

## AYLBURTON PARISH COUNCIL

### Minutes of the Full Council Meeting held on Tuesday 10<sup>th</sup> September 2019, 7.00pm in Aylburton Methodist Church Hall

**PRESENT:**

Cllr. Steph Lord (Chairman)  
Cllr. Frankie Evans (Vice Chair)  
Cllr. John Harrison  
Cllr. David Bayliss  
Cllr. Andrew Blamey  
Cllr. Mark Topping

**ATTENDING:**

Meg Humphries (Clerk)  
Martin Hutchings Rural Housing Advisor (GRCC)  
Colin McDonald, Community-led Housing Enabler  
(FoDDC)

No/Ref	Item/Notes	Action
1. 44.19/20	<b>To receive apologies for absence</b> Cllr Colin Newman sent his apologies, which were accepted. CCllr Preest also sent his apologies.	
2. 45.19/20	<b>To note declarations of interest relating to the agenda.</b> Cllr Evans declared an interest in item 7h	
3. 46.19/20	<b>To approve the accuracy of the minutes of the Full Council Meeting on 09.07.19.</b> Approved; signed by Cllr. Lord.	
4. 47.19/20	<p><b>To receive a report on the Housing Needs Survey from Martin Hutchings (GRCC)</b></p> <ul style="list-style-type: none"> <li>• Martin Hutchings (MaH) talked the meeting through the report (now available at <a href="http://www.aylburton.net">www.aylburton.net</a>). His main points are as follows.</li> <li>• Report includes context to help add meaning to the findings.</li> <li>• The methodology is well established, shaped by experience over several years and has been tested through the planning system – both FoDDC and appeal with planning inspector.</li> <li>• It's not going to be 100% spot-on as it's a snapshot in time but it's as good as we've got and it is worth residents reading it.</li> <li>• The response rate was 26.8%. On average it's around 30-40%. 89 forms were returned. Naturally, we can't claim to know about those who didn't respond.</li> <li>• Aylburton has an older population, most properties are 3+ bedrooms.</li> <li>• Most households are made up of 1-2 people, so a fair amount of underoccupation if looked at from perspective of number of rooms.</li> <li>• Availability – as a rule, many people in family houses would like to downsize but availability of smaller homes is an issue.</li> <li>• Colin McDonald (CMD) added that the census information depends on how people fill it in – there is a distinction re council tenant vs housing association tenant.</li> <li>• 3 households have had accessibility adaptations made to them.</li> <li>• 8 people had family members move away because of lack of availability – this is quite high per number of residents in the parish.</li> <li>• Over 50% of respondents supported a small number of affordable housing being added to the parish, which is relatively high and shows residents have empathy with their neighbours. CMD noted though that sometimes when it comes to WHERE to put it, there can be more objections because of the NIMBY mindset. However, what's encouraging about this proportion is that the balance should hopefully remain supportive.</li> <li>• Homeworking: There are people who work from home at the moment (see report for numbers) and there are some who would like to work from home if proper facilities were available. 1 in 4 households currently includes someone working from home. This number has increased over last few years.</li> <li>• People were asked what space needed to work from home – desk, room, external space. These needs could factor into design of properties.</li> <li>• There were 4 households identified as needing affordable housing, two of which expressed a preference for Aylburton specifically, and two of which were content with somewhere in the Forest of Dean.</li> </ul>	

