



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

**THERE WILL BE A MEETING OF THE AYLSHAM  
CHURCHYARD COMMITTEE  
HELD AT AYLSHAM TOWN HALL  
ON MONDAY 22 MAY 2023 at 10am**

### **A G E N D A**

**01 ELECTION OF CHAIR**

To elect a chair for 2023/24

**02 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence as notified to the Town Clerk

**03 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

To receive Members' Declarations of Interest in Agenda Items

To note any Requests for Dispensations

**04 MINUTES**

To receive, confirm and sign Minutes of the Churchyard Committee Meeting held on 27<sup>th</sup> February 2023\* attached Pages 3-5

**05 ADJOURNMENT OF THE MEETING**

To adjourn the meeting for the time specified in the Resolution to allow public speaking

**06 INFORMATION ON MATTERS ARISING**

To receive information on any Matter Arising from the Minutes not listed elsewhere

**07 PATHWAYS/ROADWAYS**

a) To discuss any issues that have arisen

**08 WALLS**

a) To receive details from the quinquennial inspection attached PDF

b) To agree next steps

**09 GROUNDS MAINTENANCE**

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

b) To receive an update on creating the garden area attached Page 6

- 10 WAR MEMORIAL**  
To receive an update
- 11 LYCH GATE**  
To receive an update
- 12 CHURCH BUILDING**  
To receive information on plans/work on the fabric of the church
- 13 CHURCH CLOCK/BELLS**  
a) To receive an update on the church bells  
b) To consider any issues relating to the Church Clock
- 14 AYLSHAM CEMETERY**  
a) To receive an update on benches  
b) To note date(s) for headstone testing
- 15 PAUPERS GRAVEYARD**  
a) To receive an update on maintenance  
b) To receive an update on signage  
c) To note entry for Biodiversity Award
- 16 CEMETERY REGULATIONS**  
a) To review the Cemetery Regulations attached Pages 7-12  
b) To review the Terms of Reference attached Pages 13-14
- 17 ITEMS FOR INFORMATION/NEXT AGENDA**  
To note any items of information or for the next/future Agenda
- 18 DATE OF NEXT MEETING**  
a) To agree date and time of next meeting



Sue Lake  
Aylsham Town Clerk

17<sup>th</sup> May 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 27 FEBRUARY 2023 at 10.00am**

**PRESENT:**

Mrs A Overton Chairman  
Mrs J Bennett  
Mrs M Evans  
Mr M Martin  
Mr L Mills

One member of the public

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

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Mr T Bennett and Rev Canon Julie Boyd

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

None declared

**3. MINUTES**

The last meeting of the churchyard Committee was held on 28<sup>th</sup> November 2022.  
The minutes were **AGREED**.

**4. ADJOURNMENT OF THE MEETING**

Not Required

**5. INFORMATION ON MATTERS ARISING**

All items on agenda

**6. PATHWAYS/ROADS**

There is still an issue regarding the stones but again it was felt that no action should be taken until the work on the bells has been completed.  
It was advised that some cars were driving down the path from the church parking area to the Lych Gate. This will be monitored.

**7. WALLS**

The quinquennial inspection has still not been received. An e-mail has been sent to the architect requesting that this section be sent as soon as possible.

**8 GROUND MAINTENANCE**

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

The Town Clerk showed some pictures, taken at the cathedral of a wire fence on which wicker panels had been placed. This maybe an alternative option. The PCC had not responded regarding the green fencing.

The Town Clerk will obtain quotes for all types of fencing together with detailed dimensions and forward these to the PCC for comment.

**b) To receive an update on creating the garden area**

A meeting with Wendy Sadler from Aylsham in Bloom and Erica Fisher is still to be held. This will take place in the next month.

Aylsham U3A have already promised a bench for the garden area.

**9 WAR MEMORIAL**

Nothing to report.

The clerk had spoken to a representative from the British Legion who advised they are informed regarding any local names that should be added to the memorial and they know of none at the moment.

**10 LYCH GATE**

Nothing to report.

