

**Aylsham Town Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only**

Cost Centre	Receipts		Payments	
	Budgeted	Actual	Budgeted	Actual
01 General Purpose	124,200.00	76,738.34	122,200.00	40,567.30
02 Town Hall	96,200.00	41,410.29	96,200.00	30,154.68
03 Drill Hall	78,900.00	31,095.00	78,910.00	28,852.24
04 23 Market Place	5,500.00	1,250.00		
05 Cemetery Cottage	7,000.00	2,472.50	2,000.00	
06 Public Toilets			14,500.00	6,542.58
07 Other Properties	12,100.00	6,025.00	8,100.00	2,234.12
08 Cemetery	23,000.00	11,135.00	23,000.00	7,092.67
09 Allotments	34,000.00	14,750.00	34,005.00	9,058.34
0 Markets	9,000.00	2,518.69	2,400.00	769.20
11 Open Spaces	198,800.00	101,934.43	193,950.00	64,832.35
2 Events		1,029.31	2,000.00	935.09
13 Churchyard			11,450.00	485.08
14 Street Scene	29,500.00	14,750.00	29,500.00	11,310.06
<b>NET TOTAL</b>	<b>618,200.00</b>	<b>305,108.56</b>	<b>618,215.00</b>	<b>202,833.71</b>

<b>Total for ALL Cost Centres</b>		305,108.56		202,833.71
<b>V.A.T.</b>		16,225.78		9,961.04
<b>GROSS TOTAL</b>		<b>321,334.34</b>		<b>212,794.75</b>





## Aylsham Town Council

### **INTERNAL SCRUTINEER'S REPORT** **FOR THE QUARTER PERIOD : 2023/24 Q4: January 2024 - March 2024**

The Internal Scrutineer is to be a person not involved either in the Council's financial processes or in preparing and completing the Council's Statement of Accounts.

Check Required	Date Check Completed	Result of Check		Report Result to Council Meeting
		Satisfactory	See note	
Bank reconciliation of accounts – undertaken once a month checked by Clerk	7th July 2024	X	-	7th August 2024
<b>INCOME:</b> Invoices, Receipts, Paying in Slips and Bank Statements all checked	7th July 2024	X	-	7th August 2024
<b>EXPENDITURE:</b> Invoices and Bank Statements for:	1) 7th July 2024	-	a)	7th August 2024
1) Payments by BACs/Cheques/Direct Debits/Standing Orders/Credit Cards	2) 30th July 2024	X	-	7th August 2024
2) Staff Salaries	3) 30th July 2024	X	-	7th August 2024
3) Pension/HMRC Returns				
<p><b>Notes:</b></p> <p>a)</p> <p>Of the 24 random payment checks completed for this period, 4 had been processed without the two councillor signatures required to authorise the transaction:</p> <p>i) Three invoices had been processed and paid with one signature.</p> <p>ii) One invoice had been processed and paid with no signatures.</p> <p>In three of these cases, the invoice in question had been one of a group invoices sent from one company and processed together. The first invoice in the group had been authorised by two councillor signatures, but subsequent invoices in the group had not been signed or only signed once.</p> <p>All other checks were found to be well produced and accurate.</p>				

Signed: CFL

Name: C Fletcher

Date: 31st July 2024

With reference to the subject meeting agenda item 11d, I note the comment that it would be a shame to use the "Bank Barn" for a storage and workshop. With due respect I suggest that the Town Council consider the following.

1. With more work now being brought in house a designated repair/workshop facility is essential.

2. The present storage area for the road sweepers' equipment and the council safety barriers is in a dilapidated shed always 2/3 inches deep in muddy water every time there is a moderate rainfall. (normally the building would be condemned). However to date there was no alternative solution.

3. Christmas lights storage: At present the heavy boxes containing the lights (some 40+) have to be carried up the cellar steps and returned, not an ideal solution as many volunteers are not getting any younger! A level and easily accessible alternative would be excellent, to also store the large displays.

4. With reference to a Green (ACE) shop, I agree that manning would be an issue as there is very little natural light and no insulation whatsoever.

In conclusion I do believe that if the building should become available a storage and workshop would be the best solution.

