



MINUTES OF THE MEETING OF THE **CHURCHYARD COMMITTEE** HELD AT ST MICHAEL'S CHURCH ON MONDAY 1st SEPTEMBER AT 12.00PM

PRESENT: Kay Montandon David Anderson
 Julie Boyd Mary Evans
 Mathew Martin Wendy Sadler

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council.

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 21st July 2025

The minutes from the previous meeting held on the 21st July 2025 had been circulated. 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. Church Wall

a) To Receive Report from Onsite Meeting on 26th August 2025

The Diocese recommended structural engineer had attended site on 26th August 2025 to review the damaged church wall and provide initial observations and advice. Whilst the formal report had yet to be received, it was reported that options discussed at the time were:

- 1) Removal of the top layers of bricks (amount to be determined by area of damage) and replace using agreed materials.
- 2) Wall to be either repointed from the church terrace side or buttressed from the church side.

- 3) Corner pier to be removed as not supporting the wall. Tree stump to also be removed. Adjacent walls can then be joined.

The clerk will forward the report to the committee as soon as it is received. The Town Council can then decide if the planning application needs amending or to be withdrawn, and the PCC can make any amendments to the faculty. The next PCC meeting is on 29th September.

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

The clerk reported that a donation for these works has been received. The quote for the project totalled £1,590.45, however a donation has been received for £2,000, with permission for the balance to be spent on other churchyard projects. The Town Council's Maintenance Manager is following up with local builders to get these works programmed in.

8. Ground Maintenance

a) To Receive Update on Completion of Memorial Garden Project

The clerk reported that the Clean up and Bloom grant had been allocated and spent. It was agreed that any remaining money from the drainage project would be spent on the memorial garden project.

Wendy has reviewed the area and, due to the membrane, the area was mostly clear by the wall with the exception of a weed buddleia. Focus should be moved to the managed/decorative area. There is quite a bit of bindweed and only one of the lilacs is showing due to this area becoming overgrown.

The seat was agreed in the previous meeting, but detail of exact location and slabs/fixings is required for the faculty application.

The clerk will arrange for the groundsman to meet with Wendy and another local volunteer to discuss what is required and for the project to be planned and costed. Ideas included spring bulbs and hardy geraniums and consideration of the purple and white colour to be continued.

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

A local volunteer has completed the removal of the diseased box hedging. Mathew has spoken with the previous church warden and, to the best of all knowledge, there is no requirement in the Repton will for there to be box hedging around the grave. The groundsman will provide a recommendation and cost of replacement with a more hardy alternative.

For both grounds maintenance projects, it was agreed that the public should be kept informed by both the church and the Town Council.

It is hoped that both projects could be planted by November.

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

It was reported that the night silencer is now operational, however this has resulted in the clock not chiming on the quarter and half hours. It was hoped that the horologist would be able to attend site today, subject to be able to access the area.

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

The Maintenance Manager has attended site to make repairs to the fencing and has installed signage to request that all dogs be kept on leads. It was noted that there had been an improvement in debris left in the site by dog walkers.

The Maintenance Manager has also met with a contractor to price for improved fencing in this area. Once received, this will be presented to the Town Council as part of the 2026/2027 budget.

It was reported that the Town Council had considered a complaint about a tree in the area impacting on a property in Sapwell Close. It was agreed that the tree was within the boundary of the Town Council's land and that the tree was growing at an angle that was impacting on the property. Therefore, as the tree has a preservation order on it, an application had been submitted to Broadland District Council to remove the tree.

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

- To carry forwards items from this meeting.
- To update the meeting on the tree in the Paupers' Graveyard.
- To provide an update on the green waste area. The clerk is to ask the groundsman to send Julie ideas for the waste bins so this can be taken to the PCC on 29th September, and also a schedule of works so that there is no clash with any commitments that the church currently has.
- To consider re-shingling / resurfacing of the roadway. The clerk will look at previous minutes to see what ideas had been previously discussed.

12. Date of Next Meeting

The next meeting will be Monday 13th October at midday, at St Michael's Church.

There being no further business the meeting was closed at 12.40pm.