

		Current Mth	To Date	Annual Bud	Annual Total	Available
General Purpose	Income	13	72,545	104,350	31,805	
	Expenditure	5,579	32,168	102,350	70,182	70,182
	Net Income over Expenditure	(5,566)	40,378	2,000	(38,378)	
	plus Transfer from EMR	0	0			
	less Transfer to EMR	0	0			
Town Hall	Movement to/(from) Gen Reserve	(5,566)	40,378			
	Income	1,286	29,136	59,000	29,865	
	Expenditure	2,995	31,011	58,980	27,969	27,969
Drill Hall	Movement to/(from) Gen Reserve	(1,709)	(1,876)			
	Income	1,530	38,748	64,700	25,952	
	Expenditure	2,097	27,998	64,685	36,687	36,687
23 Market Place	Movement to/(from) Gen Reserve	(567)	10,750			
	Income	0	1,250	5,500	4,250	
	Expenditure	0	0	400	400	400
Cemetery Cottage	Movement to/(from) Gen Reserve	0	1,250			
	Income	1,224	1,945	6,750	4,806	
	Expenditure	0	572	1,500	928	928
Public Toilets	Movement to/(from) Gen Reserve	1,224	1,373			
	Expenditure	556	26,961	2,000	(24,961)	(24,961)
Other Properties	Income	0	4,875	14,750	9,875	
	Expenditure	446	2,231	0	(2,231)	(2,231)
	Movement to/(from) Gen Reserve	(446)	2,644			
Cromer Road	Expenditure	1,372	8,350	0	(8,350)	(8,350)
	Movement to/(from) Gen Reserve	(1,332)	3,900			
	Income	0	66	0	(66)	
Woodgate	Expenditure	3	3	0	(3)	(3)
Bure Meadows	Income	0	11	0	(11)	
	Expenditure	67	367	0	(367)	(367)
	Movement to/(from) Gen Reserve	(67)	(356)			
Allotments General	Income	0	10,150	0	(10,150)	
	Expenditure	1,917	14,318	0	(14,318)	(14,318)
	Net Income over Expenditure	(1,917)	(4,168)	0	4,168	
	plus Transfer from EMR	0	4,725			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(1,917)	557			
		737	3,819	0	(3,819)	
	Expenditure	13	3,008	0	(3,008)	(3,008)
	Movement to/(from) Gen Reserve	724	811			

		Actual	Actual Year	Current	Variance	Funds
Open Spaces	Income	0	82,555	0	(82,555)	
	Expenditure	19,859	79,949	0	(79,949)	(79,949)
	Net Income over Expenditure	(19,859)	2,606	0	(2,606)	
	plus Transfer from EMR	0	0			
	Movement to/(from) Gen Reserve	(19,859)	2,606			
Street Scene	Income	0	16,475	0	(16,475)	
	Expenditure	(1,882)	11,090	0	(11,090)	(11,090)
	Movement to/(from) Gen Reserve	1,882	5,385			
Christmas	Income	0	95	0	(95)	
	Expenditure	0	0	2,000	2,000	2,000
	Movement to/(from) Gen Reserve	0	95			
	Expenditure	0	39	0	(39)	(39)
	Movement to/(from) Gen Reserve	0	37			
	Grand Totals:- Income	4,830	273,996	255,050	(18,946)	
	Expenditure	33,023	238,064	231,915	(6,149)	0 (6,149)
	Net Income over Expenditure	(28,193)	35,932	23,135	(12,797)	

Aylsham Town Council Current Year

Detailed Balance Sheet

Month 5

A/C	Description	Actual	
	Current Assets		
100	Debtors	2,298	
105	VAT Control A/C	3,341	
200	Current Bank A/C	23,859	
210	Active Saver	239,068	
215	Public Sector Deposit Fund	25,858	
245	Shawbrook – Issue 7 Fixed Bond	88,476	
250	Petty Cash	250	
	Total Current Assets		383,149
	Current Liabilities		
500	Purchase Ledger	11,128	
525	HMRC	450	
535	Allotment Deposits	5,425	
	Total Current Liabilities	17,003	
	Net Current Assets		366,146

Represented by:-

300	Current Year Fund	34,644	
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	
			366,146

Application for a donation from Recycling Fund – Aylsham Gym

We are trying to encourage older people back to the gym, possibly feeling more anxious about returning to exercise. We are promoting some suitable group classes but do need some light 1kg weighted bars to complement the classes.

