



MINUTES OF THE MEETING OF THE CHURCHYARD COMMITTEE HELD AT ST MICHAEL'S CHURCH ON MONDAY 24th NOVEMBER AT 12.00PM

PRESENT:	Kay Montandon (Chair)	David Anderson
	Julie Boyd	Kevin Cunnane
	Mary Evans	Mathew Martin
	Wendy Sadler	

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Andy Bell, Aylsham Town Council Groundsman.

1. To Receive Apologies for Absence

None received.

2. To Receive any Declarations of Interest and Request for Dispensation

None raised.

3. To Agree the Minutes of the Meeting of 13th October 2025

The minutes from the previous meeting held on the 13th October 2025 had been circulated. Subject to an amendment to item 8 to recognise the work of church volunteers, these were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. Matters Arising from the Previous Meeting, not forming part of the agenda

None raised.

5. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

6. To Receive Initial Report on the Church Wall and consider Resulting Options

Andy reported that it is hoped that support would be received from the neighbouring property to resolve the matter. The committee felt that it would not be unreasonable to make all efforts to protect the neighbouring property throughout any proposed works, and to make good if any damage was to occur.

There were two options presented for consideration. The committee agreed that option two, which would entail more extensive works but result in an anticipated longer lifespan of the wall, was the preferred option. This being:

To dismantle the top of the wall over the length of 4No. panels and 4No. piers and rebuild it closer to plumb off the retained existing and cleaned wall base from above plinth offset level. This is an approximate height of up to 1.4m measured from the top and applies over a length 12.5m. Carry out localised repairs to the plinth brickwork.

The new wall top would be built of an appropriate soft red brick and hydraulic lime mortar, Grade 2.0 to the main body of the wall and Grade 3.5 to the coping, and mixed at a ratio of 1:2½ with sharp sand. It is unlikely that many of the bricks will be suitable for salvage and reuse as many have perished, and it should be assumed that new bricks of a matching types will be required, laid to a matching bond, and mortar joints finished flush to match.

Quotes for fee proposals for drawings, a specification and project management are to be obtained.

7. To Receive Update to Improve Drainage at School House Lane Entrance.

The builder who had originally quoted for the works has been unable to programme in a date. Alternative builders are to be sought due to the urgency of the works due to the repeated inclement weather.

8. Ground Maintenance

a) To Receive Update on Completion of Memorial Garden Project

Excluding plants, costings were provided for the project.

It was agreed to proceed with the project, excluding the bench and the plaques which would be budgeted for in 2026/2027. This would ensure that the prepared ground would not become overgrown again.

Julie confirmed that a faculty had been submitted for the bench.

During the meeting it was established that a faculty would not be needed for the aggregate and edging, however one would be needed for the plaques.

b) To Receive Update on the Maintenance of the Repton Grave

Andy confirmed that the Japanese Holly had been planted. The committee thanked Andy and the local volunteer who had both worked hard on this project to make this area of the churchyard much more aesthetically pleasing and respectful of the grave.

9. To Receive Update on Night Silencer for the Church Clock

It was reported that the clock has been repaired so that it now chimes accurately.

The night silencer had failed over the weekend due to a power failure, however, this has now been rectified. Members of Town Council staff had been given training on how to reset the clock in the event of a future power failure. This will be recorded on the Town Council's server so all members of staff have access to it.

10. To Receive Update on Repairs / Replacement Fencing at the Paupers' Graveyard

It was reported that the gate was removed to detract from the area being used to exercise dogs, however this has made no impact on the level of dog waste being found. New sign designs from Broadland District Council have been issued, so a sign can be made up for the area.

A report has been made to Broadland District Council's street cleaning team to ask for assistance in enforcing their public spaces protection order in relation to dog fouling.

It was **agreed** that the gate would be put back on and the gate locked for a trial period. Signage would be installed to explain why this had been done, however access could be arranged through the Town Council. This could be publicised in Just Aylsham.

It was agreed not to budget for the ornate gates in 2026/2027, but to consider this further in the five year plan.

11. Budget

a) To Consider Items for the 2026/2027 Budget

The budget for 2026/2027 to put forward to full council was **agreed** as:

Budget Line	25/26 Budget	Actual to date	Proposed 26/27 Budget
War Memorial	£100	0	£250
Wall Repairs	£4,000	0	£9,000
Footpath Repairs			£1,000
Clock	£300	£280	£600
Memorial Garden			£1,000
Lychgate	£100	0	£500
Repairs and Maintenance	0	£14.52	£250
Grass Cutting & Grounds	£1,015	£676.67	£1056
TOTAL	£5,515.00	£971.19	£13,656.00

It is anticipated that the wall repairs budget will be expended this year due to professional fees. If not, it will be moved to the church wall earmarked reserves.

Andy will arrange for the levelling of the existing shingle, to better establish how much is required under the footpath repairs budget.

b) To Consider any Projects for the 5 Year Aylsham Master Plan

Lychgate. The Clerk will try to locate the previous Lychgate survey.

Long term ambitions for the Paupers' Graveyard.

Lighting for the pathway.

Continue with the church wall.

12. To Note Items for Information or for Inclusion on a Future Agenda

Wendy advised the dates for the Aylsham in Bloom Open Gardens were 27th and 28th June 2026. It would be good if the memorial garden could be added to the list of gardens open to visit.

13. Date of Next Meeting

The next meeting will be Monday 19th January 2026 at midday, at St Michael's Church.

There being no further business the meeting was closed at 1.10pm.