

AYLBURTON PARISH COUNCIL

Minutes of the Annual Council Meeting / Full Council Meeting held on Tuesday 14th May 2019, 7.00pm in Aylburton Methodist Church Hall

PRESENT: Cllr. Frankie Evans (Vice-Chairman)
 Cllr. Colin Newman
 Cllr. John Harrison
 Cllr. David Bayliss
 Cllr. Andrew Blamey – co-opted during Item 2
 Cllr. Mark Topping – co-opted during Item 2

ATTENDING: Meg Humphries (Clerk)
 Mark Topping – until item 2, present as a Cllr thereafter
 Andrew Blamey – until item 2, present as a Cllr thereafter

No/Ref	Item/Notes	Action
ANNUAL COUNCIL MEETING		
1. 19.19/20	<p>Election of the Chairman and Vice-Chair for 2019-20 Chairman: Cllr Lord expressed her wish to stand, in writing prior to the meeting. Proposed: Cllr Harrison; Seconded: Cllr Newman. Unanimous. Vice-Chair: Cllr Evans stated she was willing to stand again. Proposed: Cllr Bayliss; Seconded: Cllr Harrison. Unanimous. In addition, co-option of two councillors. Andrew Blamey. Proposed: Cllr Bayliss; Seconded: Cllr Evans. Unanimous. Mark Topping. Proposed: Cllr Blamey; Seconded: Cllr Harrison. Unanimous.</p>	
2. 20.19/20	<p>Annual Meeting agenda items from standing orders:</p> <p>i. Delivery by Chairman/Vice Chairman of the Council of acceptance of office forms. Forms were delivered, and forms from all other councillors were completed. Cllr Lord to fill in her form at June meeting.</p> <p>ii. To note the approval of the minutes of the 2018 Annual Council Meeting. These had been approved and signed last year but the minutes were reviewed and no issues were raised.</p> <p>iii. To review and adopt appropriate standing orders and financial regulations. Standing Orders are based on the most current model and therefore no changes were necessary. Financial regulations were last updated in 2014. ACTION: Clerk to circulate current model for potential adoption at June meeting.</p> <p>iv. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities. It was noted that Aylburton Parish Council pays Lydney Town Council £307.46 for Lydney Cemetery maintenance contribution. ACTION: Clerk to clarify how this figure is calculated and what it is based on. It was also noted that Forest of Dean District Council pays Aylburton Parish Council £1,291 per year in recent years to cover litter-picking in the parish. The future of this payment is unknown at this time.</p> <p>v. To review representation on or work with external bodies and arrangements for reporting back. Noted as follows:</p> <ul style="list-style-type: none"> • Neighbourhood Watch – Cllr Evans as representative at a recent meeting • Aylburton Road Safety Group – Clerk has attended periodically • Ducktown Echo liaison – Cllr Harrison, or others as needed • Aylburton Upper Common Association – Cllrs Evans and Lord 	<p>MH</p> <p>MH</p>

