

AYLBURTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Tuesday 12th November 2019, 7.00pm in Aylburton Methodist Church Hall

PRESENT:

Cllr. Steph Lord (Chair)
Cllr. John Harrison
Cllr. Colin Newman

Cllr. David Bayliss
Cllr. Andrew Blamey
Cllr. Mark Topping

ATTENDING:

Meg Humphries (Clerk)

| No/Ref | Item/Notes | Action |
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| 1. 69.19/20 | To receive apologies for absence. Apologies received from Cllr Evans. Accepted. | |
| 2. 70.19/20 | To note declarations of interest relating to the agenda. None. | |
| 3. 71.19/20 | To approve the accuracy of the Minutes of the Full Council Meeting on 08.10.2019. Approved; signed by Cllr Lord. | |
| 4. 72.19/20 | <ul style="list-style-type: none"> To receive any updates from district and county councillors. DCllr Mark Topping (in person) <ul style="list-style-type: none"> The latest FoDDC meeting included an update from their carbon officer on what FoDDC was doing regarding carbon emission reduction, including encouraging local councils to 'green up' their NDPs and premises. On 27th November there is a meeting at FoDDC regarding the Solar Streets project, which aims to cut costs of solar panels to homeowners by crowdsourcing along specific streets. Cllr Topping plans to attend the meeting and will ask about solar panels in conservation areas. CCllr Alan Preest (by email): <ul style="list-style-type: none"> 2 Dec - The quarterly Lydney Division Update Meeting will take place at Shire Hall between Senior GCC Staff and myself. Topics include S106 Trigger Points, Rail, and the Community Infrastructure Charging Schedule (CIL) - FoDDC are now flagged up as a Strategic Risk by GCC through not having a CIL in place unlike the rest of Gloucestershire. Youth Provisions Grants Scheme 2019. I have £650 left in this years pot. I am open to ideas/suggestions please contact me directly to discuss. 18 Nov - Reminder that Stagecoach are attending FoDDC at 1800. Parish representation is welcome or pass concerns directly to myself as GCC Planning Infrastructure Champion and I will discuss directly with Stagecoach. 27 Nov - Dean Academy Students will be attending the Full GCC Meeting. Work is progressing on the GFirst Local Enterprise Partnership Funded Lydney Division Cycling/Walking Scheme which is in accordance with the Lydney Neighbourhood Development Plan, the wider strategic Gloucestershire Transport Plan and was publically consulted upon. Concerns are being raised (mainly due to Highway delays) as the work progresses, but, I have direct access to the Senior GCC Engineer (GCC are overseeing the project on behalf of GFirst LEP) so issues that arise are being dealt with expediently. Both the LTC Office and Aylburton Parish Council are being kept well in the loop on this. Over the next 2 years GCC are working with the owners and investing £6 million into 9 Gloucestershire Care-Homes. In the Forest the Coombs at Coleford and Rodley House in Lydney are beneficiaries. Due to the impending 12 Dec General Election, GCC Meetings particularly during the early part of December will be subject to change and alteration. The | |