Mr Chris Ellis. Hungate Street, Aylsham

## CLERK'S REPORT FOR COUNCIL MEETING 5.8.24

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Still chasing plumbers for quotes for new boiler
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		
Allotments		Allotments Meeting 31/7/24
Churchyard		AGENDA ITEM
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		Fencing to be installed wc 26 <sup>th</sup> August
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	
Highways		
Paupers Graveyard		
Norfolk Homes Play Areas (equipped)		Annual ROSPA Inspection received, working on recommendations. No significant issues.
Norfolk Homes large area off Mileham Drive		
Property Registration		Working on remaining areas.
Car Parks		
Street Lighting		Wade Close issue has recurred.
Public Toilets		No issues.
Litter & Dog Waste Bins		
Bus Shelters		See Highways update.
Pump		
Pillboxes		
War Memorial		
Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them.
Drill Hall		Diseased holly tree on boundary with residence needs to be removed.
Community Speedwatch	Need to re- establish	Still short of volunteers and someone to organise

Bure Meadows Footpath	New Footpath across to Dunkirk	The residents of Bure Meadows are unhappy that the maintenance of this path will fall exclusively on them but the path will be free for all to use. They are looking at lobbying the Town, District and County Council and have also contacted the MP to try and get the path adopted by the County Council. Residents are now suggesting applying for planning permission to remove bridges
Barclays Barn		Awaiting response from agents
In-House Cutting	Grass	See attached report. Request approval for purchase of smart watch to assist with safe lone working.

**Items for Town Council to consider/note**

- **Waiting to hear re Bank Barn**
- **See report on in-house grass cutting**
- **Approval for purchase of smart watch to assist with safe lone working**

**New staffing**

I've had a good Town Clerk handover with Sue Lake, which has helped me to settle into the role, along with our very helpful and supportive team of Officers and Councillors.

Andy, our Groundsman has continued his hard work with the grass cutting regime, for which there has been positive feedback. Please also see Andy's attached report.

I'm looking forward to having a full compliment of staff from the last week of August, when Lizzie our Finance Officer starts.

Dave Addy

1/8/2024



**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD AT DRILL HALL, ON WEDNESDAY 17<sup>th</sup> July 2024 AT 11am.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mr G Margaron, Aylsham Community Partnership  
Mr K Cunnane, Aylsham Town Council  
Mrs W Sadler – Aylsham in Bloom  
Mrs M Evans - Aylsham Town Council  
Kate Mackenzie – Bure Action Group

**OFFICER:** Daniel Apps, Communications Officer, Aylsham Town Council

**MINUTES taken by:** M Evans, Aylsham Town Council

**01 APOLOGIES FOR ABSENCE**

Mrs C Bould, Aylsham Town Council  
Rev Canon Julie Boyd  
Mr G Peers – Broadland District Council  
Mrs M Anderson-Dungar – ABEF  
Mr R Willis – ABEF

**02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

There were no Declarations of Interests or any Requests for Dispensations.

**03 MINUTES**

The minutes of the Cittaslow Aylsham Meeting held on 19 June 2024, were **agreed**.

**04 MATTERS ARISING**

Nothing raised.

**05 ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**06 CITTASLOW UK & CITTASLOW INTERNATIONAL**

Cittaslow International Assembly 20 – 23 June 2024 held at Citta Sant Angelo. Key topics included sustainable urban development, tourism, environmental initiatives and economic sustainability.

New Cittaslow International website – have been asked to contribute to it.

Catherine attended Cittaslow UK Meeting.

Need to arrange a meeting.

**07 CITTASLOW IN AYLSHAM**

**a) Visit Aylsham Website**

Dan involved with Visit Aylsham website – working with Graham.

Website has different sections – Events / In the News with Just Aylsham

History section linked to Heritage Centre.

Connect with Town Council working with Donna.

Work with local shops and businesses.

Need to keep information up to date – send details to Dan.

Additional information such as request for volunteers can be added.

**b) 2025 Anniversary**

Use Cittaslow logo in town to mark 25<sup>th</sup> Anniversary.

Promotion in association with Aylsham Show.

**c) Aylsham Food Trail**

Plans in place – few people lined up.

**08 FOOD AND CRAFT MARKET AND GENERAL MARKETS**

**a) To receive an update on the Food and Craft Market**

Food and Craft Market on the 3<sup>rd</sup> August. The Great Aylsham Snail Race organised.

18<sup>th</sup> annual Aylsham Food Festival in October – same time as the monthly Food and Craft Market – 5<sup>th</sup> October.

**b) To receive an update on the general markets on Monday and Friday**

General markets on Monday and Friday – level of trade has not changed recently.

**09 CLIMATE EMERGENCY**

ACE organised General Election Hustings 21<sup>st</sup> June in Aylsham Parish Church – all candidates in attendance.

Latest meeting of ACE held in April.

Green Day 22<sup>nd</sup> September – main aim to raise awareness.

Verge survey undertaken by ACE.

Transport group evaluating the proposed transport hub.

Energy Group attempted to set up an insulation scheme but local suppliers reluctant to contribute. Thermal Imaging Camera available to the public.



Biodiversity Group working with Blickling National Trust – hedgehog project.

**10 PROJECTS**

**i) CENTRAL BANK HUB**

No additional information. New government in favour of bank hubs – planning 450.

**ii) HIGH STREET EVOLUTION**

Breakfast meeting – 29<sup>th</sup> July. Organised by P Prekopp to establish an Aylsham Business “Forum”.