	<p>vi. To review Asset Register, the inventory of land and assets including buildings and office equipment. The council requested recirculation of the latest Asset Register. ACTION: Clerk to recirculate Asset Register.</p> <p>vii. To review and confirm arrangements for insurance cover in respect of all insured risks. Clerk confirmed that currently the council uses Zurich to insure all non-land assets; 2018 premium was £478.55. Clerk recommended seeking 3+ quotes soon; Council approved this suggestion. ACTION: Clerk to seek 3+ quotes for insurance prior to next renewal.</p> <p>viii. To review the Council's and/or employees' memberships of other bodies. The council holds a membership with GAPTC, and in 2019 the annual fee was £188.77. The council support maintaining this longstanding arrangement.</p> <p>ix. To adopt the draft complaints policy. Adopted. ACTION: Clerk to add to website.</p> <p>x. To review the Council's Data Protection and Privacy Policy, including procedures for handling requests for an individual's personal data. Adopted last year so the council agreed that there was no need for amendments at this time.</p> <p>xi. To note the time and place of ordinary meetings of the Full Council for the year ahead. Noted as Tuesday 11th June 2019; Tuesday 9th July 2019; Tuesday 10th September 2019; Tuesday 8th October 2019; Tuesday 12th November 2019; Tuesday 10th December 2019; Tuesday 11th February 2020; Tuesday 10th March 2020</p>	<p>MH</p> <p>MH</p> <p>MH</p>
FULL COUNCIL MEETING		
3. 21.19/20	To receive apologies for absence Cllr Lord sent her apologies, which were accepted.	
4. 22.19/20	To note declarations of interest relating to the agenda. Cllr Evans declared an interest regarding Item 10f	
5. 23.19/20	To approve the accuracy of the minutes of the Full Council Meeting on 09.04.19. Approved; signed by Cllr. Evans.	
6. 24.19/20	To receive/note any county and district councillor reports. <ul style="list-style-type: none"> • CCllr Alan Preest sent apologies retrospectively due to illness. • DCllr Mark Topping attended, and the council congratulated him on his new role. Cllr Topping reported that he was grateful for the support and that the first District Full Council meeting would take place on Thursday 23rd May, after which he would likely have further updates. 	
7. 25.19/20	Aylburton Water: to welcome representative(s) of Aylburton Water and to receive an update on recent developments. Clerk received retrospective apologies from the representative; Cllr Lord plans to attend the Aylburton Water AGM at end of May and can report back at the June Full Council meeting.	
8. 26.19/20	Public forum Cllr Bayliss relayed a query from a parishioner who wishes, if possible, to put a bench on the stretch between the village and Taurus Crafts. ACTION: Clerk to enquire with Highways what the process would be. Cllr Harrison raised the query of the plinth without a bench in Milling Crescent. ACTION: Clerk to add replacement bench to council 'wishlist'. Cllr Topping raised the issue of cherry trees on A48 having ties which were now too tight; Cllr Newman to raise with Ray Woodward. There was then a discussion on adding more trees along the A48; however it transpired that restrictions prevent further trees being added opposite or next to existing cherry trees.	<p>MH</p> <p>MH</p>

<p>9. 27.19/20</p>	<p>Planning a. To consider any other new planning applications and agree any objections and comments. None received since the last meeting. b. To receive any progress reports on local planning matters. None.</p>	
<p>10. 28.19/20</p>	<p>Parish</p> <p>a. Grasscutting. To review the results of the new contract so far and agree any actions. Some councillors alarmed by early strimming of daffodils in the parish. After a full discussion, the council agreed to remind grasscutting contractor to leave bulbs until leaves had completely died back, as stipulated in brief. ACTION: Clerk to relay this information to Martin Rice. Also, the council noted several areas managed by Two Rivers Housing needed maintenance; ACTION: Clerk to contact Two Rivers Housing to ask for maintenance to vegetation next to Stockwell Lane footpath, grass on Milling Crescent and banks/weeds of Milling Brook.</p> <p>b. Housing Needs Survey. To receive an update and to sign off on the wording of the letter accompanying the survey. Cllr Harrison presented some grammatical/tone amendments which the council agreed to feed back to GRCC for consideration. The council also expressed interest in next steps following the survey. ACTION: Clerk to liaise with GRCC in both respects.</p> <p>c. BT Kiosk, Upper Common. To receive any updates. Upcoming AUCA meeting noted; no further updates. Ongoing.</p> <p>d. The Cross Monument. To receive any update on restoration project (JH). Cllr Harrison reported that Tesco was running the Cross restoration as one of its 'blue coin' options in Lydney and Coleford branches. Historical England seem unlikely to reconsider their rejection of plans to restore the top of the monument and therefore it was noted that the focus would for now be on restoration of the base (for which the mason recommends a specialist restoration company) and including the cross's top design on interpretation materials nearby, such as a plaque or sign. Cllr Evans queried insurance. ACTION: Clerk to contact GCC to enquire about insurance.</p> <p>e. Church Road residents' parking. To note any updates. No further updates at this time. ACTION: Clerk to invite CCllr Alan Preest to June meeting.</p> <p>f. Management of trees/hedges on Upper Common. To receive any updates. Clerk confirmed that she had now emailed Lydney Park Estate to request that if the trees resulting from overgrown hedge were going to stay that they therefore be managed appropriately and added to the tree management plan for the estate.</p> <p>g. Lydney cycle link. To receive any updates. No updates at this time.</p> <p>h. Grave Maps. To receive any updates. No further updates at this time, but Cllr Bayliss is close to contacting the key parishioner who may hold maps.</p> <p>i. Overgrown hedge at the rear of the Cross pub. To receive any updates. Clerk reported that she had emailed the company who owns the pub to request maintenance to make pavement on Orchard Close accessible again. Cllr Evans suggested contacting Highways for advice if this wasn't resolved soon.</p> <p>j. Allotments. To note complete payment of rents/full occupation for 2019-20 (MH). Noted.</p>	<p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p>

