

AYLBURTON PARISH COUNCIL
Minutes of the Full Council Meeting held on Tuesday 11th June 2019, 7.00pm in
Aylburton Methodist Church Hall

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

ATTENDING: Meg Humphries (Clerk)

| No/Ref | Item/Notes | Action |
|----------------|--|-------------------------------------|
| 1. 33.19/20 | Delivery of Acceptance of Office form by Chairman. Cllr Lord delivered her form to the Clerk. | |
| 2. 34.19/20 | To receive apologies for absence None. | |
| 3. 35.19/20 | To note declarations of interest relating to the agenda. Cllr Evans declared an interest regarding Item 8h. | |
| 4. 36.19/20 | To approve the accuracy of the minutes of the Full Council Meeting on 14.05.19. Approved; signed by Cllr. Evans. | |
| 5. 37.19/20 | To receive an update in person from CCllr Alan Preest and to note any report from DCllr Mark Topping. DCllr Mark Topping reported that the first Full Council of the District Council had taken place with elections to roles of Chairman, Vice-Chair and leaders of committees and the council. | |
| 6. 38.19/20 | Public forum None. | |
| 7. 39.19/20 | Planning a. To consider as consultee the application P0754/19/FUL: Sarsden, Lower Common: Construction of a dormer window in front elevation of roof and erection of a detached garage with hobby room above and associated works. It was agreed that there were no council objections to this application. Also, application received for P0870/19/FUL: Inver House Chapel Hill Aylburton Lydney Gloucestershire GL15 6DF: Alterations and extensions to dwelling, erection of a two storey garage with associated terrace and works. (revised scheme). It was agreed that there were no council objections to this application. b. To consider any other new planning applications and agree any objections and comments. None arising. c. To receive any progress reports on local planning matters. None arising. | |
| 8. 40.19/20 | Parish. a. To note 2RH's completion of strimming Milling Brook and its banks, and to receive updates on grasscutting and vegetation management elsewhere in the parish. Milling Brook – the banks have been strimmed but the aquatic weeds have not been thinned out. ACTION: Clerk to enquire to Two Rivers about when this might be carried out. Milling Brook footpath very overgrown. ACTION: Clerk to raise with Two Rivers. Stockwell Lane footpath remains unstrimmed. | MH MH MH |

| | | |
|--|--|---|
| | <p>ACTION: Clerk to check in with Two Rivers. Milling Crescent remains unmowed. ACTION: Clerk to enquire as to timings with all of the above. The Clerk confirmed that she had reiterated to grasscutting contractor the need to let the daffodil foliage die completely before strimming, i.e. early June.</p> <p>b. Housing Needs Survey. To receive an update. Ongoing; in hand. ACTION: Clerk to arrange assembly of surveys and newsletters prior to delivery. Cllr Lord has submitted a note for the Ducktown Echo.</p> <p>c. Cemetery contributions to LTC. To note the current arrangements and discuss future provision. Following clarification sought from Lydney Town Council it was unanimously agreed that the council supported this annual contribution (most recently a sum of £307 paid May 2019) but the 10% annual increase was queried. ACTION: Clerk to query the 10% increase in absence of steeply increasing expenditure.</p> <p>d. Aylburton Water. To note any updates from Cllr Lord following attendance of AW's AGM on 30.5.19. Cllr Lord attended and reported that there were no ongoing concerns as recent tests showed that lead and bacteria were under dangerous levels. FoDDC has recommended UV filters to further improve safety.</p> <p>e. BT Kiosk, Upper Common. To receive any updates (SL/FE) Ongoing. Cllr attending AUCA meeting at the end of June and will report back at July meeting.</p> <p>f. The Cross Monument. To receive any update on restoration project (JH) and to note insurance information from GCC (MH) Following correspondence with GCC the Clerk reported that GCC's general insurance covered public liability and that there was no need for the parish council to take out specific insurance. Cllr Harrison reported that the Tesco Bags of Help scheme was still 'open', minimum amount awarded £1,000. Cllr Harrison tabled an example of interpretation material which could be funded via a grant. ACTION: Clerk to ask Highways about permissions for installing interpretation materials.</p> <p>g. Church Road residents' parking. To note any updates including recent query with Highways. It was noted that Highways did not support bays being marked out at this site. A resident still intends to make a complaint against Cllr Preest. There was a consensus that the parish council's position remains one of disappointment regarding the outcome, and not one of personal blame.</p> <p>h. Management of trees/hedges on Upper Common. To receive any updates. ACTION: Clerk to contact Highways to request trimming of the verges in order to deal with overgrowth particularly around telegraph pole.</p> <p>i. Lydney cycle link. To receive any updates. No further updates at this time.</p> <p>j. Grave Maps. To receive any updates. Cllr Bayliss continues his efforts to track these down.</p> <p>k. Overgrown hedge at the rear of the Cross pub. To receive any updates and note parishioner letter on the matter. It was noted that the hedge had now been cut back though the top remained untrimmed and looked untidy. A contractor has also strimmed the verge at the bottom of Chapel Hill. ACTION: Cllr Lord to contact the owners week commencing 17/6 to enquire about maintenance of footpath ivy and top of hedge.</p> <p>l. Road safety:</p> <p>i. To receive any updates on Sandford Lane resurfacing requests. Anticipated 2019-20 civic year.</p> | <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> |
|--|--|---|