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| | <p>controversial and much publicised “Boots Corner” traffic scheme in Cheltenham which I am involved has been moved to 16 Dec.</p> <ul style="list-style-type: none"> • 20-22 Nov - Close to Lydney. St Briavels to Bream Cross - carriageway patching will take place between 0700 - 1900 daily when the road will be closed. Nearer to home work will also be carried in and around Woodland Rise (Lydney North) shortly. • Highway Teams are out and about replenishing grit bins. • Despite pressure from GCC Highways and the LTC Office. Severn Trent have still (as I write) not taken steps to repair the sunken manhole cover on Bream Road adjacent to the Hospital turning. From personal experience and recently on a Sunday spending circa four hours on the phone trying to help the residents out with a raw sewage problem in the Leaze Court area Severn Trent aren’t the easiest organisation to deal with. • As I write this we approach, what for me is the most poignant date and weekend in the calendar: Remembrance. Having served for 9 years in the Royal Air Force, and now in my 11th year as Lydney Division County Councillor it is always an absolute privilege to salute and place the GCC wreath on the Lydney Memorial. • This Civic Year as GCC Vice Chairman I also have the added honour of representing Gloucestershire at events on the 11th of the 11th. • Next year we commemorate the 80th Anniversary of the defining Battle of Britain and of course the 75th Anniversaries of VE and VJ. Per Ardua Ad Astra. Lest We Forget. | |
| 5. 73.19/20 | Public forum. None. | |
| 6. 74.19/20 | <p>a. To consider P1670/19/TCA: 71 High Street Aylburton Lydney Fell x 3 Willow Trees x 1 Hazel x 2 Ash x 1 Sycamore x 1 Alder and x 1 Birch at 71 High Street. It is the council’s understanding is that the wall of the property has to be maintained to a high standard. It was agreed that the council has no objection to trees growing in the wall being removed, though on the whole the council’s position is a preference for leaving alone healthy, thriving trees which aren’t causing dangers.</p> <p>b. To consider P1682/19/FUL: Warren Haven, Lower Common, Aylburton, Lydney. Variation of Condition 04 (Bat Survey) of planning permission P0208/18/FUL to amend the wording of the condition to read: Prior to the demolition of the dwelling (containing the former roost), a report shall be submitted to and approved in writing by the Local Planning Authority demonstrating usage of the replacement roost. It was agreed that there were no objections to this application.</p> <p>c. To consider any other new planning applications and agree any objections and comments. Application received since agenda issued: P1766/19/TCA: 46 The Old Hospital High Street Aylburton Fell x3 Silver Birch trees at The Old Hospital. It was agreed to state the council’s preference for preservation of safe, healthy trees, or removal where it would help other nearby trees to thrive.</p> <p>d. To note Neighbourhood Development Plan discussion booked for 11th February Full Council meeting, Kate Baugh GRCC to attend. Noted.</p> <p>e. To agree on 2+ councillors to form a team to identify serious Conservation Area concerns and to form a list to pass to the Clerk. Agreed as Cllrs Harrison and Topping, however it was agreed that it was likely that any serious breaches would be obvious and therefore a ‘walkabout’ of the area wasn’t essential at this time.</p> <p>f. To receive any progress reports on local planning matters. None.</p> | |
| 7. 75.19/20 | Parish. | |