Plan to set up a more official meeting in September – open to all businesses in Aylsham and outside.

**iii) RIVER BURE QUALITY**

A representative of Bure Action Group (River Bure Water Quality Project), Kate Mackenzie, reported on the new group which has met three times.

Concern regarding water quality in the river. Bure – needs to be healthy, safe and free of pollution. Regular water monitoring and habitat surveys planned.

Norfolk Wildlife Trust do not monitor water quality and the work of the new group does not overlap with the work of the Rivers Trust.

Links with ACE but new group requires volunteers. Next meeting 31<sup>st</sup> July.

**11 AYLSHAM COMMUNITY EVENTS COMMITTEE**

Street Party – went well despite inclement weather. About 500 people attended. Raised £480 for Christmas Lights Collection.

Next meeting of the Events Committee – September 2024.

**12 SLOW FOOD AYLSHAM**

Family Learning Day on Saturday June 22<sup>nd</sup> went well.

Aylsham Show in August – displays and activities organised.

Food Festival in October – entertainment and new cookery book to be launched.

**13 AYLSHAM IN BLOOM**

Town Council needs to decide whether to repair or replace the planters. Could replace with cast iron or recycled material planters.

Information on planters for next Town Council agenda.

Cittaslow snail logos can be used in planters.

Andy Bell (new grounds person) could possibly help with planters during the winter months.

**14 Aylsham Business Enterprise Forum (ABEF)**

No new information – plan to incorporate with Amazing Aylsham.

About £2,400 to be transferred to the new organisation.

Meeting to be organised to formally close ABEF as an organisation.

**15 AYLSHAM PARISH CHURCH**

No report.

**16 ITEMS FOR INFORMATION/NEXT AGENDA**

Town Council decision regarding planters.  
Information regarding river group.  
Brief progress report from Dan.

**17. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Wednesday 18<sup>th</sup> September 2024**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 12.15pm



From: Wendy Sadler, Cittaslow Committee To: Aylsham Town Council

Subject: Large grey planters and small brown planters in the Market Place

Introduction:

The large grey wooden planters arrived during the Covid pandemic from Broadland DC. They are now the property of the Aylsham TC. During discussions at the Cittaslow committee meeting about Market Place displays for the 20<sup>th</sup> anniversary of Aylsham Cittaslow next year Aylsham in Bloom offered to pay for a one off replanting of these planters with long lived perennials and shrubs. However, on close inspection of the planters they are in a poor state of repair, with broken and rotting wood. This would need to be addressed by the Council before it was worth Bloom spending money on plants.

Present location, size and numbers:

Larger grey planters: Four along the edge of the road on the west side of the Market Place  
Three against the Town Hall  
Size – H730mm x L2000mm x W540mm

Small brown planters: Total of 14 dotted around the Market Place, 4 of which have back trellis  
Plus 2 near Soame Pump  
Size (two lengths) – H270mm x L860mm x W300mm = 6  
H270mm x L670mm x W300mm = 10

Questions for the Town Council:


1. Do you want to keep planters in these locations? And in these numbers?
2. If so, would repair be an option or are they too far gone?
3. If repair is considered, who would sort out the logistics – pricing and sourcing new wood, screws, liners, paint etc? Who would do the work, where would they do it? And what would be the life and maintenance costs of the restored wooden planters?
4. Would new ones made from sustainable recycled material be a better long term option?

Costs, Conclusions and Recommendations:

The long term solution in terms of costs and maintenance of large planters might be to have reduced numbers in sustainable maintenance free materials.

The small brown wooden planters are in a poor state. There are too many to provide a coherent looking display. They only hold a small quantity of soil and dry out quickly. Nevertheless, some evergreens and grasses have survived. If you wanted to keep some they would need repairing, rubbing down and repainting. As they are small and portable they may be a suitable project for the Community Shed. I expect they would need funding for the paint.

Example of larger planter below is the best fit for size that I could find on line with a footprint comparable to the existing grey planters. It is taller, slightly wider but not so long. The firm has good eco credentials.

Plastecowood Ltd. <a href="http://www.plastecowood.com">www.plastecowood.com</a>	
<b>Large Planter:</b> H1015mm x L1600mm x W600 £555.00 ex vat Bulk discounts available	
	<ul style="list-style-type: none"> <li>• 10 year component guarantee</li> <li>• Eco friendly</li> <li>• Maintenance free</li> <li>• Vandal resistant</li> <li>• Has feet so easier to lift with pallet trolley</li> <li>• Has internal shelf halfway down, compost only fills half of volume</li> </ul>

**Pictures of some of the existing planters**



To: Aylsham Town Council

Ref.: Conservation of Dunkirk.

