AYLSHAM
TOWN COUNCIL

MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 5th AUGUST 2026 at 7pm

PRESENT:

Kay Montandon (Chair)	David Anderson	Trevor Bennett
Tim Briscoe	Gordon Clarke	Kevin Cunnane
Mary Evans	Catherine Fletcher	Michael Goodwin
Jon Minns	Mitchell Philpott	Patrick Prekopp

ALSO IN ATTENDANCE:
Faye LeBon (Town Clerk) and Harry Clark (Deputy Clerk).
Sue Catchpole (Broadland Council and Norfolk County Council)
Sgt James Marrison and P.C. Denis Evans (Norfolk Constabulary)

1. **To Receive Apologies for Absence**
   None received.

2. **To Elect Vice Chairman of the Council for 2026/2027**
   It was ***agreed*** to defer this item.

3. **To Receive Declarations of Interest and Grant Requests for Dispensation**
   None raised.

4. **To Agree the Minutes of the Meeting Held on 1st July 2026:**
   It was ***agreed*** to accept the Minutes of the Town Council Meeting held on 1st July 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 Welcome Sgt James Marrison and Receive Police Report**
   Sgt Marrison and P.C. Evans were welcomed to the meeting.
   Sgt Marrison provided a report detailing:

   - An update on the recent attack in the market place. A suspect was arrested and is currently on bail with strict conditions. There is not deemed to be any risk to the wider public.

- There have been two recorded possessions of weapons in Aylsham in the last three months. Again, there is not deemed to be any risk to the wider public.
- Domestic incidents can cause distortions in the reporting, as there can be multiple reports under one incident, such as an argument, an assault or criminal damage.
- There have been two incidents of arson in the last three months (not linked to each other). The fire service determines whether an incident is arson or an accident.
- There have been six incidents of theft reported in the last three months, mostly from shops.
- There have been two burglaries in the last three months, one being in a vacant building which has now been made secure.
- There have been two incidents of possession of cannabis, both occurred as a result of a search after an arrest was made. There has also been one incident of possession of a Class A drug.
- The police are aware of anti-social behaviour in the churchyard and are in the process of bringing together the relevant intelligence.
- The police are aware of a neighbourhood issue at Cottage End and is in the process of trying to empower the Housing Association to take action.
- The police are aware of anti-social behaviour / drug related behaviour on Marriotts Way.
- The Classic Ibiza event at Blickling was well organised and well policed. The only concerns were people crossing the road to walk back to Aylsham. It was suggested that people bring a torch so that they are more visible.
- The current local police priority is anti-social behaviour. Locally the police are patrolling the market place and the recreation ground, but they will also incorporate the churchyard into patrols. Everyone was encouraged to report crimes and anti-social behaviour.
- The police are operating the Neighbourhood Policing Guarantee, whereby a reply to a non-emergency event should be given within 72 hours.
- The police have given authority to re-open the public toilets after the incident on 24th July.
- Publicly accessible priority setting meetings are still held, which can be accessed in person and online. The next meeting will be 21st September.
- The police have a very good relationship with the school to help identify young people that are suspected of being involved in an incident.
- The Clerk will email Sgt Marrison details the recent anti-social behaviour in the Paupers' Graveyard to see if the council can design the area better to prevent this behaviour.
- Sgt Marrison will email the Clerk the publicly available detail of the recent crimes.

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

Sue Catchpole raised the success of the launch of the Heritage Snail Trail and was pleased to be part of the project. She extended thanks to all those involved. New ideas were encouraged as the Love Your Market Town funding is now open again.
The new administration continues to find its feet, and a letter has been sent to the Secretary of State requesting the cancellation of Local Government Reorganisation.

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

No matters raised.

9. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. The Clerk updated that there had been a vehicle strike of a street light on Church Terrace over the weekend.

The Clerk's report was ***noted***.

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

Updates were provided 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	

The Clerk provided an update on Bank Barn, in that the Land Registry documents suggested that the Barn was in the same ownership as the rest of the Barclays site, whereas this has not been declared in the application for planning permission. The planning officer will ask the applicant to clarify.

11. Highways

a) To receive update on the Transport Hub

An invitation to meet has been extended to Norfolk Homes to move this project forwards. The Clerk will follow up on this invitation.

b) To receive update car parking around the Saturday Car Boot Sale Site.

