

Aylsham Town Council						
Summary of Receipts and Payments						
Cost Centre	Receipts			Payments		Net Position
	Budgeted	Actual		Budgeted	Actual	
01 General Purpose	112,800.00	63,991.53		112,800.00	17,303.29	46,688.24
02 Town Hall	58,750.00	31,854.50		58,750.00	16,055.60	15,798.90
03 Drill Hall	63,000.00	21,965.00		62,985.00	10,081.42	11,868.58
04 23 Market Place	5,500.00				0	-5500.00
05 Cemetery Cottage	7,000.00	453.70		1,500.00	0	-5,046.30
06 Public Toilets				11,800.00	2,214.77	9,585.23
07 Other Properties	6,450.00	3,250.00		5,700.00	1,169.00	1,331.00
08 Cemetery	23,600.00	7,090.00		23,600.00	10,496.36	-3,406.36
09 Allotments	24,700.00	15,087.50		24,690.00	5,456.52	9,620.98
10 Markets	9,000.00	926.16		2,650.00	720.43	-6,141.27
11 Open Spaces	173,370.00	84,950.00		166,020.00	19,388.79	58,211.21
12 Events		334.32			398.82	-64.50
13 Churchyard				13,700.00	512.34	13,187.66
14 Street Scene	24,450.00	14,350.00		24,450.00	1,319.75	13,030.25
NET TOTAL	508,620.00	244,255.71		508,645.00	85,117.09	159,163.62
Total	244,255.71				85,117.09	
V.A.T.	8,826.35				5,773.50	
GROSS TOTAL	253,082.06				90,890.59	

Aylsham Town Council
Reserves Balance up to 31st May 2023
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	4,300.00		171.88	199.92	4,328.04
Cittaslow	700.00				700.00
Community Events	5,200.00				5,200.00
Christmas Decorations	160.00				160.00
Election	2,000.00				2,000.00
Marquees	1,375.00			41.67	1,416.67
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	31,100.00		6,320.00		24,780.00
Open Spaces	70,400.00				70,400.00
Highway Verges	4,385.00		1,752.88		2,632.12
Recreation Ground	34,400.00	15,600.00			50,000.00
Churchyard	46,000.00				46,000.00
Street Furniture	11,500.00				11,500.00
Allotment Deposits	5,875.00				5,875.00
Hall Hire Deposit	50.00				50.00
CIL	28,987.00			1,701.17	30,688.17
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	300.00		60.77	914.24	1,153.47
Communications	5,000.00				5,000.00
In House Grass	5,000.00				5,000.00
Traffic Group					0.00
Total Earmarked	307,832.00	15,600.00	8,305.53	2,857.00	317,983.47
TOTAL RESERVE	307,832.00	15,600.00	8,305.53	2,857.00	317,983.47
GENERAL FUND					228,979.43
TOTAL FUNDS					546,962.90

CLERK'S REPORT FOR COUNCIL MEETING 7.6.23

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		New mirror installed Quotes for boiler in progress
23 Market Place		
Cemetery Cottage	Private Letting	Tenant renewed lease
Cemetery		The gateway has been completed. The issue with the reserved grave has been resolved. The new benches have been installed
Allotments		Inspections scheduled this week
Churchyard		Met with representatives of PCC and Aylsham In Bloom to discuss garden area
Market Place		
Farmers' Markets		New look Farmers Market first date 3 rd June
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general	Blossom Trees	To consider working with the National Trust to plant blossom trees on large grass verge
Highways		
Paupers Graveyard		Signage is currently being designed and a maintenance schedule put in place Paupers Graveyard has been shortlisted for Norfolk Community Biodiversity Awards
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		
Land at Sapwell Close	Adverse Possession Claim	Completion of review of 1970's minutes. Extracts sent to solicitor. Solicitor chased for a response
Car Parks		
Street Lighting		Will need to go out to tender for maintenance this summer
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		
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		New doors have been installed
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Telephone box has been refurbished and the charger will be installed shortly. Highways to return to replace slabs
Bure Meadows Footpath	New Footpath across to Dunkirk	Only one outstanding item – part of the fence
Code of Conduct		All forms sent to Broadland
New Council		To consider a whole council training course To consider a date for a tour of Aylsham looking at potential future work projects

Items for Town Council to consider/note

- **New look Farmers Market June 3rd**
- **Paupers Graveyard Award Shortlisted**
- **Blossom Trees on Henry Page Road**
- **Streetlight maintenance tender due**
- **Training Course**
- **Aylsham Tour**

**Minutes of the
AYLSHAM RECREATION GROUND COMMITTEE
16th May 2023 Pavilion, Recreation Ground 7pm**

Present

Lucy Bambridge, Michael Simnett, Tony Gray, Trevor Bennett, Barry Lancaster, Lauren Stroud, Jill Willis, Francis Dodd, Richie Barnett

Wendy Murphy – Recreation Ground Manager

1. Apologies and Welcome

Apologies received from Heather Morton.

