



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 7<sup>th</sup> JANUARY 2026 at 7pm**

**PRESENT:**

Kay Montandon (Chair)	Trevor Bennett	Gordon Clarke
Kevin Cunnane	Catherine Fletcher	Michael Goodwin
Jon Minns	Mitchell Philpott	Patrick Prekopp

**ALSO IN ATTENDANCE:**

Faye LeBon (Town Clerk), Andy Bell (Town Council Groundsman) and four members of the public.

**1. To Receive Apologies for Absence**

Apologies were received from David Anderson, Cheryl Bould, Tim Briscoe and Mary Evans. Apologies were also noted from 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 3<sup>rd</sup> December 2025**

It was *resolved* to accept the Minutes of the Town Council Meeting held 3<sup>rd</sup> December 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**

As a result of the media interest in the escaped pigs, Kevin Cunnane suggested whether the council should have a policy on livestock escaping. This is to ensure it is known that this is not under the jurisdiction of the Town Council. It was felt that it would be difficult to have a policy for all matters that the Town Council is not responsible for, however this could be kept under review.

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

No matters raised.

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

Two members of the public were in attendance to discuss item 15 (Town Planters). It was confirmed that additional information provided by the members of the public had been circulated to all councillors.

*It was agreed to discuss item 15 at this point*

## **15. To Consider Replacement of Town Planters**

The materials for the proposed planters had been updated from softwood to hardwood, to increase longevity of the final product. It was also noted that the final product had to be constructed to allow for moving by Town Council staff.

Ongoing maintenance of the planters was also discussed and the requirement for assisting with watering. Reservoirs could be added to ease maintenance pressure.

Sponsorship from either local businesses or community groups was also discussed. Patrick Prekopp requested that this be placed on the Cittaslow agenda. This will also be taken forward to the budget meeting on 13<sup>th</sup> January.

## **7. To Receive Town Clerk's Report**

The Town Clerk's report had been previously circulated. The Clerk updated the following:

- The internal auditor has been appointed and has commenced work.
- After no response from BT as a result of the formal complaint submitted online, a letter of formal complaint about the broadband provided to the Town Council has been sent.

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
Community Information Bureau	

### **b) To consider capital project for an Information Bureau**

Kay Montandon advised that Cromer now has a banking hub run by the post office.

Mitchell Philpott reported that some initial investigations had been done to see if the original decision to decline a banking hub for Aylsham could be petitioned. There are potential units which could be used in the centre of town to house such an establishment. Further work on this project will continue.

## **9. Highways**

### **a) To receive report on the Transport Hub**

Potential plans of where the solar panels could be located over the transport hub were provided. The clerk will follow up with the consultant on the possible cost of the planning application. Of the £10,000 grant received for these works, £1,220.75 remains

**b) To receive update from Transport Group**

Kay Montandon reported that the Transport Group met with Norfolk County Council bus services with regards to feasibility of any changes to the traffic management of the market place and options for further consultation.

In principle, Norfolk County Council would be willing to undertake a detailed feasibility study to develop concept designs that could be progressed to public consultation and, subject to outcomes, delivery. Before commissioning this work, however, it would be important to establish broad consensus on an agreed brief over the coming weeks, clearly setting out shared objectives, constraints and priorities for the Market Place. Early engagement with the local community was strongly recommended, potentially using Gordon Clarke's concept as a discussion prompt, to help build agreement around the key principles that could then be formalised into a brief for Norfolk County Council to develop. The aspiration would be to issue a brief to the Norfolk County Council highways design team around March.

In conjunction with this, the discussion around use of the town centre car parks has progressed with Broadland District Council. Initial advice has been received from Broadland District Council and it was *agreed* to enquire of Broadland District Council if they would meet with the transport group to provide more detail into the initial advice given and whether any changes could positively impact the town centre. It was *agreed* that the clerk will invite a representative from Broadland District Council to the next transport group meeting.

**c) To consider application for a 3 bay bus shelter at Market Surgery under the Bus Shelter Improvement Plan**

After an initial assessment, this site could house a 3 bay reverse cantilever bus shelter with a bench seat. A quote has been sought.

It was *agreed* to defer this item until 13<sup>th</sup> January.

## **10. Finance**

**a) To receive bank Reconciliation to 23<sup>rd</sup> December 2025**

The bank reconciliation was *noted*.

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

The budget document was *noted*. The clerk will review the document presented to the council further to make the information more user friendly.

**c) To agree the detailed payments 26<sup>th</sup> November to 23<sup>rd</sup> December 2025**

The payments were *agreed*.

