

28 November 2024 (2024-2025)

Aylsham Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 28/11/2024		
	Cash in Hand 01/04/2024		349,597.82
	ADD Receipts 01/04/2024 - 28/11/2024		623,531.31
			973,129.13
	SUBTRACT Payments 01/04/2024 - 28/11/2024		462,661.60
	Cash in Hand 28/11/2024 (per Cash Book)		510,467.53
B	Cash in hand per Bank Statements		
	Petty Cash	28/11/2024 250.00	
	01 Barclays Current Account	28/11/2024 130,385.62	
	02 Barclays Active Saver	28/11/2024 187,064.85	
	Public Sector Deposit Fund	28/11/2024 220,107.88	
	Shawbrook - Issue 7 Fixed Bond	28/11/2024 90,389.93	
			628,198.28
Less unrepresented payments		120,376.49	
		507,821.79	
Plus unrepresented receipts		2,645.74	
	Adjusted Bank Balance		510,467.53
	A = B Checks out OK		

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Aylsham Town Council
Summary of Receipts and Payments
Summary – Cost Centre’s Only
 28th November 2024

	Budgeted	Actual	Budgeted	Actual	+/- Under/over spend
01 General Purpose	124,200.00	159,238.17	122,200.00	106,004.87	51,233.30
02 Town Hall	96,200.00	81,756.29	96,200.00	59,249.57	22,506.72
03 Drill Hall	78,900.00	62,057.50	78,910.00	59,168.03	2,899.47
04 23 Market Place	5,500.00	3,109.70			-2,390.30
05 Cemetery Cottage	7,000.00	3,691.90	2,000.00		-1,308.10
06 Public Toilets			14,500.00	11,359.29	3,140.71
07 Other Properties	12,100.00	12,050.00	8,100.00	5,618.88	2,431.12
08 Cemetery	23,000.00	18,955.00	23,000.00	15,122.94	3,832.06
09 Allotments	34,000.00	34,820.42	34,005.00	20,562.99	14,262.43
10 Markets	9,000.00	5,370.31	2,400.00	1,467.20	-2,696.89
11 Open Spaces	198,800.00	193,834.43	193,950.00	135,247.07	53,737.36
12 Events		2,889.31	2,000.00	1,739.63	3,149.68
13 Churchyard			11,450.00	5,560.08	5,889.92
14 Street Scene	29,500.00	29,500.00	29,500.00	28,295.36	1,204.64
NET TOTAL	618,200.00	607,273.03	618,215.00	449,395.91	157,892.12
Total for ALL Cost Centres		607,273.03		449,395.91	
V.A.T.		16,258.28		22,378.97	
GROSS TOTAL		623,531.31		471,774.88	

Aylsham Town Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	4,252.22		1,360.81	2,316.33	5,207.74
Cittaslow	573.76				573.76
Community Events	7,200.00				7,200.00
Christmas Decorations	-747.02	2,000.00	1,677.20	408.20	-16.02
Election	2,500.00				2,500.00
Marquees	1,534.09			104.17	1,638.26
Drill Hall	10,000.00				10,000.00
Town Hall	17,000.00				17,000.00
Properties	19,100.00				19,100.00
Public Toilets					0.00
Cemetery	24,780.00		10.65		24,769.35
Open Spaces	70,400.00				70,400.00
Highway Verges	4,939.45		2,512.00	11,675.43	14,102.88
Recreation Ground	50,000.00				50,000.00
Churchyard	46,000.00				46,000.00
Street Furniture	7,953.50		100.00		7,853.50
Allotment Deposits	6,235.00		850.00	1,025.00	6,410.00
Hall Hire Deposit					0.00
CIL	29,459.57		9,214.40	11,423.19	31,668.36
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	1,148.67				1,148.67
Communications	4,730.00				4,730.00
In House Grass	10,000.00				10,000.00
Boiler Reserve	10,000.00				10,000.00
Climate Group	909.00				909.00
Total Earmarked	332,968.24	2,000.00	15,725.06	26,952.32	346,195.50
TOTAL RESERVE	332,968.24	2,000.00	15,725.06	26,952.32	346,195.50
GENERAL FUND					170,536.07
TOTAL FUNDS					516,731.57