2. Minutes of the previous meeting

The minutes of meeting held on 21st March 2023 previously circulated were amended with a correction to state that the Cricket contract will be taken over in April 2024 by the Recreation Ground Committee. These were then confirmed as a true record.

3. Information on Matters Arising

There was a discussion relating to monies being paid to the Cricket contractor from the Recreation Ground Committee as a 3rd party for 2023/2024. Wendy will speak to the auditor to see if this is ok to do so as voted on in March 2023 meeting. Proposed by Trevor and 2nd by Barry. All in agreement. – update will be given at next meeting

4. Finance Report

To receive a report on current finances

Total funds available are;

£2,407.39 Current account

£1118.25 savings account

£3525.64 Total

Wendy confirmed that she has passed a payment for 40% of Recreation Grant £25,540.00

A report from Hooked on Stitching had previously been distributed. It was agreed to reduce the rent from £5k to £4k per year from 1st June 2023 this was proposed by Trevor and 2nd by Barry and all in agreement. It was confirmed that the cricket was not able to share the pavilion with Hooked on stitching when they have a game as the cricket alliance states that they have to provide indoor space for 22 people.

5. Reports by Recreation Manger

- A net which has been bought has been put up and Wendy asked if the committee could look at this to see if this could be used to protect the waffle wagon etc. – update at next meeting
- It has been agreed to let the people that fill Shoe boxes to use the Bowls Club

hut again this year.

- Wendy has replied to u3a Norfolk petanque club to confirm that the terrain will be looked at in October for maintenance repairs.
- Keith Edwards has a rolling contract and this will need to be looked at – Barry will meet with Wendy to review this.
- The Town Council are looking to employ a cleaner and as the Pavilion is hired out regularly Wendy has asked that 5 hours a week will be done at the Recreation Ground and a payment will be made to the Town Council for this – Committee agreed.
- An email has been received from ACT to ask if they can have storage at the Recreation Ground and hire the pavilion on a Tuesday afternoon. It was agreed that they can not have a storage container on the Rec and there was no storage in the unit. Wendy will look with Donna to see if there was space in the Pavilion.
- A request was received to see if the Recreation Ground Defib can be moved to Burgh Road as the Bowls one may be moved to Sir Williams Road entrance – It was agreed that this should not be moved.
- Wendy confirmed that she is looking at the alarm system and how this works with Hooked on Stitching's area
- New signs have been put up to say no spikes in Pavilion and no smoking/vaping on apron of the Pavilion. She asked for the grass to be swept up on the apron after a cricket match
- A complaint has been received by a member of the public – Wendy was asked to reply.
- Barry mentioned that he had not seen any Consolidated Inspection Reports and Lucy confirmed that she had never seen any. Wendy confirmed that the last one done was February 2023 and the weekly ones had last been done beginning of March. She has reported this on many occasions in the office. Trevor will take this up with Ryan who does these.

6. Recreation Ground Activities

a) To confirm delegated responsibilities

Wendy gave details of these responsibilities and it was agreed that this should be implemented proposed by Francis and 2nd by Richie A copy of these responsibilities will be sent round to all committee members

b) To give update on fun day 9th September 2023

Arrangements are going well with a dog show, bouncy castles, stalls, food and a bar Jilly's email is twinklingjilly@gmail.com for user groups to have a stall. Wendy confirmed that the bouncy castles and dog show would need their own insurance in place. Volunteers were needed for the day and Jilly asked for representatives to go back to their clubs to ask for help.

c) Waffle Wagon

Isa the owner of the Waffle Wagon spoke about her ideas for a shed on the Recreation Ground. Concerns were raised for the safety element of this. Michael will get quotes

for a permanent structure and report back at the next meeting. Wendy confirmed that planning permission would be needed.

It was agreed that the rent for the waffle wagon would be £100 in April and £300 in May with a review in June.

d) Sports safety Risk assessment.