10 @£12.50 each = £125 plus £20 postage.

Please could an application for these at £145 be considered ?

https://www.sport-thieme.co.uk/Fitness_equipment/Functional_training/Weight_training/art=1437300

Kind regards

Aylsham Community Gym.

Registered Charity 1193277.

Hi Wendy & Sue

Application for a donation from Recycling Fund

We would like to make an application for funds to the Aylsham Town Council Recycling Fund. In total, our club currently needs to raise £6,000 towards new grounds equipment, to make our cricket square a safer playing surface for our junior and adult members. We would like to apply for £1,000 from the afore mentioned fund, and believe that our other fund raising will enable us to raise the additional £5,000 from other sources.

With thanks

Secretary

Aylsham St Giles Cricket Club

REPORT TO COUNCIL

Subject: Additional Bottlebank

Author: Wendy Murphy

Date: 9th September 2021

An enquiry has been made to install an additional bottlebank in the car park of Mileham Drive.

The cost of this would be £2.59 per day rental + VAT and a delivery fee of £50.00 + VAT.
The rental would include all bottle bank empties

The annual cost of this would be £1000.00

CLERK'S REPORT FOR COUNCIL MEETING 16.9.21

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		Structural engineers have visited site – waiting for report
Allotments		AGENDA ITEM
Churchyard		Working on plan for waste area – meeting 23 rd August
Market Place		Radio Norfolk are visiting the town on September 13 th . The EDP have been in contact regarding parking on a Friday in the Market Place
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	Paths now created. Seeding and planting to take place in the autumn
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		Gym equipment now installed and will be opening once safety notice is received
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		More anti-social behaviour recently. Firstly the boards have been ripped off (twice) in the gents and an avocado blocked on of the ladies toilets
COMMA/Archives		AGENDA ITEM
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	Query from Town Band	Working with a ventilation engineer regarding required ventilation
Community Speed-watch	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 still to be installed. Delay being investigated by Broadland planning
Transport for Norwich	Consultation on Strategy	

Items for Town Council to consider/note

- Radio Norfolk visit
- Transport for Norwich

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, CAWSTON ROAD
ON TUESDAY AUGUST 10th 2021 at 11am**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mrs M Evans Aylsham Town Council
Mr D Harrison Aylsham Town Council
Mr G Margaron, Aylsham Community Partnership
Mr R Preston Walkers are Welcome

OFFICER: Mrs S Lake, Aylsham Town Clerk

One member of the public

01 APOLOGIES FOR ABSENCE

Mr R Willis ABEF
Mrs M Anderson-Dungar
Mrs J St Clair Aylsham U3A
Mrs H Jones Aylsham U3A
Mrs J Kerrison Aylsham WI
Rev Canon Julie Boyd – Aylsham Parish Church

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 19th July 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

There had been no response from Ray Horne from ACT regarding the Community Transport project.
Heather Jermy, General Manager at Blickling, is scheduled to attend the next meeting.

07 FARMERS MARKET

a) August Farmers Market

There were several stalls not in attendance but the weather was predicted to be bad and it did rain heavily during the morning.
The Quakers refill stall is proving very successful.

- b) To consider how to improve and/or expand general markets on a Monday and Friday**
Pat Prekopp had spoken to the stallholders to ask for ideas regarding promoting the market. They felt it needed advertising more, with signage available. They also felt it would be good to offer discounts to new stalls as an introductory offer. There were issues with stalls encroaching each other but it was felt this was their problem to sort. He also mentioned to them the amount of vans present but they are strongly opposed to moving them.
There is an issue looming in that most stallholders are nearing retirement age and there is no succession in place.
It was suggested that the traders should look at changing their hours so they are available to those who work all day. There is resistance to this from the traders and could cause problems with shop owners.
It was suggested that a meeting be organised with stall holders.