CLERK'S REPORT FOR COUNCIL MEETING 4.12.24

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Some quotes received should be come to Council in January
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		
Allotments		
Churchyard		
Market Place		AGENDA ITEM Working on scheme for new planters
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		Fencing complete
"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		
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 has been 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 Grass Cutting		
Electronic Information Sign		AGENDA ITEM
Neighbourhood Plan		Meeting 5.12.24 at Noon

Items for Town Council to consider/note

- **Waiting to hear re Bank Barn**
- **Neighbourhood Plan Meeting**

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, ON WEDNESDAY 20 NOVEMBER 2024 AT 11:00**

PRESENT: Mr P Prekopp, Slow Food Aylsham, Chairman
Mrs M Anderson-Dungar – WI/Aylsham Country Market
Mrs C Bould, Aylsham Town Council
Mr K Cunnane, Aylsham Town Council
Mrs M Evans, Aylsham Town Council
Mr G Margaron, Aylsham Community Partnership
Mr G Peers, Broadland District Council
Mrs W Sadler, Aylsham in Bloom
Mrs J St Clair, Aylsham U3A

In the absence of an officer, Mrs Anderson-Dungar agreed to take the Minutes.
Mrs Evans updated the meeting on the Town Clerk situation.

01. APOLOGIES FOR ABSENCE

No formal apologies had been received

02. MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

None received

03. MINUTES

Minutes of the Meeting held on 16 October 2024, as previously circulated, were **agreed, confirmed, and signed by the Chairman** with the addition of Mr G Peers to the list of apologies received.

04. MATTERS ARISING

Trees in the Market Place – there was no update.

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 UK – the AGM and Board Meeting was held on 12 November. Catherine Claydon from Mold is the new Chair of Cittaslow UK. Directorships will be finalised at the 2025 AGM to be held in March 2025. Mold has formed a new Cittaslow Steering Group following the Town Council's decision to remain in membership until 2026.

International – Mrs Anderson-Dungar had attended the October Co-ordinating Committee via Zoom, and Catherine Claydon from Mold had attended the Assembly in June 2024.

07. CITTASLOW IN AYLSHAM

The Chairman had given a talk to Probus members on Cittaslow and Slow Food.

08. FOOD AND CRAFT MARKET AND GENERAL MARKETS

a) Food & Craft Market – The November market was reasonably well attended.

- b) General Markets Monday & Friday – still holding their own.

09. CLIMATE EMERGENCY

Mrs Bould was pleased to report that the Town Council had agreed a proposal from ACE to fund the blister pack recycling for 2025. Donations of blister packs were ever increasing, and ACE had received requests for information from towns who wished to set up similar projects. ACE groups were engaging more with residents via social media postings, polls on community noticeboards on topics such as how people access the town, (70% of respondents walk or cycle), reducing plastic waste at Christmas. Followers are across all age groups.

10. PROJECTS

Information/updates were provided on the following:

- 2025 anniversary of Cittaslow and Slow Food in Aylsham – The Chairman had met via Zoom with the officer from LEAF (Linking Environment and Farming) who would contact local farmers for commitment to Open Farm Sunday in June, plus the possibility of other occasions for farm visits and linking with local schools. Generally, all groups were asked to consider how they could contribute to the celebrations throughout the year. With regard to the other UK towns, Mold and Llangollen would celebrate 20 years and 10 years respectively in 2026, and it was suggested that Cittaslow UK be approached for a financial contribution towards each town's celebrations. The Chairman, Mr Margaron and Mrs Anderson-Dungar agreed to prepare a proposal for the March 2025 Board Meeting. The Town Council also to be approached. Mr Peers offered assistance via a colleague with preparing a programme of events.
- In Bloom – the Town Council had agreed to replace the grey planters in Spring 2025 with ones made from recycled materials, and to buy mangers for the allotments; a lottery application was to be made, and Mrs Evans would enquire as to progress. In Bloom would provide any wording required for the application. In Bloom would contribute £1000 for plants, commemorative plaques for the 25-year Anniversary, and to repaint the other planters. Woodgate Nurseries had agreed in principle to take delivery of the new planters and provide space for planting up; Town Council to organise transport to the Market Place. The existing wooden planters are deteriorating rapidly and may soon need to be removed.
- Mrs Bould advised of the need to re-surface the Smile Park areas on the Recreation Ground. It had been agreed to tackle the junior area first, and a project had been developed in collaboration with Kompan to re-surface and provide a piece of sensory play equipment. Funding had been obtained from Pride in Place, s.106 money from the Town Council and the Paul Bassham Trust. Work was due to start in December. An application had also been made to the Aylsham Show Association for funding to provide a wheelchair accessible bench. Thanks were recorded to all the funders.
- Aylsham – “the Norfolk Capital of Food”– Mr Peers referred to the Melton Mowbray Capital of Food project outlined at the Market Towns Conference and suggested this could be applied to Aylsham with its growing reputation as a “foodie town.” The Norfolk Capital of Food strapline could be progressed via Visit Aylsham, applied throughout social media promotions for events, used by traders, etc. Mr Peers will prepare a marketing plan. The Chairman to get an initial reaction from the Chairman of the newly formed Aylsham Business Consortium.

