

AYLBURTON PARISH COUNCIL
Minutes of the meeting held on Tuesday 11th December 2018, 7.00pm in Aylburton
Methodist Church Hall

PRESENT: Cllr. Steph Lord (Chairman)
Cllr. Frankie Evans (Vice-Chairman)
Cllr. Andrew Blamey [from 7.50 pm / item 8e]
Cllr. Colin Newman
Cllr. John Harrison
Cllr. Ray Woodward
Cllr. David Bayliss

ATTENDING: Meg Humphries (Clerk)

No/Ref	Item/Notes	Action
1. 60.18/19	To receive apologies for absence None.	
2. 61.18/19	To note declarations of interest None.	
3. 62.18/19	To approve the accuracy of the minutes of the Full Council Meeting on 13/11/18 Approved, and signed by Cllr. Lord.	
4. 63.18/19	Councillor reports, district and county. <ul style="list-style-type: none"> • Cllr. Alan Preest (GCC) sent his apologies as he is attending a meeting with Highways about the state of the A48 in the area. • Cllr. Frankie Evans in her FoDDC councillor capacity reported that the FoDDC planning office had taken on an extra member of planning enforcement staff to meet demands on the team. • Cllr. Woodward asked Cllr. Evans about FoDDC's budget-setting process. Cllr Evans reported that this process would depend on the finer details of arrangements regarding business rates and would also depend on precept requests from parish and town councils and that the budget would be set early 2019. 	
5. 64.18/19	Public forum No members of the public in attendance on this occasion.	
6. 65.18/19	Correspondence Aside from routine communications and marketing, the council had received a funding bulletin from GRCC detailing various opportunities, which had been forwarded to Cllrs Lord, Evans and Harrison for further appraisal.	
7. 66.18/19	Planning <ol style="list-style-type: none"> a. To note comments regarding any circulated planning applications. None received since the last meeting. b. To consider any other new planning applications and agree any objections and comments. None. c. To receive any progress reports on local planning matters. None of note. 	
8. 67.18/19	Parish <ol style="list-style-type: none"> a. BT Kiosk. Upper Common To receive an update (SL/FE) Cllr Lord reported that she intends to attend AUCA's January meeting, at which this would be a topic for discussion. b. Grass Cutting. To award the parish grass-cutting contract 2019-21 to a contractor and to agree to draw up a weedkilling contract for RW. It was agreed that the contract would be awarded to Martin Rice at a cost of 	

	<p>£4000 for 14 cuts. ACTION: Clerk to contact Mr Rice and prepare and send out contract (inc. map) to him and to request a copy of insurance details. Clerk presented the weedkilling contract for Cllr Woodward to sign, which was then done.</p> <p>c. Milling Crescent. To receive an update from CN following FoDDC enforcement. Cllr Newman reported that the caravan remained removed and that the grass seed was now taking. The council agreed to regard the matter as resolved but also agreed to keep a watching brief.</p> <p>d. The Cross Monument. To receive an update (JH). To request Clerk to liaise with GCC re documentation process. It was agreed that the Clerk would obtain official written statement as to GCC's ownership of the monument and their permission for Aylburton PC to restore it. ACTION: Clerk to write to GCC officer to request these statements and to check that GCC are insuring the monument and request progress report on their legal documentation process. <i>[7.50pm Cllr Blamey arrived]</i></p> <p>e. A48 Meeting 21/11/18. To receive a report on the meeting. Cllr Lord was unable to attend due to work commitments; no update.</p> <p>f. Church Road residents' parking. To receive an update on parking bay project (SL/MH) Clerk reported that Cllr Alan Preest would be meeting with Highways Brian Watkins on Wed 12/12 to seek his approval, after which time he would progress the matter. Cllr Lord reported that she had passed this update on to the residents of Church Road.</p> <p>g. Management of trees/hedges on Upper Common. To receive a report and approve next step (proposed: letter to LPE) (SL/FE) It was agreed that the Clerk would meet Cllr Evans onsite to review the issues with overgrown hedges and then would write a letter to Lydney Park Estate requesting action.</p> <p>h. Community engagement. To discuss ways to raise the profile of the parish council and to foster community cohesion across the parish with the aim of drafting an action plan. Owing to the very full agenda at the meeting it was agreed to postpone this item until a later date.</p> <p>i. Lydney cycle link. To note any observations on latest plan to form a response to GCC. The meeting noted two invitations – one to attend a meeting with Cllr Alan Preest and a Highways officer on Friday 21/12 (time TBC) and one in January at Lydney Town Council with a contractor for the project. It was agreed that the parish council would take part in these meetings to help shape the project as appropriate.</p> <p>j. Grave Maps. Receive update from Clerk re contacting the PCC for information. Clerk reported that she had emailed the PCC but had not yet got a response. ACTION: Clerk to contact PCC again.</p> <p>k. Milling Crescent and Stockwell Lane footpath overgrown vegetation. Receive update from Clerk re email from Two Rivers. Clerk reported that she had raised both areas with Two Rivers. Cllr Blamey reported that the Stockwell Lane footpath had been cut back satisfactorily by Centigen on 6/12. ACTION: Clerk to follow up on Milling Crescent request.</p>	
<p>9. 68.18/19</p>	<p>Council</p> <p>a. Banking. To receive an update on adding signatories and setting up a new deposit account (MH).</p> <ul style="list-style-type: none"> • Clerk reported that Lloyds had asked for identification from Cllr Blamey and that once they had received that then they would add the new signatories. ACTION: Cllr Blamey to provide Lloyds with ID. 	

