



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 7th OCTOBER 2026 at 7pm

PRESENT:

Kay Montandon (Chair)
Tim Briscoe
Jon Minns

David Anderson
Gordon Clarke
Patrick Prekopp

Trevor Bennett
Mary Evans

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk) and Harry Clark (Deputy Clerk).
Sue Catchpole (Broadland Council and Norfolk County Council)

1. To Receive Apologies for Absence

Apologies were received from Kevin Cunnane, Catherine Fletcher, Michael Goodwin and Mitchell Philpott.

2. To Elect Vice Chairman of the Council for 2026/2027

It was ***agreed*** to defer this item. Nominations were encouraged for the next meeting.

3. To Receive Declarations of Interest and Grant Requests for Dispensation

None raised.

4. To Agree the Minutes of the Meeting held on 2nd September 2026

It was ***agreed*** to accept the Minutes of the Town Council meeting held on 2nd September 2026. The Minutes were signed as a true and accurate record by the Chairman.

5. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

No matters raised.

6. To Receive Reports from County and District Councillors, and other Partnership Organisations

Sue Catchpole advised that the draft Norfolk County Council budget had been produced, showing cuts across all services bar one.

The Broadland Council elections will be going ahead in May 2027. There has been no further information on the review, scope or timescale of LGR resulting in continued uncertainty. The budget set aside for legal fees is being retained. 2028 remains the planned timescale for the mayoral elections.

7. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

8. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. The Clerk provided an update on the IT improvement programme in that a route for cabling through the basement is being investigated.

Kay Montandon asked about the status of the church wall planning application. It was noted that the last extension of 2nd October had now expired with no response. The Clerk will escalate to the Assistant Director of Planning.

The Clerk's report was *noted*.

9. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including New Proposals

Updates had been circulated on the following potential capital and CIL projects and were *noted*:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Surfacing of Mileham Drive MUGA	Neighbourhood Plan
Community Information Bureau	Soame Pump traffic
Surfacing of Mileham Drive Play Area	
Road Safety at Burgh Road – Zebra Crossing	
Community Building Space	

Kay Montandon queried the progress for the play area surfacing repairs. The Clerk advised that patch repairs using rubber crumb and resin were in the process of being arranged. This should increase the longevity of the surfacing until a longer term replacement can be arranged.

10. Highways

a) To receive update on the Transport Hub

A meeting was held with Norfolk Homes on 11th September. The transport hub area was discussed and potential assistance Norfolk Homes can provide. It was advised that due to the lengthy timescales of the project that a clean tender is produced and then Norfolk Homes will communicate with the appointed contractor and consider any assistance at the time of construction. The Clerk will obtain quotes for consultants to assist with the creation of the tender pack.

b) To receive update on Parish Partnership 2027/2028 and consider possible projects.

At the last meeting the Clerk agreed to investigate a length of footpath or trod between the

roundabout at Woodgate to the bus stop. This area has now been put forward by the Neighbourhood Plan group as a possible area of Local Green Space, which would be given additional protection. It may not be appropriate now to consider developing this area. The scheme also covers:

- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improvements to Public Rights of Way / Norfolk Trails.

Therefore, advice has been sought from Pathmakers, a charity dedicated to improving access to the Norfolk Countryside for people of all abilities and backgrounds, about whether any improvements are required in Aylsham.

c) To receive update from Transport Group

A written report from the group had been circulated. Items covered included:

- Governance of the group (to be discussed under item 13c)
- To obtain a copy of the safety survey for the priorities on Penfold Street
- Update from the speedwatch team.
- An audit of signs in the town and whether some of them are redundant.

d) To consider correspondence relating to highway damage on Holman Road

Parishioner correspondence and the associated highways response was circulated to members. Whilst the Town Council was sympathetic to the matters raised by the parishioner, it was **agreed** that as the Highways Authority had already considered the matter there was nothing further the Town Council could do without setting a precedent of encouraging public money to be spent on private land.