11. AYLSHAM COMMUNITY EVENTS COMMITTEE

The next event is the Lights Switch-On Evening on 29 November. Father Christmas will switch on the lights. The newly formed Business Consortium will be represented on the Committee from 2025, and the Events Officer will attend Business Consortium Meetings.

12. SLOW FOOD AYLSHAM

Slow Food Aylsham is now part of ACE, with a section on the ACE website. They will collaborate with the Heritage Centre on a ration book trail as part of the 2025 History Day. The Heritage Centre will host a reception to thank the Red Lion Street traders for their support of the very successful Red Lion Street exhibition this year.

13. AYLSHAM IN BLOOM

Mrs Sadler reported that autumn planting had been completed. Fence repairs were awaited for the Paupers Graveyard. There was no work required in the churchyard at this time of year, but Andy Bell would monitor in conjunction with Church volunteers. Some box hedging had suffered box moth caterpillar infestation this year; treatment would be required next year

14. AYLSHAM BUSINESS ENTERPRISE FORUM (ABEF)

This item to be renamed Aylsham Business Consortium for future agenda. In the absence of a representative, the Chairman reported that the group had adopted a Constitution, Terms of Reference and Aims and Objectives; the new Chair is Emma Payne of M's. Three late night opening sessions are planned for 5, 12 and 19 December, plus Christmas Wander'land competitions. Transfer of funds from ABEF is in hand with Barclays Bank.

15. AYLSHAM PARISH CHURCH

There was no report or representation from Aylsham Churches Together. However, it was noted that the Remembrance Service was well attended, and preparations are well under way for the Christmas Tree Festival.

16. ITEMS FOR INFORMATION/NEXT AGENDA

Next Agenda – The Chairman, Mrs Evans, and Mr Peers to prepare an action plan for the Town Council to identify the main points from the Market Towns Conference that would benefit the Council and the town.

17. DATE OF NEXT MEETING

This was **agreed** as Wednesday 22 January 2025

18. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 11:58

Agenda Item 15a

Minutes of Aylsham Recreation Ground Committee held
Tuesday 15th October at the Pavilion



PRESENT

Lauren Stroud (Chair)

Alan Marchbank

Barry Lancaster

TC Papers December 2024

Cheryl Bould

Heather Morton

Jon Minns

1. Welcome and Apologies

Lauren Stroud opened the meeting and welcomed everyone. Apologies from Philip Kingsford, David Addy and Sean Cannon.

Prior Actions

Action	Owner	Progress	Complete?
to contact Keith 1. To confirm his plans on leaving with date 2. To ask him to remove chemicals he is storing from the container	Lauren	Not done	
to check the Town Council's deeds to see whose boundary this is. If not our boundary it is not our responsibility to cut the trees.	Dave	Checked and proposed by Dave that the rec committee pays. 28/10 – LS emailed Jake to instruct him to carry out the work (in December)	
Provide costings and schedule for new contract	Dave	Has sent costings to LS on email 10/10/24	
To continue to liaise with contractors and seek start dates and order of work.	Cheryl & Heather	Ongoing	
To meet with Richie to discuss contract	Lauren	Not put new suggestions to Richie yet; Lauren to find out Richie's contract days. Contract seen and reviewed within the meeting and some suggestions will be put forward to Richie	
To email dates for committee members to help with this (clearing grass cuttings)	Lauren	To agree at next meeting	
Formally propose concrete pad and name lead to get quotes	Committee	Gavin Watson emailed 22/10 to try to arrange for the following week	
Article in Just Aylsham and the EDP to see if any business or individuals would help fund the resurfacing of the play park	Heather	Written and sent off to Just Aylsham	Yes
To source a brown bin from Biffa quote for the bowls club grass waste	Sue/David	?	
Review ACT/HOS lease in detail and report back	Sean and LS	reviewed and reported back to ACT and Phil McDonald emailed 14/10	

