

REPORT TO COUNCIL

Subject: Town Council Covid-19 Requirements

Author: Sue Lake

Date: 13th July 2021

From the 19th July most legal restrictions relating to Covid-19 will be lifted at step 4. The government guidance on this which includes:

- You will not need to stay 2 metres apart from people you do not live with. There will also be no limits on the number of people you can meet.
- However, in order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts.
- Meet outdoors where possible and let fresh air into homes or other enclosed spaces.
- The Government is no longer instructing people to work from home if they can. However, the Government expects and recommends a gradual return over the summer.
- The requirement to wear face coverings in law will be lifted. However, the Government expects and recommends that people wear face coverings in crowded areas such as public transport.

COVID-19 has not gone away, so it's important to remember the actions you can take to keep yourself and others safe. Everybody needs to continue to act carefully and remain cautious.

Businesses and venues

All capacity limits at sporting, entertainment, or business events will be lifted.

Employers will still have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify. Working Safely guidance sets out a range of mitigations employers should consider including:

- cleaning surfaces that people touch regularly;
- identifying poorly-ventilated areas in the venue and taking steps to improve air flow;
- ensuring that staff and customers who are unwell do not attend the workplace or venue;
- communicating to staff and customers the measures you have put in place.

We encourage organisations in higher risk settings to use the NHS COVID Pass as a condition of entry, in order to reduce the risk of COVID-19. This will especially be the case in large crowded settings where people are likely to be in close proximity to others outside their

household. The Government reserves the right to mandate certification in certain venues at a later date if necessary.

To support organisations and individuals in these settings, the NHS COVID Pass will be made available through the NHS App, [NHS.UK](https://www.nhs.uk), or as a letter that can be requested by ringing NHS 119. Visitors will also be able to show text or email confirmation of test results.

Organisations should ensure they are in compliance with all legal obligations, including on equalities.

Businesses are also encouraged to continue displaying QR codes for customers wishing to check in using the NHS COVID-19 app, or to continue collecting customer contact details to support NHS Test and Trace, however this will no longer be a legal requirement.

Council are asked to discuss and decide how they wish the Town Hall and Drill Hall to operate following the lifting of restrictions in the following areas:

1. Wearing of masks (until seated)
2. Requirement to use hand sanitising
3. Social Distancing in the halls
4. Single use of toilets
5. Continued use of Track and Trace app
6. Re-opening of the office to the public
7. Meeting venues

Agenda Item 10a

General Purpose	Income	3,057	71,204	104,350	33,146	
	Expenditure	8,827	20,962	102,350	81,388	81,388
	Net Income over Expenditure	(5,771)	50,243	2,000	(48,243)	
	plus Transfer from EMR	0	0			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(5,771)	50,243			
Town Hall	Income	818	26,550	59,000	32,451	
	Expenditure	3,630	25,176	58,980	33,804	33,804
	Movement to/(from) Gen Reserve	(2,812)	1,374			
Drill Hall	Income	1,197	34,905	64,700	29,795	
	Expenditure	4,875	23,409	64,685	41,276	41,276
	Movement to/(from) Gen Reserve	(3,678)	11,496			
23 Market Place	Income	1,250	1,250	5,500	4,250	
	Expenditure	0	0	400	400	400
	Movement to/(from) Gen Reserve	1,250	1,250			
Cemetery Cottage	Income	228	229	6,750	6,521	
	Expenditure	0	572	1,500	928	928
	Movement to/(from) Gen Reserve	228	(342)			
Public Toilets	Expenditure	24,125	24,218	2,000	(22,218)	(22,218)
Other Properties	Income	0	4,875	14,750	9,875	
	Expenditure	446	1,338	0	(1,338)	(1,338)
	Movement to/(from) Gen Reserve	(446)	3,537			
Cemetery	Income	1,030	11,520	0	(11,520)	
	Expenditure	1,450	5,586	0	(5,586)	(5,586)
	Movement to/(from) Gen Reserve	(420)	5,934			
Cromer Road	Income	0	66	0	(66)	
Bure Meadows	Income	11	11	0	(11)	
	Expenditure	67	199	0	(199)	(199)
	Movement to/(from) Gen Reserve	(56)	(188)			
Allotments General	Income	0	10,150	0	(10,150)	
	Expenditure	1,917	10,476	0	(10,476)	(10,476)
	Net Income over Expenditure	(1,917)	(326)	0	326	
	plus Transfer from EMR	0	4,725			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(1,917)	4,399			
Markets	Income	775	2,217	0	(2,217)	
	Expenditure	0	2,904	0	(2,904)	(2,904)
	Movement to/(from) Gen Reserve	775	(687)			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available
410 Open Spaces	Income	2,027	82,567	0	(82,567)	
	Expenditure	10,147	49,044	0	(49,044)	(49,044)
	Net Income over Expenditure	(8,120)	33,524	0	(33,524)	
	plus Transfer from EMR	0	0			
	Movement to/(from) Gen Reserve	(8,120)	33,524			
450 Street Scene	Income	0	16,475	0	(16,475)	
	Expenditure	6,680	10,369	0	(10,369)	(10,369)
	Movement to/(from) Gen Reserve	(6,680)	6,106			
500 Christmas	Income	65	95	0	(95)	
	Expenditure	0	0	2,000	2,000	2,000
	Movement to/(from) Gen Reserve	65	95			
512 General events	Income	39	76	0	(76)	
	Grand Totals:- Income	10,496	262,190	255,050	(7,140)	
	Expenditure	62,165	174,252	231,915	57,663	57,663
	Net Income over Expenditure	(51,670)	87,939	23,135	(64,804)	
	plus Transfer from EMR	0	4,725			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(51,670)	92,664			