**11 CHURCH BUILDING**

The lighting project within the church is still ongoing

The new flagpole will hopefully be in place for the coronation.

**12 CHURCH CLOCK**

The bells are scheduled to be removed between 13-15<sup>th</sup> March and returned in the middle of August.

**13 AYLSHAM CEMETERY**

**a) To discuss the current state of the cemetery**

The cemetery is visited regularly and the clerk advised that this summer they would be spending sometime there to do topple testing on the gravestones and at the same time to do any gardening maintenance. This will be advertised in the cemetery and also through Just Aylsham and Social Media.

**b) To receive an update on the gateway and gates**

The gateway has now been repaired and is slightly wider. The gates were removed and not replaced. The gates are in a very poor state showing severe rust. The clerk recommended not re-hanging them but selling for scrap. This was supported and will be taken to the Town Council for agreement. If new gates are to be hung the suggestion was they should be aluminium which is lighter and has no resale value. Members felt gates were not needed.

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

Four benches have been ordered and should be installed by May.

**d) To discuss the cemetery driveway**

The driveway has numerous potholes and really needs relaying. Discussion on surfaces took place and it was agreed to delay a decision until the summer inspections so councillors can look at it and make a decision after viewing.

**14 PAUPERS GRAVEYARD**

**a) To receive an update on maintenance**

The site had been visited recently by members of Aylsham In Bloom who did some clearing of leaves etc. The grass will not need cutting until the end of March

**b) To receive an update on signage**

A final design has now been prepared and is waiting for comments from Aylsham In Bloom and the Archives/Heritage Centre.







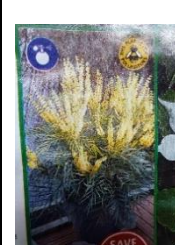
**15 ITEMS FOR INFORMATION/NEXT AGENDA**

Review of Cemetery regulations and Terms of Reference

**16 DATE OF NEXT MEETING**

There being no further business, the Chairman closed the meeting at 11.20am. The next meeting is scheduled for May after the new council has been elected..

Some suggestions for churchyard

	<p>Cyclamen coum – ground cover, flowers in early spring, disappears underground in summer</p> <p>Cyclamen hederifolium – ground cover, flowers in autumn</p>
	<p>Hardy Fuchsias, flowers in summer, autumn</p> <p>White Hawkshead – height 1.2m - spread 1m</p> <p>Red/Purple Genii – height 60cm – spread 60cm</p>
	<p>Heucheras – grown for leaf colour, evergreen, small flowers usually cream.</p> <p>Height and spread 30 – 40cm</p>
	<p>Ceanothus (Californian lilac)</p> <p>Shrub, evergreen, flowers summer</p> <p>Tall form – height and spread 1.5 – 2m</p> <p>Dwarf form – height 70cm, spread 3m</p>
	<p>Nerine bowdenii – bulbs, need sunshine, flowers September – October</p> <p>Height – 50 – 60cm</p>
	<p>Cornus (Dogwoods) will give upright coloured stems in winter</p> <p>Midwinter Fire has orange stems.</p> <p>Height and spread 60cm – 1m</p> <p>Light green leaves in summer, turning to yellow in autumn</p>
	<p>Mahonia Soft Caress</p> <p>Evergreen, soft leaves, scented flowers in winter</p> <p>Height and spread 1.2m can be pruned</p>

**REGULATIONS IN RESPECT OF INTERMENTS AND ERECTIONS OF  
MEMORIALS IN  
AYLSHAM CEMETERY  
NORWICH ROAD**

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate laws or statutes currently in force.

The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

**Private Work**

No private work shall be undertaken by visitors to the Cemetery other than general grave or plot tidying.

No employee of the Town Council is to be engaged to execute any private work in the Cemetery.

**Exclusion or Removal of Persons from the Cemetery**

The Town Council may at any time, remove and exclude any person from the Cemetery, who shall be guilty of any breach of the regulations being in force at that time.

**Production of Grant or Deed required before re-opening**

No grave in which the Exclusive Right of Burial has been purchased can be re-opened without the production of the written consent of the owner or their personal representative, and the Grant.