		with some challenges. Sent to Sean for review 28/10	
To complete the application (CIO)	Sue/Dave	28/10 – updates have been included in new version but not been signed off as the Town Council want to seek legal advice regarding the rec becoming a CIO. constitution reviewed but committee wanted more time. This was reviewed again at the meeting and feedback needs to be taken on board and updates made.	
Digital lock	Dave/TC	Doors to be done first? (10/10)	
To liaise with ACE re water fountain	LS	LS contacted ACE and they replied to follow the links to manufacturers to get them to come out/quote and then look at apply for any grants to pay for it. Contacted manufacturers has not been done.	No
To speak to ACE re rainwater harvesting	Cheryl	?	

2. **To confirm minutes of the last meeting (September 2024)**
All that were present at last meeting agreed.

3. **Recreation Ground Caretaker’s Report**

Neil reported that repair of Skateboard ramp had been completed. Along with zip wire. The net posts for the cricket nets had been moved into the cricket store, and covers had been made for the postholes. Three-inch tubes had been used with caps on top. Further bolts were required to keep the caps on!

Slabs at the front of the pavilion were becoming unstable.

Basketball nets need replacing

ACTION Lauren To supply new basketball nets

Barry expressed concern about the work Neil and a friend, were doing for free. Lauren had said this had been discussed at a previous meeting. A financial gift had been offered to Neil’s friend who had helped him with some work. This was declined twice as person said happy to help out.

Barry still felt we shouldn’t expect Neil indefinitely to work extra, even if he offers. We need to look at Neil’s role and amend job description and hours in the new budget. This will more accurately reflect the cost of running the Rec.

Lauren thanked him for the work he has done so far.

ACTION ALL Review Neil's job description and hours

4. Finance

a. Incoming and out going year to date

Receipts £49,064, payments £57,006.

b. Bank balance

This showed a current balance of £7220 as of 8/10/24

Lauren reported there had been no income from bowls, tennis or cricket.

ACTION Alan to check that an invoice had been sent.

Lauren reported that he had submitted the budget by the September deadline as requested by the Town Council with explanations of increases. It was linked to inflation and included an increase for the bowls with reasons for the increase, and a refurbishment fund. The increase was up by £7K from last year.

5. Matters arising (new since last minutes)

a. Charity Commission return

Lauren had emailed a Trustee report to Lizzy the finance officer at the Town Council as requested

b. CIO and legal advice

The full application has not been completed. Dave was not present to give feedback however, Cheryl reported that at the last Town Council meeting he requested that the Town Council should seek independent advice as to whether the precept could be continued to be paid to the Rec if we became a CIO.

ACTION Lauren to contact CAN. When we had the training from CAN (the same legal team that the Town Council use) said this was not a problem as this concern was discussed. So we need to check and request if they can send confirmation that this isn't an issue.

If it isn't a problem we will continue with full application and may pay CAN do the submission, which was offered at a fee of £450.

c. BT Bill

Dave had tried to sort this on our behalf, but no update as he is now off sick. General feeling of unwillingness to pay BT as thought DDR was in place and so would not have defaulted on payments.

ACTION Cheryl to try and check progress and report back to Lauren.

d) Pest control

Neil met with the man from Pest Control (Millennium) who said had done everything needed and would send a report. Although not located ? with Sean.

Sean had recommended to Lauren that the work £425 plus VAT be paid. All agreed.

ACTION Lauren to email Millennium to carry out the agreed work

e) Hedge cutting

Dave had spent a lot of time looking at plans and deeds and legal agreements to see whose land the trees were on but not precise enough to be clear.

As on the boundary, there is a joint responsibility especially as we have helped with maintenance in the past.