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| | <p>a. Armistice Day. To note plans for the service, 10.50am on Mon 11/11/19. Cllr Lord and the Clerk reported that the service went very well and that the headteacher did a great job of leading, and the children did very well at reading out the names of the fallen. Clerk has written to the school to thank them.</p> <p>b. Churchyard vegetation. To receive an update and agree on action to remove brambles. In light of new information it was agreed to remove and deal with the brambles/weeds on the outer side of the wooden fence belonging to the resident who had raised the issue. ACTION: Clerk to advise the resident of this outcome; Cllrs Bayliss and Topping to address the brambles.</p> <p>c. Gravestone safety checks. To agree a rota and process for assessing gravestones in the churchyard. The Clerk presented guidelines on checking gravestones and it was agreed to implement a schedule, record sheet, rota and risk assessment. ACTION: Clerk to draft these documents for approval at the December Full Council meeting.</p> <p>d. Grasscutting. To receive updates on grasscutting and vegetation management in the parish, including considering a more eco-friendly approach. Cllr Topping had investigated the option of incorporating wildflower sections into the verges and presented a draft proposal for verge management. The aim of this change would mainly be to support wildlife but also if well managed the areas would be beautiful, and the verges would maintain a tidy and cared-for appearance. It was acknowledged that the wildflowers would take at least three years to establish and as such any pilot scheme would need to run for three or more years, from 2022. ACTION: It was agreed that Cllr Topping would request a free survey from Dean Meadows and to ask them for guidance on likely costs.</p> <p>Cllr Blamey reported that the verge on Stockwell Lane had now been fenced off by the owner and so finally could no longer be argued to be the council's responsibility. This reduced the remit of the grasscutting for 2020-21 and so it was agreed that the Clerk would instead approach Martin Rice about mowing around the Milling Brook bus stop, pending agreement from Two Rivers, who own the land around the shelter. ACTION: Clerk to contact Martin and Two Rivers.</p> <p>e. Housing Needs Survey. To note any updates and agree any next steps. The Clerk suggested an hour-long meeting with Martin Hutchings of GRCC and Keith Chaplin of FoDDC on Tuesday 10th December at 6pm and to invite Savills (LPE's land agents) as well. ACTION: Clerk to set up the meeting.</p> <p>f. Aylburton Water. To receive any updates. Cllr Lord reported that the necessary work had now been completed, thus rendering the house compliant and no longer at risk of triggering fines for the owner. It was agreed to close this item and remove it from future agendas.</p> <p>g. Phone Kiosk, Upper Common. To receive any updates (SL/FE). Ongoing., dependent on the completion of other projects.</p> <p>h. The Cross Monument. To receive any update on restoration project. Ongoing – Cllr Harrison continues to chase Historic England about possible funding.</p> <p>i. Management of trees/hedges on Upper Common. To receive any updates. The Clerk has written to Lydney Park Estate to gain permission for works to trees, funded by Cllr Evans in an individual capacity. No response yet received.</p> <p>j. Lydney cycle link. To receive any updates. It was noted that the work was now being undertaken. The parish council queried the protection of trees near</p> | MH DB/ MT |
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| | <p>Maplefield and was advised by Planning that there would be no breach due to the works.</p> <p>k. Grave Maps. To note that the search is complete and to close the matter. It was acknowledged that despite Cllr Bayliss's continued efforts to find them, the grave maps were no longer available. It was agreed to close the matter.</p> <p>l. Overgrown vegetation around the Cross pub. To receive any updates. Cllr Lord and the Clerk had continued to chase the property owner about vegetation. <u>ACTION:</u> Clerk to continue chasing and to raise the rubbish at the rear of the garage as a safety concern.</p> | MH |
| | <p>m. Road safety:</p> <p>i. To receive any updates on Sandford Lane resurfacing requests. Scheduled for early December.</p> <p>ii. Flashing road sign project. To consider the options in the catalogue and select a preference. It was agreed to defer this until December. <u>ACTION:</u> Clerk to seek costs from Brian Watkins for installation of posts if none suitable already in place.</p> <p>iii. To receive any updates on resolving hazardous 'lip' in footpath between Cross and Orchard Close. This has now been resolved by Highways and it was agreed to close the matter.</p> <p>iv. To receive any updates on the refreshing of road makings in the parish. Scheduled for early December, overnight.</p> <p>v. To receive an update on the placement of a memorial bench near Taurus Crafts. This has now been installed but is currently obscured by cycleway work. <u>ACTION:</u> Cllrs Lord and Bayliss to liaise with the bench's donor to take a photo of him on the bench once cycleway work has subsided.</p> <p>vi. Stockwell bus stop query with Highways. To receive an update. A new pole has been requested from the bus infrastructure team.</p> <p>vii. Grit bins. To confirm the locations of any grit bins in need of replacement. It was agreed to request replacement of the grit bin situated at the top end of the Chapel Hill 'loop' road. <u>ACTION:</u> Clerk to submit a request to Highways.</p> <p>m. Notice Boards. To receive any updates on repairs. Cllr Evans had contacted a carpenter to get a quote; ongoing.