- 15 further households were found to be needing suitable housing, but their circumstances meant that they would likely be able to afford it on the open market.
- Whether a household can afford open market housing is based on a judgement based on the answers provided. MaH is confident that the four households in question need affordable housing.
- If the community was supportive, a 'rural exception site' could be found and developed to offer a small amount of affordable housing. SL: So if a devt went ahead, how? MaH: rural exception site – wouldn't usually get planning for general housing. Would only be approved by FoDDC if clear identified need. CMcD – 6 households on Homeseekers with local connection to Aylburton, and 4 identified through survey – and only one of them is in both groups. So evidence of a need for up to 9 dwellings.
- Such a project would likely take four to five years is par for the course though very varied. It starts with identifying the best possible site, and it is best to involve a planner in this process. It also takes time to identify a housing association partner, get planning permission etc. Realistically, the houses will probably fulfil the need of the next set of those in need rather than those responding to this survey, and the houses will be built to suit general, not specific, needs.
- St Briavels has a good example of rural exception site. The project took four to five years from start to finish (and bear in mind that FoDDC already owned the land in that situation). In Aylburton the project would definitely involve talking to landowners.
- From the existing affordable housing stock in parish, there are no 1-bed flats, two 1-bed bungalows, nine 2-bed bungalows, and no 4-beds for rent. There are no shared-ownership properties. Interestingly, there are also no affordable 2-bed houses, which might be due to Right to Buy or simply because none were built.
- Rural exception site – preference given to local people but when allocated, highest need according to Homeseekers system is taken into account. Any housing on a rural exception site remains affordable in perpetuity – which is the difference between existing stock and the new rural exception scheme. Existing stock may not be available in perpetuity. Rural exception is exempt from Right to Buy. The exception to this is shared ownership, where buyers can buy via 'staircasing' up to 100 per cent, but at end the agreement could force the owner to sell back to the housing association, thus protecting the stock for future parishioners.
- The Housing Needs Survey has validity of up to 5 years.
- CMD handed out a leaflet on community-led housing services. For such schemes, usually A Community Land Trust model as the delivery vehicle, in conjunction with housing association. CMD and his jobshare, Lois Taylor, are there to help the community through the process.
- The councillors thanked MaH and CMD for their time.

<p><b>5.</b> <b>48.19/20</b></p>	<p><b>To receive any updates from district and county councillors</b> DCllr Topping stated that there were no updates of import. CCllr Alan Preest sent his apologies and advised that he aims to attend the next Full Council meeting, on Tuesday 8<sup>th</sup> October.</p>	
<p><b>6.</b> <b>49.19/20</b></p>	<p><b>Public forum</b> None.</p>	
<p><b>7.</b> <b>50.19/20</b></p>	<p><b>Planning</b></p> <p><b>a. To consider any response to planning application P1232/19/PR3PA: Barn Adjacent to Chapel Hill Barn Chapel Hill Aylburton Gloucestershire GL15 6DF. Prior approval to change the use from an agricultural building to Business (B1), including office space and workshop.</b> Consensus reached that the only concern would be that the use category would not present risk of nuisance noise to neighbours.</p> <p><b>b. To consider any response to proposed Tree Preservation Order on the willow at 12 Rose Cottage.</b> It was agreed that the council support the TPO on the proviso that the landowner can maintain the tree to prevent risk to property and people.</p> <p><b>b. To consider further investigating the benefit/feasibility of Aylburton producing a Neighbourhood Development Plan.</b> No updates at this time; awaiting input from county advisors.</p>	

