



**AYLSHAM TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL**  
**CHURCHYARD COMMITTEE**  
**HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL**  
**ON WEDNESDAY 21 SEPTEMBER 2016 at 10.30a.m.**

**PRESENT:** Lloyd Mills Chairman  
Ros Calvert  
Mrs A Overton  
Mrs V Shaw  
Rev A Beane (from Item 8)  
Jack Branford (from Item 8)

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

**1. TO ELECT A CHAIRMAN**

As chairman of the Town Council Lloyd Mills introduced this item and asked for volunteers. It was proposed that Ros Calvert take the chair but she declined and proposed Lloyd Mills who advised he was willing to act as chairman and was duly elected. It was considered that a vice-chairman was not necessary and if the chairman was absent then a chairman would be elected on the day.

**2. APOLOGIES FOR ABSENCE**

None received

**3. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**

None

**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. TERMS OF REFERENCE**

The clerk had prepared draft terms of reference for consideration. There was discussion regarding the decisions made by the Town Council at the last meeting and these will need to be clarified when the minutes of that meeting are agreed.

After discussion it was agreed to remove the bullet point under membership 'The Churchyard Committee will also consist one member of the PCC'. It was also suggested that this committee include the church clock in its terms of reference.

Subject to these changes the Terms of Reference were **AGREED** to be submitted for approval by the full council in October.

## **7. PATHWAYS/ROADS**

- a) To receive information regarding plans to make temporary repairs  
The potholes on the path between the Market Place and the school gate are now considered to be in need of immediate repair. The Town Clerk advised that there is an intention to fill these with planings or other suitable material once the building work inside the church has been completed. This will mean closing this to all vehicles for two days. It is hoped to have this completed before the clocks change.
- b) To discuss requirements for permanent repairs  
Prices had been obtained by the clerk previously for both like-for-like repairs and also asphalt for the roadway. One contractor had advised against this and it was also thought it would be difficult to get conservation approval. The committee **AGREED** to proceed with like-for-like repair. The clerk will obtain up-to-date costs for this. The estimated cost is circa £10,000.

There are two other issues with regard to the repairs that need to be factored in. Firstly, a drain inspection and secondly repairs to the internal walls. A survey was undertaken several years ago indicating what work was required and the clerk will circulate this for information. The clerk will obtain quotes regarding drain surveys and will also speak with builders regarding the walls.

It has still not been clarified what the paths are and this will be ascertained via the County Council and the definitive map. There are minutes to say the paths have been transferred to the county and the clerk will try and clarify this as well.

As some of the rainwater from the Market Place is also extracted via the drains in the church Anglian Water will also be contacted.

Turning to the financing of the project the Town Council has earmarked reserves of £4,385 for repairs and £28,110 for walls. The PCC has also agreed they would contribute to the repairs. It was questioned whether funding could be obtained from the Parish Partnership for these repairs and the clerk will meet with the Highways Engineer to discuss this. There are also government schemes regarding rainwater in churchyards.

- c) To agree a timescale for repairs  
The intention will be to complete all work in 2017.

Rev Beane and Curate Jack Branford joined the meeting at this point and were updated on the discussions so far. They were in agreement to being a co-opted member of the committee and once the Terms of Reference are agreed by the Town Council a co-option will take place.

## **8. WALLS**

- a) To discuss ownership and maintenance of perimeter walls  
It has never been clarified who owns the boundary wall around the churchyard. The usual situation is that the walls are owned by the churchyard not the neighbours. The clerk suggested writing to all neighbouring properties advising of this fact and if any residents wish to challenge this assumption then to let us know. This was AGREED.
- b) To discuss requirements for internal walls  
It was **AGREED** that the clerk meet with a builder to discuss the requirements for the wall and to report back as soon as possible.
- c) To agree a timescale for any repairs  
The intention will be to complete all work in 2017.

## **9 WAR MEMORIAL**

The clerk had prepared a report regarding the issues she had encountered trying to get a third quote for repairs. The Committee felt this should still be progressed and advised of someone she could get a quote from.

## **10 LYCH GATE**

It was noted that there is a pothole developing at the top of the steps and this will be reported to the Highway Rangers. The bench will be re-sealed in the next couple of weeks.

## **11 GROUNDS MAINTENANCE**

At the Town Council summer inspections, the churchyard was looked at in detail. Various items were identified for either immediate/short term work or to be investigated. A copy of this report is attached to the minutes for reference.

There is a strong indication that some green waste is being brought into the churchyard from elsewhere and the north side is becoming very overgrown with rubbish. There have been proposals regarding composting but there is no actual use for compost in the churchyard.

The PCC have been in contact with Norfolk Wildlife Trust and it would be useful to have a copy of their recommendations. It would also be helpful to the PCC to receive details of the cutting schedule from the Town Councils contractor.

## **12 CHURCH BUILDING**

The building work should be completed in October. Chris Baker carries out the regular work on the church clock.

## **13 ITEMS FOR INFORMATION/NEXT AGENDA**

The church clock will be added to the agenda as a regular item.

Consideration of commemorating the 100<sup>th</sup> anniversary of the conclusion of World War I in 2018 – Andrew Beane will let the clerk have details on information he has already received.

**14 DATE OF NEXT MEETING**

The next meeting was set for **Thursday 17 November at 3.30pm.**

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 11.55am

..... 17<sup>th</sup> November 2016