



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 5th NOVEMBER 2025 at 7pm

PRESENT:

Kay Montandon (Chair)
Gordon Clarke
Catherine Fletcher

Trevor Bennett
Kevin Cunnane
Jon Minns

Tim Briscoe
Mary Evans
Patrick Prekopp

ALSO IN ATTENDANCE:

Sue Catchpole (Broadland District Council), Faye LeBon (Town Clerk), Gavin Watson (Town Council Maintenance Manager) and two members of the public.

1. To Receive Apologies for Absence

Apologies were received from Cheryl Bould, Michael Goodwin and Mitchell Philpott.
Apologies were also noted from Steve Riley (Norfolk County Council).

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

None raised.

3. To Agree the Minutes of the Meeting held on 1st October 2025

It was **resolved** to accept the Minutes of the Town Council Meeting held 1st October 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

Sue Catchpole welcomed any queries relating to Broadland District Council. There were no matters raised.

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

A member of the public raised concerns about the lack of footfall to the markets. Having spoken to the traders, the majority felt that this was due to the closure of the banks. They felt the Drill hall was not the ideal location for the hub in replacement for the banks and queried what the Town Council were doing to remedy this. The response was that the Town Council:

- Had enlisted the assistance of Jerome Mayhew MP to lobby for a full banking hub for Aylsham. Unfortunately Aylsham doesn't qualify at present due to the accessibility to cash.
- Were reviewing the traffic strategy to make access to the town centre more attractive.
- Had obtained grants to provide entertainment to six Food and Craft Markets in 2026, and also to provide a permanent heritage 'snail trail' around the town.

The member of the public was invited to join the 'Visit Aylsham' working group where much of the promotion of the town was discussed.

7. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. Queries were raised on the following:

- The reason why the fruit and veg stall did not continue on the market. The response was that inclement weather meant that the stall holder felt that not enough income was received.
- The clerk was thanked for the assistance of the removal of three SORN vehicles from the Buttlands car park.
- The Clerk will clarify the date of the next events meeting.
- Why the H-Bars on Cawston Road had not been completed. It was advised that Norfolk County Council had been unable to complete the works due to cars being parked on the areas which required painting. The Town Council has offered to assist with a mail drop asking residents not to park in specific areas, should Norfolk County Council be able to provide details of when the lining is due to be completed.
- Concerns were raised about the number of SORN cars on Mill Road.

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

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

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 Hub
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

9. Governance

To appoint member to:

a) Planning Committee

It was **agreed** to appoint Catherine Fletcher and Tim Briscoe to the planning committee.

b) Cittaslow Committee

Cheryl Bould stood down from the Cittaslow Committee. It was **agreed** to defer the appointment of another member.

c) Property Committee

Cheryl Bould stood down from the Property Committee. It was **agreed** to appoint Trevor Bennett.

d) ACE Working Group

Cheryl Bould stood down from the ACE Working Group. It was **agreed** to appoint Kevin Cunnane and Catherine Fletcher.

10. To Consider Requirement to Appoint new Trustee(s) to Queen Elizabeth II Jubilee Trust

The Clerk reported that in accordance with the Trust Deed of the Queen Elizabeth II Jubilee Trust, the Managing Trustees shall be 5 in number of whom at least one shall be a serving Town Councillor and all being resident in the Parish of Aylsham. With Cheryl Bould having stood down, a new Town Councillor is required. It was agreed that Catherine Fletcher would be the Town Council trustee and meetings would be arranged for a Tuesday or Thursday to support this. A further trustee is required. It was suggested that an approach could be made of the school or Youngs Park to fill the final trustee position.

11. Highways

a) To receive report on the Transport Hub

The Clerk reported that the Town Council's consultant is in the process of sourcing details for the overhead solar panels. They are also establishing the cost of the planning application. Of the £10,000 grant received for these works, £2,520.75 remains

b) To receive updates on new bus shelters (Millgate and Gashouse Hill)

Kay Montandon reported that the group had met to discuss some alternatives to the proposal for bus stops in the market square which was put forward by Norfolk County Council and not supported at the last Aylsham Town Council meeting.

Four scenarios were discussed with varying degrees of use of the market square by buses. These are very early ideas and it was agreed that a meeting of expert partners would be reconvened to see whether any of these options would be practical and could be implemented, or if no change should be made.

Following this expert meeting extensive consultation would be carried out with residents should it be decided that a change would be beneficial. Residents would have the chance to discuss and give their views with any proposed options.

Tim Briscoe and Gordon Clarke were thanked for their work on this project to date.

c) To receive updates on new bus shelters (Millgate and Gashouse Hill)

The Clerk advised that the bus shelter at Millgate, purchase under Norfolk County Council's Bus Shelter Improvement Scheme has been installed. The Town Council's application for a new shelter on Gashouse Hill was also successful. Norfolk County Council will be funding £3615.20 of the total cost of £4,519.00. The clerk will follow up with the Norfolk County Council about the groundworks for the Gashouse Hill site.

d) To consider parish partnership project for kerbing at Burgh Road

As The Parish Partnership Scheme is a project run by Norfolk County Council for small scale highway projects. The cost of the project is split on a 50/50 basis between the two authorities.