Aylsham Town Council Current Year

Detailed Balance Sheet

Month 3

A/C	Description	Actual
Current Assets		
100	Debtors	1,761
105	VAT Control A/C	12,395
200	Current Bank A/C	9,230
210	Active Saver	299,068
215	Public Sector Deposit Fund	25,857
245	Shawbrook – Issue 7 Fixed Bond	87,148
250	Petty Cash	250
	Total Current Assets	435,710
Current Liabilities		
500	Purchase Ledger	10,899
535	Allotment Deposits	5,425
	Total Current Liabilities	16,324
	Net Current Assets	419,386

Represented by:-

300	Current Year Fund	87,884
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
334	EMR Allotments	4,725
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
		419,386

Aylsham Town Council

INTERNAL SCRUTINEER'S REPORT **FOR THE PERIOD: April – June 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	July 2021
INCOME: Invoices, Receipts, Paying in Slips and Bank Statements all checked	July 2021	ACCURATE	July 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	July 2021	ACCURATE	July 2021
Documents signed and well presented.			

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

Signed: *M Evans*

Name: M Evans

Date: 12.07.2021

**EFFECTIVENESS OF INTERNAL CONTROL
WORKING PARTY MEETING
Wednesday 30th June 2021 – 11.00am
AYLSHAM TOWN HALL**

PRESENT: Mrs A Overton Mrs E Springall
Mr D Curtis
Mrs Wendy Murphy, Finance Officer

APOLOGIES: None

A copy of the Internal Audit Report 2020-21 (Final Update) dated 3rd June 2021 had previously been circulated. The report included a comment under Corporate Governance arrangements.

The Council's corporate governance arrangements were found to be adequate and to be operating effectively, and there are no matters arising that require a formal recommendation. However, we would draw Members' attention to recently updated guidance in the Practitioners Guide 2021 regarding Council websites and email addresses.

This notes that, whilst virtually all parish and town councils now have an official website with official email accounts linked to it, an increasing number now provide official email accounts for their councillors, as well as for their Clerk and other officers. At present, Aylsham Town Council does not have official email accounts for councillors.

The guidance stresses that best practice is to use the exclusive 'GOV.UK' domain, with the email addresses linked to it, as it is important to have a secure and centrally-managed email system to sit behind the domain. This centralised 'dashboard' provides a council with the ability to add, edit and remove users, as appropriate, to suspend user access in an emergency and, perhaps most importantly, offer centralised searching of all data contained within the system for effective compliance with Data Subject Access Requests and Freedom of Information Requests. For these reasons, we would highlight this as an issue for the Council to consider, going forward.

The Finance Officer has been in contact with In-Touch who have confirmed that the cost of providing 13 email addresses would be £6.50 per email per month. Both the Town Clerk and Deputy Clerk should have access to recall emails and cancel email addresses when a councillor resigns.

The working party recommends that Council accepts this recommendation

It was also recommended that the Town Council should ask for a replacement for Steve White on the working party

The meeting closed at 12.00am

CLERK'S REPORT FOR COUNCIL MEETING 21.7.21

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall	Refurbishment	AGENDA ITEM
23 Market Place		
Cemetery Cottage	Private Letting	New tenant from 30 th April
Cemetery		AGENDA ITEM
Allotments		All full with waiting lists
Churchyard		Working on plan for waste area
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general		Play inspection reports have been received. No major issues found, minor repairs in hand
Highways	Parish Partnership	Completed – have had one negative response but several very positive
Paupers Graveyard	Clearing	Ground level and paths marked read to prepare. Aylsham In Bloom have organised raking parties to clear the stones
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		Gym equipment scheduled to be installed mid-August
Land at Sapwell Close	Adverse Possession Claim	In discussions with solicitor
Car Parks		Still waiting for Broadland survey
Street Lighting		Second light on Sandy Lane remove
Public Toilets		
COMMA/Archives		Archives now open again
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 no of any such areas and we will add it to the schedule we send them
Drill Hall		Nothing to report
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	AGENDA ITEM
Bure Meadows Footpath	New Footpath across to Dunkirk	Work started on this now – bridge still to be installed
Footpaths	Diversion	The footpath near Heydon Road has been diverted and the legal work completed
Staffing		AGENDA ITEM

