

**AYLBURTON PARISH COUNCIL**  
**Minutes of the Full Council Meeting held on Tuesday 9<sup>th</sup> July 2019, 7.00pm in Aylburton**  
**Methodist Church Hall**

PRESENT: Cllr. Steph Lord (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	<b>To receive apologies for absence</b> Cllr Frankie Evans sent her apologies, which were accepted.	
2. 34.19/20	<b>To note declarations of interest relating to the agenda.</b> None.	
3. 35.19/20	<b>To approve the accuracy of the minutes of the Full Council Meeting on 11.06.19.</b> Approved; signed by Cllr. Lord.	
4. 36.19/20	<b>To receive any updates from CCllr Alan Preest and DCllr Mark Topping.</b> CCllr Preest sent his apologies. DCllr Topping reported on recent activities at FoDDC: <ul style="list-style-type: none"> <li>- FoDDC had declared a climate emergency and were now in the process of acting on it. A carbon reduction officer has been appointed to identify actions; there will be changes made to FoDDC offices, e.g. LED lights, switching to electric vehicles, harnessing solar power. The aim is for the district to be carbon-neutral by 2030. FoDDC are starting by focussing on getting their own house in order before engaging with the wider community.</li> </ul>	
5. 37.19/20	<b>Public forum</b> None.	
6. 38.19/20	<b>Planning</b> <p><b>a. To consider application P0987/19/TCA: Aylburton C of E School Church Road Aylburton: Remove x 1 Ash tree at Aylburton Primary School.</b> No reason given in the application for removal and therefore members expressed concerns over a seemingly healthy tree being removed. ACTION: Clerk to clarify and to agree any resulting representation via email.</p> <p><b>b. To note a parishioner's concerns over possible breaches of conservation area and agree any resulting actions.</b> The Clerk relayed how there had been concerns raised about changes to buildings that were not in keeping with the conservation area. Cllr Harrison offered to represent the parish council on this matter. ACTION: Clerk to contact FoDDC to find the relevant officer and to suggest they have a walkabout with Cllr Harrison and the parishioner, and to seek copies of any information and guidance also.</p> <p><b>c. To consider any other new planning applications and agree any objections and comments.</b> None.</p> <p><b>d. To receive any progress reports on local planning matters, including noting parishioner concerns over the Cross pub's future.</b> ACTION: Clerk to enquire to FoDDC likelihood of change of use being approved for Cross pub in the event of it not being sold as a going concern.</p>	

7.  
39.19/20

**Parish**

**a. Grasscutting. To receive updates on grasscutting and vegetation management in the parish.** There was a discussion on the feasibility of leaving areas of grass in order to support wildlife. Cllr Topping suggested cutting the part near the pathways and leaving the rest, in order to offer a compromise between wildlife-friendliness and neatness. ACTION: Clerk to investigate funding and advice on supporting wildlife, and Cllrs Harrison, Blamey and Topping to look into how such areas are managed elsewhere, with a view to making a more informed decision.

**b. Housing Needs Survey. To receive an update.** The Housing Needs Surveys have now been delivered. There was a small issue resulting in a handful of houses being missed but otherwise the process went smoothly.

**c. Cemetery contributions to LTC. To note the clerk's correspondence with LTC in light of discussion at the previous parish council meeting.**

As agreed at the June meeting the Clerk had fed back the council's concerns over the 10% increase year on year and has asked the town council to review this increase at the next available opportunity. Due to procedures this would likely be in 6-12 months' time. The parish council is now on the distribution list for agendas and minutes of the LTC Burial Committee.

**d. Aylburton Water. To note any updates.** A resident served by Aylburton Water has been served with a notice to replace a lead pipe supplying her own property, which caused the resident great distress. Cllrs Lord and Bayliss have been offering support to the resident and liaising with contractors for quotes and advice. It seems that the easiest solution, is to get connected to Severn Trent, who sometimes connect properties with lead pipes for free. Otherwise cost to resident could be £5-6K. Ongoing.

**e. BT Kiosk, Upper Common. To receive any updates (SL/FE).** Ongoing; pending actions of other organisations.

**f. The Cross Monument. To receive any update on restoration project (JH).** Cllr Harrison has written to Historic England enquiring about any funding available for an interpretation board. Ongoing.

**g. Church Road residents' parking. To receive any updates.** Cllr Lord will offer to meet with the group of residents in the next few weeks.

**h. Management of trees/hedges on Upper Common. To receive any updates.** Clerk has now logged this issue with Highways.

**i. Lydney cycle link. To receive any updates.** No updates received from GCC.

**j. Grave Maps. To receive any updates.** Ongoing, pending Cllr Bayliss reaching a parishioner who is believed to hold the maps.

**k. Overgrown vegetation around the Cross pub. To receive any updates.**

There has been some progress (hedge sides trimmed, ivy on footpath removed) but the tops of the hedges are very overgrown. ACTION: Cllr Lord to phone the management company.

**l. Road safety:**

**i. To receive any updates on Sandford Lane resurfacing requests.**

According to a list of upcoming works from Highways this should take place before 31/03/20.

**ii. Flashing road sign project. To receive an update regarding the funding application (MH).** Cllr Lord, road safety group members and the Clerk met with Brian Watkins on 13/6. The new sign will need to be a replacement for the existing dysfunctional one but can be a mobile one so

that it can be placed at several points around the village. Brian Watkins will

send sign options for the council/road safety group to choose a preference. ACTION: Clerk to request that Lydney Park Estate trim the trees that are obscuring the existing sign; Clerk to work towards submitting REACR funding application in January 2020; Clerk to contact Community Speedwatch about other actions to improve road safety in the village.