**Times of Notice of Interment**

Notice of interment shall be given at the Town Council office at least two clear working days in advance of the day of interment, excluding weekends, Good Fridays, Christmas Day or Bank holidays. This regulation shall not apply upon production of a medical certificate stating that an early interment is necessary or when exceptional religious reasons exist.

**Fees and Charges for Interments**

The fees and charges payable to the Town Council in respect of interments in the Cemetery, or grave and plot spaces, or memorials or otherwise in connection with the Cemetery, shall be those detailed in the Table of Fees and Charges, which will be subject to regular review. The Table of Fees and Charges applies to all inhabitants of Aylsham or those persons residing outside the town at the time of death, in sheltered, care or nursing homes and hospitals, if within 24 months (or a longer period can be considered on application to the Town Clerk) prior to their removal thereto. A separate scale of fees and charges are payable by all other persons.

All interments of children under the age of 18 will not incur any fees from the Town Council.

**Glass Items in the Cemetery**

No glass item of any description is allowed to be left on or near a grave.

**Selecting Grave Plots**

Pre-purchase of specific graves or plots is not permitted except for plots immediately adjacent to existing graves. Graves and plots will be allocated in sequence unless exceptional

circumstances apply when the decision of the Clerk on behalf of the Town Council shall be final.

### **Arrival of Funerals at the Cemetery**

The time of any proposed interment arranged by the Funeral Director should be confirmed with the Town Council prior to detailed arrangements taking place. The time agreed shall be that at which the funeral is to be at the Cemetery. All interments shall take place on Mondays to Fridays between the hours of 0900 and 1600. Any interment outside these times will be considered and permission will not be unreasonably withheld.

### **Graves sold subject to Regulations**

All graves and cremation plots will be sold subject to the regulations currently relating to the Cemetery.

### **Exclusive Right of Burial**

The Exclusive Right of Burial in any grave shall be entered in the Register of Grants of Right kept by the Town Council. After the interment of the owner of the grave or plot, the personal representative shall produce to the Town Council the Grant of Probate or Letters of Administration so that proof of change in ownership may be duly registered. Until satisfactory proof of ownership is given, the grave or plot cannot be opened or interfered with and no memorial or tablet or other article may be installed or work carried out on the existing memorial, including additional inscriptions. The Exclusive Right shall last for a period of 30 years at the expiry of which time it shall either be renewed for a further 10-year period, at the appropriate fee or ownership shall revert to the Town Council. The owner will be responsible for contacting the Town Council to renew the grant.

### **Digging of Graves and Cremation Plots**

The Town Council appoints a designated gravedigger and all graves must be dug by the appointed person.

### **Certificate of Disposal**

A legal certificate or the Registry of Death, or in the case of an inquest, the Coroner's order, must be delivered to the Town Council before the burial takes place. A certificate or cremation must be delivered to the Town Council in the case of cremated human remains.

### **Death from Infectious diseases**

In all cases of death from infectious diseases the body shall be taken direct from the hearse to the grave.

### **Admission of Dogs**

The admission of dogs, unless on a lead, is prohibited. Dogs must not be allowed to foul within the Cemetery.

### **State of Repair**

Every grave and memorial must be kept in good repair by the owner. On default by the said owner notice in writing has been sent to the registered owner at his registered address, the Town Council reserves the right to take over the maintenance of the grave or plot and have it and any memorial on it put in good and safe order at the expense of the grave owner. If payment for work is not forthcoming, the debt will be attached to the grave or plot and no further burials or works will be allowed until the debt is cleared. Memorial maintenance work



shall only be undertaken by suitably qualified masons and to the satisfaction of the Town Council.

### **Grave Mounds**

All grave mounds will be removed after the expiry of six months from the date of interment.

### **Graves Enclosures**

The purchaser of any grave or cremation plot shall, when erecting any memorial, place such memorial in the position determined by the Town Council. No form of grave enclosure is allowed and this includes railings, chains, wooden edging of any description and glass wreath cases. The Council reserves the right to remove any such unauthorised items and hold them for collection by the owner within 28 days of notification or disposed of if the owner does not collect them within the state time.