Items for Town Council to consider/note

- **Diversion of footpath**
- **Date for installing gym equipment**

AYLSHAM RECREATION GROUND COMMITTEE
Pavilion, Recreation Ground
13th July 2021 7pm

Present

Myles Hague, Barry Lancaster, David Curtis, Sean Cannon, Derek Barber, Eileen Springall, Jill Willis, Heather Morton, Tony Gray

Wendy Murphy – Rec Manager

1. Apologies and Welcome

Apologies received from Francis Dodd

2. Minutes of the previous meeting

The minutes of 8th June 2021 were circulated, Barry Lancaster would like the minutes amended but it was agreed to state on these minutes that all complaints received by Town Council regarding the Recreation Ground should be passed onto the Recreation Ground Manager who will either answer the complaint themselves or liaise with the chairman before responding.

3. Matters Arising

Nothing was noted

4. Financial Reports

The Finance Officer confirmed that the balance of Current Account as at 13th July 2021 was £2165.42 and the Savings Account was £26028.92. Myles, Wendy and Eileen met and agreed that having received accounts from user groups to give the Cricket club their full grant of £4250.00. The Cricket Club are now using a member of their own cricket team to do the ground work on the outfield and wicket and Wendy has been given a copy of their contract and is happy with arrangements that have been made. The Bowls Club changing rooms are letting in water so it was agreed to hold back their grant and investigate the leakage. Wendy will check the inventory to make sure that the Recreation Ground Committee owns the changing room. A meeting will be arranged in September with Myles, Eileen and Wendy to discuss next year's Budget.

It was agreed that Policies would be put in place before the charity commission trustees forms were filled in. Wendy confirmed that all trustees would be covered under the current insurance policy that is in place. She will distribute a copy of the insurance policy to all committee members highlighting this area of the cover.

Wendy has looked at other charges being made by Parish councils for the use of their pavilions and recreation grounds and it was agreed that the Recreation Ground charges were similar to others and should remain the same for the time being. It was agreed to invoice the user groups their annual invoice in September with amendments being made for non-use of the ground due to Covid restrictions

5. Recreation Ground Managers Report

Wendy has received the ROSPA Reports and will be looking at the recommendations made over the next few months. She confirmed that the floor of the smile parks would need either repairing or replacing and she will go and get quotes from Playground professionals. She also advised that the smile parks will need to have further work on them to meet current standards and she confirmed that £15000.00 over 3 years has been put aside for this work as well as £9,400.00 in earmarked reserves and £25,000.00 held in reserves by the Town Council. A request will need to be made to the Town Council for all or some of this money.

She also made the committee aware that they all have a responsibility in looking after the ground and Pavilion and if they see anything out of sorts that this should be either dealt with by themselves if able to do so or report it to her for further investigation.

6. Storage Unit Update.

Wendy confirmed that storage unit has now been signed off by CNC Building Control and passed round the certificate. The Cricket Club and Town Council have started to move their equipment into their spaces. Wendy confirmed that the total spend for the storage unit is approx. £85,000.00 (net) and passed round a spreadsheet for this. She will be doing a report on the build for the next meeting.

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

a) Leaking Roof – Wendy is still waiting for a response from Barry Hipwell – Myles will chase this. There is another leak coming through the fan in the kitchen. It was suggested that we could make an insurance claim for the roof. This will be decided when a report is received.

b) Replacing Apron – Barry Hipwell will be looking at this in the next few weeks but he is aware that this cannot be started until after the cricket season.

c) Kitchen Use – The lady that was interested in using the kitchen as a take away café has since decided that she does not wish to proceed with this. A sub-committee meeting was arranged for Tuesday 20th July at 3.30pm to discuss next steps.

d) Decorating Pavilion/Maintenance Review – Wendy received another quote for £1500 for decorating the Pavilion. It was agreed that the committee with helpers could decorate the main hall and a provisional date has been set aside for the 19/9/2021. Wendy has received a quote for £625.00 to get the bricks replaced and hellebores installed on the wall next to the outside toilet. The committee agreed to go ahead with this quote.

e) Safety Concerns – Jill Willis is concerned about the cricket ball hitting her ladies and reported that the ball came inside her shop on one occasion. It was agreed to look into the cost of a cargo net to cover her area. – Wendy will look into this.

The playhouse at the back of her area is not being used so Wendy will look at getting this sold and then this area could be used during her group sessions.

9. AOB

Myles suggested that a path could be made along the border behind the Pavilion and the storage unit to alleviate the use of residents walking straight from their gates onto the recreation ground. This will be looked into at a later date

Wendy confirmed she had ordered two port a loos for the upcoming cricket festival on Friday. It was agreed that the Cricket Club should pay for one and the Recreation Ground pay for the other.

Wendy asked that all user groups emailing for bookings are to copy her into their emails so she is kept informed.

