



NOTICE OF MEETING & SUMMONS TO ATTEND

**THERE WILL BE A MEETING OF THE AYLSHAM
CHURCHYARD COMMITTEE
HELD AT AYLSHAM TOWN HALL
ON MONDAY 2 OCTOBER 2023 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 24th July 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 consider next stages

08 GROUNDS MAINTENANCE

- a) To receive an update on the faculty re constructing waste areas
- b) To receive an update on the garden area
- c) To receive an update on the trees

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 consider any issues relating to the Church Clock

13 AYLSHAM CEMETERY

- a) To receive an update on headstone testing

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

25th September 2023

NOTES

This Meeting is open to the Public and the Press.



**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM
ON MONDAY 24 JULY 2023 at 10.00am**

PRESENT:

Mrs A Overton Chairman
Mrs J Bennett
Mr T 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 L Mills

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None declared

3. MINUTES

The last meeting of the churchyard Committee was held on 22nd May 2023. The minutes were **AGREED**

4. ADJOURNMENT OF THE MEETING

A resident advised that a new compost heap was starting to be created. She also wondered about possible seeding of the area near the wall that requires repairing. These will both be looked at and action considered.

5. INFORMATION ON MATTERS ARISING

All items on agenda

6. PATHWAYS/ROADS

a) To discuss any issues that have arisen

Nothing has been reported.

b) To receive update from meeting with Conservation Officer

The Town Clerk had met with the Conservation Officer from Broadland regarding the driveway and the option to re-lay with resin. He did not feel there would be any issue with this but planning permission would be required and also advised that different coloured resins could be used to encourage traffic calming and try to ensure no vehicles use the narrower paths. He did say that he thought there would be a need to have an archaeological watching brief during the works.

The Town Clerk had contacted a possible contractor to get a rough idea of cost but had not received any details yet.

7. WALLS

The quinquennial inspection had been sent to the Structural Engineer and a response is awaited.

It was felt the area did look untidy at the moment so the idea of removing the weeds behind the fencing will be looked into.

8. GROUND MAINTENANCE

a) To receive an update on the faculty re constructing waste areas

Full details of the proposed layout will be sent to the PCC in time for their meeting on Monday July 31st.

b) To receive an update on creating the garden area

The Town Clerk will meet with Wendy Sadler and Erica Fisher to review the garden plan.

An updated tree survey had been undertaken and this will be sent to the PCC for approval at their next meeting and then a faculty and planning will be applied for

9 WAR MEMORIAL

The reduction of trees around the war memorial is included in the revised survey.

10 LYCH GATE

The quinquennial mentions some rotting to the Lychgate. This is noted and will be monitored.

11 CHURCH BUILDING

A new microphone system has been installed and work is still ongoing regarding changing the lights to LED's.

There is still no news regarding a date for the cycle racks. In the meantime the PCC will apply for approval to site them.

12 CHURCH CLOCK

The bells are scheduled to return on August 14th. The Town Clerk has written to the horological company to see what may be needed to ensure that the clock can chime when the bells return. They have also been asked regarding silencing the chimes at night. A reply is awaited.

13 AYLSHAM CEMETERY

a) To receive an update on the benches

The benches have now been installed.

b) To receive an update on headstone testing

This has still to take place as due to staff illness and the weather it has been delayed.

c) To consider the installation of Commonwealth War Graves Signs

This was **AGREED**.

14 PAUPERS GRAVEYARD

a) To receive an update on maintenance

The fence and gate have recently been repaired and the grass is cut by the Town Council facilities team.

b) To receive an update on signage

A final design has now been agreed and signs will be ordered. Directional signs will also be included.

c) To receive details on Biodiversity Award

Unfortunately the Paupers did not win.

15 ITEMS FOR INFORMATION/NEXT AGENDA

It was queried whether things could be actioned quicker without always having to get permissions from everyone. The representatives of the church advised that the PCC must be agreeable to all work in the church and would not be willing to give more leeway to the Town Council by agreeing actions in principle but require the full detail. However, they did feel that the joint committee was a positive thing.

16 DATE OF NEXT MEETING

There being no further business, the Chairman closed the meeting at 11.45am. The next meeting is scheduled for 2nd October at 10am.