### **Trees, Shrubs, Plants and Flowers**

Dwarf trees, shrubs, plants and flowers may not be planted upon graves and cremation plots. The Town Council reserves the right to remove, prune and cut down any trees, shrubs, plants or flowers, previously planted which in its opinion have become unsightly, overgrown or dangerous. Persons tending graves or plots shall be required to dispose of any rubbish removed from the grave or plot.

If any tree, plant or shrub should be planted in any other part of the Cemetery without the prior permission of the Town Council, the Council reserves the right to remove it. To assist in maintaining the Cemetery in a neat and tidy condition, the Town Council will cause all neglected mounds to be levelled.

### **Personal Effects**

The Cemetery is an area for quiet reflection for many persons and unusual adornments such as balloon, plastic attractions or personal effects, placed upon the grave or plot of a deceased may cause upset or offence. Consequently, such items are to be discouraged and the Town Council reserves the right to remove any items which in its opinion may cause offence in any way. Similarly, lighted candles, including those within a glazed container, and any breakable items, particularly glass items, are not allowed because of the possible fire risk and attendant safety dangers to grounds maintenance staff, others visiting the Cemetery, and to animals. Such items removed by the Town Council will be placed near the shed for collection by the owner within 28 days of notification or be disposed of if the owner does not collect them within the stated time.

### **Seats**

Families may apply to the Town Council for the erection of a seat in memory of a deceased. The Town Council has a Memorial Bench Policy and any seat must be requested with reference to this policy. The Town Council will determine the location of any seat.

### **Removal of Memorials**

The Town Council reserves the right to re-fix, realign or remove any memorial as may be required. Any such work shall only be carried out by an approved stonemason. Broken cement beds for chippings shall be removed and the closed turfed over. Where the owner of the Rights of Burial cannot be traced at the time of carrying out the work, the cost shall be borne by the Town Council and attached to the grave or plot and no further burials or works shall be allowed until the debt is cleared.

### **Regulations for the Erection of Memorials**

Memorials can only be erected upon issue of the necessary permit from the Town Council and with the written consent of the owner of the Grant of Exclusive Rights of Burial for the grave or plot concerned. Regulations for the erection of memorials are at Annex A and shall be complied with by all memorial masons executing work on memorials.

### **Holly Wreaths and Christmas Memorials**

At Christmas many holly wreaths are left on graves. These will be removed 5-6 weeks after Christmas.

### **Theft**

Expensive fresh and silk flower arrangements are occasionally stolen or removed and placed on other graves. The Town Council accept no responsibility for any tributes left at graves but do request that they are informed of any theft.

### **Clauses**

In cases where any question or controversy arises from the foregoing clauses, or anything omitted there from, the decision of the Burial Authority (Aylsham Town Council) shall be final and binding. The Town Council reserves the right from time to time to make alterations or additions to these rules and regulations consistent with the Burial Acts.

Approved by Aylsham Town Council March 2016

Revised September 2018

Annex A

**REGULATIONS FOR THE ERECTION OF MEMORIALS AND FOR WORK TO BE CARRIED OUT ON AN EXISTING MEMORIAL IN AYLSHAM CEMETERY**

- 1 Memorials may only be erected upon issue of the necessary permit from the Town Council and with the written consent of the owner of the Grant of exclusive Rights of Burial for the grave or plot concerned. Any work carried out on an existing memorial will also require a Town Council permit and the written consent of the owner of the Grant of Exclusive rights of burial for the grave or plot concerned.

The Town Council must be notified of the date prior to the erection of the memorial.