08 PROJECTS

i) OLD STATION YARD

Clearance will start in September.

It was noted that the verges around town were not particularly well kept and a suggestion of extending the current delegated verge cutting could be considered via a management plan sent to Norfolk County Council.

ii) WALKERS ARE WELCOME

The walks book is near completion and will shortly be going to print. Following that an article will be placed in Just Aylsham to see if interest in the organisation can be regenerated.

iii) TOWN GUIDE

A proof had been received the previous day and a printing date set.

iv) TOWN PEDESTRIAN MAP

No update from last month.

09 CLIMATE EMERGENCY

Following the article in Just Aylsham various members of the public had contacted the council – the vast majority in favour of the suggestion.

It was proposed by David Harrison that the Town Council be asked to declare a Climate Emergency and if not to explain the reasons. This was seconded and **AGREED**.

Should the Town Council agree this then a group would need to be set up to instigate and monitor the various proposals and create a strategic plan as to how to move forward.

10 CITTASLOW UK

A meeting is still to be organised but there has been a delay due to personal issues.

11 CITTASLOW INTERNATIONAL

The chairman had e-mailed Italy advising of the cancellation of the Assembly and had followed this up with a second e-mail but had still not had a response.

12 AYLSHAM COMMUNITY EVENTS COMMITTEE

The Events Committee had met and had agreed to cancel the street party as they were unsure of numbers. A firework display will be held on November 5th and the Christmas Lights switch on will be Friday November 26th.

Next year is the platinum Jubilee and it is hoped to have a full weekend of events starting with a fete and possibly a carnival on the Thursday, a 5k race on the Friday, Farmers Market on Saturday and a street party on the Sunday.

13 SLOW FOOD AYLSHAM

Slow Food attended the Farmers Market and sold some of the cookery books and tickets for the dinner and breakfast.

14 AYLSHAM IN BLOOM

The team are working at the Paupers Graveyard. This has now been cleared and is being raked to remove the stones prior to grass setting.

15 ABEF

The AGM is scheduled for 22nd September.

16 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing to report.

17 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Tuesday 14th September 2021 at 11.00am in the Drill Hall.**

CLOSURE OF THE MEETING

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

Following the decision made at the August Town Council Meeting the Town Council now needs to take some action on the decision.

I would recommend taking the work on this out of both the Town Council Meeting and the Cittaslow Meeting and look at a Working Group of councillors and interested members of the community. To ensure that interest is maintained it may be best to not have them as formal as usual committee and working group meetings are. By this I would still recommend an agenda but instead of minutes perhaps more of a newsletter style report of the meeting that could be circulated via social media and e-mail contact group. Hopefully this could lead to the creation of a group like this <https://abingdoncarboncutters.org.uk/>

The group would need terms of reference to ensure they stay within the legality of what the Town Council can do. Please see suggestions attached.

The Council would also require some policies and a strategy along these lines:

Aylsham Town Council, along with 70 other councils in the UK agreed at its Full Council meeting, held on 18th August 2021, to support a climate emergency. This is supported by the IPCC (The Intergovernmental Panel on Climate Change).

The UK Climate Change Select Committee confirmed that we have seen a 0.8 degree C increase in temperatures. The IPCC have declared to limit future increases to 1.5 degree C, it will be necessary to halve global Co2 emissions by 2030 and have zero emissions by 2050.

With this evidence the Council have agreed to;

- Produce a climate change strategy that commits to making climate change a priority.*
- Have a dedicated web page to communicate and inform residents of plans and how they can get involved.*
- Have agreed to switch to use green energy, as contracts allow*
- Will review all its own emissions, single use plastics and waste. It will set a benchmark and audit this each year.*
- Will work towards the eradication of single use plastics in the town*
- Support and encourage the planting of trees and wildflowers.*
- Work with local businesses particularly 'take away' providers, to see how they can help reduce the use of single use plastics*
- Review the provision of cycle racks in prominent and safe areas in our town and encourage cycling.*
- Work with local schools to reduce the use of cars taking children to school.*

- *The Council will review the first draft and further actions at their Full Council meeting in xxx*

And then create them...