Dear Councillors,

The area known as Dunkirk has been, in part, an industrial area for many years. Recently, the housing development by the High School has enabled the creation of a footpath from the High School to the Old Tuttington Road. This has provided access through the area bounded by agricultural land to the south, the by-pass to the east, Old Tuttington Road to the north, and the old mill area to the west. The River Bure and the Aylsham Navigation pass through this area.

Within these boundaries there is scrub, mature trees, standing water, and reed beds. It would make a fine conservation area for a town that has several recent housing developments. Already, there are warblers, wagtails, swifts and swallows, bats, raptors, giant hogweed, and other flora.

*I have no idea of the protocol for making such a proposal, but trust that the Council can make use of such organisations as Broadland District Council and Norfolk Wildlife Trust to understand how it might proceed. In particular, it would be wise to exercise discretion with regard to land-owners.*

*The development of a conservation area would provide some balance to the extensive housing developments of recent years, an educational resource, an accessible area of peace and tranquility all in support of a progressive Cittaslow Town.*

*I urge you to take a walk either from the High School or from Dunkirk to help you reach an informed position.*



Proposal for wildflower areas.

I wish to put forward for consideration the creation of wildflower areas within the Town. In terms of ground preparation, I attended a conference earlier on in the year and was able to gain information regarding wildflower establishment from numerous seed producers and soil scientist.

To create wildflower areas, I think it will be necessary to reconsider the way No Mow May has worked. As many of you may be aware, issues arose from No Mow May and the initial hurdles of taking the grounds maintenance in house.

As these issues have now been ironed out, I hope you have seen improvements in the overall look and presentation of the town.

Upon starting my role, I was taken aback by how many complaints were made regarding the state of the grass. I would like to commend the council staff for how they handled the complaints, often having to deal with unreasonable and sometimes rude calls. Donna in particular was at the front of this coal face and handled the situation with the upmost professionalism.

The lack of grass cutting lead to the following issues:

- The impeding and restriction of sight lines along highways leading to an increased risk of accidents.
- An untidy appearance to the town with a perception that the council is trying to save money by not mowing.
- Once cutting recommences, a large swath of grass is left behind taking time to rot and hindering new growth below leading to brown patches.
- Increased usage of fuel due to grass density.
- An increase in weeds taking hold requiring measures to control them.

Given these problems and the desire to create quality wildflower areas I propose for next year we forgo No Mow Way in favour of a mowing programme running alongside the creation of the dedicated wildflower areas.

To cover the cost of creating these areas, approaching local business for sponsorship may be the way forward (please see example letter). We would also be able to generate positive publicity and may even have residents contributing.

Prospective areas are as follows;

The strip of land dividing Norwich Road and Orchard Lane (Map 1)

The strips of land along Henry Page Road (Maps 2-7)

The land either side of Mill Pightle (Map 8)

The land at Little Staithe (Map 9)

These are open to discussion and would depend on how much seed could be bought.

The conference I have mentioned earlier has given me the understanding of how to create the wildflower areas. Firstly, we would have to mark out the desired area. Then in the autumn using an appropriate herbicide, the area would be sprayed.

Once the herbicide has taken effect, a stale seed bed would be left behind. The wildflower mix with a ration of 80% grass and 20% wildflower would be broadcast. The wildflower mix would have varieties that flower throughout the season providing both colour and food for pollinators.

We could also mix the varieties in the different areas to create contrast. At the end of the season the areas would be flailed and prepared for the next one creating sustainable areas.

I believe this to be the best way forward as we will be able to keep the town looking well-tended but also help and encourage biodiversity while promoting conservation.



Dear,

May I introduce myself. My name is Andy Bell and I am the groundsman for Aylsham Town Council. You may or may not be aware that in the spring the grass on both the verges and green spaces became very long. This was due to various factors but now the grounds maintenance has been taken in house.

As we do want to be in a similar situation next year but are well aware of the need for areas to be preserved for wildlife habitats, I am proactively looking at options moving forward.

One of these options is to create new wildflower areas that will be managed and maintained. In order to establish these areas, funding will be required and in order to help with this I am approaching local businesses like yourselves to sponsor these areas.

