



# Aylburton Parish Council

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Thursday 9th May 2019

## To all members of the Council

You are hereby summoned to attend the Full Council Meeting of Aylburton Parish Council at Aylburton Methodist Hall on Tuesday 14<sup>th</sup> May 2019 at 7.00 p.m. for the purpose of transacting the following business. **NEW: Where an item is followed by an asterisk this indicates that further information is available in the accompanying meeting pack.**

Ms Meg Humphries Clerk to the Council

*Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights.*

## **Agenda for Annual Council Meeting and Monthly Full Council Meeting To be held at Aylburton Methodist Hall from 7.00 p.m. on Tuesday 14<sup>th</sup> May 2019**

### **Annual Council Meeting:**

- 1. Election of the Chairman and Vice-Chair for 2019-20**
- 2. Annual Meeting agenda items from standing orders:**
  - i. Delivery by Chairman/Vice Chairman of the Council of acceptance of office forms
  - ii. To note the approval of the minutes of the 2018 Annual Council Meeting
  - iii. To review and adopt appropriate standing orders and financial regulations.
  - iv. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities.\*
  - v. To review representation on or work with external bodies and arrangements for reporting back.\*
  - vi. To review Asset Register, the inventory of land and assets including buildings and office equipment.
  - vii. To review and confirm arrangements for insurance cover in respect of all insured risks.
  - viii. To review the Council's and/or employees' memberships of other bodies.
  - ix. To adopt the draft complaints policy.
  - x. To review the Council's Data Protection and Privacy Policy, including procedures for handling requests for an individual's personal data.
  - xi. To note the time and place of ordinary meetings of the Full Council for the year ahead.\*
- 3. To receive apologies for absence**
- 4. To note declarations of interest relating to the agenda**
- 5. To approve the accuracy of the minutes of the Full Council Meeting on 09.04.19**
- 6. To receive an update in person from CCllr Alan Preest and to note any reports from district councillors for the parish**
- 7. Aylburton Water: to welcome representative(s) of Aylburton Water and to receive an update on recent developments.**
- 8. Public forum**
- 9. Planning**
  - a. To consider any other new planning applications and agree any objections and

comments.

- b. To receive any progress reports on local planning matters

## 9. Parish.

- a. **Grasscutting.** To review the results of the new contract so far and agree any actions.
- b. **Housing Needs Survey.** To receive an update and to sign off on the wording of the letter accompanying the survey.
- c. **BT Kiosk, Upper Common.** To receive any updates.
- d. **The Cross Monument.** To receive any update on restoration project (JH).
- e. **Church Road residents' parking.** To note any updates.
- f. **Management of trees/hedges on Upper Common.** To receive any updates.
- g. **Lydney cycle link.** To receive any updates.
- h. **Grave Maps.** To receive any updates.
- i. **Overgrown hedge at the rear of the Cross pub.** To receive any updates.
- j. **Allotments.** To note complete payment of rents/full occupation for 2019-20 (MH)
- k. **Road safety:**
  - i. To receive any updates on Sandford Lane resurfacing requests.
  - ii. Flashing road sign project. To receive an update regarding the funding application (MH)
  - iii. To receive any updates on resolving hazardous 'lip' in footpath between Cross and Orchard Close.
  - iv. To receive any updates on the refreshing of road makings in the parish.
  - v. To consider whether a parish council representative should attend 'A48 Group' meetings.
- l. **Asset Review.** To receive any update from FE & SL
- m. **Parish flower tubs 2020 and beyond.** To receive an update from the Clerk on looking into options for provision and to map out the existing containers.
- n. **Churchyard tree maintenance.** To receive any updates on tree survey work.
- o. **Chapel Hill trees.** To receive any update.
- p. **Upper Common allotments.** To consider actions related to parishioner concerns about the allotment wall at Upper Common allotments. (SL/FE)
- q. **Footpaths.** To receive any updates (CN)

## 10. Council

- a. **Election.** To receive any updates in light of recent local elections.

## 11. Finance

- a) **Audit and AGAR.** To receive any updates from the Clerk
- b) **Payments.** To approve any outstanding council payments\*
- c) **Income.** To note any income received since the last meeting\*
- d) **Funding/Donations.** To consider and any funding requests
- e) **Exempt item.** Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.
- f) **VAT.** To note the submission of VAT reclaim for the value of £187.90.

## 12. To receive any additional notes from the Clerk

## 13. To note the date of the next meeting – Tuesday 11<sup>th</sup> June 2019, 7pm