



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 3rd DECEMBER 2025 at 7pm

PRESENT:

Kay Montandon (Chair)
Tim Briscoe
Mary Evans
Jon Minns

David Anderson
Gordon Clarke
Catherine Fletcher
Mitchell Philpott

Cheryl Bould
Kevin Cunnane
Michael Goodwin
Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk)

1. To Receive Apologies for Absence

Apologies were received from Trevor Bennett.

Apologies were also noted from Steve Riley (Norfolk County Council) and Sue Catchpole (Broadland District Council).

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

None raised.

3. To Agree the Minutes of the Meeting held on 5th November 2025

It was **resolved** to accept the Minutes of the Town Council Meeting held 5th November 2025. The Minutes were signed as a true and accurate record by the Chairman.

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

No matters raised.

5. To Receive Reports from County and District Councillors, and the Police

Kay Montandon reported that Steve Riley had arranged for his members' grant to be used for the purchase of the SAM3 sign, rather than using the parish partnership scheme. Thanks were extended to Cllr Riley for his support with this project.

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

No matters raised.

7. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. In addition to the written report, the following was raised:

- The tax base has been released for 2026/2027. The tax base for Aylsham is 2757 which is 30 greater than the previous year. It was noted that some parishes had seen a reduction in tax base.
- There had been several media requests of the Town Council for comment about the pigs loose in the town. As the Town Council had not had not discussed the matter as a corporate body, the response to these requests was that the Town Council had no comment to make.
- The Clerk is to follow up with Norfolk County Council to find out if the real time information was installed in the Norwich Road bus shelter.

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

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

Mitchell Philpott queried whether an information centre for the town, which could encompass numerous services, including a full banking hub and Citizens Advice Bureau, would qualify as a CIL project. The Clerk was of the belief that it would.

The following potential capital and CIL projects were **noted**:

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

9. To Review Scheme of Delegation

The Town Council's Scheme of Delegation was reviewed. Amendments were approved by the Town Council and the document **adopted**.

10. To Appoint Member to the Cittaslow Committee

It was **agreed** that David Anderson should be appointed to the Cittaslow Committee.

11. Highways

a) To receive update on Transport Hub

The Clerk reported that the Town Council's consultant is in the process of sourcing details for the overhead solar panels. This has been invoiced for so the details are anticipated in the near future. Of the £10,000 grant received for this project, £2,270.75 remains. The

Clerk will follow up with the contractor to see if a price for the planning application has been obtained.

A more appropriate name for the project would be the transport interchange.

b) To receive report from Transport Group

Kay Montandon reported that the group had been discussing various options for enhancing the Market Square. Consultations have been held with Norfolk County Council regarding bus stops in the square and there are now 5-6 design iterations. A further meeting is sought with representatives from Norfolk County Council with regards to bus services in Aylsham and bus stop locations. Special mention was made to Gordon Clarke for drawing up all the design options and Chris Tilley for a highly useful set of interactive maps showing all the bus routes and stops between Aylsham and other local towns. Gordon Clarke noted that of the projects detailed in the Traffic Strategy, only two had not yet been started. These are the way finder signage and the cycle routes.

c) To consider correspondence on Bus Shelter Improvement Funding

A final round of funding has been released to install new, and improve existing, bus shelters. The Clerk will seek advice from Norfolk County Council about a new gold bus shelter for Norwich Road north, as the developer is only responsible for the Norwich Road south shelter.

Advice will also be sought about whether there is space for a shelter by the Market Surgery.

12. Finance

a) To receive bank Reconciliation to 25th November 2025

The bank reconciliation was *noted*.

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

The budget document was *noted*.

c) To agree the detailed payments 30th October 2025 to 25th November 2025

The payments were *agreed*.

d) To agree the detailed receipts from 30th October 2025 to 25th November 2025

The receipts were *agreed*.

e) To note the schedule of reserves and agree amendment to Events reserve or revenue budget.

The level of reserves were *noted*.