	<ul style="list-style-type: none"> • Cllr Lord and the Clerk intend to meet soon to open the ‘project’ deposit account as previously agreed. <p>b. Road safety:</p> <p>bi. To receive an update on 30 mph stickers, costs and supplier update. Clerk reported that Brian Watkins will supply 10 stickers free of charge to be distributed at the council’s discretion.</p> <p>bii. To receive an update on Sandford Lane. Resurfacing and reporting to highways, receive update. The Clerk reported that she had been in touch with Brian Watkins who stated that the issue had been identified but had not made it into the list of works for 2019-20 but that the works plan had not yet been finalised. ACTION: Clerk to continue to ask Highways that the matter to be prioritised.</p> <p>biii. Flashing road signs. Receive update from Clerk re progress with Cllr. Preest and Brian Watkins re costs. Clerk had circulated an email with rough prices and the associated policies for such units. Cllr Preest had mentioned that he may be able to secure £2.5k funding next civic year towards the cost, plus £2.5k REACR funding awarded. ACTION: Clerk to update REACR on ringfenced £2.5k funding and intended purpose, and to request that they continue to hold it. Cllr Lord noted that approved installation of the units still depended on criteria that the council would have to meet.</p> <p>biv. Update re bus shelter timetables. Cllr Harrison reported that the stone-built shelter next to Sandford Road/A48 junction now had a timetable; there remained no timetable in the glass shelter opposite. Brian Watkins is working on ensuring timetables are in all shelters.</p> <p>bv. To note the information held to date on ANPR cameras and take a decision on whether or not to look into this option further. Clerk had forwarded some information, indicating that the initial cost would be around £14,000, with ongoing licensing costs involved too. Clerk recommended that given the council’s small precept size a cheaper option would be more appropriate and financially responsible. This recommendation was in line with members’ individual conclusions and so it was agreed that there would be no further action on the matter at this time.</p> <p>c. Asset Review. To note plans for FE & SL to check in Jan/Feb. Noted.</p>	
<p>10. 69.18/19</p>	<p>Finance</p> <p>a. Precept planning. To approve the final figure for the precept, in light of contract in item 8b above and for sickness/locum cover. Receive notes from Clerk on operating cost finance reserves as recommended by GAPTC. Clerk gave the final figure for expected expenditure in 2019-20 as £20,074, which requires a precept request of £18,384, which is a 22.5% increase in precept request on last year. A full discussion ensued, in which members noted their unease with the size of increase but also accepted that the new budget was realistic in covering ongoing costs of quality service provision, both in terms of local governance and in maintaining the village’s green spaces and assets. Therefore the budget was approved. ACTION: Clerk to complete the precept request form and return to FoDDC. Clerk recommended that the council aims to hold 1 year’s worth of expenditure as backup but that it would take several years to build this up. Once built up, the reserves should be sufficient to cover specific extra staff costs such as sickness/locum cover.</p>	

	<p>b. Payments. To approve any outstanding council payments and ratify any made since the last meeting. The following payments were approved and cheques signed by Cllrs Lord and Newman: Clerk Salary: £263.57; HMRC PAYE: £65.80; Kevin Toombs valuation fees: £90.00; Mark Topping litter-picking services £210; Merlin Waste dog bin services £37.50; Clerk expenses £38.34.</p> <p>c. January 2019 payments. To note and approve in advance the payment of routine invoices received in late December and early January in the absence of a January parish council meeting. The following routine upcoming payments were approved in advance if received: Rise & Shine bus shelter cleaning; Clerk salary; Merlin dog waste; Mark Topping litter-picking; Meeting room hire; GAPTC membership fees for 2019-20.</p> <p>d. Income. To note any income received since the last meeting. The following receipts were noted: £645.75 street-cleaning payment from FoDDC on 2/11/18 and £10 outstanding also for street-cleaning to redress underpayment in 2016-17.</p> <p>e. Bank Reconciliation Q2. To approve, and Chairman to sign. (MH/SL) Approved and signed by Cllr Lord.</p> <p>f. Funding/Donations. To note and consider any funding requests. None received.</p> <p>g. Communications and Transparency Grants. To receive an update on spending of these two grants and to note projected spending of the grants to April 2022. Website costs and changes to be discussed and new printer cost. The Clerk reported that there was £918.75 remaining in the allocation for these aspects. The Clerk proposed that the majority of the funds were spent in the following ways: <table data-bbox="288 1245 1075 1440"> <tr> <td>£85/year for the next 3 years for domain fees =</td> <td>£255</td> </tr> <tr> <td>c. £100 on replacing the current printer (broken) =</td> <td>£100</td> </tr> <tr> <td>£280-420 on website rebuild to provide a more effective, transparent and flexible site =</td> <td>£420 max</td> </tr> <tr> <td></td> <td>£775</td> </tr> </table> It was agreed to move forward with the Clerk's recommendation. ACTION: Clerk to engage web developer in replacing the site.</p> <p>h. To receive update on grant from Growing our Communities as per Cllr. Preest's email. Clerk reported that Cllr Preest had been delayed in viewing the form but had just downloaded it and will progress it.</p> <p>i. Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.</p>	£85/year for the next 3 years for domain fees =	£255	c. £100 on replacing the current printer (broken) =	£100	£280-420 on website rebuild to provide a more effective, transparent and flexible site =	£420 max		£775	
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<p>11. 70.18/19</p>	<p>To receive any notes from the Clerk. Cllr Lord confirmed that the Clerk's appraisal had been conducted satisfactorily.</p>									
<p>13. 71.18/19</p>	<p>To note the date of the next meeting – Tuesday 12th February 2019. Noted.</p>									

Meeting closed: 9.22 pm

Signed:..... Chairman

Date:.....