11. Finance

a) To receive bank reconciliation to 29th September 2026

The bank reconciliation to 29th September, showing a balance of £454,852.48, was **noted**.

b) To receive year to date payments and receipts against budget

The budget document was **noted**.

c) To agree the detailed payments from 26th August 2026 to 29th September 2026

The payments totalling £69,864.29 were **agreed**.

d) To agree the detailed receipts from 26th August 2026 to 29th September 2026

The receipts totalling £11,280.53 were **agreed**.

e) To note the schedule of reserves

The level of reserves was **noted**.

f) To receive interim audit report from PKF Littlejohn

The Clerk reported that PKF Littlejohn had been unable to complete their review in time to enable the Town Council to publish the required documentation in line with Statutory requirements. This is because of correspondence received which is yet to be reviewed. The Clerk confirmed that the documentation provided by PKF Littlejohn is on the Town Council website and noticeboard. The interim audit report was **accepted**.

g) To Appoint Internal Auditor for 2026/2027

A report was provided to members of the requirements of an internal auditor, including their independence to the council. Members **agreed** to the Clerk's recommendation of

appointing PATAS for the 2026/2027 internal audit. The conduct of PATAS for the 2025/2026 internal audit was professional and gave confidence to the process.

The cost to the Town Council would be £750 which would consist of 2 audits (one onsite interim audit and the year end audit remotely).

h) To Consider Items for 2027/2028 Budgetary Consideration

The Clerk encouraged all members to think about items that would be required for the 2027/2028 budget as this is in the process of being drafted.

12. To Receive Information on Winter Pressures Grant Scheme and Consider Project(s)

Information was provided on Broadland Council's Winter Pressures scheme. It was **agreed** that Kay Montandon would submit an application for the Live Well for Less event.

13. Governance

a) To Appoint Member to the Christmas Lights Committee

As a result of the resignation of Cheryl Bould, a further member was required for the Christmas Lights committee. It was **agreed** that Kay Montandon would be appointed to the Christmas Lights Committee.

b) To Appoint Member to the Events Committee

It was **agreed** to defer this item.

c) To agree Structure and Terms of Reference for the Transport Group

It was **agreed** that the Transport Group should be a formal working group of the council. The Clerk had drafted Terms of Reference which will be amended to reflect the working group status of the group.

14. Procurement

a) To Consider Creation of a Procurement Panel

The Clerk reported that presently tenders are discussed at the end of the meeting in a closed session because of commercial confidentiality. This may lead to the perception of not giving due consideration to the process due to the time of night the tenders are being considered. The recommendation is for the formation of a Procurement Panel. The Procurement Panel will review the tenders in advance and provide a report and recommendation to full council or appropriate committee. Full council retains the right to accept the recommendation or otherwise. Under the Procurement Act 2023, the council's process must give due regard to:

- Value for money
- Maximising public benefit
- Transparency
- Integrity
- Fairness
- SME Accessibility

Members **agreed** to a Procurement Panel, however it would be flexible and members would be appointed each tender based upon their relevant expertise. It was further **agreed** that the Procurement Panel for the current boiler tender would consist of Trevor

Bennett, Mary Evans and Jon Minns and they would make a recommendation to the Property Committee.

b) To Consider Adoption of a Terms and Conditions of Service

Due to The Procurement Act removing the ability to ask pre-qualification questions as part of an Open Process (meaning the council can no longer ask about 3 years of accounts, CVAs and insurance etc as part of the tender process), it has been recommended that a clause be put into each tender to advise that successful contractors will be expected to comply with the Aylsham Town Council's terms and conditions of supply. The Town Council's terms and conditions of supply will include an expectation for the successful contractor to demonstrate compliance with conditions such as these. A draft Terms and Conditions of Supply was presented to members, which was **adopted**.

15. To Consider Response to Broadland Council Public Spaces Protection Order in Relation to Vehicle Related Anti-Social Behaviour.

Broadland Council proposes to renew its Public Spaces Protection Order in relation to aspects of vehicular anti-social behaviour. As part of the consultation, the Town Council has been asked:

- Whether it agrees with the regulatory controls contained in the existing PSPO? The council **agreed** that it did.
- Whether it agrees with the proposal to extend the existing PSPO for a further three years? The council **agreed** that it did.

16. Committee Reports

a) Planning Committee

i) To note the Minutes of the planning committee meeting of 10th September 2026

The minutes of the Planning committee meeting of 10th September 2026 had been circulated and were **noted**.

It was noted that correspondence had been received about the proposed A140 speed reduction from 60mph to 50mph. The Town Council still retains its objection to the proposals as the project does not reflect the initial discussions with the town council. The reduction in speed limit was due to be down to 40mph, not 50mph as specified.