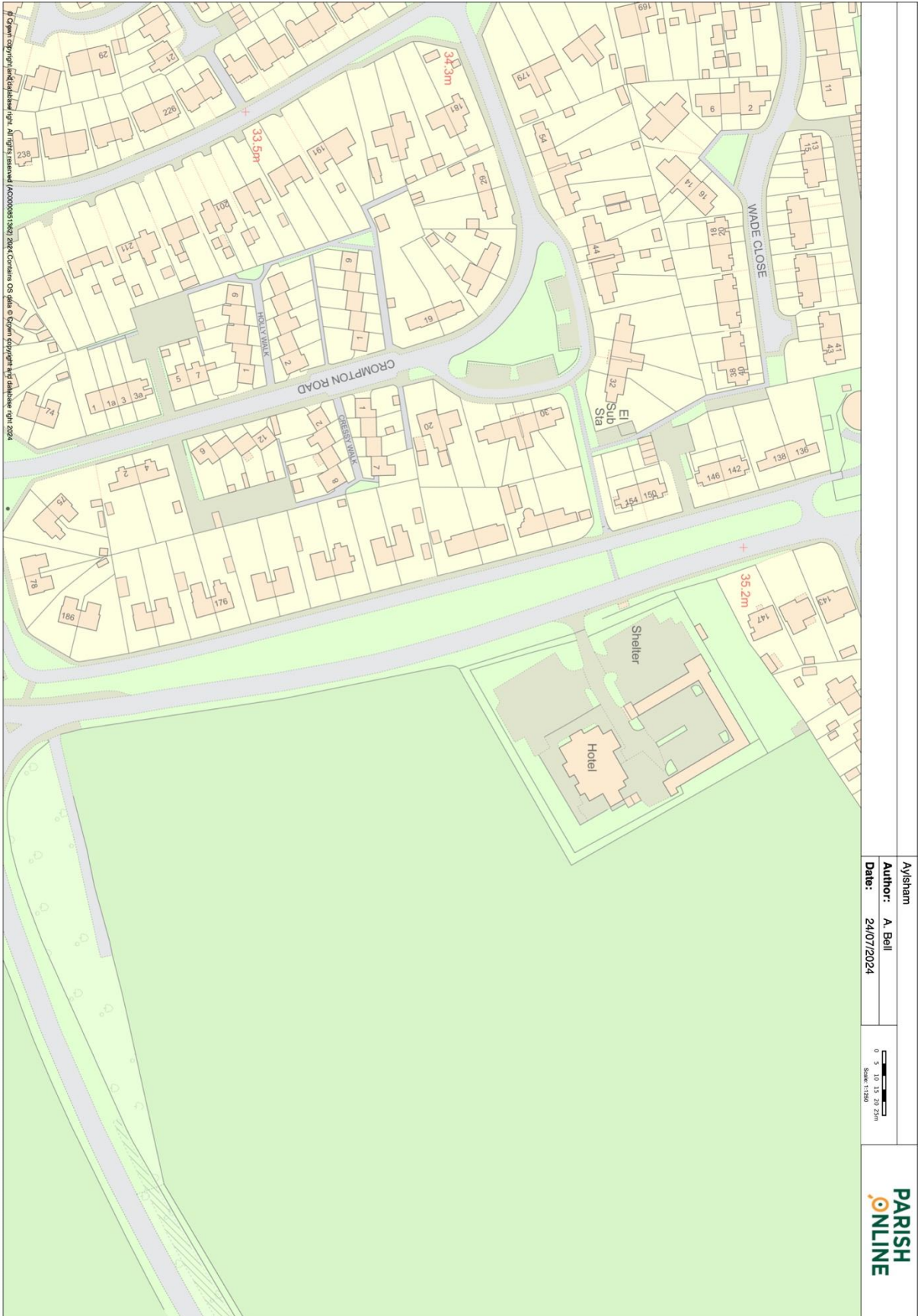
In exchange for a donation, a plaque with your business details will be placed on your plot and mentioned in publicity. If this opportunity has caught your attention, please contact me to discuss in more detail.

Thank you for your time and I look forward to hearing from you.