The earmarked reserves budget for events is currently recorded as £7,200. As part of the budgeting process for 25/26, it was anticipated that this reserve would close on 31st March 2025 at £7,700 (with an opening balance of £7,200, £2,000 income being moved into it, and £1,500 expenditure moving from it).

The revenue budget in the accounts is showing as a budgeted expenditure of £7,700 whereas the budget documentation agreed by councillors shows a precepted events budget of £2,000. Therefore, it is of the belief that the £7,700 has been accounted for twice, both in revenue and reserves.

It was *agreed* to amend the earmarked reserves to £7,700 and the revenue budget in accordance with the 2025/2026 budget agreement.

Further work is required on the reserves for deposits for allotments and hall hire.

f) To receive report from Internal Scrutineer

Catherine Fletcher provided two reports to the council based upon samples of financial paperwork which had been checked. All were found to have been in order. It was noted

that the orderly manner of the financial filing made the paperwork straightforward to check. Kay Montandon thanked Catherine for her work.

g) To appoint internal auditor

The Clerk reported that there was no requirement to change the internal auditor however a review was recommended. Prices were compared of local council auditing services. It was **agreed** to appoint Per Pro Services for an interim and final audit for the 2025/2026 financial year.

13. Neighbourhood Plan

a) To receive report from the Neighbourhood Plan group and consider appointment of Neighbourhood Plan consultant and funding thereof

Kay Montandon reported that the Neighbourhood Plan Steering Group has considered the task plan required to get the review completed in time for the GNLP to be revised (2027). The Broadland Council meeting on the Local Government Review and Neighbourhood Plans, attended by Chris Tilley, emphasized the urgency with which towns need to act to protect their area from development that is not of the type or with the required infrastructure for their town. The Steering Group is putting in a lot of effort, but it was agreed that the deadline would not be achieved without considerable technical input. The Steering Group would like to appoint the preferred consultant from the consultant presentations which took place prior to the removal of Locality funding. The Steering Group will define a tight brief for the work and maintain project tracking to ensure deadlines are met.

Councillors discussed the merits of Neighbourhood Planning along with their vulnerabilities should they become out of date or open to interpretation. There will be a call for sites as part of the GNLP imminently so it will soon become apparent as to which landowners are interested in development. Community Land Trusts were also discussed. It was **agreed**:

- i. To proceed with the review of the Neighbourhood Plan
- ii. To appoint Rachel Leggett, as the Steering Groups current contractor
- iii. To use CIL money to fund the Neighbourhood Plan, should external funding be insufficient, up to a maximum of £30,000
- iv. A terms of reference for the steering group would be agreed in the January meeting

b) To received feedback from Neighbourhood Plan group on Broadland District Council Design Code consultation and Consider Response

It was **agreed** not to make a comment from the Town Council on this consultation.

c) To Consider Response to GNLP Green Infrastructure Strategy Consultation

It was **agreed** not to make a comment from the Town Council on this consultation.

d) To Consider Response to the GNLP Sustainable Communities SPD consultation

It was **agreed** not to make a comment from the Town Council on this consultation.

14. To Consider Response to Government Consultation on Unitary Model(s)

It was **agreed** to defer this item until the January meeting.

15. To Consider Response to Norfolk County Council regarding Footway Lighting on the Burgh Road Development

Correspondence has been received from Norfolk County Council advising that the County Council will not accept responsibility for street lighting on the Burgh Road development as it is considered that there is no highway need. Norfolk County Council would like to know if the Town Council would like street lighting installed and would take subsequent responsibility for it.

It was noted that street lighting has been declined on the Norwich Road development due to the lights on houses being deemed sufficient. The Clerk is to contact Hopkins Homes to determine what kind of lights will be attached to the properties, then the matter can be determined at the January meeting.