Also a really well drafted and presented webpage.

Once all this is in place we can look at taking actions to mitigate climate change in the town

This link is to a really excellent pack that can be created for the public to use
[20-219-bdc-parish-pack-climate-change.pdf \(barlboroughparishcouncil.gov.uk\)](https://www.barlboroughparishcouncil.gov.uk/wp-content/uploads/2021/06/20-219-bdc-parish-pack-climate-change.pdf)
[Climate change pack](#)

The Town Council could also look at obtaining a professional report on its carbon usage such as this
<https://www.weymouthtowncouncil.gov.uk/wp-content/uploads/2021/06/Weymouth-Town-Council-Carbon-Footprint.pdf>

Encourage families and businesses to check their own carbon footprint
https://terrapass.co.uk/carbon-footprint-calculator?utm_source=google_ads&utm_medium=ppc&utm_campaign=uk&utm_term=calculator_uk_3&gclid=Cj0KCQjw-NaJBhDsARIsAAja6dNnLCIez_IU7Yc2k_EizUdwLc-BZ4m-VE8w9mALn1oIR6s2dm2CxGYaAuYgEALw_wcB

This document is from Friends of the Earth and might help
<https://policy.friendsoftheearth.uk/reports/20-actions-parish-and-town-councils-can-take-climate-and-nature-emergency>

[Giki Zero](#), aimed at guiding individuals on how to cut emissions but also works with community groups and small businesses. It is also associated with the Norfolk Association of Local Councils based at County Hall.

The one downside we have is the lack of interest from County, District and the MP but this might change in the next couple of years. One thing politicians have in abundance is FOMO(Fear of missing out!)

Aylsham Town Council
Aylsham Climate Emergency Working Group
TERMS OF REFERENCE

Approved by Aylsham Town Council on

Background

Climate change is already affecting the entire world, with extreme weather conditions such as drought, heat waves, heavy rain, floods and landslides becoming more frequent, including in the UK. Other consequences of the rapidly changing climate include rising sea levels, ocean acidification and loss of biodiversity.

Serious steps need to be taken to limit global warming to 1.5 degrees Celsius, a threshold the Intergovernmental Panel for Climate Change (IPCC) suggests is safe.

Aylsham Town Council declared a climate emergency on 18th August 2021.

Purpose

1. Coordinate action towards making Aylsham a sustainable community, by making Aylsham Town Council Zero Net Carbon neutral before 2030/2035?
2. Set targets and measure progress against that goal.
3. Work with other organisations and stakeholders in Aylsham towards the same aims.
4. To investigate all possible sources of external funding and match funding to support this commitment.

Membership and Quorum

5. The group shall consist of up to 12 members, at least 4 of these are to be Aylsham Town Councillors.
6. Quorum will be 4 one of which must be a Town Councillor
7. The group will appoint a chairman and secretary. The chairman must be a Town Councillor.
8. The Aylsham Climate Emergency Working Group will meet as called by the Chairman.
9. The Clerk, or other Town Council officer, may attend each meeting to advise or take notes.
10. The notes of meetings will also be in the form of a newsletter which will be placed on the councils website, social media and e-mailed via an e-mail group.
11. The Aylsham Climate Emergency Working Group may co-opt members and liaise with a community panel as they so wish.
12. A person may no longer be a member, if they are absent for three or more concurrent meetings of the group.