All the best,  
Andy Bell  
Aylsham Town Council Grounds



Map 1



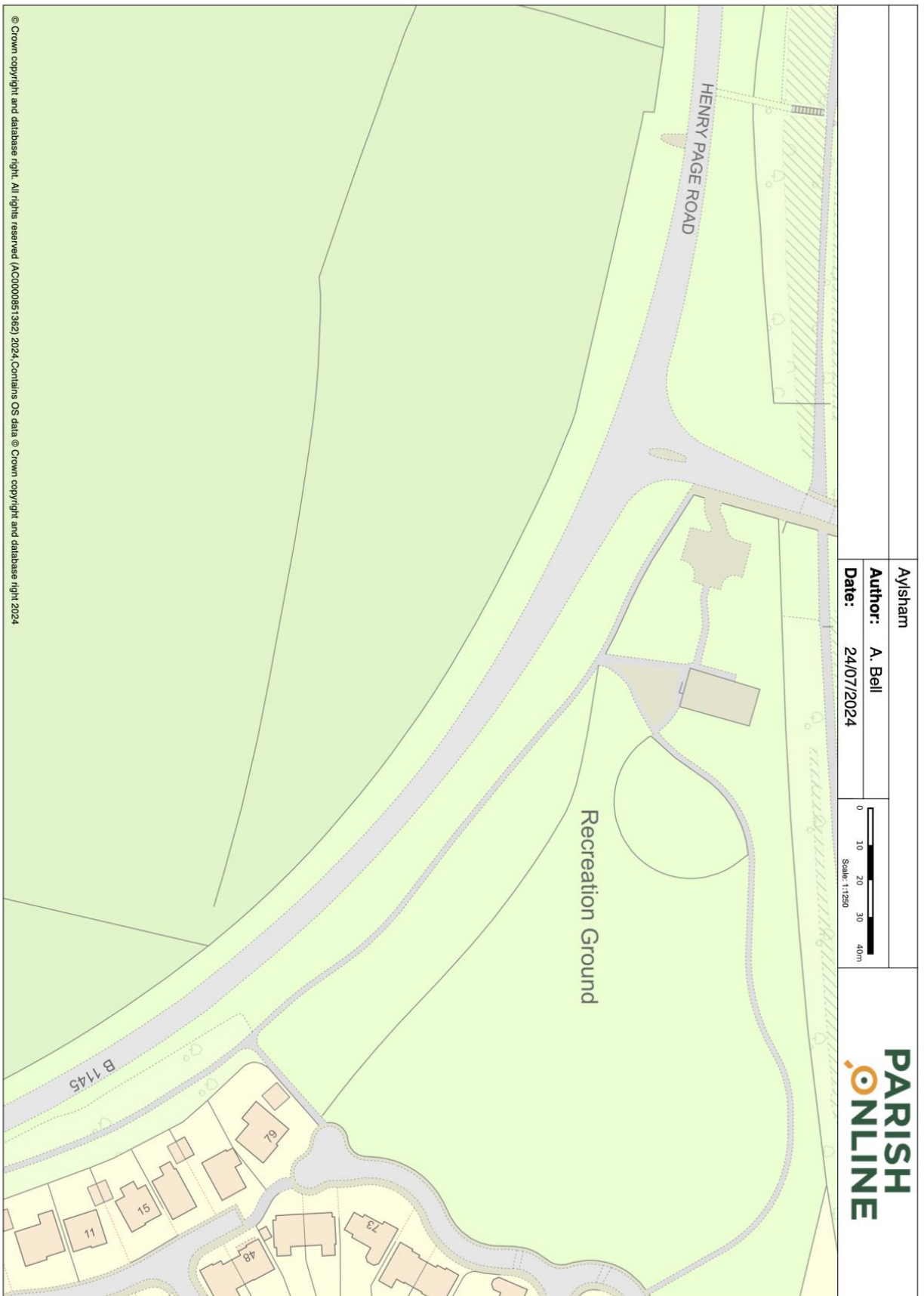
Map 2



Map 3



Map 4



Aylsham

Author: A. Bell

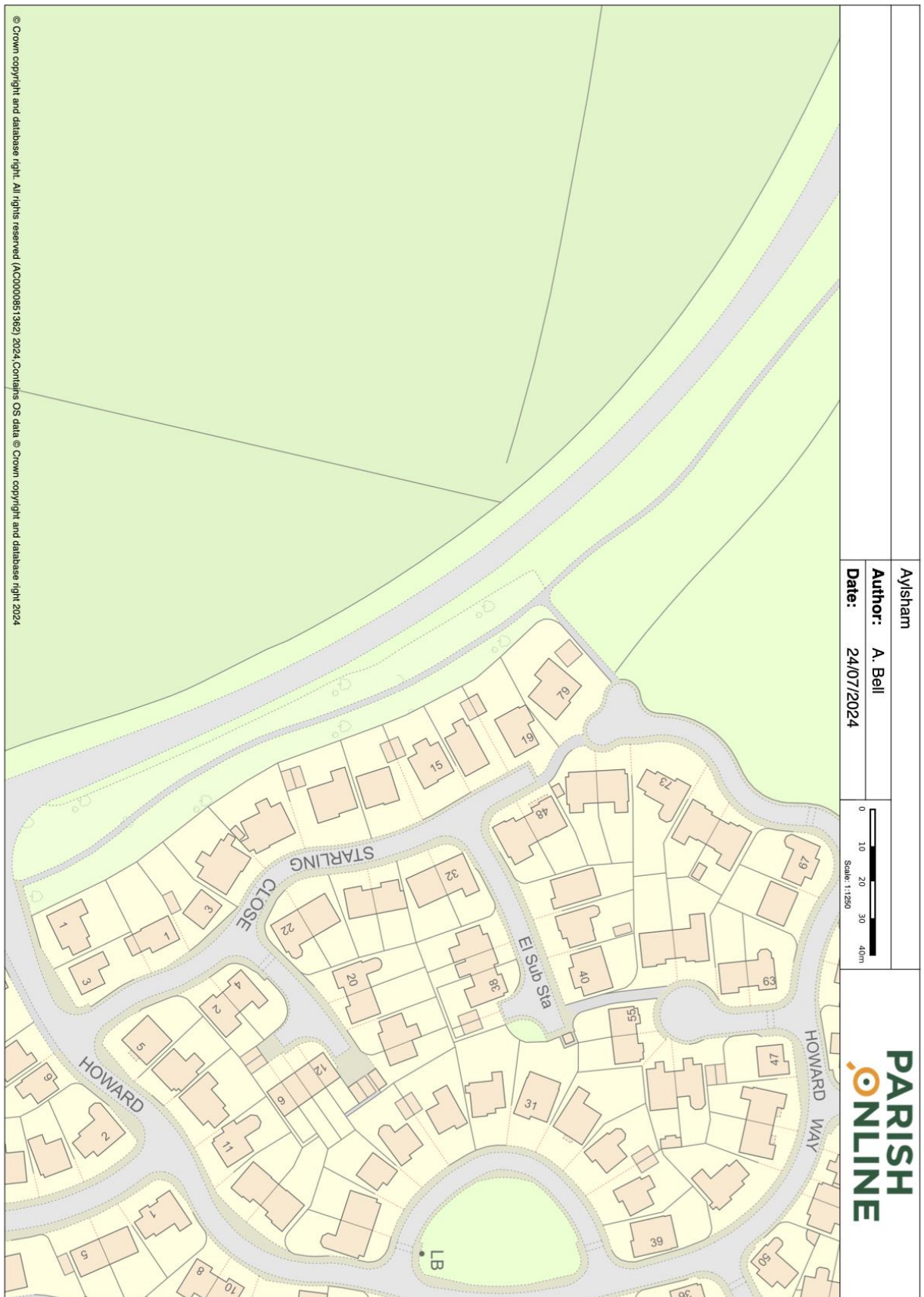