The Clerk had made contact with the organiser of the car boot sales and had received a constructive response about the measures they are already putting in place and what their legal restrictions are. It was noted that there had been an improvement since last month. The organiser of the car boot sales had extended an invitation for councillors to attend on a Saturday to see the operation and discuss any improvements which could be made. If any councillor wishes to accept this offer they should contact the Clerk.

c) To Receive Update from Norfolk County Council regarding proposed A140 Speed Restrictions.

It was noted that a meeting has been arranged with Norfolk County Council on 25th August to discuss this further. The new development on Burgh Road and its impact on the A140 will be brought up. It was also noted that now the Norfolk County Council Ward Members

Fund had been withdrawn, any further safety survey is likely to have to be funded from the Town Council.

12. Finance

a) To receive bank Reconciliation to 28th July 2026
The bank reconciliation to 28th July, showing a balance of £550,583.05, 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 24th June 2026 to 28th July 2026
The payments totalling £97,524.0 were ***agreed***.

d) To agree the detailed receipts from 24th June 2026 to 28th July 2026
The receipts totally £28,874.51 were ***agreed***.

e) To note the schedule of reserves
The level of reserves was ***noted***.

f) To receive update on Internal Audit Process
The Clerk reported that the Council's previous Internal Auditor had been asked if they would like the Council's decision of 3rd June (to pay for works until 29th May when instruction was given to cease work) to be reconsidered. This offer was declined with the further request that no further correspondence be entered into.

g) To consider recommendations from the Internal Audit
A table was provided with all recommendations:

- Investment Policy requires review (see item 12gi)
- Financial regulations be updated (see item 12gii)
- Standing Orders be reviewed. The Clerk reported that the latest NPTS model had been checked and they are identical to what the Town Council has and the updates regarding Data Protection and the Procurement Act have been taken account of. The website has now been updated to reflect May 2026 review. This was ***accepted***.
- The Town Council should work towards increasing it's general reserves. The Clerk reported that the Town Council adopted a general reserves policy in March, acknowledging a resolution over four years. This was ***accepted***.
- Aged debtors to be reviewed (see item 12gii)
- Total balances of finance reports to be reported in the minutes. The Clerk reported that this practice commenced in July 2026 and will be ongoing. This was ***accepted***.
- Pay Multiple and Fraud to be published as part of Transparency Code (see items 12giv and 12gv).
- Public notice dates to be reported in the minutes. This was completed at the meeting of 22nd June 2026 and will be ongoing annually. This was ***accepted***.
- Data Retention Policy to be adopted. See item 12gvi.

i. To Review Investment Policy
A new Investment Policy had been circulated to council, detailing the necessity to consider yield after security and liquidity. It was ***agreed*** to adopt this policy.

ii. To Review Financial Regulations
Financial Regulations based upon the NALC model had been circulated to members, with relevant amendments to reflect the business of Aylsham Town Council. This document was ***adopted***.

iii. To Review Aged Debtors

The Internal Auditor had noted two aged debtors, for £192 and £40 respectively. The debt for £192 had now been settled. It was agreed to write off the other £40 as it was deemed as an incorrect invoice for a booking that had been cancelled.

iv. To Note Pay Multiple for 2025/2026

This is required as part of the Transparency Code. The pay multiple for 2025/2026 was reported as 1.87:1 and this will be published on the Town Council's website.

v. To Note Fraud Report for 2025/2026

This is required as part of the Transparency Code. The incidents of fraud in 2025/2026 were reported as zero and this will be published on the Town Council's website.

vi. To Consider Adoption of Retention Policy

A draft retention policy had been circulated to members. It was ***agreed*** that this policy should be adopted.

13. Committee Reports

a) Aylsham Climate Emergency

i) To receive the minutes of the meeting of 6th July 2026 and adopt decisions made.

The minutes of the meeting of 6th July 2026 were ***received***.

ii) To approve amendment to PEB project proposal to approve additional funding for musician

It was noted that a musician had been booked for the PEB event, which had not previously been approved. Council ***agreed*** additional expenditure of £100 to cover the cost of the musician at the event.

b) Planning Committee

i) To note the Minutes of the planning committee meeting of 9th July 2026

The minutes of the Planning committee meeting of 9th July 2026 had been circulated and were ***noted***.

ii) To receive update regarding Lidl application

An update meeting was held with Lidl on 28th July to discuss amendments to their application as a result of consultation feedback. Lidl has also asked for any community mitigation measures to potentially include in a Section 106 agreement. This will be discussed further by the planning committee on 13th August.

c) Visit Aylsham

i) To receive verbal report of the Snail Trail Launch on 1st August

Mitchell Philpott reported that the launch of the trail was a great success and the whole project was an excellent example of collaborative working between organisations and members of the public to deliver something of value to the local community. The social media posts generated 11,000 views and there had been in excess of 2,000 visits to Visit Aylsham.

