



MINUTES OF THE MEETING OF THE **CHURCHYARD COMMITTEE** HELD AT ST MICHAEL'S CHURCH ON MONDAY 19th JANUARY 2026 AT 12.00PM

PRESENT: Kay Montandon (Chair) David Anderson
Julie Boyd Kevin Cunnane
Mary Evans 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

Apologies were accepted from Mathew Martin.

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

None raised.

3. To Agree the Minutes of the Meeting of 24th November 2025

The minutes from the previous meeting held on the 24th November 2025 had been circulated. Subject to a typographical amendment 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

Julie reported that the faculty for the bench had been approved.

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

No matters raised.

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

An alternative builder had been sought for this project, as the original builder had not responded to the authority to commence works. An alternative cost of £1,850 had been received with availability in February. The quote was accepted and the clerk will establish what impact the works will have on pedestrians and local residents. The clerk will also encourage the works to be programmed in over half term when there will be less impact to school children.

Andy will arrange for signage to be put up when it is established what is required.

7. To Receive Confirmation of Churchyard Committee Budget 2026/2027

The committee budget was presented as follows:

Budget Line	Requested 26/27 Budget	Agreed 26/27 Budget
War Memorial	£250	£250
Wall Repairs ¹	£9,000	£0
Footpath Repairs ²	£1,000	£0
Clock	£600	£600
Memorial Garden ³	£1,000	£0
Lychgate	£500	£500
Repairs and Maintenance	£250	£250
Green waste bin(s) ⁴		£300
TOTAL	£12,600.00	£1900.00

¹ The Town Council remains committed to the church wall repairs. There is currently £55,505 in earmarked reserves for the wall. When tenders have been received for the project and there is an accurate budget, consideration can be given to where any balance may come from. This could include a public works loan should public consultation favour this.

² The Town Council considered the footpath as in satisfactory condition. The shingle will still be scraped to even it out. To be considered in a future budget.

³ Completion of this project could be considered in a future budget, or alternative sources of income sought. The Town Council encouraged seeking grants for this project and Mary will speak with Sue Catchpole about any District grants. Julie will look into a fund raising event by the church. It was agreed that should this event be held in the Town Hall, this would be offered free of charge. Andy and Wendy will look at the Memorial Garden area to see what areas can be grassed.

⁴ To complete the green waste area project. The clerk will send Julie details of the bin in question.

The budget does not show staff costs and grounds maintenance costs. The Town Council remains committed to the continued high level of grounds maintenance in the churchyard.

8. To Receive Update on the Paupers' Graveyard

It was reported that the door has been put back on the graveyard and the area locked as a result of people allowing their dogs to foul here. A note has been placed on the gate explaining the reason for the closure and allowing people to contact the Town Council for access. It was agreed to keep the area closed until 1st April. Aylsham in Bloom will provide volunteers in March to conduct tasks such as weeding the pathway. Andy will look at the hedging in this area.

Wendy will approach Just Aylsham to publish the reason as to why this area has been temporarily closed off.

9. To Receive Items for Information and for Future Agendas

David reported that there were two stone steps outside of the church boundary which were loose. Andy confirmed that these were the responsibility of Norfolk County Council highways and will report this to them.

David reported that the metal drainage grating under the lychgate had become dislodged. Andy will review to see if this can be remediated.

10. To Agree Date, Time and Location of Next Meeting

The next meeting will be Monday 16th March 2026 at midday, at St Michael's Church.

11. To Consider Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 12 due to the Commercial Sensitivity of the Business to be Transacted

This was *agreed*

The Meeting was Closed to the Press and Public

12. To Consider Fee Proposals for Drawings and Specification for Repair of Church Wall

Two proposals had been received for the works, which satisfied the Town Council's financial regulations. It was agreed to request further information of both parties, which is to be received by the Town Council by 30th January. An extra ordinary meeting will be held on Monday 2nd February at midday to review both proposals further.

The Meeting was Reopened to the Press and Public

There being no further business the meeting was closed at 12.45pm.