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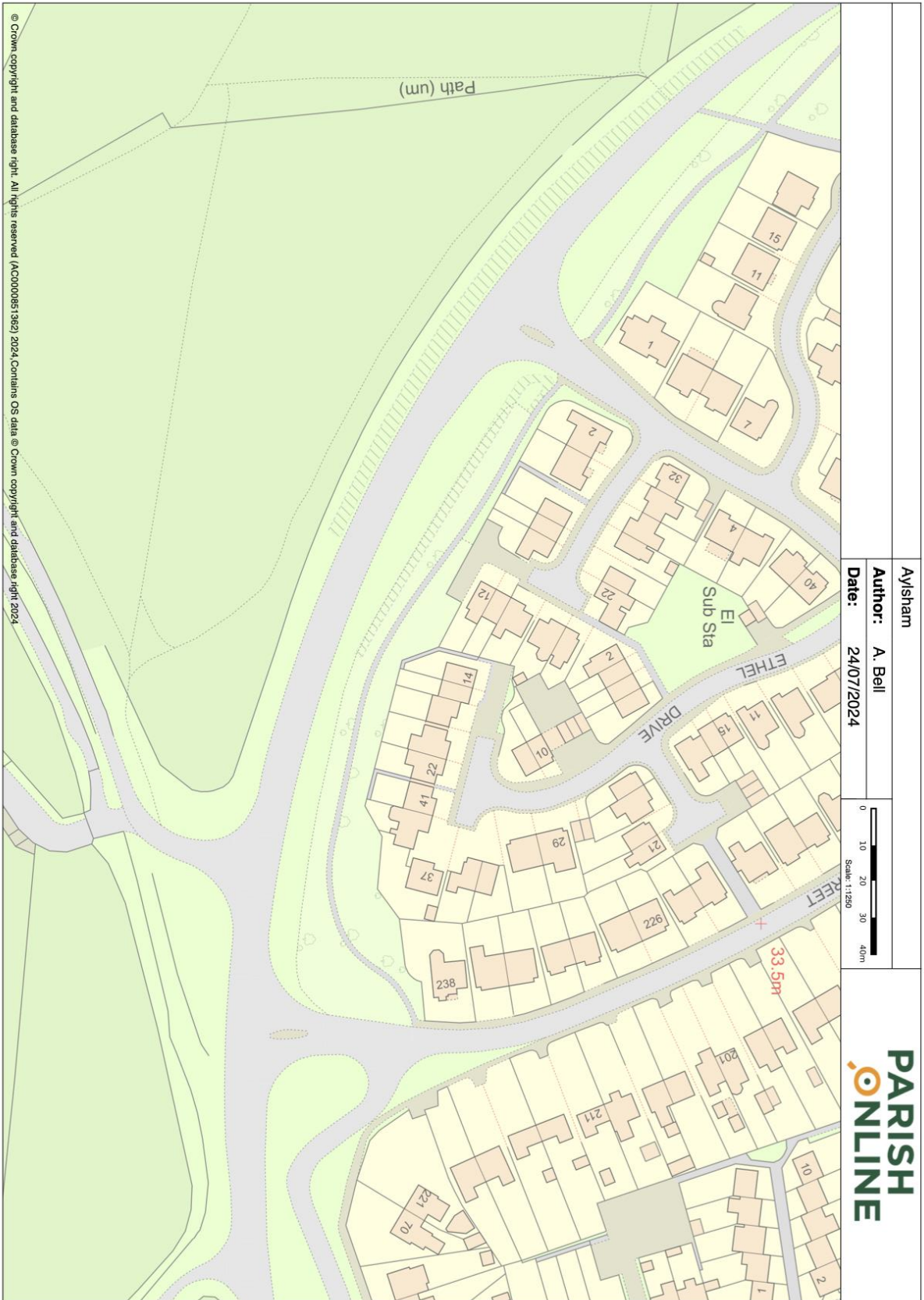
PARISH  
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Map 5