**iii. To receive any updates on resolving hazardous 'lip' in footpath between Cross and Orchard Close.** This has now been scheduled.

**iv. To receive any updates on the refreshing of road makings in the parish.** This will be done when the road is resurfaced, and some of the areas of the village will be resurfaced before 31/03/20.

**v. To note outcomes of query regarding trees on Chapel Hill.** Brian Watkins has taken this on and has met with the resident in order to assess the areas of concern.

**vi. To note any updates on investigating feasibility of a memorial bench being placed on the footpath to Taurus Crafts.** Brian Watkins will be sending a map showing the area in which Highways would approve the installation of a bench. ACTION: Clerk to liaise with Cllr Bayliss once the map is received.

**vii. Vegetation management around bus shelters: to receive any updates.** Clerk confirmed that this issue had now been logged with Highways.

**viii. Pothole and debris near Maplefield: to receive any updates.** Clerk confirmed that this issue had now been logged with Highways.

**m. Asset Review. To receive any update from FE & SL.** Cllrs Lord and Evans carried out an asset inspection in June. Cllr Lord presented the Clerk with the resulting list of assets with notes. ACTION: Clerk to investigate repairs where needed and report back to the council. Cllr Newman will liaise with local handyman to carry out minor repairs to bus shelters. Clerk will request that Lydney Park Estate maintain the overgrown maple tree in car park next to Cross monument. Clerk to contact Tudor Rose about minor repairs to village notice boards.

**n. Parish flower tubs 2020 and beyond. To receive any updates on mapping/quantifying the tubs (SL/FE).** Cllrs Lord and Evans had mapped out the flower containers. Cllr Newman suggested getting a price from Lydney Town Council for planting up the tubs as well as for emergency watering visit. ACTION: Clerk to liaise with Lydney Town Council.

**o. Churchyard tree maintenance. To receive any updates on tree survey work.** Ongoing; pending grave maps.

**p. Upper Common allotments. To consider actions related to parishioner concerns about the allotment wall at Upper Common allotments. (SL/FE)** ACTION: Cllrs Lord and Evans inspected the wall and concluded that it is in poor repair and in danger of stones falling onto the Upper Common Rec. Clerk to raise this with Lydney Park Estate to request that they make it safe.

**q. Footpaths. To receive any updates (CN).** ACTION: Clerk to chase Two Rivers Housing regarding overgrown footpath on Stockwell Lane.

**r. Bus Shelter maintenance. To receive any updates and consider cleaning arrangements.** Cllrs Lord and Evans observed, during asset review, that the roof was in poor condition but was not leaking.

**s. Bus Shelter roof repair. To receive any updates and/or further information on funding and costs.** Cllr Harrison is getting a third quote for roof replacement. As this fairly large item was not in the 2019-20 agenda it

	<p>may need to wait until 2020-21 depending on budgetary demands through the next few months.</p> <p><b>t. Flooding. To note a sewage flooding issue raised by a parishioner and consider any actions.</b> A parishioner had reported an issue with sewage flooding their property's garden occasionally. ACTION: Cllr Topping to discuss with DCllr Chris McFarling, who has a working relationship with Severn Trent following a similar issue in Alvington.</p>	
<p><b>8.</b> <b>40.19/20</b></p>	<p><b>Council</b></p> <p><b>a. Asset Register. To note and approve the updated version now that clarification has been sought on the kiosk insurance value.</b> Noted and approved. ACTION: Clerk to identify a rough cost of church wall for insurance purposes.</p> <p><b>b. Media Policy. To note the compatibility of the Media Policy and Standing Orders.</b> Noted.</p> <p><b>c. Councillor photographs. To make arrangements for taking photographs of all councillors and Clerk for the website.</b> It was agreed to meet in the playing field at 10am on Monday 15<sup>th</sup> July.</p> <p><b>d. Register of Members' Interests. To receive information from the Clerk on requirements from FoDDC.</b> Ongoing – pending a response from FoDDC officers.</p> <p><b>e. Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.</b></p>	
<p><b>9.</b> <b>41.19/20</b></p>	<p><b>Finance</b></p> <p><b>a. Audit and AGAR. To receive any updates.</b> Clerk confirmed that all necessary documents had been posted online and parishioners had been invited to inspect the accounts – closing date 26/7/19.</p> <p><b>b. Payments. To approve any outstanding council payments.</b> Approved; Cheques signed by Cllrs Lord and Newman as follows.  Meg Humphries Expenses for stamps £14.64  Meg Humphries Pay June 2019 £347.22  HMRC PAYE June 2019 £4.40  Merlin Waste Dog Bins June 2019 £37.50  Mark Topping litter-picking May/June 2019 £230.00  Internal Audit 2018-19 £55.00  Martin Rice Grasscutting June 2019 £601.44  Donation to Aylburton Primary School 150th £500.00  PATA Payroll Services April-June 2019 £23.25  Simply Gardens weedspraying July 2019 £130.00</p> <p><b>c. Income. To note any income received since the last meeting.</b> £0.34 bank interest received. Noted.</p> <p><b>d. Funding/Donations. To consider and any funding requests.</b> None received.</p>	
<p><b>10.</b> <b>42.19/20</b></p>	<p><b>To receive any additional notes from the Clerk.</b> All already covered above.</p>	
<p><b>11.</b> <b>43.19/20</b></p>	<p><b>To note the date of the next meeting – Tuesday 10th September 2019, 7pm. Note: No meeting in August.</b> Noted.</p>	

Meeting closed: 9.00 pm

Signed:..... Chairman

Date:.....