The current owner is proposing his Tree surgeon, Jake Woods can do the job for £600 plus VAT in December. Dave advised as an act of good will towards neighbour to cut the hedge.

In favour Alan, Cheryl, Lauren and Heather, against Barry and Jon as felt the owner had planted them, and should be taking responsibility for them

ACTION Lauren to instruct the hedge cutting

f) Trees

Cheryl reported that she received a letter from David Hitchin of Aylsham Show who was disappointed that the trees supplied by the Aylsham Show had not been looked after properly and 2 had died. Also he wondered where the plaques on the wall, provided by the Aylsham Show had gone.

Neil had spoken with Andy Bell the new grounds person for the Rec. He can source replacement trees if required. All agreed trees should be replaced and will be cared for then by Andy

ACTION Cheryl to write to David to apologise and express our frustration too. Also to explain we would replace like for like.

ACTION Lauren to ask Andy to order and plant new trees when required

ACTION Heather to find out if the plasterer had removed and stored plaques

g) Play parks

Cheryl reported that she is trying to arrange a site meeting with Kompan and Red Lynch but person is currently on leave.

h) Concrete base for seat

Neil and Gavin will be doing

i) Green waste disposal

Andy had removed the bags recently full of green waste. A concrete pad needs to be put in over winter and compost bins to be put on top.

ACTION Neil and Gavin to do concrete base

ACTION Lauren to liaise with Neil to source compost bins

Rainwater harvesting

Cheryl had discussed this at ACE (Aylsham Climate emergency group). How water is used on the Rec would make a good project when combined with a refill station and could be looked at as a Community Grant scheme

ACTION Cheryl to share link with Lauren

ACTION Lauren to contact Phil about the information he has on rainwater harvesting. Also to look at new fund Norfolk Offshore Community Fund to see if we meet the criteria with this project.

6. Update on previous matters

Alan

- Invoice for tennis had not been sent

ACTION Lauren to chase Lizzy at Town Council finance to send out

Barry

- The NEST system for the heating needs replacing, as the firm no longer exists. The temperature can be adjusted manually.

ACTION Lauren to contact Donna, who does the bookings, to make sure that on the booking form explains about the heating and request to turn down end of session

ACTION Neil to speak to Cooks to see if can be pre-programmed to make sure not unnecessary heating overnight.

- Who does the PAT testing?
Someone explained Gavin does this and has been done.
- Aylsham Care Trust are taking over Hooked on stitching have requested a copy of the draft agreement. Lauren explained this was in hand. Current agreement runs to end March
ACTION Lauren Agenda item next time

Cheryl

- Away on leave 23/10/24 for 1 week.

Lauren

- Requests for funding from Aylsham Show by 11th November.
ACTION Cheryl to send links regarding sensory bench
ACTION All suggestions to Lauren

Summary of new actions:

Action	Owner	Date
Find new basketball nets	Lauren	End of November
Review caretaker contract for 2425	All	March 2025
Email CAN re barrier being placed by TC re legal situation if the rec becomes a CIO and if there is an issue with TC paying the grant to the rec	Lauren	End of October
Find out status of BT bill	Cheryl	November
Instruct Millenium to arrange pest control	Lauren	End of October
Instruct tree cutting (Jake)	Lauren	End of October
Ask Andy to order and plant new trees when required	Lauren	Ongoing
Write to David to apologise and express our frustration too (about the trees). Also to explain we would replace like for like	Cheryl	End of October
Find out if the plasterer had removed and stored plaques	Heather	End of October
Source compost bins	Lauren?	End of November
Share links on rainwater harvesting with LS	Cheryl	November
Contact Phil about the information he has on rainwater harvesting. Also	Lauren/Phil	End of October

to look at new fund Norfolk Offshore Community Fund to see if we meet the criteria with this project.		
Chase Lizzy at Town Council finance to send out	Lauren	End of October
Speak to Cooks to see if can be pre-programmed to make sure not unnecessary heating overnight.	Neil	November
Contact Donna, who does the bookings, to make sure that on the booking form explains about the heating and request to turn down end of session	Lauren	End of October
Links to sensory bench	Cheryl	31/10/24
Suggestions for Aylsham Show funding	All	11/11/24

Meeting closed at 9.05.

