored and if necessary the clerk will contact the school.

10. 23 & 25 MARKET PLACE

No issues with 23 Market Place.

With regard to the tenants at 25 Market Place wishing to buy the freehold the clerk is trying to ascertain why this option was not followed initially. There is nothing to find in the minutes so will try and contact councillors who were involved at the time.

Linked with this is 'Stephens Shed'. This is on land owned by the Co-op so need to look at a possible lease before upgrading it in any way.

11. CEMETERY COTTAGE

New tenants are in place. The garden seems a little unkempt and the clerk will contact the agents regarding this.

12. RED TELEPHONE BOX

Work on this has been delayed due to the time needed at the Paupers Grave. This will become the priority project for the Facilities Team for the autumn.

13. OPEN SPACES and PLAY AREAS

The 2021 reports had been received and these showed very few issues. Most related to the gaps appearing in the safety surfaces and these will be filled after half term.

The new gym equipment had been installed.

14. OTHER PROPERTIES

Nothing of note.

15. ITEMS FOR INFORMATION/NEXT AGENDA

None raised.

16. DATE OF NEXT MEETING

The next meeting will be in February 2022.

CLOSURE OF THE MEETING



AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE
AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD AT AYLSHAM TOWN HALL
ON WEDNESDAY 6th October 2021 at 7:00pm**

PRESENT:

Eileen Springall	-	Councillor (Chairman)
Pat Prekopp	-	Councillor
Giles Margaron	-	Town Resident
Joan Bennett	-	Councillor
Karen Smith	-	Town Resident
Ian Gravenell	-	Town resident
John Brown	-	Scout Leader
Donna Butcher	-	Aylsham Town Council Admin

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies were received from Rodney Clark-Ward.

2. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS

None Received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 1 SEPTEMBER 2021

An adjustment to the date of the Charity Day from 6th November to 30th October was noted. The minutes of the meeting held on 1 September 2021, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

None.

5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

None present.

6. TO RECEIVE AN UPDATE ON THE VIRTUAL TRAIL

Donna Butcher explained that the Bepuzzled Trail is no longer available and that the current trail is called Alebrije. It was demonstrated how the QR code works to bring the creature on the decals to life.

7. TO RECEIVE AN UPDATE ON PLANS FOR THE CHARITY OPEN DAY

The email invitations had been sent out and these would be followed up after a week if there was no response.

8. TO RECEIVE AN UPDATE FOR THE FIREWORKS DISPLAY

Unfortunately Rodney Clark-Ward could not be at the meeting but John Brown attended to update the committee on the event. A request was made to borrow the large marquee for use on the night for the craft stalls, this was agreed. Aviva are supplying marshals for the event, however, it was agreed that if any further help was required from the Events Committee Donna Butcher should be the point of contact for this to be arranged. The event is being advertised as an 'on foot' event with disabled parking at Woodgate Nursery. John Brown confirmed that horse owners in the area have been contacted about the event.

9. TO DISCUSS PLANS FOR THE CHRISTMAS LIGHTS SWITCH ON

It was discussed that we may need to have more cones to stop people parking on White Hart Street and to contact PC Lucas Ward regarding this. It was discussed and agreed that we should have stalls down Red Lion Street but that we need to have a discussion with the fire service as to where they think the fire engine would be best placed on the night. It was suggested that a rota be drawn up for help in the kitchen on the evening, this was agreed. After a lengthy discussion it was agreed that there would be no lantern procession to follow Santa's Sleigh into town this year but to have something loud and bold to announce the arrival of the sleigh. Donna to check with Matt Miller at the Black Boys to see if Santa can appear on the balcony. The committee was informed that we may have a problem obtaining a trailer for the staging. Giles agreed to liaise with Rodney and Donna regarding this.

10. TO DISCUSS PLANS FOR THE LAUNCH OF LETTER TO SANTA

A Letter to Santa will launch on the Christmas lights switch on. There will be a post box in the foyer of the Town Hall for children to post their letter to Santa. A personalised template letter will then be sent back to the child.

11. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING

Nothing raised.

12. DATE OF NEXT MEETING

Wednesday 3rd November 2021 at 7pm in the Heritage Centre.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.55pm

REPORT TO COUNCIL

Subject: Aylsham Cemetery

Author: Sue Lake

Date: 13th October 2021

On the 23rd October last year I sent the following e-mail to all councillors:

I thought I would let you know that I have written to the owner of the exclusive rights for a grave in the cemetery. In the last month they have place a memorial and at the same time they have placed edges and gravel and various pots. This is against the cemetery regulations. I have given them three months to remove when we will then send a two-week final notice before removing it ourselves.

I have been continuing to progress this but due to non-receipt of my first e-mail and lockdown conditions this has not yet occurred. Following a phone call with a relative he did promise to remove the items and edges and I gave him a further deadline. This has still not happened and the deadline is now 31st October.

I will writ again early next week but if, as anticipated, nothing happens then we will remove the items soon after the 31st October.

I am not sure how the family will react but thought I would let you know as I am sure there will be publicity regarding this.

Minutes of the Aylsham Christmas Lights Committee held Monday 6th September 2021

Those present were Mr. Keith Elphick, Chairman, Ms. Catherine Hayes, Mrs. Sue Jay, Mrs. Mary Johnston, Mrs. Lorene Rouse, Mr. Rodney Clark-Ward, (A.T.C.), Mr. Francis Dodd, Mr. Chris Ellis, Mr. Allan Groombridge, Mr. Ian Gravenell and Mr. Vic Hill.

1. Apologies were received from Mrs. Carol Kisis, Mr. Paul Davis and Mr. Nigel Scarlett.

The Chairman gave a very warm welcome after such a long time to everyone at the meeting. He hoped everyone had kept well during the last 20 months. He thanked everyone who helped with the lights last year when he was indisposed. The lights looked lovely again. Thank you Chris, Francis and All.

The Chairman said that this meeting was a complete New Start so:-

2. To appoint a Chairman, Vice Chairman, Secretary and Treasurer for the coming year.

Keith asked for a proposal of a name for the position of Chairman. Chris proposed that Keith should remain as Chairman, seconded by Allan with all in favour. Chris then proposed that everything should be left as the 'Status Quo' with Keith continuing to be Secretary and Treasurer too and Francis continuing as Vice Chairman if he wished to do so. Francis said Yes so this was unanimously agreed by all members of the Committee. Keith thanked everyone for their continued support and their work on the Committee.

3. Financial position of the Christmas Lights Fund, September 2021.

The Chairman stated that no money had been spent during the Lockdown Period. So in the Account was the £2000 Grant for the year from Aylsham Town Council plus £328.27 left over from the previous year making £2328.27 in total. The Chairman stated that the Council has increased our Grant this year from £1650 to £2000 and he proposed that the Committee should send their grateful thanks for this increase. This was unanimously agreed and the Chairman would pass on these thanks to Sue

Keith has ordered 10 sets of Icicle Lights to replace ones which have been up for many years and are now dim or broken plus some cable to join lights we usually erect at the Fire Station who have a New Tower. We replace Icicle Lights in areas where they become dim because we must keep up our excellent presentation throughout Aylsham. The new 10 sets have cost £680, £68 per set, which leaves £1648.27 in the Account.

4. To bring up to date spending necessary for this coming season and discussion on what needs to be done.

Keith said he was to pass over to Francis and Chris to bring the Committee up to date with what needs to be done

Francis stated that lights along from Coxfords needed to be replaced as they are dim, thus some of the 10 sets to be used. The lights over the Co-op were not working due to a blown fuse. This has now been fixed. Lights need to be erected again over the Drill Hall as Sutton School of Dancing use it as well as a Yoga Club. Chris stated that it is possibly necessary to replace some of

the lights on the Main tree in the Square. He also stated that we must provide an all-weather socket at the Fire Station. Keith has sent for a brochure from Festive Lights which usually provide such lights. Chris also suggested that we purchase a trolley to take the big boxes of lights around the Town when we erect the lights as the boxes are now so heavy. Keith stated that Aylsham High School have such boxes they say we may borrow.