Reporting

12. The Aylsham Climate Emergency Working Group will report to the Full Council. All recommendations will be reported to Full Council for consideration.
13. The working group shall advise the Council on how it wishes to spend any grant funding.
14. The Clerk, in discussion with the group, shall be able to incur expenditure up to £500.
15. All expenditure must be in accordance with the Town Council's Financial Regulations.
16. On matters that require further research, for example requesting a more detailed report or seeking clarification from third parties on a specific item, then the Aylsham Climate Emergency Working Group shall have a delegated power to act but not incur expenditure.
17. All members of the group shall conduct themselves in accordance with the general obligations of the Town Council's code of conduct.
18. All meetings will be open to the public and maybe conducted by Zoom (or other online portals)

Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 25th August 2021

Present

Trevor Bennett	Richard Preston
Richard Laxen	Lynda Hartley
Pat Prekopp	Arthur Rope
Mary Evans	Nicholas Haag
Barry Lancaster	Gordon Clarke

Sue Lake

1. Apologies for Absence

Apologies were received and accepted from:

Ginny Sylvester	Rebecca Davis
Richard Anderson-Dungar	Mo Anderson-Dungar
Clare Alban	Andy Christie
David Faulkner	

2 Minutes

The minutes of the meeting held on 28th July 2021 were circulated with the agenda.
The minutes were **AGREED**

3 Declarations of Interest

None

4. Consultants

The first quote had been received and circulated to those who will be on the interview panel. The second quote should be received shortly and following this interviews will be arranged with the prospect of taking a proposal to the Town Council in September.

5. To consider data collection

The biggest challenge for this is to recruit volunteers.
The Town Clerk will prepare the Risk Assessment and also speak to the insurance company.
The Town Clerk will also speak to the Beat Manager.

6. To receive details of the information supplied by Norfolk County Council Transport Officer

The Town Clerk and Clare Alban had met with Daniel Yellop from Norfolk County Council regarding public transport issues. A report of the meeting was circulated to members. Members were concerned at his comment that a bus hub might not work. He did make a good suggestion of installing lay-bys on the A140 so the through bus could stop to offer an additional option to residents. It was also reported that a bus stop near the police station would be appreciated. The Town Clerk will look into this.

7. To receive details of a proposed Northern Bypass

Pat Prekopp and Barry Lancaster put forward a proposition of utilizing the roadway to be created for installation of the cabling for the offshore wind farm as a possible permanent route around the north of Aylsham. This would run from near Blickling to the A140. It was thought that the concept was good but unsure of all the practicalities involved such as surfacing, junctions and permitted land use. The idea will be kept open.

8. To update the work planner

It was noted there were only 68 weeks left in the original timescale set for the group.

9. To note items for future discussion

The Town Council had agreed to request, via the Parish Partnership, a change to the Buxton Road junction looking at making it no right turn into or out from the Buxton Road. It was queried whether the roundabouts would be able to cope with the additional traffic. This will be ascertained by the Highway Engineer.

The chairman asked for Footpaths, footways and cycleways to be added to the next agenda.

10. To note date of next meeting

Wednesday September 29th 2021

The meeting closed at 8.50pm

Report re Consultants

The Traffic Working Committee created a brief to look at engaging consultants to work with the Town Council on preparing the Traffic Plan for the town.

The brief stated (in precis form):

The Town Council would like to engage consultants to the Town Council on the development and delivery of an imaginative and proactive strategy to secure its aim and objectives

To review the movement of people and vehicles through and around Aylsham with a view to establishing a viable system for the whole of Aylsham for the future

Securing the delivery of the strategy may not be wholly within the remit of the Town Council and the strategy must identify the opportunities for the Town Council to exploit the commitments given by the principal local authorities in statutory documents including the

- Aylsham Neighbourhood Plan
- Greater Norwich Local Plan
- Norfolk County Local Transport Plan

The development of the strategy must be underpinned by an evidential base including data provided by the Town Council and collected by the Consultant.

The Consultant shall advise the Town Council on a programme of engagement with the local community and local interest groups with a view to securing the widest possible support for the strategy when adopted.

The group looked at consultants that could be engaged and could only find two that took on projects as small as this. Invitations to quote were sent to both and the responses were very different. When the quotes were sent to members of the group the vast majority felt that one was not really addressing the brief but was listing a series of 'soundbites' with not much detail.

It was agreed to hold a meeting with the more positive applicant and a zoom meeting was held on Thursday 9th September. Overall those in attendance (3 councillors, 1 resident and Town Clerk) were generally impressed with the representative. The plan seemed to follow the brief and was well presented and detailed. The timescale for the proposal was 12 weeks but there was an indication that time may slip and this was a cause of concern.