</p> <p>n. Parish flower tubs 2020 and beyond. To receive any updates. The Clerk reported that she was awaiting a cost from Lydney Town Council.</p> <p>o. Churchyard tree maintenance. To receive any updates on tree survey work. In light of lack of grave map it was agreed that no further tree work was required.</p> <p>p. Upper Common allotments. To consider actions related to parishioner concerns about the allotment wall at Upper Common allotments. (SL/FE) The Clerk reported that Lydney Park Estate had been in touch to ask for clarification on location of section of concern. <u>ACTION:</u> Clerk to clarify, and Cllr Lord to take photographs for additional clarity.</p> <p>q. Footpaths. To receive any updates. None at this time.</p> <p>r. Bus Shelter roof repair. To receive any updates and consider further action. Cllr Blamey cleaned out the gutters on the Sandford Road bus shelter and reported that part of the issue is that a roof repair has rendered the guttering useless. Cllr Blamey also nailed a ceiling panel back up. The council thanked Cllr Blamey for his actions. <u>ACTION:</u> Cllr Harrison to obtain a third quote for roof repair of this shelter.</p> <p>s. Flooding. To note recent complaint about Milling Brook and resulting action. Ray Woodward had been forced, through fear of increased rainfall, to</p> | SL/ DB |
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| | deal with the vegetation in the brook, although this was Two Rivers' responsibility. Clerk reported how they had been chased up many times over several months to no avail, which seemed very irresponsible. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8. 76.19/20 | <p>Council</p> <p>a. Councillor photographs. To receive any updates on taking remaining photographs. Cllr Lord reported that Cllrs Evans and Newman needed to have their photos taken in order to complete the task.</p> <p>b. Facebook. To receive an update on a Facebook page for the council. The Clerk reported that the Facebook page was now up and running; Clerk clarified that only she could make posts, not members of the public.</p> <p>c. Register of Members' Interests. For members to return/complete the forms if applicable. ACTION: Clerk to check if any councillors' forms are outstanding and if none are, send the forms to FoDDC.</p> | MH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. 77.19/20 | <p>Finance</p> <p>a. Payments. To approve any outstanding council payments. The following payments were approved and paid:</p> <table> <thead> <tr> <th>CHQ</th> <th>Payee</th> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>(1271</td> <td>Royal British Legion</td> <td>Poppy wreaths x 2</td> <td>£50.00 ALREADY PAID)</td> </tr> <tr> <td>1272</td> <td>M Humphries</td> <td>Clerk Pay Oct 2019</td> <td>347.42</td> </tr> <tr> <td>1273</td> <td>Martin Rice</td> <td>Grass Oct 2019</td> <td>601.44</td> </tr> <tr> <td>1274</td> <td>Merlin Waste</td> <td>Dog Bins Oct 2019</td> <td>£37.50</td> </tr> <tr> <td>1275</td> <td>Whitehouse Press</td> <td>Ducktown Echo</td> <td>£225.00</td> </tr> <tr> <td>1276</td> <td>M Humphries</td> <td>Clerk Expenses</td> <td>£41.39</td> </tr> <tr> <td>1277</td> <td>HMRC</td> <td>Clerk PAYE</td> <td>£4.20</td> </tr> <tr> <td>1278</td> <td>FoDDC</td> <td>Election Services</td> <td>£147.00</td> </tr> <tr> <td>1279</td> <td>Mark Topping</td> <td>Litter Picking Sept/Oct</td> <td>£230.00</td> </tr> </tbody> </table> <p>b. Income. To note any income received since the last meeting. The following transactions were noted:</p> <table> <tbody> <tr> <td>09/10/2019</td> <td>Bank Interest</td> <td>£0.32</td> </tr> <tr> <td>18/10/2019</td> <td>FoDDC Litter</td> <td>£645.75</td> </tr> </tbody> </table> <p>c. Accounts Q2. To note and sign off on Q2 of the bank reconciliation. Approved; signed by Cllr Lord.</p> <p>d. Funding/Donations. To consider any funding requests. It was agreed to award Dial-a-Ride £200 following their request via letter. ACTION: Clerk to advise them and to prepare a cheque for the December meeting.</p> | CHQ | Payee | Item | Amount | (1271 | Royal British Legion | Poppy wreaths x 2 | £50.00 ALREADY PAID) | 1272 | M Humphries | Clerk Pay Oct 2019 | 347.42 | 1273 | Martin Rice | Grass Oct 2019 | 601.44 | 1274 | Merlin Waste | Dog Bins Oct 2019 | £37.50 | 1275 | Whitehouse Press | Ducktown Echo | £225.00 | 1276 | M Humphries | Clerk Expenses | £41.39 | 1277 | HMRC | Clerk PAYE | £4.20 | 1278 | FoDDC | Election Services | £147.00 | 1279 | Mark Topping | Litter Picking Sept/Oct | £230.00 | 09/10/2019 | Bank Interest | £0.32 | 18/10/2019 | FoDDC Litter | £645.75 | MH |
| CHQ | Payee | Item | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1272 | M Humphries | Clerk Pay Oct 2019 | 347.42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1273 | Martin Rice | Grass Oct 2019 | 601.44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1274 | Merlin Waste | Dog Bins Oct 2019 | £37.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1275 | Whitehouse Press | Ducktown Echo | £225.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1276 | M Humphries | Clerk Expenses | £41.39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1279 | Mark Topping | Litter Picking Sept/Oct | £230.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 18/10/2019 | FoDDC Litter | £645.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. 78.19/20 | To receive any additional notes from the Clerk. None. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. 79.19/20 | Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. 80.19/20 | To note the date of the next meeting – Tuesday 10th December 2019, 7pm (and no meeting in January) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Meeting closed: 8.58 pm

Signed:..... Chairman

Date:.....