The Committee sanctioned the purchase of 5 more sets of Icicle Lights and agreed that the purchase of other lights and equipment could be left at the discretion of Francis and Chris.

5. To confirm arrangements for putting up the lights on Sunday 7th, November, both outside and inside.

The Chairman confirmed that the lights would be erected both around the Town and inside the Town Hall on Sunday 7th November as the Switch On this year will take place, all being well, on Friday 26th November. It was not possible to use 21st November as there is a Pantomime in the Town Hall, 14th November is Remembrance Sunday, so 7th November is the nearest date available.

Keith asked Lorene if she and her ladies were ok with that date for decorating the Town Hall and she stated they were.

The large tree in the Town Hall will not be erected until after the Pantomime has finished as they need the space.

Keith will put a request for volunteers to help in Just Aylsham and print posters to put around the Town, as usual. Catherine has willingly agreed to help distribute them.

Keith stated that we can now give breakfast again this year to the volunteers so he has spoken to Jan Kerrison to ask if her W.I. group would be willing to do this. He awaits her decision. He will organise the food etc. for those events.

The Chairman hopes as many members of the Committee will be able to help.

The Chairman asked Lorene when her Flower Club would be able to decorate The Pump and 19th November was agreed.

The Chairman agreed to ask Jan. Kerrison to organise ladies to decorate The Town Sign.

The Firemen will decorate their Tower

Keith stated that he and Chris have been to Philip Clarke's house to choose a large tree for The Town Square, two smaller trees for outside the Town Hall plus a smaller tree for outside The Church door. The Committee agreed that we should purchase them from Philip this year as he has usually donated them

The Chairman had approached David Martin of St. Michael's Church to ask if they were holding a Christmas Tree Festival this year but he said that no decision had been taken at the moment due to Covid and Church Regulations.

The Chairman stated that the lights will be taken down on Sunday 9th January 2022 commencing at 8a.m. at the Town Hall.

6. Switch On.

This will take place on Friday 26th November at 6p.m. all being well. It has been suggested by members of The Events Committee that Chris and Francis be asked to Switch On the lights this year as they have worked tirelessly over a number of years to make sure all the lights worked effectively but neither was very keen to do this. Chris suggested that as the longest serving member of the Committee the honour should be given to Lorene. She, however was not keen. After much discussion, cajoling and begging Lorene, Chris and Francis agreed to do it and this suggestion will be put to the Events Committee.

The Chairman asked if members would be willing to help at Switch On points on the night. Allan agreed to switch on at The Funeral Directors and we will ask Paul to do it at Postles. Coxfords do their own shop and Keith and Francis will switch on in the Town Hall.

A. O.B.

The Chairman asked if anyone wanted to suggest any more erecting of lights or spending on anything else this year. None were forthcoming. Has anyone any ideas for donations or money raising?. He stated that Rotary are organising a Quiz on 9th October. Rodney stated that we could possibly have a stall at the Volunteers Event in The Town Hall on 6th November to make our presence known, with collecting buckets etc

Chris wished to ask the Council why there were to be no stalls down part of Red Lion Street this year during the Switch On. Rodney Council Member, stated that after the fire in the chip shop two years ago it may not be safe. He stated that further discussions were taking place but at present no decision had been taken. It was possible that the Fire Engine and a Police car may be stationed in Red Lion Street. The Committee felt that this was a retrograde step but we await further details from Rodney.

Date of next meeting. The Chairman stated that the date of the next meeting will be on Monday 24th January 2022 in The Town Hall at 7.30p.m. He thanked everyone for attending and hoped that all will improve over the next few months and we will all have an enjoyable Christmas. He then closed the meeting at 9p.m.