



## **NOTICE OF MEETING & SUMMONS TO ATTEND**

**THERE WILL BE A MEETING OF THE AYLSHAM  
CHURCHYARD COMMITTEE  
HELD AT AYLSHAM TOWN HALL  
COUNCIL CHAMBER  
ON MONDAY 27 NOVEMBER 2023 at 12pm**

### **A G E N D A**

**01 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence as notified to the Town Clerk

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

To receive Members' Declarations of Interest in Agenda Items  
To note any Requests for Dispensations

**03 MINUTES**

To receive, confirm and sign Minutes of the Churchyard Committee Meeting held on 2<sup>nd</sup> October 2023\* attached Pages 3-5

**04 ADJOURNMENT OF THE MEETING**

To adjourn the meeting for the time specified in the Resolution to allow public speaking

**05 INFORMATION ON MATTERS ARISING**

To receive information on any Matter Arising from the Minutes not listed elsewhere

**06 PATHWAYS/ROADWAYS**

To discuss any issues that have arisen

**07 WALLS**

- a) To receive an update
- b) To consider next stages
- c) Information on Party wall Agreement

**08 GROUNDS MAINTENANCE**

- a) To receive an update on the faculty re constructing waste areas
- b) To receive an update on the garden area
- c) To receive an update on the trees

**09 WAR MEMORIAL**

To receive an update

**10 LYCH GATE**

To receive an update

**11 CHURCH BUILDING**

To receive information on plans/work on the fabric of the church

**12 CHURCH CLOCK/BELLS**

- a) To receive an update on the church bells
- b) To consider any issues relating to the Church Clock

**13 AYLSHAM CEMETERY**

- a) To receive an update on headstone testing

**14 PAUPERS GRAVEYARD**

- a) To receive an update on maintenance
- b) To receive an update on signage

**15 ITEMS FOR INFORMATION/NEXT AGENDA**

To note any items of information or for the next/future Agenda

**16 DATE OF NEXT MEETING**

To agree date and time of next meeting



Sue Lake  
Aylsham Town Clerk

20<sup>th</sup> November 2023

NOTES

*This Meeting is open to the Public and the Press.*



**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL  
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM  
ON MONDAY 2 OCTOBER 2023 at 10.00am**

**PRESENT:**

Mrs A Overton Chairman  
Mrs J Bennett  
Mrs M Evans  
Mr L Mills  
Mr M Martin  
Rev Canon Julie Boyd

Three members of the public

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

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Mr T Bennett

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

None declared

**3. MINUTES**

The last meeting of the churchyard Committee was held on 24<sup>th</sup> July 2023. The minutes were **AGREED**.

**4. ADJOURNMENT OF THE MEETING**

A resident advised that he felt the appointment of a builder without going through the tender process was fiscally irresponsible. He also wanted to know where the waste area was going to be created – this was explained. He also hoped that the Town Council were aware of the Diocese report on Churchyard maintenance especially the Do's and Don'ts.

Another resident wanted the council to enter into a Party Wall Agreement with them with regard to the church wall repairs.

**5. INFORMATION ON MATTERS ARISING**

All items on agenda

**6. PATHWAYS/ROADS**

**a) To discuss any issues that have arisen**

Nothing has been reported. The speed signs have been placed on the gate posts. A future plan will be created once the work to the walls has been completed

**7. WALLS**

The Town Clerk advised although it had been suggested to appoint a contractor at the last meeting further research has led her to the conclusion this will not be acceptable and asked the committee to recommend to the Town Council that this decision be rescinded. This was AGREED. A full tender process will now be designed and implemented.

The builder and structural engineer at a recent meeting had identified that the bond on the wall was not a standard bond and had suggested using a Flemish Bond to match existing brickwork, This suggestion had been made to the Conservation Officer and he could not see it would be a problem but this will be subject to agreement at the planning stage and also when the faculty is applied for.

The clerk will look into the details of a Party Wall Agreement.

**8. GROUND MAINTENANCE**

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

The faculty has been agreed and the petition now needs to be completed together with any planning application that may be required.

**b) To receive an update on creating the garden area**

There had been a communications breakdown with regard to clearing the area. The Town Council had agreed a contractor to clear the area and was working as the meeting was being held. Investigation of the area had shown there were pernicious weeds such as bindweed and bramble rampant in the area and full clearance was the only reliable method of removing them. In the meantime a church working party had undertaken some work and were keen to keep some plants. In view of the issues elsewhere the clerk was insistent that the wall must be kept clear of growth to ensure there are no issues in the future. The committee agreed with this. Therefore, some of the saved plants would be removed.

This is also the area where Japanese Knotweed had been discovered in the past and although there had been reports it was there again no evidence of it had been found. Plant experts from the local nursery had searched the area and found no trace.

The Town Clerk will work with Wendy Sadler and Erica Fisher to complete the garden plan.

**c) To receive an update on the trees**

Both planning and faculty had been agreed and the clerk will contact the tree surgeon to organise the work prior to the Remembrance Day Service.

**9 WAR MEMORIAL**

Nothing to report

**10 LYCH GATE**

Nothing to report

**11 CHURCH BUILDING**

Bike racks will not be forthcoming from the County Council so the church will go ahead with the purchase. A request for help from the Town Council grounds staff to install them was agreed.

The church bells are back and members commented on how good the service was to welcome them back.

**12 CHURCH CLOCK**

Now the bells have returned the clock needs updating to allow it to strike. The clerk will liaise with the bell captain regarding this.

A letter had been received from a resident to advise that the lack of the clock striking during the night has really improved the well being of her disabled son. Other people have also commented they would like to see the clock silent at night.

**13 AYLSHAM CEMETERY**

**a) To receive an update on headstone testing**

This has still to take place and a date will be set soon.

**14 PAUPERS GRAVEYARD**

**a) To receive an update on maintenance**

Maintenance work has continued over the summer months

**b) To receive an update on signage**

Still in hand.

**15 ITEMS FOR INFORMATION/NEXT AGENDA**

Wildlife Plan

Party Wall Agreement

**16 DATE OF NEXT MEETING**

There being no further business, the Chairman closed the meeting at 11.10am. The next meeting is scheduled for 27<sup>th</sup> November 2023 at midday.