

AYLBURTON PARISH COUNCIL
Minutes of the meeting held on Tuesday 12th February 2019, 7.00pm in Aylburton
Methodist Church Hall

PRESENT: Cllr. Steph Lord (Chairman)
 Cllr. Frankie Evans (Vice-Chairman)
 Cllr. Andrew Blamey
 Cllr. Colin Newman
 Cllr. John Harrison
 Cllr. Ray Woodward
 Cllr. David Bayliss

ATTENDING: Meg Humphries (Clerk)
 Mr Paul Martin until end of item 5
 Mr Paul Waite until end of item 5

No/Ref	Item/Notes	Action
1. 60.18/19	To receive apologies for absence None.	
2. 61.18/19	To note declarations of interest Cllrs Woodward and Newman regarding item 8e, parish flower tubs	
3. 62.18/19	To approve the accuracy of the minutes of the Full Council Meeting on 11/12/18 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. 	
5. 64.18/19	Public forum Mr Paul Martin and Mr Paul Waite were in attendance and stated: <ul style="list-style-type: none"> They felt that they had been given the wrong information by GCC as they were led to believe that there was no resident cost associated. Cllr. Lord noted that a GCC email stated that the process was lengthy and expensive but not clear from this for whom. They feel disappointed and let down at what they feel is a lack of transparency over the process as it has recently transpired that the cost to residents could be £900 per vehicle. All emails between the residents and GCC will be forwarded to Cllr Lord for further information. As a result the council thanked the residents for sharing their concerns. ACTION: Council to review the communications and agree any further action. Mr Martin and Mr Waite thanked the council for listening.	SL/FE/MH
6. 65.18/19	Correspondence Aside from routine communications and marketing, the council had received notification of a Neighbourhood Watch Crime Reduction Event taking place at Lydney Town Hall on Tuesday 5 th March at 7pm. Cllr Evans intends to attend.	
7. 66.18/19	Planning a. To note any comments regarding P1956/18/FUL: 5 Orchard Close, Aylburton, Lydney, Gloucestershire: Erection of a single storey rear extension plus conversion of garage into shower room and store including a mezzanine level above with associated works. It was noted that no objections were raised.	

	<p>b. To consider any other new planning applications and agree any objections and comments. None.</p> <p>c. To receive any progress reports on local planning matters. FoDDC Planning have issued an invitation for the community to nominate land that may be suitable for development (SHLAA). ACTION: Clerk to write to Lydney Park Estate to clarify any intentions to develop on LPE-owned land in the parish and to invite them to the March meeting, where the upcoming Housing Needs Survey would be discussed.</p>	
<p>8. 67.18/19</p>	<p>Parish</p> <p>a. BT Kiosk. Upper Common To receive an update (SL/FE) Cllr Lord attended the January AUCA meeting. AUCA are still keen to relocate the kiosk. An issue of wiring had recently been identified especially when breaking up the concrete base. ACTION: Clerk to email BT to investigate how to ensure that any wiring is made safe. £150 awarded by the Growing Our Communities fund (GCC) to restore kiosk when in place, plus £50 approved from parish council budget.</p> <p>b. Litter Picking To consider and clarify the current litter-picking arrangements in the parish. ACTION: Clerk to clarify Mark Topping's current litter-picking route and to seek indicative price for litter-picking on Upper Common, should the current arrangements change.</p> <p>c. Upper Common allotments. To consider actions related to parishioner concerns about the allotment wall at Upper Common allotments. Noted that the wall is in poor condition. ACTION: Cllrs Lord and Evans to look at the area when carrying out the routine parish asset inspection.</p> <p>d. Grass Cutting. To note the receipt of signed contracts from the chosen contractor. Noted.</p> <p>e. Flower tubs/Flower show. To receive an update and to consider any appropriate actions as a council. Cllrs Woodward and Newman noted that the flower show committee would likely be unable to supply and maintain the parish's flower tubs this year. Two key issues: cost of tubs and maintenance of the tubs. Cost of summer bedding is £350-400. Cllr Woodward stated that he was still happy to plant up the tubs this year if stock was provided. Council voted unanimously in support of providing tubs this year and in future years using funding from community pot in this instance. ACTION: Clerk to look into options for providing flower tubs in 2020 and beyond and to report back.</p> <p>f. The Cross Monument. To receive an update (JH/MH) Cllr Harrison reported that there had not yet been a response from GCC to his request for an update. Cllr Harrison clarified that Historic England had issued a decision, stating that they supported restoration of the monument's base but not to adding a new top part as they see the removal of the top as part of the monument's history. Cllr Harrison is appealing this decision. ACTION: Cllr Harrison to send copies of all key communications to Clerk for filing; Clerk to write to GCC to chase up registration of monument.</p> <p>g. Church Road residents' parking. To receive an update on parking bay project (SL/MH). See item 5, above.</p> <p>h. Management of trees/hedges on Upper Common. To receive a report and approve next step (proposed: letter to LPE) (SL/FE). Approved; ACTION: Clerk to send letter as proposed, asking LPE to look into the issue of overgrown hedge.</p>	<p>MH</p> <p>MH</p> <p>SL/FE</p> <p>MH</p> <p>JH/MH</p> <p>MH</p>