Following complaints that the verge is being badly eroded opposite 51-57 Burgh Road by vehicle movements, a cost was requested for kerbing this area. Norfolk County Council suggested a budget cost of £30,000 therefore, should the Town Council wish to apply for this work as part of the Parish Partnership Scheme, it would have to budget for £15,000 in 2026/2027. It was **agreed** not to proceed with a parish partnership application for Burgh Road due to cost, uncertainty over ownership (Norfolk County Council or Broadland District Council) and the future plans for Burgh Road. Instead it was **agreed** to apply for a SAM3 sign, to complement the existing SAM2 sign to help the monitoring of traffic speeds in Aylsham.

12. Finance

a) To receive bank Reconciliation to 29th October 2025

The bank reconciliation was **noted**.

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

Catherine Fletcher queried the increase in receipts this year against the budget document. It was advised that the increase was due to CIL payments received. The budget document was **noted**.

c) To agree the detailed payments 25th September to 29th October 2025

The payments were **agreed**.

d) To agree the detailed receipts from 25th September to 29th October 2025

The receipts were **agreed**.

e) To note the schedule of reserves

The Clerk advised that the recent version of the Practitioners' Guide recommended that councils with an annual expenditure over £200,000 should hold approximately 3 months expenditure in general reserves. The level of reserves were **noted**.

f) To receive update from the External Auditor

At the previous meeting it was reported that the External Auditor had brought to the Town Council's attention an 'other matter' regarding a lack of explanation being provided for the difference between the published Public Works Loan Board loan balance as at 31 March 2025 and the figure in Section 2, Box 10. This was challenged by the Town Council. As a result the External Auditor has advised that the 'other matter' raised no longer applies. However, once the original closure report is created it cannot be amended, so subsequent documentation has been provided by the External Auditor to advise of the update, which can be published alongside the original report.

g) To receive report of Community Infrastructure Levy Funds

The Clerk reported that a payment of £29,536.52 had been received from Broadland District Council in relation to Community Infrastructure Levy collected between 1st April and 30th September 2025. This is broken down as follows:

Planning Application	Detail	Amount
20230055	Aylsham Garden Centre	£8,831.36
20222089	Norwich Rd P2/1	£20,705.16

	TOTAL	£29,536.52
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This has been moved into earmarked reserves. The Town Council's CIL balance now stands at:

CIL Received Pre 2025	£31,668.36
CIL Received 25/26	£33,952.20
TOTAL	£65,520.56

The Clerk will establish when the pre-2025 funds require spending.

h) To consider moving of £1,470 from Communications EMR to revenue account to support regular page in Just Aylsham until 31st March 2026

The proposal was *agreed*, to support the ongoing ambition to improve communications with Aylsham residents.

13. To consider project for Town Council/ACE to send out communications to businesses in the town asking for good news stories about how they have implemented Green efficiencies and what future plans they have for more green improvements.

Kay Montandon reported that this project idea was brought about as a result of the ACE brainstorming session held on 25th October. It was *agreed* to proceed with this project. Kay Montandon would be happy to hand deliver the letters, letting other councillors know when they plan to be delivered.

14. To Consider Application to Land Registry to Register the Community Gardens in the name of the Town Council.

The Clerk reported that Aylsham Town Council continues to work with its legal representatives to register land under the Town Council's ownership with Land Registry. The application to register land on Sapwell Close has been sent to Land Registry and draft documentation for the Community Gardens has been produced. However, further assistance is required to make the Town Council's case stronger. It was agreed to ask for the history of the land via facebook or Just Aylsham.

15. To Consider Proposal from Aylsham Archives for the Publishing of a Second Edition of A History of Aylsham

As detailed in the Town Council Minutes of March 1994, the copyright in the original book lies with the council, therefore permission was being sought to publish a second edition. The Town Council *agreed* to this request.

Funding was also sought to assist with the publication. It was *agreed* that, subject to application, 50% of the cost of publishing (£1,300) would be granted in the 26/27 financial year. This would be funded by the recycling credits.

16. To Consider Response to Norfolk County Council's Property Flood Resilience Consultation.

Norfolk County Council has sent a consultation on their existing Property Flood Resilience (PFR) schemes and how Norfolk County Council looks at options to mitigate flood risk. It was noted that David Anderson had previously worked on a project about flood risk in Aylsham. It was *agreed* that Kay Montandon should ask David if he could respond on behalf of the council.

17. Aylsham Recreation Ground

a) To receive update on play equipment purchase

The Clerk reported that Aylsham Recreation Ground had been successful in raising funds, via S106 monies and the Community Grant Scheme, for a new item of play equipment at the Recreation Ground. The order has been placed and it is hoped to have the equipment installed prior to Christmas.

b) To receive update on transfer of services

The Recreation Ground has made progress in sourcing alternative service providers. The grant application has been received and will be considered by the council as part of the budgeting process.