	<p><b>c. To consider any response to the consultation on the proposed Affordable Housing SPD produced by Forest of Dean District Council.</b> CMD explained that the function of the SPD is to interpret the Local Plan into more specifics, and to add some clarity, as well as take into account recent NPPF changes. SPD also looks at how sites qualify, viability of sites, and the rural exception sites process.</p> <p><b>d. To receive any update on addressing concerns over conservation area.</b> Ongoing; awaiting response from FoDDC.</p> <p><b>e. To consider any other new planning applications and agree any objections and comments.</b></p> <p><b>i) 15 High Street Aylburton Lydney: Recoppeice a Hazel stand at 15 High Street.</b> It was agreed that the council supports this proposal.</p> <p><b>ii) Chapel Hill Barn, Chapel Hill, Aylburton, Lydney. Conversion of existing stables to x2 holiday lets with alterations to fenestration and associated works.</b> It was agreed that the council supports this proposal.</p> <p><b>f. To receive any progress reports on local planning matters, including any developments in the Cross Inn's future.</b> Cllr Lord spoke to the maintenance manager of the company who own the Cross earlier that day and was advised that they are looking for a tenant. The reply from FoDDC about protections for pubs as community assets was noted.</p>	
<p><b>7.</b> <b>51.19/20</b></p>	<p><b>Parish</b></p> <p><b>a. Churchyard vegetation. To receive an update on recent activity in the churchyard and to note and approve the proposed response to the parishioner.</b> The area had been inspected by Cllr Newman and Cllr Bayliss and there were found to be no brambles originating in the churchyard. Cllr Bayliss had noticed clippings left in churchyard seemingly from resident's garden. The meeting thanked Cllr Bayliss for his volunteer churchyard maintenance work. <b>ACTION:</b> Clerk to write to resident to advise of this situation and to request no more clippings to be left in churchyard.</p> <p><b>b. Grasscutting. To receive updates on grasscutting and vegetation management in the parish.</b> Cllr Topping has carried out some research on potentially more eco-friendly grass and vegetation management scheme and will report on this at the October meeting. <b>ACTION:</b> Clerk to add to the October agenda.</p> <p><b>c. Housing Needs Survey. To note any updates.</b> See item 4 for a full update.</p> <p><b>d. Aylburton Water. To receive any updates.</b> Cllr Lord has been supporting a resident in a voluntary capacity with the task of replacing lead pipes. Severn Trent has carried out a survey to provide costs, and Cllr Lord has requested a several quotes from plumbers for various components of the task.</p> <p><b>e. BT Kiosk, Upper Common. To receive any updates (SL/FE).</b> No update at this time.</p> <p><b>f. The Cross Monument. To receive any update on restoration project (JH).</b> The £1,000 from Tesco has been received. To be discussed more fully at the October meeting. <b>ACTION:</b> Clerk to add to the October agenda.</p> <p><b>g. Church Road residents' parking. To receive any updates.</b> To be monitored; no further actions unless raised again by residents.</p> <p><b>h. Management of trees/hedges on Upper Common. To receive any updates.</b> Cllr Evans is prepared to pay for the work and plans to get a quotation from TrunkArb in a personal capacity as the trees affect her property. Cllr Bayliss raised concerns about the hedgerow on Church Road</p>	<p><b>MH</b></p> <p><b>MH</b></p> <p><b>MH</b></p>

