



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 2nd APRIL 2025 at 7.00 p.m.

PRESENT:

Kay Montandon (Chair)
Gordon Clarke
Catherine Fletcher

David Anderson
Kevin Cunnane
Patrick Prekopp

Trevor Bennett
Mary Evans

ALSO IN ATTENDANCE:

Faye LeBon (Clerk), Sue Catchpole (District Councillor), Gavin Watson (Maintenance Manager), Andrew Bell (Grounds) and eight members of the public.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cheryl Bould and David Curtis. Apologies were also noted from Abu Miah (District Councillor).

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS.

None raised.

3. MINUTES.

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

4. MATTERS FROM PREVIOUS MEETINGS.

It was reported that the funeral of former Councillor Annette Overton was very well attended. The service was well conducted and there was a lovely eulogy. Annette will be sadly missed.

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS.

Sue Catchpole reported that Broadland District Council had responded to the government's request for a proposal for Local Government Reorganisation. Broadland District Council is in agreement with the majority of districts in Norfolk and have favoured a three tier unitary model. There is likely to be little update on this until September.

Sue has arranged for additional detail on the existing Aylsham Neighbourhood Plan to be sent from Broadland District Council officers to the Clerk. The Clerk will forward this information to Trevor Bennett to see if this would be useful to the review of the plan. Sue has enquired about funding available for dual recycling / litter bins in Aylsham. There is not currently funding available from the Broadland District Council Communities team, but she will enquire of the Environmental team.

Policing matters were discussed. The SNAP meetings will now cover a larger area and the PCC has had to increase its precept by the maximum amount permitted to make up a funding shortfall.

It was noted that it was unsure whether the PCC would form part of the Strategic Authority in the future under the proposed devolution model.

6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK.

A presentation was given about the Aylsham Country Market, which sells home grown, home cooked and home crafted goods. It is a co-operative social enterprise, and part of a network of 150 Country Markets nationwide. There are nine Country Markets in Norfolk, of which Aylsham is the largest. Local producers join as members, which provides all relevant insurance cover. Commission on sales go towards the running costs.

The Country Market runs between 8.30am and midday every Friday, and runs activities for children in the school holidays. It has a good social media presence the organisation gets to know its regular customers, checking in on them if thought necessary. The group is registered with the District Council's food safety team and all cooks hold a level 2 in food hygiene.

The Country Market is part of the Cittaslow group, and is celebrating its half century in operation this year, having been formed on 12th August 1975. The group is always open to new members and continues to offer the community a great shopping experience.

On behalf of Cittaslow, Patrick Prekopp congratulated the Country Market on their 50 year anniversary.

A member of the public asked whether the council had plans for the maintenance of the driveway at the cemetery, adding concerns that the resurfacing did not last.

The Clerk, Maintenance Officer and Grounds staff will review, however some maintenance work was already in hand.

7. COMMUNITY INFRASTRUCTURE LEVY

The following potential 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 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

8. NEIGHBOURHOOD PLAN REVIEW.

Kay Montandon reported that she had spoken with Broadland District Council and had been advised that it is essential that the Town Council had a good Neighbourhood Plan. This would be ported to the primary authority as part of the Local Government Reorganisation.

Expressions of interest to act as consultant for the Neighbourhood Plan had been received. The Clerk is to arrange for the potential consultants to pitch to the Steering Group. The Steering Group feedback will then be given to the Town Council to make the final decision.

The Clerk will set up a criteria by which to score the consultants.

9. DEVOLUTION.

The government had opened a consultation on a proposed devolved authority for Norfolk and Suffolk. At was **agreed** that the Town Council would strongly disagree with the proposal, primarily on the grounds of geography.

10. WASTE MANAGEMENT.

Sue Catchpole had updated the meeting about seeking funding for dual recycling / litter bins.

The Clerk reported that Norfolk Homes had submitted plans for the play area for their proposed development. Feedback had been given that a dual recycling / litter bin would be required.

11. HIGHWAYS MATTERS.

None raised.