Map 6



Aylsham

Author: A. Bell

Date: 24/07/2024

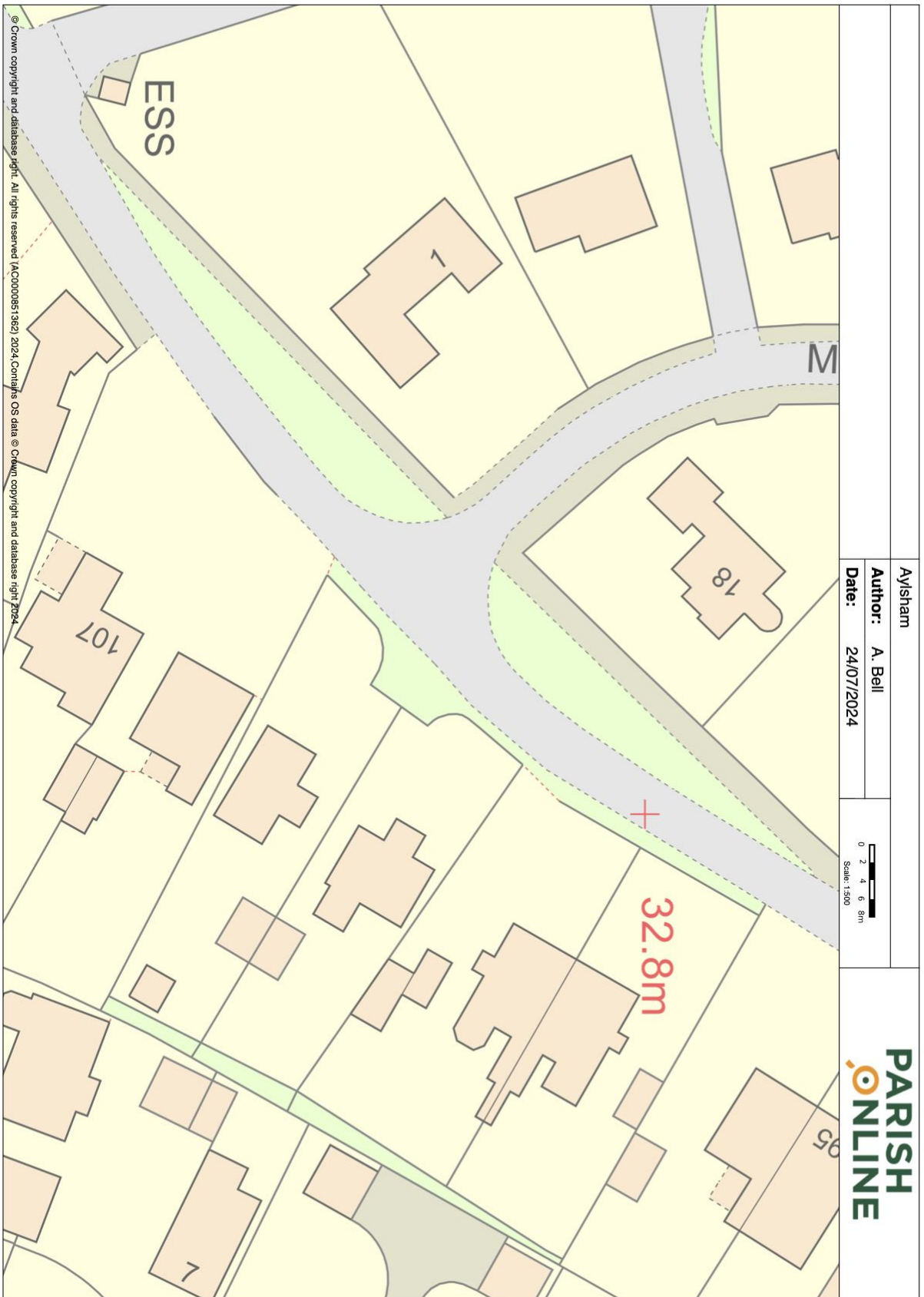
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**PARISH**  
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Map 7



Map 8





Map 9