| | | |
|---------------------------|---|---|
| | <p>ii. Flashing road sign project. To receive an update regarding the funding application (MH). Cllr Lord and Clerk meeting Brian Watkins on Thurs 13/6 to discuss further.</p> <p>iii. To receive any updates on resolving hazardous ‘lip’ in footpath between Cross and Orchard Close. Not yet done. <u>ACTION:</u> Clerk to raise once again with Highways.</p> <p>iv. To receive any updates on the refreshing of road makings in the parish. Anticipated 2019-20 civic year.</p> <p>v. To note outcomes of query regarding trees on Chapel Hill. <u>ACTION:</u> Clerk to follow up with Highways.</p> <p>vi. To note any updates on investigating feasibility of a memorial bench being placed on the footpath to Taurus Crafts. <u>ACTION:</u> Clerk to follow up with Highways.</p> <p>vii. To note any updates on query regarding ownership/maintenance of vegetation/trees around bus shelters. Clerk had contacted Highways and Brian Watkins reported that he would put in a work order for trimming to vegetation around all shelters.</p> <p>m. Asset Review. To receive any update from FE & SL. Outstanding; to be completed soon.</p> <p>n. Parish flower tubs 2020 and beyond. To map out the existing containers and receive an update on tub ‘adoption’ by parishioners. <u>ACTION:</u> Cllrs Lord and Evans to complete when carrying out the asset review.</p> <p>o. Churchyard tree maintenance. To receive any updates on tree survey work. No further updates; dependent on outcome of grave maps search.</p> <p>p. Chapel Hill trees. To receive any update. See Item 8lv above.</p> <p>q. Upper Common allotments. To consider actions related to parishioner concerns about the allotment wall at Upper Common allotments. (SL/FE) Outstanding; Cllrs Lord and Evans to inspect the wall while conducting asset review.</p> <p>r. Footpaths. To receive any updates (CN). Cllrs Blamey and Newman reported that Lydney Park Estate had installed a new fence on Stockwell Lane to enable tractor access in order to better maintain the area.</p> <p>s. Stockwell Lane new fence. To note new fence on Stockwell Lane installed by Lydney Park Estate. As directly above.</p> <p>t. Bus Shelters maintenance. To consider quotes for replacement roof for shelter by Sandford Road turning; to consider bus shelter cleaning arrangements. Everyone thanked Cllr Harrison for his work on repainting the Millingbank shelter. Cllr Harrison presented two quotations for replacing the roof on the Sandford Road eastbound shelter. Current roof is plastic and in poor condition so is time-sensitive. <u>ACTION:</u> Clerk to review the budget to identify any funds that may be used for this purpose; Clerk to request a new Bus Stop pole on Lydney-bound pavement, near speed sign.</p> | <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> |
| <p>9. 41.19/20</p> | <p>Council</p> <p>a. Asset Register. To note and approve the updated version as circulated since the last meeting. <u>ACTION:</u> Clerk to amend values of kiosks and present at July meeting; Clerk to research current values of assets and adjust ready for insurance renewal.</p> <p>b. Financial Regulations. To consider the replacement financial regulations, based on the latest NALC model. It was unanimously agreed to adopt the new financial regulations, with Cllr Evans to act as bank reconciliation signatory until further notice.</p> | <p>MH</p> |

| | | |
|---------------------------------------|--|-----------------------------------|
| | <p>c. Press and Media Policy. To consider a new policy on how the council will deal with media and press, based on the latest NALC model. Adopted. ACTION: Clerk to check that the Standing Orders tie up with point 12 of the media policy.</p> <p>d. Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972. No public updates.</p> <p>e. Councillor photographs. To make arrangements for taking photographs of all councillors and Clerk for the website. ACTION: Cllr Lord to liaise with all to arrange a date for taking photographs.</p> | <p>MH</p> <p>MH</p> |
| <p>10. 42.19/20</p> | <p>Finance</p> <p>a. Audit and AGAR. To note the outcome of the internal audit and to approve the AGAR and arrangements for public access to accounts. The AGAR was approved by all and signed by Cllr Lord. The notice period for public inspection of accounts will run 17/6-26/7.</p> <p>b. Payments. To approve any outstanding council payments. Payments approved as per meeting pack, and cheques were signed by Cllrs Lord and Evans.</p> <p>c. Income. To note any income received since the last meeting. Noted as per meeting pack.</p> <p>d. Funding/Donations. To consider and any funding requests including any further information on primary school 150th anniversary celebrations request. Clerk presented further pricing information for commemorative mugs, and an image of one. It was agreed unanimously to donate £500 to cover around 110 mugs. ACTION: Clerk to advise the school.</p> | <p>MH</p> |
| <p>11. 43.19/20</p> | <p>To receive any additional notes from the Clerk.</p> <p>a. To consider the Clerk's request for annual leave Mon 15th July to Fri 26th July 2019 (2 weeks), leaving 3.8 weeks remaining for 2019/20. Approved.</p> <p>b. Clerk also raised the idea of approaching Lydney Park Estate/Savills about discussing potential sites for tourism development, as it as possible that they would be considering land within the parish. ACTION: Clerk to draft an approach in conjunction with Cllr Lord.</p> | <p>MH</p> |
| <p>12. 44.19/20</p> | <p>To note the date of the next meeting – Tuesday 9th July 2019, 7pm. Noted.</p> | |

Meeting closed: 8.55 pm

Signed:..... Chairman

Date:.....