

**AYLBURTON PARISH COUNCIL**  
**Minutes of the meeting held on Tuesday 12<sup>th</sup> March 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 Martin Hutchings (GRCC) *until 7.35pm*  
 Mr Keith Chaplin (FoDDC) *until 7.35pm*  
 Mr Gavin Green (Lydney Park Estate) *until 7.35pm*

No/Ref	Item/Notes	Action
1. 72.18/19	<b>To receive apologies for absence</b> None.	
2. 73.18/19	<b>To note declarations of interest</b>	
3. 74.18/19	<b>To approve the accuracy of the minutes of the Full Council Meeting on 12/02/19</b> Approved; signed by Cllr. Lord.	
4. 75.18/19	<b>To receive/note any county and district councillor reports</b> <ul style="list-style-type: none"> <li>• DCllr Frankie Evans: Cllr Evans attended the local Neighbourhood Watch meeting, from which she circulated some literature to the other councillors. Cllr Evans reported that the two PCSOs were in attendance and shared how they were working with schools to foster good relationships with the police from the start. A lot of the focus of the meeting was on fraud prevention.</li> <li>• CCllr Alan Preest: Cllr Preest sent a written report, which is summarised here (and available in full within the meeting pack online).           <ul style="list-style-type: none"> <li>○ GCC has funded Lydney rail crossings modernisation</li> <li>○ Restoration of St Mary's footbridge, Lydney</li> <li>○ Growing Our Communities fund – many local organisations have benefitted</li> <li>○ Infrastructure work – e.g. Oakdale bus route progress.</li> <li>○ Work on cycling improvements in Lydney/Aylburton</li> <li>○ Budget highlights (see list in full report)</li> </ul> </li> </ul>	
5. 76.18/19	<b>Martin Hutchings (GRCC) and Keith Chaplin (FoDDC): A briefing on the upcoming Housing Needs survey in the parish</b> Martin and Keith shared information on the upcoming Housing Needs Survey (HNS), for which Aylburton parish was one of the parishes selected by FoDDC. <ul style="list-style-type: none"> <li>• The aim of the HNS is to identify the need for affordable (i.e. below market value) housing in the parish.</li> <li>• Every household in the parish would receive a paper copy alongside the early July edition of the Ducktown Echo. <b>ACTION:</b> Clerk to facilitate delivery of surveys with John Ridley</li> </ul>	

	<ul style="list-style-type: none"> <li>Survey is anonymous and comes with a prepaid envelope so returning it is safe and easy.</li> <li>Martin and Keith will analyse the responses and will report back to the parish council who can share the information with the community.</li> <li>If there is sufficient need then the FoDDC can look into securing 'rural exception sites', which can go outside of the settlement boundary. Resulting housing goes to people with a local connection. Naturally, development of any land depends on willingness of the landowner to sell to developer, including FoDDC.</li> <li>Gavin Green from Lydney Park Estate introduced himself and encouraged the council to have a dialogue about land development.</li> <li>The council thanked Martin and Keith for their time.</li> </ul> <p><i>7.35pm: Martin, Keith and Gavin left.</i></p>	
<b>6.</b> <b>77.18/19</b>	<b>Public forum</b> None on this occasion.	
<b>7.</b> <b>78.18/19</b>	<b>Correspondence</b> Key items had been circulated to councillors during the past month; there was no correspondence of note to raise at this meeting.	
<b>8.</b> <b>79.18/19</b>	<b>Planning</b> <b>a. To consider any other new planning applications and agree any objections and comments.</b> There had been no planning applications received for consultation during the past month. <b>b. To receive any progress reports on local planning matters.</b> None.	
<b>9.</b> <b>80.18/19</b>	<b>Parish</b> <b>a. BT Kiosk, Upper Common</b> To note offer of Growing our Communities grant; to note advice from BT regarding treatment of cables when relocating the kiosk. BT has confirmed that the concrete base is safe to be removed, as the cable has been pot-ended c. 1 metre away from base. <b>ACTION:</b> Clerk to inform AUCA. <b>b. The Cross Monument.</b> To receive an update on restoration project and consider tree-trimming around the monument (SL/JH/MH) Clerk reported that GCC's registration of the monument was still in progress, after which the council could consider work in the area. <b>c. Church Road residents' parking.</b> To receive an update and to approve letter to Cllr Alan Preest in light of cost of scheme to residents (SL/MH) Cllr Lord had circulated this to all councillors a week beforehand. The council approved the wording of the letter. <b>ACTION:</b> Clerk to send letter. <b>d. Management of trees/hedges on Upper Common.</b> To note the reply from Lydney Park Estate and consider any further action (SL/FE). Deferred until April. <b>ACTION:</b> Clerk to add to April agenda. <b>e. Lydney cycle link.</b> To receive any updates on works and consultation. Following Cllrs Harrison and Blamey's meeting with CCllr Preest and Highways, Clerk summarised the discussion and sent to GCC for reference. <b>f. Grave Maps.</b> To receive an update from Clerk in searching for these. Despite further efforts, the Clerk had not found a copy. Cllr Bayliss is striving to speak with a villager who may know of a copy. <b>g. Overgrown hedge at the rear of the Cross pub.</b> To note the issue and conversation with owner (SL). Cllr Lord visited the Cross Inn to raise the issue of the overgrowth at the rear of the pub. The landlady intends to look into this.	