16. To Consider Replacement of Town Planters.

An estimate had been received from the Community Shed to replace the town planters. It was agreed that more information would be required. Kay Montandon will speak to a representative from Aylsham in Bloom to determine:

- How many planters would be required?
- What the design would be? Would they require a water reservoir?
- How would they be maintained?

The Town Council maintenance staff would also have to be consulted over the ease of moving the planters, especially those to be located in the market place.

Mitchell Philipott advised that good examples of planters could be found at Oxford Planters and at Houghton Hall.

17. Committee Reports

a) Aylsham Climate Emergency

i) To receive Minutes of the meeting of 3rd November and adopt recommendations made

The minutes were received and recommendations **adopted**. It was noted that the group had recently been made aware that an application to the Tree Council for funding for hedge planting at Old Station Yard had been successful.

b) Churchyard Committee

i) To note the Minutes of the Churchyard meeting of 24th November 2025

The minutes of the committee meeting of the 24th November had been circulated. It was reported that the Clerk would be seeking fee proposals for the project to repair the church wall. The minutes were **noted**.

c) Planning Committee

i) To note the Minutes of the Planning Committee meeting on 13th November 2025

The minutes of the Planning Committee meeting of 13th November 2025 had been circulated and were **noted**. The Clerk advised that there were currently 17 planning applications to be considered at the next planning meeting on 11th December.

d) Property Committee

i) To note the minutes of the committee meeting of the 18th November 2025

The minutes of the Property committee meeting of 18th November had been circulated and were **noted**.

e) Christmas Lights Committee

i) To note the Minutes of the meeting of 4th November 2025

The minutes of the Christmas Lights Committee meeting of 4th November 2025 had been circulated and were **noted**.

It was noted that there were 52 volunteers in attendance for the installing of the Christmas Lights.

There will be a debrief at the next Events committee on 17th December to discuss the switch on event.

f) Visit Aylsham Working Group

i) To receive the Minutes of the meeting of 20th November and adopt recommendations made

The minutes of the meeting of the 20th November were received and recommendations **adopted**.

g) Staffing Committee

i) To note the Minutes of the Staffing Committee of 27th November 2025

The Minutes of the Staffing Committee meeting held on 27th November had been circulated and were **noted**.

h) Events Committee

i) To note the Minutes of the Events Committee of 20th November 2025

The Minutes of the Events Committee held on 20th November had been circulated and were **noted**.

18. To Receive Feedback from Chairs' Meeting

Kay Montandon reported that she had been meeting with the Chairs from the surrounding villages of Aylsham. These have been very productive meetings to share ideas and to find out information. This had been useful to find out information such as the proposed solar farm at Cawston and proposed anaerobic digester at Oulton. The Neighbourhood Plan was also discussed along with opportunities to collaborate.

19. To Note Items for Information or Future Agendas

Unitary consultation

Neighbourhood Plan Terms of Reference

Street Lighting on the Burgh Road development

Banking Hub/Information Centre (Mitchell Philpott to provide a note for this).

20. Meetings

a) To Confirm the Date of the Next Ordinary Meeting as Wednesday 7th January 2026

This was agreed.

b) To Agree date for Extra Ordinary Meeting to set Budget

This was **agreed** as Tuesday 13th January 2026 at 7pm

21. Closure of the Meeting to the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of item 22 due to the confidential nature of the business to be transacted.

22. Staffing

a) To Receive Update from the Staffing Committee on Confidential Staffing Matters from the Meeting of 27th November 2025 and Agree any Subsequent Actions

A report was provided on all decisions made by the staffing committee. Policies reviewed by the staffing committee were all adopted, subject to the clarity of the two year review date.

All decisions made by the staffing committee were endorsed.

A paper was provided on the requirement for workstation assessments for three members of staff who regularly work in front of screens. It was **agreed** that workstation assessments should be conducted for these staff.

b) To review risks associated with petty cash and agree amendment to Financial Regulations to remove facility

The report was received and **accepted** with Financial Regulations being amended when the credit card has been transferred.

The meeting closed at 9pm

Signed _____ Date _____