Information was passed around regarding free power for phone charging that Francis had produced this will be discussed more at the next meeting

Reports from user groups –

Running Club – They will be looking to have fun day in September

Bowls Club – Francis had sent Wendy a report confirming that they have decided against replacing the pipework to the main water storage tank. They now intend to replace the tank itself. He confirmed that the club is looking good and they have done a few repairs to the ground. He had roughly calculated that this would cost £1000

Petanque – Derek felt that he no longer wished to be a representative on the committee as he did not live in Aylsham. He would still like to come along to meetings if possible. This was agreed. He will look to see if he can get somebody to replace him. He was thanked for all his help. He advised that the petanque area would need more grit on it next year and this would need to be rolled. £100 was handed to Wendy for petanque rental use.

Hooked on Stitching – Jill confirmed that things were slowly starting to get back to normal and more people were attending her classes. There are a few classes that have been arranged but still very quiet.

Cricket – Sean confirmed that the family day had gone well and lots of people had attended they were very pleased to be in the storage unit at long last. They are now looking at having a 3rd Adults team. They will be looking to use the Pavilion when restrictions have been removed but are not going to be doing any Cricket tea's this season

Tennis – Tony confirmed that they are now looking to open the club up to the general public and key cards will be provided to Wendy so that the courts could be hired out from the Town Council offices.

Meeting closed at 22.05

Date of next Meeting. 14th September 2021. It was agreed not to have a meeting in August.

REPORT TO COUNCIL

Subject: Buxton Road A140 Junction

Author: Sue Lake

Date: 13th July 2021

At the June meeting the matter of the junction between the Buxton Road and the A140 was discussed. It was agreed that the clerk contact Buxton Parish Council for their view of this junction.

E-mail to Buxton

We have been approached by a resident regarding the reoccurring accidents at the A140 junction with the Buxton Road. He has written to both the police and the County Council who have referred him to us.

According to their statistics there are insufficient accidents with KSI's (killed or seriously injured) at this site to warrant upgrading and in fact their records show very few accidents there anyway. From anecdotal evidence there appears to be many small incidents or near misses that have been reported to the Town Council. Before proceeding on this councillor have asked how this junction is seen by the residents of Buxton as they would potentially be major users. Have you any information on this or has it not been discussed either by the council or by residents on social media?

Response from Buxton

As Clerk to Buxton with Lamas PC I have not had any information from anyone on this matter. The junction of concern for this Parish is where Lion Road and Aylsham road meet at the top of the parish, a good couple of miles from the junction you mention below.

I can ask the councillors if they have heard anything on social media about this junction if you like?

E-mail Reply to Buxton

Thanks Laura – If you could ask if anyone has referenced it I'd be grateful

No further correspondence

Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 30th June 2021

Present

Trevor Bennett	Richard Preston
Clare Alban	Andy Christie
Richard Laxen	Eileen Springall
Pat Prekopp	Arthur Rope
Joan Bennett	Nicholas Haag
David Disney	Val Shaw
Ellie Baker	Paul Baker

Sue Lake

1. **Apologies for Absence**

Apologies were received and accepted from:

Lynda Hartley	Rebecca Davis
David Faulkner	Richard Anderson-Dungar
Ginny Sylvester	Mary Evans

The chairman introduced David Disney from Broadland & South Norfolk Councils who is a Senior Economic Development Officer who was attending the meeting to see where it is possible for the town and district to work together.

2 **Minutes**

The minutes of the meeting held on 26th May 2021 were **AGREED**

3 **Declarations of Interest**

None

4. **Use of Consultants**

The clerk had contacted both consultants and they had both expressed an interest in the task.

One had been employed by Broadland and had worked with the Town Council. The other had worked with other Town Councils. The clerk suggested contacting the towns for further information and this was agreed.

It was agreed that before going down the interview route we need to ensure there is a detailed brief for consultants to be engaged against.

ACTION: Sue Lake to contact towns who had worked with the consultants

ACTION: All to send their ideas for a brief to give to consultants and a document will be created from the ideas received

5. **To note the effect that highway works and/or changes has on adjoining roads**

The recent closure of Penfold Street gave some ideas as to where traffic goes if an obstruction to the usual flow occurs. It was anticipated that most traffic would go

along Cawston Road and Mill Road and then Palmers Lane. However, this did not appear to be happening. The main problem area identified was Petersons Lane which suffered from a lot of additional traffic of all sizes. This was not the designated diversion so would appear to be local traffic who know the area. It was also noted that the traffic on Millgate appeared lighter during the closure period which indicated that through traffic was the issue.

6. To consider data collection

a) To discuss an approach

Richard Preston had put together a suggested approach which would not just be a simple count but a method of both counting and tracking the journeys of vehicles. He explained this in more detail and this method could provide a real pattern of traffic movements i.e. where they are coming from, where they are going and where do they go in-between.

b) To ascertain if there are sufficient volunteers

The plan would require 40 plus people to operate and many local organisations and general public would be willing to help.

c) To consider dates/times

It was agreed that a Monday in term time would make the most sense and provide the most information, looking at early morning and also later in the afternoon. These times will catch school traffic and work traffic. The date agreed was Monday September 20th.

