



**AYLSHAM TOWN COUNCIL
MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL
CHURCHYARD COMMITTEE
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL
ON THURSDAY 17 NOVEMBER at 3.30pm.**

PRESENT: Lloyd Mills Chairman
Ros Calvert
Mrs A Overton
Mrs V Shaw

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. APOLOGIES FOR ABSENCE

None received

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None

3. MINUTES

The minutes of the meeting held on the 21st September **were confirmed and AGREED** and signed by the chairman

4. ADJOURNMENT OF THE MEETING

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

5. RE-CONVENE THE MEETING

This item was not required.

6. INFORMATION ON MATTERS ARISING

The Terms of Reference agreed at the last meeting had been ratified by the Town Council.

7. PATHWAYS/ROADS

a) To receive an update regarding temporary repairs

The Town Council facility staff have started to repair the potholes, initially the small holes. It is hoped the remaining holes will be filled in the next week but this is dependent on the weather.

- b) To receive an update on permanent repairs
An application has been made to the Parish Partnership with regard to the repairs to the footpaths. These are classed as Aylsham Footpaths 11,12 and 13. The designation as a footpath and the high pedestrian use makes them a suitable project. The only issue is the type of surfacing wanted. A decision will be made in March 2017.

It was noted that the Parochial Church Council had stated they were willing to make a contribution to the cost and it was therefore proposed and **AGREED** that a letter be sent requesting further details of the amount envisaged.

The Town clerk had contacted Anglian Water regarding the drainage and they advise that the drains are not their responsibility. It was proposed and **AGREED** that the clerk obtain quotes for drain surveys and take these direct to the Town Council.

The Town Clerk had also received a letter with regard to a stink pipe adjacent to a house in the Market Place. It was decided that this is not an issue for the Town Council but either the householder or National Trust as owners of the Market Place.

8. WALLS

- a) To receive an update on ownership and maintenance of perimeter walls
The Town Clerk had written to all neighbours and had received some responses. Most were in favour of the proposition that the Town Council takes ownership and responsibility but one resident had opposed this. The Town Clerk will go back to the resident to discuss this in more detail.
- b) To receive an update on repairs to internal walls
The Town Clerk had met with a specialist builder who had advised that he would not quote for the whole job as this was not possible due to the wide variety of work involved. He advised his fee was £22 per hour. He is also the leading supplier locally of lime mortar etc. It was proposed and **AGREED** that a recommendation be made to the Town Council that financial regulations be suspended to allow appointment of the contractor and that £10,000 of work be commissioned. Once this has been completed the work and the contractor will be reviewed.

9 WAR MEMORIAL

The clerk had met a third contractor who would be willing to give a quote. On receipt of this quote an application will be made to the War Memorials Trust. Conservation approval and faculties will be agreed as well.

10 LYCH GATE

The pothole noted at the last meeting has been reported to the Highway Rangers.

11 GROUNDS MAINTENANCE

Ros Calvert had walked around the churchyard immediately prior to the meeting. She noted the following issues:

- A box hedge planted near the conifers on the east side

- Tree trimmings placed behind the conifers
- Additional leaves at the compost area on the west side

The Town Clerk confirmed no request had been received regarding the planting and the rubbish behind the conifers could be an issue with the ongoing Japanese Knotweed treatment. It was proposed and **AGREED** that the Town Clerk contacts the PCC to see if they have any information on this matter.

12 PAROCHIAL CHURCH COUNCIL PROJECTS

No information was available. The Town Clerk will write to request any update.

13 CHURCH CLOCK

Nothing to report.

14 COMMEMORATION OF THE CONCLUSION OF THE FIRST WORLD WAR

It was agreed to refer this to the Events Committee.

15 ITEMS FOR INFORMATION/NEXT AGENDA

None raised.

16 DATE OF NEXT MEETING

It was agreed not to set regular meeting dates for the year.

The next meeting was set for **Wednesday 1 February 2017 at 10.00 am.**

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 4.17pm

..... 1st February 2017