	<p>k. Road safety:</p> <ul style="list-style-type: none"> i. To receive any updates on Sandford Lane resurfacing requests. Understood to be scheduled for early 2020. Noted. ii. Flashing road sign project. To receive an update regarding the funding application. Clerk and Cllr Lord will be meeting with Brian soon to discuss in detail in order to move forward with the project. iii. To receive any updates on resolving hazardous ‘lip’ in footpath between Cross and Orchard Close. Council noted that this had not yet been done. ACTION: Clerk to chase. iv. To receive any updates on the refreshing of road makings in the parish. Scheduled for 2019/20 civic year. Noted. v. To consider whether a parish council representative should attend ‘A48 Group’ meetings. Cllr Lord had volunteered to attend the May meeting. <p>l. Asset Review. To receive any update from FE & SL. Cllrs Lord and Evans plan to carry this out soon.</p> <p>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. Due to long agenda this evening it was agreed to postpone this task until the June meeting.</p> <p>n. Churchyard tree maintenance. To receive any updates on tree survey work. The council approved survey costs up to £300 but agreed to wait until Cllr Bayliss had concluded grave map investigation. ACTION: Clerk to instruct TrunkArb but ask them to await further communication from the council before carrying out the survey.</p> <p>o. Chapel Hill trees. To receive any update. Cllrs Lord and Evans to inspect the area soon.</p> <p>p. Upper Common allotments. To consider actions related to parishioner concerns about the allotment wall at Upper Common allotments. (SL/FE) Clerk reported that she had put the parishioner in touch with Brian Watkins, who is willing to meet the resident on site to discuss the matter.</p>	<p>MH</p> <p>MH</p>
<p>11. 29.19/20</p>	<p>Council Election. To receive any updates in light of recent local elections. The council welcomed Cllr Mark Topping as their district representative.</p>	
<p>12. 30.19/20</p>	<p>Finance</p> <p>a) Audit and AGAR. To receive any updates from the Clerk. Ongoing and all going smoothly. AGAR will be going to auditor for completion and then will be signed off at the June meeting.</p> <p>b) Payments. To approve any outstanding council payments. Signed and approved by Cllrs Evans and Harrison as follows:</p> <ul style="list-style-type: none"> • Clerk Pay April 2019 £347.42 • Clerk PAYE April 2019 £4.20 • M Topping Litter Mar/Apr 2019 £220.00 • Martin Rice – Grass £285.72 • Merlin dog bins April 2019 £37.50 • Whitehouse Press – DTE Spring £225.00 • Rise + Shine bus shelter clean £45.00 • GAPTC subscription 19-20 £188.77 	

	<ul style="list-style-type: none"> • Lydney Town Council cemetery upkeep £307.46 <p>c) Income. To note any income received since the last meeting. Noted as follows:</p> <ul style="list-style-type: none"> • 09/04/2019 Interest on deposit account £0.30 • 23/04/2019 Allotment Rent £20.00 • 26/04/2019 Precept pt 1 of 2 £10,037.00 <p>d) Funding/Donations. To consider and any funding requests. The council considered a request from the primary school for a contribution towards celebrations of the school's 150th anniversary. The council agreed that it was in support of contributing, particularly towards, for instance, commemorative items. ACTION: Clerk to seek further information on this aspect ready for further consideration at the June meeting.</p> <p>e) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972. No further action at this time.</p> <p>f) VAT. To note the submission of VAT reclaim for the value of £187.90. Noted.</p>	MH
13. 31.19/20	11. To receive any additional notes from the Clerk. All updates already covered above.	
14. 32.19/20	12. To note the date of the next meeting – Tuesday 11th June 2019, 7pm. Noted.	

Meeting closed: 9.25 pm

Signed:..... Chairman

Date:.....