



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

**THERE WILL BE A MEETING OF THE AYLSHAM  
CHURCHYARD COMMITTEE  
HELD AT AYLSHAM TOWN HALL  
ON MONDAY 11 MARCH 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 27<sup>th</sup> November 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 note submission of planning and faculty applications

**08 GROUNDS MAINTENANCE**

- a) To receive an update on the garden area
- b) 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  
Aylsham Town Clerk

4<sup>th</sup> March 2024



**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL  
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM  
ON MONDAY 27 NOVEMBER 2023 at 12.00pm**

**PRESENT:**

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

Two members of the public

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

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Mr T Bennett and Mr L Mills

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

None declared

**3. MINUTES**

The last meeting of the churchyard Committee was held on 2<sup>nd</sup> October 2023. The minutes were **AGREED** and signed by the chairman.

**4. ADJOURNMENT OF THE MEETING**

Two members of the public were in attendance.

Wendy Sadler from Aylsham In Bloom attended the meeting on the invitation of the Town Clerk to provide more detail on planting in the churchyard. It was agreed that she would speak whilst that item was being discussed.

The other resident wished to talk about the church clock and again it was agreed to come to him when this item was discussed.

**5. INFORMATION ON MATTERS ARISING**

All items on agenda

**6. PATHWAYS/ROADS**

**To discuss any issues that have arisen**

There is concern over the drain cover near the Lychgate and this could be seen as a trip hazard, especially at night. The Town Clerk will look into this and see if it can be replaced.

**7. WALLS**

**a) To receive an update**

The Town Clerk handed out drawings received from Rossi Long with regard to the wall.

**b) To consider next stages**

The drawings will be presented at the next Town Council to get agreement on engaging Rossi Long to undertake the tender works and oversee the building.

The plans will also be taken to the PCC.

Once both are happy the clerk will prepare the planning application and faculty application.

**c) To receive information on Party Wall Agreements**

The clerk had researched this matter and it appears very straight forward and a relatively easy process. This will be put in place at the appropriate time.

**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**

The clerk had reviewed the Wildlife Plan prepared by the Diocese but it was considered this was not really suitable for this area of the churchyard.

U3A have now pulled out of providing a bench so alternatives will be sourced – this will most likely be either recycled material or the metal style as already installed at the Recreation Ground.

The garden is to be low-maintenance as volunteers will not always be available. It was suggested that the area be defined by an edging, similar to that installed at the Paupers Graveyard. This will prevent the grass migrating into the flower bed and assist with mowing.

At first the area will look fairly bare allowing for growth of plants and a suitable membrane and bark would need to be placed.

The plants will be a mixture of lilac and white and limited in height. Dwarf lilacs, hardy geraniums, agapanthus, alliums and other bulbs were suggested as the type of plants to be installed.

A detailed planting plan will be prepared for the next meeting

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

the tree work has now been completed.

Discussion took place regarding the removal of trees in the small walled garden next to Holman House. This was very overgrown and after inspection the Town Council staff set about clearing it. The area had too many plants including fruit trees and bushes. It was then reported that there were ashes buried there and these trees were memorial trees. No record of either the ashes or the trees can be found. The family visits each Christmas and it is hoped to ascertain what the situation is when

they visit. It was agreed that both the church and the Town Council will inform the other party if they are contacted by the family.

**9 WAR MEMORIAL**

Nothing to report

**10 LYCH GATE**

Nothing to report

**11 CHURCH BUILDING**

Bike racks are awaiting permission from the Archdeacon.

**12 CHURCH CLOCK**

Now the bells have returned the clock needs updating to allow it to strike. Both the clerk and the bell captain have tried to contact the horologist but so far without luck. There is still concern over the clock striking through the night.

The committee felt the clock should be silent at night and suggested no chimes between 10pm and 7am. This will be put to the Town Council.

There is also the issue of what should happen if it is not possible to get the clock silent at night and it was agreed this would need to be considered before any action is taken to get the clock striking again.

**13 AYLSHAM CEMETERY**

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

This has taken place and letter will be issued soon.

Testing in the churchyard will take place in the New Year.

**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**

The sign has been designed and should be completed soon.

**15 ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing Raised

**16 DATE OF NEXT MEETING**

There being no further business, the Chairman closed the meeting at 1.20pm.. The next meeting is scheduled for 11<sup>th</sup> March 2024 at 10am.