**Minutes of the Aylsham Town Council Traffic Group Meeting held on
Wednesday 13th November 2024 2 pm at The Drill Hall**

Comments in red are from the Highway Engineer

Present

Cllr Kay Montandon (Chair of Traffic Group) Cllr Trevor Bennett (Chairman)
Cllr Mary Evans (Vice-Chair) Cllr Pat Prekopp
Cllr Sue Catchpole (BDC) Richard Pearson (NCC Highways)
David Harry

Dave Addy

Apologies for Absence

Apologies were received and accepted from:
Steve Riley

Issues from the Traffic Strategy not directly linked to developments:

1. Yellow lines

Discussion around double yellow lines and alternative solutions to obstruction of driveways, verges and highway: Limited number of Civil Enforcement Officers; Police reportedly can enforce on dropped kerb obstruction and parking around the bell-mouths of junctions; additionally dropped kerbs can be lined marked with deterrent H-bars on the highway, which could potentially be funded by Steve Riley's County Cllr budget. More bollards are required on the verges to stop parking. Richard to speak to Bob Pratt about forming marked bus stop areas on the Cawston Road, and to check if one Traffic Regulation Order (TRO) could cover possible lining of all the roads in the area. All other measures to be considered before a TRO.

A New TRO can include several nearby locations in a single application. This doesn't mean that they will be agreed to though and the process as mentioned is a costly and lengthy process. No doubt there will be objections which will delay some of the named sites.

Replacement Bollards at the Cawston Rd/Mill Rd junction to be programmed by my Area Tech if and where required to prevent parking.

2. Electronic signage on Norwich Road gateway into the Town

Unlikely to get Highways consent for a sign on their land, and it would need to be removed if complaints. Richard therefore suggested approaching a farmer to use a nearby private verge.

Highways only remove unsightly banners and signs if there is a complaint about them on Highways land. Planning can consider enforcement action anywhere, unless they advertisements are on a moveable structure.

As discussed in the meeting I think the best way forward would be to gain permission from field/landowner on Norwich Rd as the area questioned just after the Roundabout is highway land which Highway would be reluctant to agree. I have attached plan which the green hatching shows the highway boundary.

3. Possible schemes for improving Red Lion Street

4. Market Place Schemes

Combined discussion of the above agenda points: making Red Lion Street pavements and road level, speed limits, zonal colouring of tarmac e.g. crossings and other deterrents, to make it safer and to favour pedestrians. It was noted that Heritage Action Zone, Town Deal, or Pride in Place funding bids could be considered to help fund road safety improvements, like in NW. Richard to review the Market Place plan, and whole ATC Traffic Strategy, and confirmed that Carl Rands, Assistant Director Highways, should be consulted on Red Lion Street and the Market Place, as he has oversight of the Major Infrastructure Team and Road Safety Team, and can advise upon the feasible options.

As discussed in the meeting the Aylsham Town Transport Plan was sent to the Strategic Transport & Safety Team back in 2022 who will be better placed to respond to growth/planning queries

5. Consent for tree work: Norwich Road & Holman Close

Richard to review and confirm whether Highways own the trees – as suspected by ATC – and if so, to give consent for the crown lift works by the roundabout and tree cutting/vandalism tidying along Norwich Road. The Holman Close crown lift (to the tree to the right exiting onto Holman Road) is in hand.

These are Highway Trees. I have sent a request to our Arboricultural Team to carry out a tree inspection next time they are in the Aylsham Area. They will then send a report to myself to arrange any works required.

6. Norwich Road shopping parade pavement ownership & dropped kerb

The pavement is not adopted by Highways, nor had ownership recorded with the Land Registry, or responsibility recorded on the Planning History. However, it appears that Highways has installed paving there in continuance of the paving along Norwich Road towards the Market Place. Richard will take advice on whether this confers Highway responsibility. ATC's property solicitors are already commissioned to investigate the land ownership.

As discussed not NCC land we have no jurisdiction to maintain

Issues that link between developments and traffic strategy:

7. Crossing of A140 in respect of Burgh Road Site and consideration of crossing near Norwich Road site

ATC proposed safest options of tunnel, bridge, or pedestrian controlled traffic lights for the Bure Valley Way crossing. Richard heard that a central Refuge scheme is going ahead. This is to the opposition of ATC, due to the pedestrian and cyclist risks. Richard to check with Highways, and Sue with Planning.