It was agreed to have a risk assessment done by Labosport and for them to come and do a site visit. Wendy will arrange for this to be carried out.

7. Licence agreements for Cricket, Bowls and Tennis Club.

Lauren and Wendy are looking at sample licences that Wendy has provided from other council that have these clubs on their recreation ground/playing field – further updates will be given at the next meeting

8. Updates

Skate Park – it was reported that the Town Council events committee had raised £855.00 at their Quiz and Spud night. This had been a great event with most of the costs being donated from generous businesses. Wendy asked that the children should consider putting on an event to try and raise funds. She will be looking at approaching companies in the next couple of months to come and visit to get quotes together.

Disabled Play equipment - Wendy has asked Rotary for a donation towards this.

9. User Group Reports

Petanque – No report

Aylsham Runners – They have had their 10k race and they had nearly 500 people enter

Tennis – No report

HOS – They confirmed that they are very busy especially on a Wednesday.

Cricket – Their season has started and everything is good. One of their mowers has broken but Keith is keeping on top of cutting the outfield. Barry and Wendy and Brendan will look at the cricket contract in the next few months ready for April next year.

Bowls – They have also started their season. Ray is concerned about the cost of Keith Edwards bills. Wendy confirmed it should be agreed between Ray and Keith how much the grass is cut. Wendy confirmed that she will speak to Keith and ask that all materials must be bought through the Recreation Ground.

10. Any other Business

It was agreed to look at Building costs and quotes at the next meeting

Meeting closed 22.00

Next Meeting –Tuesday 20th June 2023

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, ON WEDNESDAY 17th MAY 2023 AT 11am.**

PRESENT: Mrs M Evans Aylsham Town Council Chairman
Mr G Margaron, Aylsham Community Partnership
Mrs W Sadler – Aylsham In Bloom
Mrs M Anderson-Dungar ABEF
Mr G Peers – Broadland District Council
Mrs J St Clair – Aylsham U3A
Mr R Willis ABEF

OFFICER: Mrs S Lake Town Clerk

01 ELECTION OF CHAIR FOR 2023/24

Patrick Prekopp had advised he was willing to stand again. He was therefore proposed and elected.

02 APOLOGIES FOR ABSENCE

Mr P Prekopp, Aylsham Slow Food,

03 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

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

04 MINUTES

The minutes of the Cittaslow Aylsham Meeting held on 19th April 2023, were **confirmed and signed by the chairman.**

05 MATTERS ARISING

Nothing raised.

06 ADJOURNMENT OF THE MEETING

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

07 CITTASLOW UK & CITTASLOW INTERNATIONAL

a) To receive an update

Nothing to report

b) To receive a report on the meeting held May 3rd

Everyone felt the meeting with representatives from Cittaslow International, Mold and Llangollen went well, however where do we go from here? It was felt they were not too forthcoming regarding funding and how the UK network could be developed. Many thought it was the same scenario of 'what's in it for us?'

Mary Evans and Town Clerk had met with representatives from Broadland regarding Pride In Place which is part of the levelling up agenda. The amount of money they have is very small but it might be worth speaking to them about funding the Cittaslow Membership.

The information that a network could still exist with only one town if necessary was pleasing to hear.

08 CITTASLOW IN AYLSHAM

a) To receive an update

Nothing to report – awaiting a meeting with the developer of the website

b) To receive an update on the video competition

Graham Peers had created a short video and thanks were expressed to him and his wife for this work. The video has been entered for the competition and can be viewed on the Cittaslow page of the Town Council website.

09 FARMERS MARKET AND GENERAL MARKETS

a) To receive an update on the Farmers Market

The new style market will launch in June. Publicity has started via social media and will ramp up as the date gets nearer. We could not find anyone to operate a BBQ and a suggestion of engaging local organisations to do this on a rota basis will be explored

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

The Town Council have changed their financial regulations so that in future market stalls must pay by cheque, card or online.

10 CLIMATE EMERGENCY

The ACE Group will be represented at the Family Learning Day at the school and possibly at the Aylsham Show. A second Green Day has been arranged.

Trevor Bennett stood down as chair of the group.

11 PROJECTS

i) OLD STATION YARD

Giles Margaron asked if the Town Council could cut the path

ii) TOWN PEDESTRIAN MAP

The Town Clerk has now obtained permission from Broadland regarding the siting on Station Road.

iii) MINDFUL AYLSHAM

Still waiting for the packs to arrive.