12. TRANSPORT.

- a. *Design and Development of Transport Hub.* Gordon Clarke reported that one consultant fee proposal had been received. Concerns had previously been raised that the compound was being created and there was time pressure for the services to be laid under it, however, it had since been clarified that the services for the hub would be installed under the footpaths therefore there would be time to approach alternative consultants for fee proposals.
- b. *Update on designs to improve safety and access to Penfold Street/Cawston Road/Holman Road without moving the pump.* Testing of 'Scheme 2' to improve the flow of traffic around the island of the Soame Pump is progressing. Sanders have agreed to test the theory with one of their buses and the Fire Station has been contacted to request they do a similar exercise with a fire engine. Once these have been tested then a firm proposal can be put to Norfolk County Council highways.
- c. *Update on traffic lights at the town end of Burgh Road.* The Clerk will chase the Norfolk County Council Highways Engineer to agree this as a formal, specified project.

- d. *Update on shrub clearance at Mileham Drive MUGA car park and increase spaces for car parking and access the walking routes in town and park area.* Gordon Clarke and Andy Bell presented prices for the works to the car park expansion for the Mileham Drive MUGA car park. Phase 1, to include grass matting, aggregate and a height restrict barrier, would be estimated at a cost £5,070.71. This would then be monitored and if successful expand the car park further using grass matting at a cost of approximately £3,366.48. All works would be completed in house. It was **resolved** to proceed with Phase 1, subject to the open spaces reserve being checked to ensure this project can be accommodated.

13. TRAFFIC SPEED MONITORING MEASURES.

- a. *To receive an update on SAM2 operations and approve costs.* Further details are to be sent to the council for the changing of the SAM2 camera and for the analysis of data.
- b. *Update on Aylsham Community Speed Watch.* It was reported that 2 coordinators and a further 7 volunteers had been accepted onto the scheme. The next step is the risk assessing of the monitoring sites. The Special Officers would like to come out to Aylsham to meet with the coordinators and carry out the assessments. It was **agreed** that the existing and proposed SAM2 locations should be risk assessed as potential monitoring sites.
Kay Montandon thanked all the volunteers for their help with this project.

14. CLIMATE STRATEGY

It was **agreed** that this should be passed on to the ACE group.

15. VE DAY

This update will be received under Item 25 (Events Committee)

16. TOWN CLERKS REPORT.

- a. *Training for councillors and officers*
This remained in progress. The initial courses which were identified were now deemed as not as suitable as originally thought, so this project remains ongoing.
- b. *General report to be made at the meeting.* The Clerk's report had been circulated to councillors as part of the meeting pack. The Clerk thanked the Locum Clerk for preparing this. The Clerk updated that there had been no by-election called for the recent vacancy on the town council, therefore the council is free to co-opt. Promotional material on becoming a councillor has been requested from Broadland District Council.
Discussions occurred as to the need for an Annual Town Meeting (to be held between 1st March and 1st June inclusive). It was **resolved** to arrange an Annual Town Meeting. Ideas for agenda items included Devolution and Neighbourhood Planning.

17. PROJECT PROPOSAL – JOBS, TRAINING AND BENEFITS FORUM

A project proposal had been put together by Cheryl Bould for a Jobs, Training and Benefits forum to be held on the Town Hall. This would allow relevant partners to share information about local job opportunities, training courses and apprenticeships, careers advice and help with job applications, benefits advice, housing support and in-work support from Trade Unions. This would be on a date to be determined in September and the Town Council would need to supply the Town Hall.

It was noted that funding may be available from Broadland District Council through the Employability Fund.

It was **resolved** to proceed with this project due to the benefit it would bring to local people.

18. FINANCE.

- a. *To receive and adopt the monthly financial report and reconciliation to 26th March 2025.* It was **resolved to approve** both documents.

Consideration was given as to what financial documents should be presented to the meeting on a regular basis. The Clerk will review this.