	<p><b>h. Allotments. To receive an update on allotment renewals so far and to receive query regarding mains water supply to allotment and agree any actions (MH)</b> Clerk reported that allotment renewal letters had gone out and that some renewals had been made, with more anticipated. One tenant had raised the matter of mains water, which councillors advised was an issue that had been investigated several times but had proven too high in cost (c. £10,000 was the recollection) and with issues of fair use/payment. <b><u>ACTION:</u></b> Clerk to report back to the tenant who queried the issue.</p> <p><b>i. Road safety:</b></p> <p><b>i. To receive an update on Sandford Lane resurfacing requests.</b></p> <p><b>ii. Flashing road sign project. To receive an update regarding the funding application.</b> REACR was not able to ringfence the funding any further but encouraged the parish council to reapply in July. <b><u>ACTION:</u></b> Clerk to oversee the reapplication.</p> <p><b>iii. To receive an update on reporting of hazardous ‘lip’ in footpath between Cross and Orchard Close.</b> Clerk and Cllr Lord both raised the issue with Brian Watkins, GCC Highways, who has responded that he will ensure that it is repaired soon.</p> <p><b>iv. To receive an update on the refreshing of road makings in the parish.</b> Brian Watkins has advised that this work will be carried out in 2019-20.</p> <p><b>j. Asset Review. To receive an update from FE &amp; SL. <u>ACTION:</u></b> Clerk to add to the April agenda.</p> <p><b>k. Milling Crescent Planning Enforcement. To receive an update.</b> Eyewitness reports of continual breach. <b><u>ACTION:</u></b> Clerk to notify Planning Enforcement.</p> <p><b>l. Litter-picking. To note the clarification of current litter-picking arrangements.</b> Clarification that Upper Common is included in litterpicking route at present. <b><u>ACTION:</u></b> Clerk to add to April agenda consideration of pay rise for contractor.</p> <p><b>m. Parish flower tubs 2020 and beyond. To receive an update from the Clerk on looking into options for provision.</b> Clerk is progressing the actions agreed at the February meeting. Cllr Lord has written a note for the Ducktown Echo encouraging villagers to look after their local pot.</p> <p><b>n. Western Power Distribution tree maintenance in the Churchyard. To receive an update.</b> No activity yet.</p> <p><b>o. Churchyard tree maintenance. To consider and agree further action in light of noted issues with various trees and in light of request from neighbouring resident. <u>ACTION:</u></b> It was agreed that the Clerk would contact TrunkArb for an assessment of churchyard trees in May 2019 and would write to the residents who had raised concerns about the yew advising them of the council’s course of action.</p> <p><b>p. Upper Common allotments. To consider actions related to parishioner concerns about the allotment wall at Upper Common allotments. (SL/FE) <u>ACTION:</u></b> Clerk to add to the April agenda.</p>	
<p><b>10. 81.18/19</b></p>	<p><b>Council</b></p> <p><b>a. To each receive a candidate pack for the upcoming May election.</b> Done. Clerk encouraged any queries to be sent to her or FoDDC Electoral Services team.</p> <p><b>b. To approve council data protection policy / privacy notice, and to approve a link to it for inclusion in the next newsletter.</b> Done. <b><u>ACTION:</u></b> Clerk to publish policy online and share a link to it.</p>	

	<b>c. To approve upcoming meeting dates for 2019-20 civic year.</b> Approved. Clerk to book and publicise dates.	
<b>11. 82.18/19</b>	<p><b>Finance</b></p> <p><b>a) Internal Audit 2018-19: To approve the quotation of £75 received from Shirley Fowler.</b> Agreed; Clerk to make arrangements as needed.</p> <p><b>b) Banking. To receive an update on setting up online read-only banking access for Clerk.</b> Clerk has submitted application and will chase up having not had a response yet.</p> <p><b>c) Payments. To approve any outstanding council payments. The following payments were approved:</b> HMRC NI: 65.80; Clerk Pay Feb 2019: 263.57; Information Commissioners Office: 40.00; Clerk Expenses: 70.68; Merlin Dog Waste Collection: £37.50; SARA Donation: £100.00</p> <p><b>d) Income. To note any income received since the last meeting.</b> The following income was noted: Allotment rent to date: 40.00; March Bank Interest: approx. 00.35</p> <p><b>e) Funding/Donations. To note and consider any funding requests.</b> The council considered a request from Forest Sensory Services but on this occasion decided that grants would be given to groups with a more local area of operation.</p> <p><b>f) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.</b> Discussed.</p>	
<b>12. 83.18/19</b>	<p><b>To receive any notes from the Clerk.</b></p> <p><b>To approve, as per the Clerk's contract, subject to satisfactory performance, the scheduled pay incremental increase of the Clerk from 1st April 2019 from £9.50/hour to £9.94/hour (i.e. from NJC old SCP 16 to new SCP 6).</b> Agreed; Clerk to make arrangements with payroll.</p>	
<b>13. 84.18/19</b>	<b>To note the date of the next meeting – Tuesday 9th April 2019.</b> Noted.	

Meeting closed: 8.50 pm

Signed:..... Chairman

Date:.....