<p>which was overgrown. <b>ACTION:</b> Clerk to contact Lydney Park Estate to request maintenance.</p> <p><b>i. Lydney cycle link. To receive any updates.</b> No updates at his time.</p> <p><b>j. Grave Maps. To receive any updates.</b> Cllr Bayliss is closer to tracking down the maps but is not in possession of them yet.</p> <p><b>k. Overgrown vegetation around the Cross pub. To receive any updates.</b> Cllr Lord has asked the management company to trim the top of the leylandii hedge.</p> <p><b>l. Road safety:</b></p> <p><b>i. To receive any updates on Sandford Lane resurfacing requests.</b> Resurfacing scheduled for before the end of March 2020.</p> <p><b>ii. Flashing road sign project. To receive an update regarding the funding application (MH).</b> The product catalogue has been received from Brian Watkins. <b>ACTION:</b> Clerk to circulate catalogue and add this topic to the October agenda.</p> <p><b>iii. To receive any updates on resolving hazardous 'lip' in footpath between Cross and Orchard Close.</b> Clerk advised that this would be done on or before 4<sup>th</sup> October.</p> <p><b>iv. To receive any updates on the refreshing of road makings in the parish.</b> Clerk has been advised that this is on Highways' list of upcoming jobs.</p> <p><b>v. To note outcomes of query regarding trees on Chapel Hill.</b> Brian Watkins has liaised direct with resident and so the council would consider this matter closed unless brought before them again.</p> <p><b>vi. To receive an update on the placement of a memorial bench near Taurus Crafts.</b> Cllr Bayliss has arranged for Lydney Sawmill to make the bench and Cllrs Topping and Bayliss will install it in a volunteer capacity.</p> <p><b>vii. Vegetation management around bus shelters: to receive any updates.</b> Highways have been made aware and Clerk has been advised that the work will be carried out.</p> <p><b>viii. Pothole and debris near Maplefield: to receive any updates.</b> FoDDC streetcleaning took place but debris has not improved. <b>ACTION:</b> Clerk to request further cleaning.</p> <p><b>ix. To consider whether replacement verge markers are required on the approach from Alvington.</b> It was agreed that no new ones were needed and so this matter is now closed.</p> <p><b>x. To note new request to Highways to trim vegetation on pavement near speed sign.</b> Noted.</p> <p><b>m. Asset Review. To receive any update from FE &amp; SL.</b> Repairs ongoing.</p> <p><b>n. Parish flower tubs 2020 and beyond. To receive any updates on mapping/quantifying the tubs (SL/FE).</b> Clerk has given the requisite information to Lydney Town Council in order to get quote for emergency watering/planting.</p> <p><b>o. Churchyard tree maintenance. To receive any updates on tree survey work.</b> Waiting on grave maps; ongoing.</p> <p><b>p. Upper Common allotments. To consider actions related to parishioner concerns about the allotment wall at Upper Common allotments. (SL/FE)</b> Clerk advised that this had now been reported to Lydney Park Estate, who had advised that they would carry out work to make it safe.</p> <p><b>q. Footpaths. To receive any updates.</b> Deferred until October meeting when it was hoped that Cllr Newman would be able to attend and give an update.</p>	<p>MH</p> <p>MH</p> <p>MH</p>
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	<p><b>r. Bus Shelter maintenance. To receive any updates and consider cleaning arrangements.</b> It was agreed that following monitoring the cleaning was found to be of a good standard and so it was agreed to continue to monitor and to consider action if a problem was identified. Matter closed.</p> <p><b>s. Bus Shelter roof repair. To receive any updates and/or further information on funding and costs.</b> Waiting on trimming trees and sourcing a third quotation. Ongoing.</p> <p><b>t. Flooding. To note a sewage flooding issue raised by a parishioner – now passed to Chris McFarling to liaise with Severn Trent and other agencies as needed.</b> Noted.</p>	
8. 52.19/20	<p><b>Council</b></p> <p><b>a. Insurance. To select and approve payment for insurer for 2019-22.</b> It was agreed that Community First would be the parish council's provider for 2019-22. <b>ACTION:</b> Clerk to set up the new provisions in line with quote.</p> <p><b>b. Councillor photographs. To receive any updates on taking remaining photographs.</b> Outstanding – awaiting photos from Cllrs Evans and Newman.</p> <p><b>c. Facebook. To consider whether it is worth opening a Facebook page for the council.</b> It was agreed to set up a Facebook account for the parish council, operated by the Clerk.</p> <p><b>d. Register of Members' Interests. For members to complete the forms if applicable.</b> The forms were handed out by the Clerk for return at the October meeting. <b>ACTION:</b> Clerk to post a form to Cllr Newman.</p>	MH       MH
9. 53.19/20	<p><b>Finance</b></p> <p><b>a. Audit and AGAR. To receive any updates.</b> Clerk advised that the audit had been concluded, with no concerns.</p> <p><b>b. Payments. To approve any outstanding council payments.</b> The following payments were approved: Clerk Pay Aug 2019 £347.22 HMRC PAYE £4.40 Rise and Shine – Bus Shelter cleaning £60.00 Martin Rice – grasscutting £601.44 Merlin – dog waste bin collection £37.50 Insurance – TBC in the meeting £306.28 Expenses ref Item 12 £40.00</p> <p><b>c. Income. To note any income received since the last meeting. As follows:</b> 05/07/2019 FoDDC Litter Funds £645.75 09/07/2019 Bank Interest £0.31 09/08/2019 Bank Interest £0.33 20/08/2019 Tesco Cross Grant £1,000.00</p> <p><b>d. Funding/Donations. To consider and any funding requests.</b> None.</p> <p><b>e. Banking. To approve: the addition of Cllr Topping and remove former Cllr Woodward from the list of signatories.</b> Approved; form signed and will be sent back to Lloyds Bank for actioning.</p>	
10. 54.19/20	<p><b>To receive any additional notes from the Clerk.</b> All already covered above.</p>	
11. 55.19/20	<p><b>Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.</b></p>	
12. 56.19/20	<p><b>To note the date of the next meeting – Tuesday 8th October 2019, 7pm.</b> Noted.</p>	

Meeting closed: 10.00 pm

Signed:..... Chairman

Date:.....