7. To receive a report on initial discussions with Sanders Transport and National Trust

Clare Alban had arranged meetings with both Sanders and the National Trust to discuss the Traffic Groups aims and to ascertain their requirements. The documents will be sent out

She had talked with Heather Jermy and had sent her details of the group, details of the GNLP how they relate to Aylsham. Heather is keen to forge close links with the council. Clare asked if the Trust had any views and/or policies on the land they own in the town and also any views on the new developments. Full answers are in the documents to be circulated. Basically, they are in favour of anything that assists the traffic issues, keen to forge close relationships with the town and offer resources but have no money.

The same will be discussed with Sanders and they have also offered to do a tour on a bus to show the issues they have. The meeting had to be postponed but will be rearranged as soon as possible. Various members volunteered to go on the bus as well. It was suggested a video and pictures should be taken to hand to the consultant.

The large number of volunteers at Blickling who may also help with the data collection.

It was also suggested contacting the officer at Norfolk County Council who is responsible for the buses who could give the view from the County Council perspective. The officer is Daniel Yellop.

8. To update the work planner

This item was deferred.

9. To note the upcoming discussion on the GNL by Broadland Cabinet

The clerk had listened to the recording of the GNL Board meeting which lasted less than one hour and all the recommendations were all adopted with little comment. Individual sites were not discussed nor all the comments made by residents referenced. The proposal will now go to cabinet followed by council again to approve. Questions for cabinet need to be received by 5pm on July 1st.

It was queried whether now was the correct time to push against the decision for a second site. It was felt that it could only help the case for the plan to be revised if the case is put at every opportunity prior to the plan going to the inspectorate, including possibly a public meeting to gauge the actual response to the stance from the public.

It was clarified that it was not development as such that was being challenged but the fact that due process had not occurred giving less opportunity to ensure that the infrastructure is put in place.

10. To note date of next meeting

It was noted that an item on detailing the differing issues experienced by road users was deferred from the last meeting and has not come up again. It was felt that the data collection will only account for vehicles but not pedestrians or cyclists. This will be placed early on the next agenda

Wednesday July 28th 2021

**MINUTES OF THE MEETING OF THE PROPERTIES COMMITTEE
HELD IN AYLSHAM TOWN HALL
ON MONDAY 14 JUNE 2021 10.30am**

PRESENT: Mr T Bennett (Chairman) Mrs V Shaw
Mr D Curtis Mrs E Springall
Mrs Evans

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. ELECTION OF CHAIRMAN

Mr T Bennett was proposed as chairman. The proposal was **AGREED**.

2. APOLOGIES FOR ABSENCE

Apologies were received from Annette Overton.

3. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None made.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on the 11th March 2020 were confirmed and **AGREED** and signed by the chairman

5. ADJOURNMENT OF THE MEETING

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

6. RE-CONVENE THE MEETING

This item was not required.

7 INFORMATION ON MATTERS ARISING

All items on the agenda.

8. AYLSHAM TOWN HALL

a) To receive an update on improvement works

During the lockdown period various work has been undertaken at the Town Hall. The basement doors have been re-configured, the front doors and sliding doors have been replaced. The sound proofing has been replaced and the hall painted throughout. The gas lamps have had new matching glass shades fitted. Some of the large pictures have been replaced but lower down on the walls. The rest will be placed in the Green Room

b) To receive an update on further works in hand

There are still some outstanding items. The floor in the Green Room needs replacing. A third quote should be received later this week and this item will be taken to the July

Town Council meeting. The fabric display in the foyer will be removed to the Heritage Centre and replaced with a mirror depicting the Town Hall.

c) To discuss any future work

The next issue relating to the Town Hall will be the requirement to replace the boiler. This is now 20 years old and so will not last much longer. New regulations are scheduled to come into force within the next five years so it may be practical to have one installed prior to that. It was **AGREED** that the clerk should start looking at costs, potential installers and any grants/energy loans available.

9. DRILL HALL

a) To receive an update on improvement works

The suspended ceiling has been replaced along with the lighting. The probation service was going to be engaged to paint the hall but their work was suspended with the pandemic. Some work was undertaken by company volunteers and the facilities staff completed the decoration.

The car park has been chained off to stop non-users parking there.

b) To discuss any future work

There was mention of replacing the carpet in the meeting room but it was **AGREED** to postpone this for the moment. Again, as with the Town Hall the boiler is old and will need replacing and it was **AGREED** to get costs for this at the same time as the Town Hall.

10. PUBLIC TOILETS

The refurbishment has now been completed and the toilets are working fine. The cleanliness has improved with the engagement of new contract cleaners.

11. 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.

12. CEMETERY COTTAGE

New tenants are in place.

13. RED TELEPHONE BOX

The box has been partly re-painted and should be finished later this month.