12 AYLSHAM COMMUNITY EVENTS COMMITTEE

The Town Council provided 1000 packs of seeds and these have all been taken. The Coronation Day was a bit flat with only about 50 people attending the showing in the Town Hall. Unfortunately, the weather turned in the afternoon so again numbers were low.

13 SLOW FOOD AYLSHAM

The group will be attending the Family Learning Day, Aylsham Show and the Food Festival.

14 AYLSHAM IN BLOOM

Aylsham In Bloom will also be at the Family Learning Day.

The Paupers Grave will be entered for the competition run by Norfolk Biodiversity Group – under Spaces for Nature. The graveyard has many wildflowers and also various varieties of grasses.

15 ABEF

Following the open meeting there are some new committee members. Looking at what will be happening with the Aylsham Show.

16 AYLSHAM TRAFFIC GROUP

The project is nearer completion and a likely final meeting will be held in June when the strategy will be completed for presenting to the Town Council in July.

17 AYLSHAM PARISH CHURCH

No report received.

18 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing brought forward for the next meeting.

19. DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Wednesday 21st June 2023 at 11.00am at the Drill Hall**

CLOSURE OF THE MEETING

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

**Minutes of the Aylsham Climate Action Co-ordination Meeting
Held in Town Hall Council Chamber on Tuesday 2nd May 2023**

Present:

Lille Ferrari – Comms
Sue Catchpole - Transport
Ray Horne – Plastics
Liz McGowan – Sustainable Food

1. Welcome and apologies for absence

Apologies were received Anna Magyar, Richard Moore and Grizelda Tyler

2. Appointment of chair

- a) Liz McGowan appointed chair for this meeting.

3. Minutes

Minutes of the meeting held Monday 6th March 2023 were confirmed and signed.

4. Matters Arising

It was noted that Trevor Bennett had stood down as chair of the group and Grizelda Tyler was appointed chair for the full ACE Group. This was to be a rotating post but there is a strong possibility that Grizelda may be willing to take on the post permanently.

5. ACE Groups

a) To note decision that written reports need to be prepared for Ace Meetings only.

In view of the position that groups were getting confused with the meetings it had been agreed that written reports were only needed for the full ACE Meetings. This group will only require any substantial updates.

b) To receive any new information from groups.

The Traffic Group have nearly completed the Traffic Strategy and this should be submitted for discussion and adoption by the Town Council in July

The Food Group have a new map available and posters printed. They have organised a talk with Eves Hill for June 12th.

Comms – website up and running but news stories are needed or it will look flat and as though there is no active group. Sue Catchpole referenced the Mens Shed and this could be a good promotional article.

The plastics group has now integrated with the waste group.

6. ACE Strategy

a) To receive update on Carbon Footprint calculations for Aylsham town Council

The Town Clerk is currently working on the carbon footprint of the Town Council and has completed 2019 and 2020. 2022 will not be able to be calculated until July as that is when the government releases the carbon figure for the calculation.

The Town Council engaged a Green Energy consultant to look at heating of the Town Hall and he advised that currently the only option is a replacement gas boiler.

However, this will still be more efficient than the current boiler which is between 30-40 years old.

b) To look at examples of strategies

The Town Clerk had provided links to various Parish Council climate strategies.

c) To consider design for Aylsham Strategy

It was felt that a combination of two would be best. It was thought it must have a small amount of words and lots of pictures to ensure it is read.

The two examples preferred were

<https://uttlesford.moderngov.co.uk/documents/s21936/CLIMATE%20CHANGE%20STRATEGY.pdf>

<https://www.effinghamparishcouncil.gov.uk/wp-content/uploads/2022/08/AGM-April-2022.pdf>

7. Business Survey

a) To receive an update on surveys undertaken

Ray Horne had undertaken a survey with Budgens and had found it a very interesting task.

The Transport group will survey Dunkirk Garage

The Food Group – Eves Hall

Communications – Barnwells

b) To agree how information will be processed and collated

Anna Magyar Has agreed to collate the surveys. It is not clear how or if they can be evaluated. Surveys to be completed by the end of May. Reminders will be sent.

8. Green Day 2023

a) To consider outline for the day

Once again each group will provide an activity. Details of this should be available by the end of July. Full details of the content will be discussed at the next meeting.

b) To agree who will organise the event

It was suggested that the event is run by the Events Committee of the Town Council. This was agreed.