Plans in with Broadland are for a Toucan Crossing on the A140 to be provided by the developer

8. Provision of adequate cycleways and Footpaths on both sites

9. Provision of satisfactory width of carriageways on both sites

Combined discussion of the above agenda points: Trevor to enquire with Highways Planning Officer if Highways have considered the safety aspects.

10. Crossings on Burgh Road and Norwich Road

11. Infrastructure changes needed due to increase in population

Combined discussion of the above agenda points: It was advised to contact PC Lucas Ward about obstructive parking and Police coning on Burgh Road during events. It would cost at least £200k to fund the proposed Burgh Road crossing near Forster Way, but there is no Highways funding for this. The Burgh Road housing developers have proposed to provide a crossing near the BP garage.

12. Transport Hub on Norwich Road site

Richard advised Kay to speak with Robert Pratt, as he has some funding at present. The Planning Inspector stated that the Transport Hub should be delivered ready for use, which the developers were willing to provide, but the Planners have not required. Richard to check the number of planned Norwich Road access points, as there are apparently four instead of two.

The Drawing Rev C on the Broadland Planning sites shows only 2 entrances on the Norwich Rd

The Chair closed the meeting at 3.50 pm.



AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE
AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL
ON WEDNESDAY 20TH NOVEMBER 2024 at
7:00pm**

PRESENT:

Joan Bennett	-	Councillor
Cheryl Bould	-	Councillor
David Anderson	-	Councillor
Giles Margaron	-	Town resident
Donna Butcher	-	Aylsham Town Council Events & Administration Officer

1. WELCOME INTRODUCTIONS & APOLOGIES

In the absence of the Chairman, it was agreed that Cheryl Bould would chair the meeting.

Apologies received from Richie Barnett and Patrick Prekopp.

2. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 18TH SEPTEMBER 2024

The minutes of the meeting held on 18TH September 2024, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

Cheryl Bould informed the committee that the organising of the Healthy Towns events was to be taken over by the local surgeries. TBC with Kay Montandon.

5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

None present.

6. TO DISCUSS FINAL PLANS FOR CHRISTMAS LIGHTS NIGHT

Donna Butcher informed the committee that all plans were finalised for the evening, except for informing volunteers of their roles on the night. Due to the lack of committee members present Cheryl agreed to be in Santa's Grotto and Joan would be in the kitchen. Both agreed to arrive at 4pm.

7. TO DISCUSS PLANS FOR CHRISTMAS CRAFT FAIR.

Cover was agreed for the kitchen. Joan to arrive at 9.30am. Donna will be in the hall to set up from 8am and will leave at 12pm.

8. TO RECEIVE AN UPDATE ON THE PRICE INCREASE FOR TOWN HALL HIRE

It was agreed that this matter needs to be go on the Town Council agenda to be discussed. Cheryl to discuss with Fiona and put forward to the Clerk.

9. TO DISCUSS PLANS TO ENLIST MORE COMMITTEE MEMBERS

Giles to mention in his introduction at Christmas lights switch on. Donna to produce a flyer to be available at the kitchen hatch and grotto at Christmas lights. Advertise on social media in the new year. A member from the Aylsham Business Consortium to be invited to join the committee.

10. TO RECEIVE THE BALANCE OF ACCOUNTS INCLUDING RESERVES

The council have requested the reserve balances for all accounts for the next Town Council meeting.

11. TO AGREE DATE OF NEXT MEETING

The next meeting will be a Christmas lights 'wash up' meeting to be held on Wednesday 18th December at 7pm in the Black Boys. The next full committee meeting will be held on Wednesday 19 February at 7pm in the Council Chamber.

12. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 7:45pm

AYLSHAM TOWN COUNCIL

Hybrid Working Policy

Policy Statement

Aylsham Town Council believes that its staff members are a valuable asset and are committed to retaining and attracting the best talent. It appreciates that the UK workforce is becoming increasingly diverse.

The Council recognises the importance of helping its employees balance their work and home lives by offering flexible working arrangements that enable them to balance their work commitments with other priorities. One such flexible working arrangement is hybrid working.