- 2 If no memorial is erected on the grave or cremation plot, one flower vase will be allowed above ground level in the normal headstone position. No vases, flower holders or other items are permitted elsewhere in the grave space; any item so placed will be removed. No glass item of any description is allowed.
- 3 All new memorials and memorial maintenance work shall only be undertaken by suitably qualified masons and to the satisfaction of the Town Council.
- 4 All memorials shall be erected and remain the sole risk of the owner. A sketch of each proposed memorial giving full details and dimensions, together with the owner's consent, is to be submitted to the Town Council on the application form supplied. No memorial may be erected in the Cemetery without the written consent of the Town Council. No memorial shall be removed or altered without the written consent of the owner and the Town Council except as otherwise provided (for example on health and safety reasons).
- 5 All memorials are to be of natural or reconstituted stone and no Bath, Caen, or other soft stone shall be allowed in the construction of any memorial. All monumental work shall be finished prior to the erection of any memorial, excepting the execution of a second inscription for which permission must be obtained. Wooden crosses may be installed temporarily pending erection of a stone memorial on a grave.

The maximum measurements, above ground level, for memorials erected within Aylsham Cemetery are 3ft high and 2ft wide (90cm x 60cm)

- 6 Second bases shall be securely fastened to the bottom by dowels or other approved methods and be within the permitted measurement if above ground level.
- 7 Memorial masons and others, prior to fixing memorials, must furnish themselves with all the tools and necessary appliances.
- 8 Memorial masons and others employed on any kind of work in connection with memorials in the Cemetery are to leave the ground clean after completing their work and each grave is to be re-turfed to an acceptable standard. Memorial masons will be held responsible for any damage caused by them either on the ground or the memorials erected thereon.

- 9 All memorials to be laid firm, level and square. The Town Council reserves the right to reject applications for memorials with stones of uneven thickness.
- 10 The top surface of every foundation stone shall be at least 5 cms (2") below the level of the highest point of the surrounding turf.
- 11 All work on memorials shall be completed during the hours of 0800 and 1700 on weekdays excepting Saturdays when work must cease at 1200 noon. No work shall be undertaken during an interment or on Public Holidays.
- 12 The erection of memorials will not be allowed during unsuitable weather or whilst the ground is in an unfit state.
- 13 No rails, wooden edging, chains of any description or glass wreath case will be allowed as part of any memorial.
- 14 No advertising boards, tablets or cards shall be placed on or around any monumental erection nor shall any form of advertisement be displayed in any part of the cemetery
- 15 Any memorial temporarily removed when a grave is opened for an interment shall be replaced and fixed within six months from the date of the re-opening of the grave.
- 16 The memorial mason shall mark the reverse of the memorial in the lower right corner with the plot number in letters no higher than 5 cm (2 inches). The memorial mason may also inscribe the name of the company on the reverse of the memorial in the lower left corner in letters no higher than 2 cm (3/4 inch).
- 17 **All memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance that are fully compliant with this standard. All memorial masons undertaking work in the Cemetery shall be suitably qualified and licensed through BRAMM or the RQMF.**

**Aylsham Town Council**  
**Terms of Reference for the Churchyard Committee**

**1. Authority**

- The Churchyard Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

**2. Membership**

- The Committee will consist of no fewer than 4 Councilors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 elected members.
- The Churchyard Committee may co-opt members of the public onto the committee to assist its deliberation however co-opted members will have no voting rights.
- The Churchyard Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

**3. Records of Proceedings**

- The Committee will meet at least two times per annum
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Churchyard Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

**4. Duties and Functions**

The purpose of the Committee is:-

- To ensure that the Closed Churchyard remains an area of peace and tranquility for the benefit of residents and visitors to Aylsham
- To ensure that all walls, paths and roadways within the area of the churchyard are kept in good condition and repaired in as timely a manner as possible bearing in mind the need to address the function of obtaining both facilities and conservation agreement

- To ensure the necessary inspections of gravestones, trees and other structures is undertaken
- To ensure the grounds maintenance is undertaken to the satisfaction of the council and users of the churchyard
- To maintain the War Memorial
- To maintain the church clock

## **5. Other Matters**

- The Town Clerk will have the delegated responsibility for the day-to-day running of the closed churchyard
- The Town Clerk will have the delegated responsibility for the management of any projects relating to the churchyard
- The Town Council standing orders are applicable to all members and meetings of the committee

## **6 Review**

- These Terms of Reference will be subject to review every two years. The next review will therefore be scheduled for February 2022

February 2020