9. Agenda for ACE full meeting

a) Ace Strategy

To show examples of the style of document required.

b) Green Day

Content and organisation

c) Business Survey

How this will be reported

d) News Items

The need for regular reports

10. Items for Future Discussion

It was felt that this meeting was not fulfilling its original intention and this will be discussed in detail at the July meeting.

11. Date of next Co-ordinating Group meeting

The next ACE Meeting will be 5th June 2023

The next co-ordination meeting will be 3rd July 2023

The meeting closed at 8.35pm

**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM
ON MONDAY 22 MAY 2023 at 10.00am**

PRESENT:

Mrs A Overton Chairman
Mrs J Bennett
Mrs M Evans
Mr M Martin (from Item 10)
Mr L Mills
Rev Canon Julie Boyd

One member of the public

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. ELECTION OF CHAIR

Annette Overton was proposed and **AGREED** and will serve as chair for 2023/24

2. APOLOGIES FOR ABSENCE

Apologies were received from Mr T Bennett

3. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None declared

4. MINUTES

The last meeting of the churchyard Committee was held on 27th February 2023. The minutes were **AGREED**.

5. ADJOURNMENT OF THE MEETING

A resident advised that someone climbed through the hole in their wall to the churchyard. The Town Clerk will ask the facilities staff to block this off.

6. INFORMATION ON MATTERS ARISING

All items on agenda

7. PATHWAYS/ROADS

The bells are scheduled to return on August 14th. It was pointed out this was a Monday and would not be a good day for this due to the market.

Once the bell project has been completed the pathways can be looked at. The clerk will ask the Conservation Officer for his opinion on what would be an acceptable surface bearing in mind the amount of traffic that uses the path as a roadway. One

issue is the speed of the traffic and the Town Clerk will look into a suitable sign stating 'Pedestrian Priority 5mph' to be placed on the gate.
The paths towards the lychgate need the weeds removed from the cobbles.

8. WALLS

Part of the quinquennial inspection had been received but this did not say much. The Town Clerk will go back to the Structural Engineer to take this forward.

9 GROUND MAINTENANCE

a) To receive an update on the faculty re constructing waste areas

The Town Clerk was still waiting for confirmation from the PCC regarding the proposed idea for the waste area. The PCC are happy in principle but wish to see a final design and layout.

b) To receive an update on creating the garden area

The Town Clerk had met with Wendy Sadler and Erica Fisher who had suggested some plants. The area for the garden will be outside the Heritage Centre and this will be planned out and details sent to members.

The Town Clerk was hoping to do all the work under one faculty but this is proving difficult so an application for the tree work will be made immediately.

10 WAR MEMORIAL

The holly bush near the war memorial requires trimming back

11 Lych GATE

The quinquennial mentions some rotting to the Lychgate. This is noted and will be monitored.

12/13 CHURCH BUILDING & CHURCH CLOCK

Five of the seven bells have been repaired and are set to return in August. They will take 9 days to hoist into the church tower.

Once that has been completed the clock should strike again. It was questioned whether the clock could be silenced at night and this will be investigated.

The church would like some cycle racks placed in the churchyard. The Town Clerk advised that Norfolk County Council were looking at supplying these and she had met with them last year but had heard nothing further.

14 AYLSHAM CEMETERY

a) To receive an update on the benches

The benches have now been installed.

b) To note dates for headstone testing

The headstones in the cemetery will be topple-tested by hand this summer.

Provisional date is the week beginning 17th July. It was noted that the churchyard should also be included and this will be added to the list.

15 PAUPERS GRAVEYARD

a) To receive an update on maintenance

The fence and gate have recently been repaired and the grass is cut by the Town Council facilities team.

b) To receive an update on signage

A final design has now been prepared and signs will be ordered.

c) To note entry for Biodiversity Award

The Paupers Graveyard has been entered for an award run by the Norfolk Biodiversity Partnership

16 CEMETERY REGULATIONS

a) Review of Cemetery regulations

Two minor changes were made to the regulations. These were descriptive words rather than policy changes. They were then **AGREED**.

b) Review of Terms of Reference

The Paupers Graveyard was added to the terms of reference and then they were **AGREED**.

17 ITEMS FOR INFORMATION/NEXT AGENDA

Details of the wall survey and garden plan

18 DATE OF NEXT MEETING

There being no further business, the Chairman closed the meeting at 11.30am. The next meeting is scheduled for 24th July at 10am.