Trevor Bennett reported that correspondence had been received from the Reepham and Aylsham Medical Practice advising that they had received planning consent for a new business premises on Penfold Street.

b) Visit Aylsham

i) To receive the notes of the Meeting of 16th September 2026

The notes of the meeting of 16th September had been circulated. The Clerk updated the meeting of the result of the Love Your Market Town grant applications. Regrettably the applications for marketplace wi-fi and marketplace greening had been turned down, but the project for digital signage had been successful.

c) Cittaslow

i) To note the Minutes of the Meeting of 22nd September 2026

The minutes of the Cittaslow Committee meeting on 22nd September had been circulated and were **noted**.

ii) To consider report on the future of running Cittaslow Aylsham

Patrick Prekopp had provided a report on the recent meeting of the Cittaslow UK CIC. Now that Mold and Llangollen are withdrawing there needs to be a redistribution of funds, however there is no asset lock to give provision for this. Clarification is to be obtained as to how much is owed to Italy.

Options to be discussion in the future are:

- Town Council takes on the CIC
- Town Council runs Cittaslow Aylsham without the CIC
- Delegate running to another agency
- Remove association with Cittaslow

It was **agreed** to defer this decision until more is known about the asset lock.

d) Staffing Committee

i) To note the Minutes of the Staffing Committee of 9th September 2026

The Staffing Committee minutes of 9th September 2026 had been circulated and were **noted**.

e) Property Committee

i) To note the minutes of the committee meeting held on 15th September 2026

The Property Committee minutes of 15th September 2026 had been circulated and were **noted**.

f) Churchyard Committee

i) To note the minutes of the churchyard committee held on 8th September 2026

The minutes of the churchyard committee meeting held on 8th September 2026 had been circulated and were **noted** by the council.

ii) To Receive Report on Initial Memorial Stability Testing

The Clerk provided a report into the memorial stability testing in the new area of the cemetery. Fourteen memorials failed and had to be laid down. Contact has already been made with the holders of the Exclusive Rights, where known, advising of the condition and requesting repairs. Where the holders of the Exclusive Rights are not known, the council has the following options:

- To keep the memorial laid flat
- To move the memorial to a safer part of the cemetery
- To pay for the repairs and place a charge on the grave.

Next actions are as follows:

- Push test to be completed on other memorials.
- Quote to be obtained for repairs where applicants cannot be contacted. This will allow the council to consider next actions.
- Application forms to be updated with requests for telephone numbers as email addresses. These tend not to change when physical addresses do.

It was **noted** that a working party has attended the cemetery to remove old Christmas wreaths and clear broken glass and ornaments (photos have been taken of the latter prior to removal).

g) Christmas Lights Committee

i) To note the Minutes of the Christmas Lights Committee meeting of 10th September 2026

The minutes of the Christmas Lights Committee meeting on 10th September had been circulated and were noted.

h) Events Committee

i) To note the Minutes of the Events Committee Meeting of 16th September 2026

The minutes of the Events Committee meeting on 16th September had been circulated and were noted.

j) Neighbourhood Plan Steering Group

i) To receive the Minutes of the Neighbourhood Plan Steering Group meeting of 17th September 2026

The minutes of the Neighbourhood Plan Steering Group meeting held on 17th September had been circulated and were ***received***. It was noted that the Household survey is now being conducted. Once the results of the survey are in they can be analysed and the draft Neighbourhood Plan brought to council for approval.

k) Blickling Stakeholder Meeting

The notes of this meeting held on 10th August were circulated and were ***noted*** by council.

17. To Note Items for Information or Future Agendas

Budget

18. To Confirm the Date of the Next Meeting as Wednesday 4th November 2026

This was ***agreed***.

19. Closure of the Meeting to the Press and Public

To consider a resolution under the public bodies (admission to meetings) act 1960 to exclude the press and public for the duration of item 20 view of the commercial sensitivity of the business to be transacted

Item not required to be considered as delegation had been given to the Property Committee

20. Contracts

a) To Receive Quotations for Boiler Replacement and Appoint Contractor

Item not required to be considered as delegation had been given to the Property Committee

There being no further business to transact, the meeting closed at 8.50pm

_____ Signed _____ Date