Originally it had been agreed to install a water dispenser but following the covid-19 issues it was felt this may not now be deemed appropriate. One suggestion was to install a bank of phone charger units. The cost of this would be £125 plus installation but this could probably be done in-house by the facilities team. Members were concerned about vandalism of the units. However, it was noted the price was not that much and if it did get misused then it would be removed. It was **AGREED** to recommend this to the Town Council. Alongside the unit would be placed history boards which could change each year and work alongside the annual Heritage Centre exhibitions.

14. PAUPERS GRAVEYARD

The ground is being levelled at the moment and once that has been completed the facilities team with assistance from Aylsham In Bloom will mark out paths. Also, to be placed there will be some of the planters that were removed from Red Lion Street.

15. OPEN SPACES and PLAY AREAS

The 2021 reports will be available shortly as inspections will take place in June. The defect list will be worked through and any major issues will be discussed at future meetings.

16. OTHER PROPERTIES

It was noted that the dog waste bin at the end of Holman Road was regularly full. The clerk advised this had been reported on several occasions to Broadland (who were responsible for the bin) and it is being monitored to see if an additional bin is warranted.

The planters from Red Lion Street can now be re-sited elsewhere in the town and suggestions included outside Buttlands car park, Friendship hall green area, Recreation Ground and the church. Other suggestions were welcome but it must be borne in mind the issue with watering these.

Following the snow last winter, the clerk was looking at a winter maintenance policy and it was noted there were very few grit bins in the town. Ideas of any other locations for these would be welcome.

17. ITEMS FOR INFORMATION/NEXT AGENDA

None raised.

18. DATE OF NEXT MEETING

The next meeting will be Monday 11th October 2021 at 10.30am

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 11.45am

REPORT TO COUNCIL**Subject: Telephone Box****Author: Sue Lake****Date: 13th July 2021**

A report was presented to the Properties Committee regarding installing a charging unit locker into the refurbished telephone box for charging mobile phones. This was agreed to recommend to the Town Council.

Since then I have made contact with the councils insurers and also the firm who supply the boxes. The insurers were happy with the proposal and did not see it as a great risk. The locker company thought it may be a risk of phones being stolen if the lockers were used and left unattended. However, it is considered more likely that they would only be used for a few minutes and the owners would stay nearby. Consideration could also be given to installing a camera in the box to further deter theft and/or breaking into a locker and claiming property had been stolen.

There was an error on the report submitted to the Properties Committee. The unit shown as an example was a storage locker not a charging locker. Therefore the correct cost is £305 per 8 draw unit not £125 as stated.

REPORT TO COUNCIL

Subject: Town Hall Hire for Weddings

Author: Sue Lake

Date: 13th July 2021

In recent years the Town Hall has been hired for weddings and the charge made has been the standard hire fee. Whilst not wanting to take advantage of the hirers there is more work setting up and clearing afterwards. Often the hirer will come in several times to confirm details and can be quite exacting regarding the set up. There is normally additional rubbish and the cleaning takes longer than most other events.

In view of this it is suggested introducing wedding package prices as follows:

Town Hall Hire – to include afternoon before the wedding and all day of the wedding

Winter (October-March)

Mon-Thurs £500

Summer (April – September)

Mon – Thurs £650

Fri- Sun £650

(inc Bank Holidays)

Fri – Sun £850

(inc Bank Holidays)

A £100 discount for Aylsham residents (Bride/Groom or Parent)

REPORT TO COUNCIL

Subject: Town Hall Green Room Floor

Author: Sue Lake

Date: 13th July 2021

The Town Hall has been fully redecorated (including the Green Room) and the final item required is new flooring in the Green Room and the steps.

The following three quotes have been received – all include fitting

Quote A

To supply vinyl and step edging	£2587.20
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Quote B

To supply vinyl and step edging	£3331
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Quote C

To supply vinyl and step edging	£3215.69
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BROAD AND DISTRICT COUNCIL
23 JUN 2021
RECEIVED

To whom it may concern

I am a 10 year old boy who is interested in scootering and likes to play on a scooter alot. Me and my friends ride on our scooters on willow park estate in aglisham and would like somewhere to do proper tricks and skills. My friends are also over the age 10 and are a bit too old for the play area.

We would kindly ask if you could build a couple of ramps which is suitable for scooters and skateboards ETC. It doesn't have to be that big it can just consist of a few ramps for us to play on. It would be really good if you could as it will prevent people from jumping into the road and doing tricks off cars. Also us at our age can't go to the skate park at the recreation ground on our own because it is too far away.

I would very much appreciate it if you could look into this and see if building a skate park is possible, so could you kindly reply to this letter

Yours Sincerely,

REPORT TO COUNCIL

Subject: Cemetery Gates

Author: Sue Lake

Date: 13th July 2021

The pillars at the entrance of the cemetery are both in need of repair. One side was hit by a vehicle (we believe) the other side has been damaged by the bough of a tree. The tree has since been reduced. The gates are looking in a poor state and need repair as soon as possible.

I have contacted various builder and have only managed to obtain two quotes.

Quote A

This quotation covers all aspects of the works from start to finish and includes all labour and materials consisting of.