Michael Goodwin extended his thanks to Mitchell for his work on the project and on the day of the launch.

ii) To receive update on the Town of Culture Application

Regrettably the Aylsham had not progressed in the Town of Culture competition. Mitchell Philpott thanked all those involved in the application and noted that so many positives had come out of the process which can be taken forwards as future projects.

d) Cittaslow Committee

i) To note the Minutes of the Cittaslow committee meeting on 21st July 2026

The minutes of the Cittaslow Committee meeting of 21st July 2026 had been circulated and were ***noted***.

ii) To receive verbal update on the Cittaslow UK AGM on 5th August.

Patrick Prekopp reported that both Mold and Llangollen had elected to leave the Cittaslow movement, leaving Aylsham as the sole Cittaslow town in the UK. Further work is required as to how to dismantle the CIC and options for Aylsham as a Cittaslow town in the future. Patrick will bring a proposal to the council on 2nd September as to how to progress.

e) Staffing Committee

i) To note the Minutes of the Staffing Committee of 22nd July 2026

The minutes of 22nd July 2026 had been circulated and were ***noted***.

ii) To Consider Requirement for Safety Monitoring of Lone Workers and Agree Associated Budget

It was ***agreed*** to proceed with the proposal to supply 5 lone worker devices at a cost of £330.93 upfront and £79.90 per month for a period of 3 years. It was ***agreed*** to take this money from the staffing budget. This proposal is subject to a 7 day trial being successful.

f) Property Committee

i) To note the minutes of the committee meeting held on 7th July 2026

The Property Committee minutes of 7th July 2026 had been circulated and were ***noted.*** When the draft minutes are taken to committee for approval, they should be corrected to reflect that there were no declarations of interest.

g) Events Committee

i) To note the minutes of the events committee held on 15th July 2026

The minutes of the events committee meeting held on 15th July 2026 and were ***noted*** by the council***.***

14. IT Improvement Project

a) To Review Hardware / Software Project and Associated Budget

b) To Review Network Section of Project and Associated Budget

c) To Review Ongoing IT Support Requirements

All items were considered by the council en-bloc. It was reported that phase one was almost complete and phase 2 has been designed but not fully costed. A breakdown of proposed billable and non-billable work has been received which will require further consideration by the council. It was agreed, rather than defer the matter to the September meeting, that an extra-ordinary meeting be called with this as a single agenda item so that a response can be given to the contractor.

15. Governance

a) To Agree Standard Email Disclaimer for the Town Council

A draft had been circulated to members. It was ***agreed*** to adopt the wording of the disclaimer, but further work would be required on the images.

b) To Review Town Council Privacy Policy

A new Privacy Policy to replace the 2018 version had been circulation. This was ***adopted*** by members.

c) To Agree Date, Time and Format for Councillors to Initiate Discussions on Long Term Strategy

It was ***agreed*** that councillors and the Clerk would participate in an informal discussion to bring forward ideas for the long term strategy for the council. The actual strategy would then be agreed in a formal meeting of the Town Council. The informal meeting will be held on Monday 9th November, 9am – 1pm.

It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours

16. Council Events and Training

a) To Agree Delegates to attend the NPTS Autumn Seminar

It was ***agreed*** that Kay Montandon should attend, with the option for the Deputy Clerk to also attend. The Clerk showed a preference for alternative courses on specific subjects.

b) To Agree Delegate to attend the Norfolk Cadet Forces Employer Engagement Breakfast

It was ***agreed*** that the Deputy Clerk would attend.

17. To Note Items for Information or Future Agendas

Gordon Clarke will circulate future agenda items.

18. To Confirm the Date of the Next Meeting as Wednesday 2nd September 2026

This was ***agreed***. The Clerk will circulate the date of the extra ordinary meeting to discuss the IT contract.

There being no further business to transact, the meeting closed at 9.10pm

_______________________________Signed _______________________________Date