This policy sets out the ways that hybrid working will be managed. The continued aim is to increase the retention of staff, reduce absence, attract new talent, promote work-life balance and reduce employee stress. In doing so this will aim to improve efficiency, productivity and competitiveness.

Hybrid Working

Hybrid Working is defined as a working arrangement where staff conduct their duties both in the workplace and remotely. Whilst working remotely employees maintain the same contractual obligations.

The Council recognise that homeworking can be beneficial for individuals and will seek to accommodate it wherever possible. However it also recognises the benefits from a degree of onsite working. For that reason homeworking will be limited to no more than 40% of the contracted hours

There are two main categories of hybrid working

- Occasional/ad hoc hybrid working. This arises in relation to specific pieces of work for specific time periods. It does not follow a regular pattern and is subject to approval of a line manager.
- Regular hybrid working. This is an agreement for a permanent combination of homeworking and attendance at the workplace on a regular basis.

Eligibility

The Council maintains discretion to offer homeworking to staff. Hybrid Working is not suitable for all roles and must fit the business need.

The roles suitable for Hybrid Working at Aylsham Town Council are –

- Town Clerk
- Finance Officer (Occasional)
- Administrator (Occasional)

Hybrid working must be cost effective and ensure that there is no increase on colleague's workloads. Staff must also be mindful of the opening hours and requirements for staffing levels in the Town Council office.

Requests for hybrid working

Should the employee wish to request hybrid working they should do so by discussing the proposal with the staffing committee or line manager.

All requests will be considered in line with the Equality Policy.

The agreement for hybrid working should include the following-

- Date from which arrangements are to start
- Proposed number of days working from home
- Proposed hours of work from home
- Extent of availability to cover workplace for meetings, colleague cover, etc
- A trial period if applicable

Working from home agreement

The terms of the agreement are to include the following-

- The Council reserve the right to terminate the homeworking arrangement at any time on reasonable notice.
- Employees are required to be available during core hours.
- Homeworking arrangements are subject to regular review.
- Employees working from home will be expected to attend meetings and other office- based events when required.
- Employees working from home are required to comply with Council policies including holiday, performance, sickness reporting, etc.
- Employees are responsible for completing their working hours and taking rest breaks.
- The Council's health and safety policy applies to homeworkers.
- A risk assessment will be undertaken to determine any relevant risks and to prevent harm to the homeworker or anyone else who may be affected by their work, in respect of the workplace itself and the working arrangements.

Approved- December 2024

Review- December 2026

RISK ASSESSMENT – COUNCILLOR CHATS

THE ACTIVITY

A conversation with residents in the public space of the Country Market or the Town Hall prior to the Town Council meetings.

OBJECTIVE

To give residents the opportunity to raise issues of concern or interest with Councillors. Councillors are there to represent the residents and this is an important opportunity to do this.

POTENTIAL RISKS

Physical or abusive threat or behaviour from residents to Councillors, (or vice versa).
Reputational risk to the Council from information supplied to the resident from the Councillor.
Litigious risk from misinterpretation or incorrect information supplied to the resident from the Councillor.

MITIGATIONS TO BE PUT IN PLACE

All meetings only in public.
Meetings ideally with more than once Councillor present
Recording of the meeting through written or audio means with permission of the resident where possible.
Councillors to commit to conduct these meetings as largely LISTENING exercise to identify the issues our residents are concerned about or interested in.
Councillors to be aware they cannot represent the views of the Council, only themselves as individuals and therefore not to give information that could be misinterpreted or mislead the residents.
The only undertaking a Councillor can make is to investigate the issues for the resident where appropriate or put the issue to the Council for debate and consideration.

ASSESSMENT OF RISK

Physical or verbal threat. Low likelihood in public space. Any Councillor who feels uncomfortable for any reason should immediately withdraw from the situation.
Reputational risk or litigation liability. Low risk as Councillors cannot speak on behalf of the Council. All Councillors to be aware that they are simply there to take the information and make the resident aware of their available routes to redress or to put the issues before the Council meeting.

SUMMARY

The exercise of listening to residents is good practice. The Councillors are making themselves available to the public in exactly the same way the officers do when they are performing their duties. We put sensible precautions in place in both situations.

REVIEW

The risk assessment to be reviewed by the end of January 2025.

Kay Montandon 20/11/2024