Old Norfolk red brick.

Lime, sand and cement.

Scaffold.

Muck away.

Works.....

To take down two number of brick piers to a good solid bass.

To clean them up ready for rebuild.

To clean off and reuse any good red brick that has survived the damage.

To supply scaffold for works.

To supply works toilet.

To rebuild piers incorporating dental detail as was there before.

To relay large pier caps to finish.

To rehang gates to finish.

To leave site tidy as found.

Labour and materials..

Works total.....£4.730.00.

Quote B

Repair piers to entrance on Norwich road using lime mortar. Put gate to one side to be rehung later.

Carefully pick apart piers saving any salvageable bricks to re-use.

Rebuild piers as was, suppling any extra old Norfolk bricks as required. Tidy all and rehang gate.

Total £2,440.00

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mrs M Evans Aylsham Town Council
Mr D Harrison Aylsham Town Council
Mrs J St Clair Aylsham U3A
Mr G Margaron, Aylsham Community Partnership
Mr R Willis ABEF
Mrs M Anderson-Dungar
Mrs V Shaw Aylsham Town Council

Ray Horne -ACT
Rev Canon Julie Boyd – Aylsham Parish Church

OFFICER: Mrs S Lake, Aylsham Town Clerk

01 APOLOGIES FOR ABSENCE

Mrs H Jones Aylsham U3A
Mrs J Kerrison Aylsham WI
Mr R Preston, Walkers are Welcome

02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

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

03 MINUTES

The Minutes of the Cittàslow Aylsham Meeting held on 20th May 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

The Committee welcomed two guest speakers to the meeting.

a) Rev Canon Julie Boyd

Julie has recently been appointed as the team rector for 17 parishes covering 20 churches and had direct responsibility for Aylsham and Blickling.

Julie detailed how she became a vicar and how she welcomed working in Aylsham as things start to open up again. She believes partnerships are important and welcomed joining the Cittàslow Committee.

b) Ray Horne – ACT

Ray said he was here to have a conversation rather than give a presentation. ACT was indebted to the people of Aylsham as they have a good selection of volunteers and he has seen for himself how transport is the lifeline of a community. He was very interested in working with the Cittaslow committee and the Town Council as a whole in identifying a solution to the traffic issues in the town particularly those associated with public transport. In 2012 a mini bus scheme was launched to take visitors from the BVR to Blickling and many local residents made use of the facility. He would like to work with us to look at introducing this as a permanent scheme and look at obtaining grants especially if we go down the electric bus route.

The chairman thanked Julie and Roy for their information.

07 FARMERS MARKET

The Farmers Market in June was busy and the cookery demo attracted a good audience.

U3A celebrated their history day at the market.

08 PROJECTS

i) OLD STATION YARD

Due to the recent weather there are plenty of weeds and the brambles are also making their way back and are an issue.

ii) WALKERS ARE WELCOME

No update from last month.

iii) TOWN GUIDE

The clerk has received an e-mail from the publishers who have started working on the updated guide.

iv) TOWN PEDESTRIAN MAP

No update from last month.

09 AYLSHAM TOWN COUNCIL LOGO

The Town Council made a decision at their meeting last night and have agreed the logo with the Town Hall doors. Implementation will take place from August 1st.

10 CLIMATE EMERGENCY

The chairman detailed the discussions at the Town Council meeting and there are still some reservations as to whether this is a political move.

The Town Council have agreed to pursue this further and to see what community involvement there would be in the matter.

Mold have just received an award for a take away initiative whereby reusable metal containers were being used by local establishments – this was funded by a significant grant from the Welsh Government.

In Aylsham the Quakers refill scheme is proving popular.

Pat Prekopp and Sue Lake will be placing an article in Just Aylsham so the public opinion can be sought. This will enable a public debate on the matter.

11 CITTASLOW UK

Pat Prekopp attended an assembly in Orvieto via zoom. Unfortunately, his internet connection dropped out as he was scheduled to present.

There is still a belief that Aylsham will hold an assembly next March. Members felt this was very short notice and were not sure if this would be possible. There is no indication of what the town is expected to provide. It was **AGREED** to take this to the Town Council for a decision on whether Aylsham should hold the meeting.

12. AYLSHAM COMMUNITY EVENTS COMMITTEE

The Events Committee met in June and agreed dates for various events. However, the meeting was prior to the announcement of the delay to lockdown being lifted so everything is currently on hold.

13 SLOW FOOD AYLSHAM

The Gala Dinner for the Food Festival may be back on, this is currently being discussed with the school.

The Food Bank cookery book is still selling well.

14 AYLSHAM IN BLOOM

The boxes have been replanted for the summer.

15 ABEF

Meetings have been held with businesses in the town to try and ensure there is still one representative organisation in the town or at least that if there is more than one, they work together.

16 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing to report.

17 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Thursday 15th July 2021* at 10.30am in the Drill Hall.**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 12.25pm

International Co-ordinating Committee, spring 2022

Information regarding proposed visit of 40+ international delegates to Aylsham on 25/26 (27) March 2022.