The cost outlined for the whole project was £24,000 with a possible maximum additional sum of £4,000 for survey work to be agreed between the council and the consultant as the project progresses.

Council are asked to consider this proposal and confirm

- a) That they are happy with the approach made by the committee this far

- b) To agree to the engagement of consultants with a maximum cost of £30,000.

Agenda Item 18a

**MINUTES OF THE MEETING OF THE AYLYSHAM TOWN COUNCIL
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLHAM
ON MONDAY 23 AUGUST 2021 at 2.00pm**

PRESENT: Mrs A Overton Chairman
Mrs M Evans
Rev Canon Julie Boyd
Mrs E Springall
Mr M Martin
Mr T Bennett

OFFICER: Mrs S Lake, Aylsham Town Clerk

2 members of the public

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mr T Bennett

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

Mary Evans declared her interest as a governor of St Michaels School

Mathew Martin declared an interest as his wife was treasurer of the PCC and he sometimes receives payment as an organist

3. MINUTES

The last meeting of the churchyard Committee was held on 3rd March 2021. The minutes were **AGREED**.

4. ADJOURNMENT OF THE MEETING

A parishioner spoke regarding the level of drug dealing witnessed in the church. The local PC was aware of their concerns and it appears little action is being taken. The issue is probably with the drug squad and the clerk will speak with the police to confirm what is happening.

Another parishioner was concerned that there was no mention of planting trees in between the existing leylandii.

5. INFORMATION ON MATTERS ARISING

These were all picked up under agenda items

6. PATHWAYS/ROADS

a) To discuss any issues that have arisen

The gravel is still an issue and it was questioned if another surface such as resin would be better. This has been used at churches at Burgh and Wood Dalling and looks good. The issue with the driveway is the amount and speed of some of the cars

using the driveway to access the car park. This is especially a problem during school terms.

The PCC were going to add signs but this has not materialised yet. Rev Boyd will look into this. Mary Evans will speak to the school.

The pathway from the Market Place to the Lychgate has considerable amount of weeds on it. This will be attended to by the Town Council facilities staff

7. WALLS

a) To receive an update on the wall adjacent to Church Terrace

The clerk has managed to secure a second quote for this and will take this to the Town Council for the next meeting. Once this has been agreed a faculty will be needed and will also need confirmation from Broadland District Council.

b) To note any issues with the remaining walls

The wall near The Heritage Centre will need repairing and that will be looked at when the work to the main wall is undertaken.

Also near the Heritage Centre there is ivy growing on the wall. This will be removed.

8 WAR MEMORIAL

The clerk will look at grants as soon as possible

9 Lych Gate

Still having trouble getting quotes for this. However, due to other expenditure required and the fact the state of the gate is not too bad this will be postponed for a year or so.

10 GROUNDS MAINTENANCE

a) To receive an update on removing green waste

A concept plan has been partly developed but the Town Council maintenance staff are concentrating on the Paupers Grave at the moment. There is still a proposal to bag the compost and offer it free to residents with larger amounts taken to the allotments.

b) To consider the plan for future work.

There would still need to be an area for green waste but this could be in constructed pens that could not be used for seating as well. The area cleared would then be turned into a memorial garden linked to covid with seating etc. Trees could be planted between the leylandii to commemorate Women's Suffrage as discussed previously. This was accepted.

It was agreed that an article be placed in a future Just Aylsham explain what the plan was and to ask residents to stop adding to the existing waste. Signage would also be placed.

c) Other Issues

A further sycamore sapling is growing next to the walls and needs to be removed. One of the tomb graves is covered in ivy.

11 CHURCH BUILDING

a) To receive information on plans/work on the fabric of the church

The window in the Lady Chapel is scheduled to be finished in October.

The main issue is the bells which require £40,000 of work. Some money has been raised from grants but a Just Giving page is to be launched.

Keith Brooker has stood down as Church Warden.

b) To discuss any progress on a 'Church Watch Group'

The PCC agreed to this but have taken no action. The Town Clerk will write to all neighbours of the church to ascertain their interest.