**d) To agree the detailed receipts from 26<sup>th</sup> November to 23<sup>rd</sup> December 2025**

The receipts were *agreed*.

**e) To note the schedule of reserves**

The level of reserves were *noted*.

## **11. To Agree Terms of Reference for Neighbourhood Plan Steering Group**

A draft Terms of Reference was presented. It was **agreed** that the Clerk will review to see how the ambitions of the Town Council committees and working groups can be worked into the objectives of the group. The clerk will also liaise with the Town Council's consultant to arrange an initial meeting with the group.

## **12. To Agree Structure of Cost Saving Event on 31<sup>st</sup> January 2026**

It was **agreed** to use the cost saving event as a forum for consultation over the Neighbourhood Plan. This would be in the form of open questions to obtain a steer for the Neighbourhood Plan group. It was also **agreed** to display options for movement of traffic and pedestrians around the market place, as Norfolk County Council required initial feedback by 31<sup>st</sup> March.

## **13. To Consider Response to Government Consultation on Unitary Model(s).**

The majority preference for the council was that of the three unitary model. This would be placed in the comments of the government consultation and also fed back to Norfolk ALC.

## **14. To Consider Response to Norfolk County Council Regarding Footway Lighting on the Burgh Road Development**

The Clerk reported that a request had been sent to Hopkins Homes about the lighting to be installed on the new homes. It was **agreed** to defer this item until a response is received.

*Item 15 was discussed after item 6*

## **16. Committee Reports**

### **a) Aylsham Climate Emergency**

#### **i) To receive Minutes of the meeting of 1<sup>st</sup> December and adopt recommendations made**

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

### **b) Planning Committee**

#### **i) To note the Minutes of the committee meeting of 11<sup>th</sup> December 2025**

The minutes of the planning committee of 11<sup>th</sup> December had been circulated and were **noted**.

#### **ii) To consider project for Community Resilience Planning**

Trevor Bennett reported that the planning committee had hosted a representative from Broadland District Council to discuss how the community can be supported in the short term in the event of an emergency. It was **agreed** to proceed with this project and delegate responsibility to the planning committee.

### **c) Property Committee**

#### **i) To note the Minutes of the committee meeting on 9<sup>th</sup> December 2025**

The minutes of the Property Committee meeting of 9<sup>th</sup> December 2025 had been circulated and were **noted**.

### **d) Staffing Committee**

#### **i) To note the minutes of the committee meeting of the 19<sup>th</sup> December 2025**

The minutes of the Staffing committee meeting of 8<sup>th</sup> October had been circulated and were **noted**.

**ii) To consider adopted of councillor / officer protocol**

The draft protocol had been circulated and was **adopted** by council.

**e) Events Committee**

**i) To note the Minutes of the meeting of 17<sup>th</sup> December 2025**

The minutes of the Events Committee meeting of 17<sup>th</sup> December 2025 had been circulated and were **noted**.

**17. To Receive Feedback from Chairs' Meeting**

Kay Montandon reported that the Chairs had not met due to the Christmas period. A meeting will be arranged.

**18. To Note Items for Information or Future Agendas**

No matters raised.

**19. Meetings**

**a) To confirm the date of the next ordinary meeting as Wednesday 4<sup>th</sup> February 2026 and the Budget Meeting on Tuesday 13<sup>th</sup> January 2026.**

This was **agreed**.

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

**20. 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 items 21 and 22 due to the confidential nature of the business to be transacted.

*The meeting was closed to the press and public*

**21. To Consider Appointment of Consultant to Assist in the Resolution of IT Safety and Security Matters**

A report was provided to councillors. Costs would be obtained and brought to the budget meeting on 13<sup>th</sup> January. Thanks were recorded to the local resident who had been assisting with this project, Mitchell Philpott and the officers involved.

**22. Staffing**

**a) To receive update from the Staffing Committee on Confidential Staffing Matters from the Meeting of 19<sup>th</sup> December 2025 and agree any subsequent actions**

The following policies were agreed by the council:

- Holiday Policy.
- Wellbeing Policy
- Absence Management Policy
- Religious and National Holiday Celebration Policy
- Short Term Sickness Absence Policy
- Long Term Sickness Absence Policy

Amendments to job descriptions, as recommended by the Staffing Committee were agreed, as were proposed new job descriptions for roles deemed to be required for recruitment in 2026/2027.

An update was provided to council about an existing staffing matter.

*The meeting was reopened to the press and public*

The meeting closed at 9.30pm

\_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_