19. SCRUTINY

- a. *To receive the Internal Interim Audit Report.* The interim internal audit report was received on 10th January 2025. As part of the audit process, this was presented to the Town Council. It was **resolved** to note the report.
- b. *To note the External Auditor's Report and Minute and Consideration.* The External Audit cited: 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.' The external audit was **noted**.
- c. *To review Statement of Internal Control.* Part of the Internal Audit report was to review the Statement of Internal Controls. This was reviewed by the Town Council and **adopted**, as amended.
- d. *To review Data Protection Policy.* The Internal Audit report recommended the review of the Data Protection Policy. This was reviewed and **adopted** by the council, with no amendments.
- e. *To Review Financial Risk Assessments.* The Financial Risk Assessments were reviewed by the council and **adopted**, as amended, subject to the correction of FRA4 to reflect the correct job titles.

20. CHURCHYARD COMMITTEE.

- a. *Update and consider actions regarding repairs to the church wall (Planning application [2024/0791](#)).* A further meeting would be required to discuss repairs to the wall, to include members of the Aylsham Team Ministry
- b. *Update and consider actions regarding the green waste containment area (Planning application [2024/0461](#)).* The Clerk will chase Broadland District Council's planning team for an update on this application.

- c. *Update appointments to the committee and schedule next meeting.* The next committee meeting will be scheduled after the onsite meeting to discuss the church wall.

21. RECREATION GROUND.

- a. *To receive update on the change of status and decide any actions necessary.* It was noted that the Recreation Ground had agreed not to proceed with the change of status at present. Therefore no action from Town Council was required.
- b. *Update on expressions of interest to design an accessible wheeled park.* To date expressions had not been sought. The Clerk will follow this up.
- c. *To update and consider actions relating to the new boiler.* The maintenance manager will be meeting with the plumber onsite on 3rd April to arrange installation.

22. AYLSHAM CLIMATE EMERGENCY.

- a. *To receive the minutes of the previous ACE meeting.* These were circulated to, and received by the Town Council.
- b. *To confirm and adopt any decisions of the ACE Group.* Kay Montandon advised that she, Cheryl Bould, and the Chairman of the ACE Group were booked in to attend the NPTS chairmanship course.
The decisions of the ACE group meeting held on 3rd March 2025 were **adopted**.

23. CITTASLOW.

To receive and adopt the minutes of the Cittaslow Committee. Patrick Prekopp reported that he had attended the national Cittaslow meeting via zoom, and was encouraged by what other Cittaslow towns were achieving.

The minutes of the Cittaslow meeting of 19th March 2025 were **adopted**.

24. SCRUTINY COMMITTEE.

Update appointments to the committee and schedule next meeting if necessary. Membership of this committee should not include the internal scrutineer and bank signatories. It was **agreed** that Kevin Cunnane, Patrick Prekopp and David Anderson should make up this committee. A meeting will be held before the next internal audit scheduled for the 28th April. The Clerk will send the committee members further information.

25. EVENTS COMMITTEE.

To receive and adopt the minutes of the last events committee. Kevin Cunnane reported that regrettably the Mothers Day Afternoon Tea had to be cancelled. Preparations for the VE street party are going well, as were the Community Fayre and the Street Food Festival. The meeting was reminded of the Healthy Towns event on 3rd April.

The minutes of the events committee of 19th March 2025 were **adopted**.

26. PLANNING COMMITTEE.

To receive and adopt the minutes of the last planning committee. Patrick Prekopp reported that he had stood in as Chair for the first meeting, but would prefer not to Chair

this meeting going forwards. The next meeting will be held on Wednesday 9th April at 7pm.

The minutes of the planning committee of 13th March 2025 were **adopted**, subject to the correction of the date for the forthcoming May councillor surgery.

27. COUNCILLOR SURGERY.

Kay Montandon is to do a new rota. The communications officer is to help with promotion.

28. FUTURE AGENDAS.

No matter raised

29. DATE OF NEXT MEETING

It was confirmed that the date of the next Meeting is *Wednesday 7th May 2025*.

There being no further business, the Chairman closed the meeting at 8.58pm.

Minutes Agreed.....