12 CHURCH CLOCK

Nothing to report still not chiming due to the issue with the bells.

13 AYLSHAM CEMETERY

It was considered that Aylsham Cemetery falls more under the remit of the committee rather than the Properties Committee. However, Cemetery Cottage would remain with that committee.

It was also considered that the Paupers Graveyard once completed should come under this committee.

This will be put to the Town Council for agreement

14 ITEMS FOR INFORMATION/NEXT AGENDA

A question of where the gates are that used to close the entrance to the churchyard from the Market Place. This will be investigated

The implanting of trees between the leylandii

15 DATE OF NEXT MEETING

This will be held in early December – exact date to be agreed.

There being no further business, the Chairman closed the meeting at 3.30pm

REPORT TO COUNCIL

Subject: Restoration of Boundary Wall, Aylsham Parish Church

Author: Wendy Murphy

Date: 9th September 2021

The following three quotes have been received – sourcing three quotes has been difficult due to the materials that are required and the poor state of the wall and recommended restoration builders/specialists had not replied to emails that had been sent asking them to come and take a look which we are finding to be the case in most work that is required.

Quote A

To supply bricks, lime, sand, skips and labour to repair main wall	£36900
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To supply bricks, lime, sand, skips and labour to leaning wall be the pedestrian gate	£5420
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Quote B

To supply bricks etc and labour to repair main wall	£18000
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(did not quote for other wall)This quote is more of an estimate as it was done via photos only

Quote C

To do both walls and supply bricks etc and Labour	£50000
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AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD AT AYLSHAM TOWN HALL ON WEDNESDAY 4 AUGUST 2021 at 7:00pm**

PRESENT:

Eileen Springall	-	Councillor (Chairman)
Pat Prekopp	-	Councillor
Rodney Clark-Ward	-	Councillor
Giles Margaron	-	Town Resident
Sue Lake	-	Aylsham Town Clerk
Donna Butcher	-	Aylsham Town Council Admin

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies were received from Karen Smith, Andrew Strange and Joan Bennett.

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

None Received

3. TO CONFIRM MINUTES OF MEETING HELD ON 2 JUNE 2021

Minutes of the meeting held on 2 June 2021, as previously circulated were 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 DISCUSS THE POSSIBILITY OF RUNNING THE BEPUZZLED TREASURE TRAIL

After an explanation on how the trail would work and discussion it was decided that it would be too late to get it up and running for over the school summer holidays but it was agreed to get everything in place to start in October to coincide with the half term holiday and Halloween. It was suggested that flyers to advertise the event be passed to Monica Harding and sent out via the schools cluster group. The locations of the decals are yet to be decided.

7. TO DISCUSS PLANS FOR THE STREET PARTY

It was hoped that the street party would go ahead later this year. However, after a discussion and the fact that two events to be held have been cancelled (the Beer

Festival and a live music event in the Town Hall) it was agreed to cancel the event for this year and to plan for the Platinum Jubilee street party in 2022.

8. TO DISCUSS PLANS FOR THE VE DAY AFTERNOON TEA

It was decided to cancel the original plans for the afternoon tea and film. With other events being cancelled and considering the age group of the people attending it was agreed that it may not be well attended at this time.

Sue informed the committee that she has a meeting arranged with Sarah Cook to discuss possible grants for events possibly for a street food market similar to the Junkyard Market to enhance the Food Festival. Patrick and Giles advised that the timetable of events for the Food Festival would not allow such a thing to take place. The possibility of a Gin Festival was discussed to be held the Friday night before the Food Festival. To contact James Marks of the Round Table for advice.

9. TO DISCUSS PLANS FOR THE CHARITY OPEN DAY

A date of 6 November was agreed for the Open Day to coincide with the Farmers' Market. This will be held in the Town Hall, possible overspill to Drill Hall depending on the amount of attendees. Clubs and societies to be contacted inviting them to have a stand. Although this will be a free event a £10 deposit will be taken and refunded on arrival and set up. It was asked that the contact details of the attendees be collated and passed to Cittaslow Committee. It was suggested to contact Gemma Shepherd at Tesco for a donation of a hamper.