	<p>i. Lydney cycle link. To receive any updates on works and consultation. Cllrs Harrison and Blamey attended a site meeting with Cllr Alan Preest and a Highways officer. Due to poor weather the route was not walked but a few problem areas were highlighted to the Highways officer. ACTION: Cllrs Harrison and Blamey to send a list of the points they raised during the meeting to Clerk for a follow-up email to Highways and Cllr Preest.</p> <p>j. Grave Maps. To receive an update from Clerk re tracking these down. Clerk reported that she has contacted Alan Robinson, the vicar, to ask whether he has any such documents. Cllr Bayliss intends to speak to a parishioner who may have information.</p> <p>k. Milling Crescent and Stockwell Lane footpath overgrown vegetation. To receive an update from Clerk. It was noted that both footpaths had been trimmed back as requested.</p> <p>l. Western Power Distribution tree works. To review and approve proposed works to trees by WPD to maintain working power lines. Approved. ACTION: Clerk to pass on this permission to WPD.</p> <p>m. Allotment agreements. To review and comment upon initial draft of allotment tenancy agreement and accompanying letter. Approved. ACTION: Clerk to send packs out to all tenants.</p>	<p>JH/AB/MH</p> <p>MH</p> <p>MH</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). Clerk reported that both tasks were now completed. Noted.</p> <p>b. Road safety:</p> <p>bi. To receive an update on 30 mph stickers, costs and supplier update. Clerk reported that there were a variety of suppliers and that stickers typically cost £1 each so can be bought in small batches and given out as and when requested.</p> <p>bii. To note resident letter and receive an update on urgently needed Sandford Lane resurfacing. Noted letter. Cllr Preest aware; ACTION: Clerk to send direct to Brian Watkins of Highways also.</p> <p>biii. Flashing road signs. Receive update from Clerk re progress with Cllr. Preest and Brian Watkins re costs and if possible to select an option in order to inform REACR. The options and information from Highways was noted, and the council voted unanimously for the option of a mains-supplied sign for a cost of around £4,000. ACTION: Clerk to write to REACR thanking them for continuing to hold the funding already awarded and to consider funding the rest of the sign.</p> <p>biv. To note the completion of bus timetable installations in all shelters in the village. New timetables noted, but it is believed that the metal shelter doesn't yet have one. ACTION: Clerk to chase timetables in metal shelter (opposite A48/ Sandford Road junction)</p> <p>c. Asset Review. To note plans for FE & SL to check in Jan/Feb. Noted.</p> <p>d. To note address update on Land Registry records to current Clerk's address. It was noted that this task has now been completed.</p> <p>e. To note upcoming Housing Needs Survey by GRCC, funded by FoDDC and to note Martin Hutchings(GRCC) and Keith Chapman (FoDDC) to attend March Full Council meeting. Noted.</p>	<p>MH</p> <p>MH</p> <p>MH</p>
<p>10. 69.18/19</p>	<p>Finance</p>	

	<p>a. 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: ACUA second instalment for 2018: £450; Clerk Salary: £263.57; HMRC PAYE: £65.80; Merlin Waste dog bin services £37.50; Rise & Shine bus shelter cleaning Nov-Jan: £45.00.</p> <p>b. Income. To note any income received since the last meeting. None, aside from regular bank interest.</p> <p>c. Funding/Donations. To note and consider a request from SARA and any other funding requests. SARA was awarded £100; Lydcare was not awarded funding at this point. ACTION: Clerk to communicate outcomes to both organisations and to arrange for payment to SARA at March meeting.</p> <p>d. To note the taxbase for 2019-20: Per Band D: 278.08 properties in the parish, and precept of £20,074 = £72.19 per household per year or £1.39 per week. Noted.</p> <p>e. To receive update on grant from Growing our Communities as per Cllr. Prest's email. See item 8a.</p> <p>f. To approve and (if approved) sign application to Clerk to view bank accounts online. Approved. Form signed by Cllrs Lord and Newman.</p> <p>g. To note the successful opening of a new bank account for Cross restoration / other future projects. Noted.</p> <p>h. Exempt item. Item information excluded from the agenda and minutes under Schedule 12A, Local Government Act 1972.</p>	MH
11. 70.18/19	<p>To receive any notes from the Clerk. The following points were noted:</p> <ul style="list-style-type: none"> • Milling Crescent caravan issue: FoDDC have updated to say that they have recently written to resident asking them not to park on the area concerned. They would welcome any further reports of noncompliance. • New website: This has been created and is now being populated, after which it will go live (Spring 2019 anticipated go-live time) 	
13. 71.18/19	<p>To note the date of the next meeting – Tuesday 12th March 2019. Noted.</p>	

Meeting closed: 9.30 pm

Signed:..... Chairman

Date:.....