18. To Consider Application for Funding under Broadland District Council's Winter Pressures Grant.

It was **agreed** that Kay Montandon will speak with Broadland District Council's Communities Team to see if this grant would help fund the proposed Cost Saving Seminar (to be discussed under item 20).

19. Armed Forces Covenant

a) To receive update into signing of the Armed Forces Covenant

It was reported that the public signing event on the 1st November was successful and well attended by serving members of the armed forces, veterans and members of the public. During this event, the Aylsham branch of the Royal British Legion presented the Town Council with a Certificate of Appreciation in recognition of the Town Council's outstanding contributions to the values and behaviours of the Royal British Legion, and their exceptional support for the Aylsham Branch of the Royal British Legion.

b) To update on Recruitment of Armed Forces Covenant Champions

It was agreed that the Clerk would formally write to 'Smudge' Smith and Michelle Steadman to ask if they would be the Champions for Aylsham's Armed Forces Covenant.

20. To Consider Proposal for Cost Saving Seminar

Kay Montandon presented a proposal for a seminar focussing on cost saving. In partnership with ACE, the proposal would also involve dispelling the myth that energy efficiency measures are expensive. It was **agreed** that this project should go ahead to support the residents of Aylsham.

21. Committee Reports

a) Aylsham Climate Emergency

i) To receive Minutes of the meeting of 6th October and adopt recommendations made

The minutes were received and recommendations **adopted**.

b) Churchyard Committee

i) To note the Minutes of the Churchyard meeting of 13th October 2025

It was reported that the initial report on the church wall was due to be received this week. The minutes were **noted**.

c) Planning Committee

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

The minutes of the Planning Committee meeting of 13th October 2025 had been circulated and were **noted**.

d) Property Committee

i) To note the minutes of the committee meeting of the 8th October

The minutes of the Property committee meeting of 8th October had been circulated. Queries were raised about the market rates and the enforcement of the market rules. The Clerk advised that the market rules needed to be reviewed. The rules and prices of other market towns had been sought and a report would be produced for the next meeting. The Clerk advised that professional advice had been sought about cemetery procedures and would be reviewing the Town Council's procedures in due course.

e) Christmas Lights Committee

i) To note the Minutes of the meeting of 13th October 2025

The minutes of the Christmas Lights Committee meeting of 13th October 2025 had been circulated and were **noted**.

f) Visit Aylsham Working Group

i) To receive the Minutes of the meeting of 23rd October 2025

Patrick Prekopp raised concerns that the cost of the feature snail would be better spent on other parts of the trail. He also advised that Listed Building Consent would be required to attach features to listed buildings. It is hoped to launch the trail in Easter 2026. Gordon Clarke suggested seeking assistance from the DT department at the high school, and Tim Briscoe suggested seeking sponsorship.

g) Staffing Committee

i) To note the Minutes of the Staffing Committee of 13th and 20th October 2025

The Minutes of the Staffing Committee had been circulated and were **noted**.

ii) To consider amendment of Financial Regulations to allow urgent expenditure in absence of the Clerk

Discussions occurred as to the events that may lead to urgent expenditure and it was agreed that most incidents would involve physical assets of the Town. It was therefore **agreed** that Financial regulation 4 should be amended to:

*Under the Local Government Act 1972 s101, urgent expenditure of up to £2500 (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of council services or to public safety on council property. **In absence of the clerk, delegation is passed to the Maintenance Manager.** Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly.*

h) To Receive notes of the Neighbourhood Plan meeting held on 21st October 2025 and agreed associated actions

The notes of the Neighbourhood Plan meeting had been circulated. Kay Montandon advised that the meeting was very productive, with a member of the group attending the Neighbourhood Plan networking meeting arranged by Broadland District Council. At its next meeting, the group will consider what budget it requires for next year.

i) To receive report of the Blickling Stakeholders' Meeting on 22nd October 2025

The minutes of the meeting were circulated. Mary Evans reported that the National Trust has established a good wildlife management plan.

22. To Consider a Councillor Strategy Meeting

It was agreed that this would be useful to discuss the longer term vision for the Town Council. Kay Montandon will discuss dates with councillors.

23. To Note Items for Information or Future Agendas

Car Parking policing/policies	Neighbourhood Plan review
Feedback from Chairs' meeting	Planters for the Market Square

24. To confirm the date of the next meeting as Wednesday 3rd December 2025

This was **agreed**.

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

25. 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 26 due to the confidential nature of the business to be transacted.

26. Staffing

a) To Receive Update on confidential staffing matters

Reports were provided to council on staffing matters that were in the process of being addressed by the Staffing Committee. Historic arrangements for Christmas were discussed and it was **agreed** that all holidays would be in accordance with contracts and other matters would be resolved through PAYE, with a review next year.

b) To Receive Report into correspondence of 9th October

The report was received and **accepted**.

The meeting closed at 9.20pm

_____ Signed _____ Date