



**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 22<sup>nd</sup> 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 31<sup>st</sup>.

**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 14<sup>th</sup>. 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 2<sup>nd</sup> October at 10am.