From Pier Giorgio Oliveti, Secretary General Cittaslow International, Wed 30 June:

Timetable

Friday: Delegates arrive.

Saturday morning plenary session. Afternoon, a guided visit of Aylsham.

Evening, dinner, provided by Aylsham.

Sunday, most of group will leave in the morning, but some may stay for longer at their own expense.

The requirements follow the same guidelines as suggested for the 2020 anniversary event.

1. Send official letter, signed by Council Chair inviting the committee to Aylsham and confirming dates.
The Int Cttee meets September and early November but will need to receive letter before then.
2. Aylsham to provide a hall to accommodate about 40 people from several countries, including USA and Korea.
Layout of conference room – ideally a U-shape arrangement if it fits, otherwise a first line of about 25 chairs with rows behind.
A screen for video projection to share documents and slides.
Wi-fi connection.
3. Translation service, (English/Italian) with continuous interpreting and headphones.
Two to four translators may be required.
4. Accommodation for president and (?) staff provided and paid for by Aylsham.
Every other expense will be the responsibility of each of the participating delegates (including transport, food and accommodation.)

Any difficulties with these arrangements contact Pier Giorgio or, if specific questions on official protocols, by letter (email?) to President Mauro Migliorini.

The event will be discussed at the next committee meeting in September and November.

Patrick Prekopp

Chair Cittaslow Aylsham

Notes from Zoom call between Kirsty Burns, **BDC Environmental co-ordinator** and Patrick Prekopp

Wednesday 7 July 2021

The new Environmental Co-ordinator at Broadland DC is Kirsty Burns who works only for the Broadland DC area and is not connected to South Norfolk.

Kirsty gave an introduction to her role and some insight into where the Council might be going with their action on Climate Change at the latest Environmental Excellence Policy Development Panel.

< [june-3-2021-minutes-broadland-environmental-excellence-policy-development-panel](https://www.southnorfolkandbroadland.gov.uk/june-3-2021-minutes-broadland-environmental-excellence-policy-development-panel) ([southnorfolkandbroadland.gov.uk](https://www.southnorfolkandbroadland.gov.uk)) >

Broadland also have an Environmental Strategy which may shed some light on types of projects which could be considered. < [broadland-council-environmental-strategy-document](https://www.southnorfolkandbroadland.gov.uk/broadland-council-environmental-strategy-document) ([southnorfolkandbroadland.gov.uk](https://www.southnorfolkandbroadland.gov.uk)) >

With thanks to Sue Catchpole for the information above.

Kirsty Burns

Declaring a climate emergency

- Most councils that have declared a climate emergency have signed up to net zero by 2030.
- It is really important to define what will be net zero by 2030, whether it is from the Town Council's estate (buildings and travel) or wider in Aylsham. And to understand how net zero will be reached once emissions have been reduced as far as possible how will the remaining emissions be offset.
- More about declaring the climate emergency <https://www.climateemergency.uk/>
- Frome Town council have declared a climate emergency and have some useful resources - <https://www.climateemergency.uk/blog/frome/>
- It might be useful/appropriate to join the covenant of mayors - <https://www.covenantofmayors.eu/en/>

Funding options for environmental groups/projects

- Grants listed from Norfolk County Council
- <https://www.norfolk.gov.uk/business/grants-and-funding/arts-grants-and-funding/open-funding-schemes>
<https://www.norfolk.gov.uk/business/grants-and-funding>
 - For community buildings to improve their energy efficiency (grants and advice). There are some criteria for eligibility as the group will need to be trading (hiring, social bar etc) but the BEEA advisors can check if the group is eligible <http://www.beeanglia.org/>
 - There may also be grants available for community buildings from Broadland – email energy@broadland.gov.uk
 - Geoffrey Watling foundation – has large grants available for defined projects in Norfolk - <https://www.geoffreywatling.org.uk/>
 - Tesco bags of help, this has smaller grants available for projects and community groups - <https://tescocommunitygrants.org.uk/>
 - Tree planting
 - Woodland trust – at the moment the woodland trust have free trees available for community groups - <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>
 - Norfolk county council are working with groups on tree planting, and have upcoming projects – : [Free tree packs - Norfolk County Council](#) – can register from August
- If any community groups are interested in growing trees it'd be good to hear from them email tree.project@norfolk.gov.uk
- Solar together – scheme to help individuals buy solar panels at a lower cost – this scheme will start in autumn 2021. It might be helpful to do local promotion so that more residents take up the offer.
- To work with the team at Broadland on promotion email: energy@broadland.gov.uk
< <https://solartogether.co.uk/norfolk/home> >

The main projects that I am working on are:

- calculating the carbon emissions from our estate,
- looking at tree planting projects,
- auditing and reducing single use plastics used in our buildings.

If Aylsham Town Council are considering any of these projects then I would be more than happy to help with advice, shared resources or assistance applying for funding.

