



NOTICE OF MEETING & SUMMONS TO ATTEND

**THERE WILL BE A MEETING OF THE AYLSHAM
CHURCHYARD COMMITTEE
HELD AT AYLSHAM TOWN HALL
ON MONDAY 29 APRIL 2024 at 10am**

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 11th March 2024* 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 note submission of planning and faculty applications

08 GROUNDS MAINTENANCE

- a) To receive an update on the garden area
- b) To receive an update on the waste area
- c) To note any issues with general grounds maintenance

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 receive an update on the Church Clock
- 13 AYLSHAM CEMETERY**
a) To receive any update
- 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

Sue Lake
Aylsham Town Clerk

23rd April 2024



**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM
ON MONDAY 11 March 2024 at 10am**

PRESENT:

Mrs A Overton Chairman	Natalie Rees
Mrs M Evans	Nonnie Williams
Rev Canon Julie Boyd	Wendy Sadler
Erica Fisher	Bill Fisher

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr T Bennett, Mrs J Bennett and Mr M Martin

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None declared

3. MINUTES

The last meeting of the churchyard Committee was held on 27th November 2023. The minutes were **AGREED** and signed by the chairman.

4. ADJOURNMENT OF THE MEETING

Not required

5. INFORMATION ON MATTERS ARISING

All items on agenda

6. PATHWAYS/ROADS

To discuss any issues that have arisen

The paths are still an issue but any replacement will need to wait until after the wall project is finished. The Town Clerk had met with the Heritage Officer who would be willing to accept a resin path and did suggest possibly different colours could be used to differentiate areas where vehicles may be found. Members liked this idea.

Before any plan is drawn up there would need to be a meeting with a builder or similar to make sure that resin would be hard wearing enough for the usage. The alternative would be tarmac.

The clerk will look at the issue of the drains to see if temporary repairs can be made

7. WALLS

a) To receive an update

The Town Clerk had submitted both planning and faculty applications for the repair of the walls. The diocese had contacted Rev Canon Julie Boyd to confirm the PCC were happy with the application. A positive response will be sent.

Once the planning has been agreed then the Town Clerk will work with Rossi Long to prepare the tender documents. Once the tender document has been prepared then the Party Wall Agreement arrangements will be put in hand.

Mention was made of issues with the low internal walls and any repairs to these will be added to the main walls contract.

8. GROUND MAINTENANCE

To receive an update on the garden area

The faculty has been agreed and the petition now needs to be completed once planning permission has been agreed. The application is currently with planning at Broadland.

A plan had been drawn up by Bill and Erica Fisher for the planting of the garden area next to the Heritage Centre. This was generally accepted and the view was that this needed to be started as soon as possible. A site meeting was held and the details agreed as to how to proceed. Volunteers together with Town Council staff will work on the area on Wednesday mornings.

The Town Clerk advised that a grant of £300 had been received to assist with plants – this was the Clean Up and Bloom grant from the Pride in Place Fund.

The chairman thought the laurel tree in a garden on Cromer Road was possibly dangerous. This will be looked into and if required discussed with the property owner

9 WAR MEMORIAL

Nothing to report

10 LYCH GATE

Nothing to report

11 CHURCH BUILDING

Rev Canon Julie Boyd thanked the Town Council facilities staff for their assistance in placing the bike racks. These are proving very useful.

12 CHURCH CLOCK

The church bells are all in place and used regularly. It has been agreed to restrict the number of quarter peels during the first year and there will also be no full peels this year.

The Town Clerk is still waiting to hear from the horologist and will chase him up regularly until he attends. It is still the intention to have the clock strike just between the hours of 7am – 10pm.

13 AYLSHAM CEMETERY

a) To receive any update

Nothing to report.

A date will be set for Topple Testing in the Churchyard

14 PAUPERS GRAVEYARD

a) To receive an update on maintenance

The Bloom volunteers will cut back the ornamental grasses soon. Some bags have been left on one of the seats. It is not known who owns them and they will be removed.

The front gates are beginning to show signs of wear.

b) To receive an update on signage

The sign has been ordered. A second sign for the gate will also be ordered.

15 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing Raised

16 DATE OF NEXT MEETING

There being no further business, the Chairman closed the meeting at 11.25am. The next meeting is scheduled for 29th April 2024 at 10am.