10. TO DISCUSS PLANS FOR THE CHRISTMAS LIGHTS SWITCH ON

It was discussed that there would be fewer stalls down Red Lion Street this year, possibly from Whites Butchers up to No23 Aesthetics (previously Santander). The possibility of having the fire engine and a police car for 'display' down the remainder of Red Lion Street was suggested. Applications for stall holders to be sent out by the end of August. The booking for the musician originally booked for the Street Party to be transferred to this date. With reference to the question of who should switch on the lights, it was suggested that members of the Covid-19 vaccination team from the GP surgeries should be invited to take part, this was agreed.

11. TO DISCUSS PLANS FOR THE PLATINUM JUBILEE

The Queen's Platinum Jubilee will celebrated next year with 2nd – 5th June being made a public holiday. With so many events being cancelled over the past 18 months the committee agreed that we need to make the most of this time to make a comeback. The following was discussed:

Thursday 2 June – traditional fete, possible locations; the recreation ground, Keys Sale Yard, Purdy's field.

Friday 3 June – the EPIC Aylsham 5k race is already booked in for this date. Discuss with Steven Hitcham the possibility of doing this as part of the Jubilee celebrations with maybe a junior 1k race incorporated.

Saturday 4 June – Farmers' Market

Sunday 5 June – Street Party

12. TO ADVISE OF THE CANCELLATION OF THE BEER FESTIVAL AND CLEARCOMPANY EVENTS

It was announced that the Beer Festival has been cancelled for this year due to the ongoing uncertainty of Covid-19. Also, the ClearCompany events that were held in the Town Hall and Market Place have been cancelled due to poor attendance and unpredictability of the parking in the Market Place when they were setting up for the event.

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

Fireworks Display – Rodney Clark-Ward advised us that the paperwork had been sent to Broadland District Council and an attendance figure of 1500 people has been agreed. The possibility of the tickets being sold from the Town Council office was suggested. A cost for wristbands to be looked at. Contact details for funfair to be given to Rodney.

14. DATE OF NEXT MEETING

Wednesday 1st September 2021 at 7pm in the Town Hall

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.25pm

Aylsham Town Archive: Collection policy

1. Act as archive for the Town Council in liaison with Town Clerk.
2. Accept all items relating to history of Aylsham and immediate (2-3 miles) district unless:
 - a) duplicates of material already held
 - b) too damaged or fragile to be kept in non-specialist storage
 - c) in a format no longer accessible (ie floppy disks, videos), although rare items may be taken to NRO or Film Archive for deposit/migrating
 - d) the bulk is too great for our storage capacity
 - e) it is a public record or parish record out of custody which should be deposited under the Public Records Act or Diocesan Synod Measures.
3. Ensure sensitive personal information is protected by closure of records where appropriate.
4. Items on loan must be returned within 2 months: scanned images to be stored in photographic archives and documents to be listed in detail.

Aylsham Town Archive: Mission statement/objectives

To preserve and maintain the current Town Council archive in good condition

To increase the archive by accepting appropriate deposits, both physical and digital, which enhance the collections of both documents and photographs

To safeguard the collection from physical hazards (theft, fire, flood, damage by handling) in line with Council policy

To make the archive accessible within the constraints of above statements and those of volunteer staffing supervision, in line with Aylsham Town Council guidance. Contact the Town Clerk on TownClerk@aylsham-tc.gov.uk

To acknowledge enquiries within a week and answer within a month

To encourage and support volunteer colleagues in meeting the objectives

REPORT TO COUNCIL

Subject: Woodgate Allotments

Author: Wendy Murphy

Date: 9th September 2021

We have had a long standing allotment holder enquire about putting a wildlife pond in at the wasteland next to the carpark at the Woodgate Allotments.

This would be fenced off with a gate and would be very shallow. It would attract all sorts of wildlife and would make a nice area for people to sit and reflect. Maybe a bench could be looked at being put in.

The fence and gate would be supplied by the allotment holder so there would be no cost to the Town Council unless they decided to provide a bench

Council are asked to consider this