

UNAPPROVED DRAFT MINUTES

AYLBURTON PARISH COUNCIL

**Minutes of the Full Council Meeting held on Tuesday 10th December 2019, 7.00pm in
Aylburton Methodist Church Hall**

PRESENT:

Cllr Frankie Evans (Vice-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
1. 81.19/20	To receive apologies for absence. Apologies received from Cllr Lord due to illness. Accepted.	
2. 82.19/20	To note declarations of interest relating to the agenda. Cllr Evans declared an interest in item 7h.	
3. 83.19/20	To approve the accuracy of the Minutes of the Full Council Meeting on 08.10.2019. Approved; signed by Cllr Newman, as Cllr Evans was not at the meeting relating to the minutes.	
4. 84.19/20	To receive any updates from district and county councillors. DCllr Mark Topping (in person) <ul style="list-style-type: none"> • The FoDDC Corporate Plan was approved at the latest Full Council meeting. • Cllr Topping attended the Solar Streets meeting. The scheme involves delivering cheaper solar panel installation to households by working in a community and getting multiple buy-in, reducing cost by 25%. For parish councils, for every household that signs up, the Solar Streets scheme donate £50 towards a renewable energy project. There is no cost to the parish council beyond hosting a presentation evening to gauge take-up. Cllr Alan Preest sent his apologies; no report supplied for the meeting.	
5. 85.19/20	Public forum Cllr Topping forwarded two comments from a parishioner: <ul style="list-style-type: none"> • Suggestion of asking the hunt to use the long field to the right on Church Lane to park the vehicles, to avoid deterioration of verges. It was agreed to forward this suggestion to Lydney Park Estate. (ACTION: Clerk) • Also, the resident asked what the parish council was doing regarding climate change. It was agreed to add this to the February 2020 agenda (ACTION: Clerk) 	MH MH
6. 86.19/20	Planning a. To consider any comments to Planning regarding P1741/19/FUL: High Reddings, Chapel Hill, Aylburton, Lydney. Erection of a replacement dwelling with associated works. Demolition of existing dwelling and garage. Noted. No objections to be submitted. b. To consider any comments to Planning regarding 1777/19/FUL: 50 High Street, Aylburton, Lydney, Gloucestershire. Erection of single storey rear and front extensions and porch with associated works. (Revised scheme). Noted. No objections to be submitted. c. To consider any comments to Planning for any other planning applications. Chapel Hill Barn. Noted. No objections to be submitted.	

UNAPPROVED DRAFT MINUTES

	<p>d. To consider how to ensure thorough and methodical consideration of each planning application. There was a thorough discussion on how to ensure a methodical approach to considering planning applications, and it was agreed that the councillors felt that there was a great deal of transparency for the parishioners - green Planning Notices posted at relevant sites, website entries, planning applications included on the agendas which are placed on five notice boards and an opportunity for parishioners to speak at parish council meetings in the public forum. It was agreed to start posting planning applications the council Facebook page and to bring a list of aspects to consider when viewing a planning application, in order to aid decisions at future parish council meetings. (ACTION: Clerk)</p> <p>e. To receive any progress reports on local planning matters. None.</p>	MH
<p>7. 87.19/20</p>	<p>Parish.</p> <p>a. Litterpicking update from Cllr Topping; noting the FoDDC streetcleaning review and approving responses on form. Cllr Topping advised of his current routine as agreed several years ago with the council: twice a month, and every time, come home with a 100L black sack of litter, which he then places in his black bin. In addition to sack, each session results in about 1 green box of recycling. Some is due to escaped items from refuse collection but it seems a lot is from cars. CN commended MT for efforts, and all agreed. The Clerk advised that FoDDC had requested information on street-cleansing arrangements and that she would meet with Cllr Topping to complete and that she would bring it before the February council meeting.</p> <p>b. Gravestone safety checks. To sign off on / suggest amends to a rota, risk assessment and process for assessing gravestones in the churchyard. The Clerk stated that there had not been time in the past month for this task and that she anticipated putting this before the February meeting.</p> <p>c. Grasscutting. To receive any updates on current contracted work. Regarding potential changes in areas to be mown, Clerk had submitted a query to Two Rivers and currently awaiting an answer. Ongoing.</p> <p>d. To receive updates on looking into feasibility of wildflower verges. Cllr Topping gave an update on factfinding in this regard. He suggested setting up a trial area over next two years rather than changing everything suddenly at the end of the two years (current grass contract). Cllr Topping suggested a trial area in front of Taurus Crafts, and this area could be surveyed periodically to assess success. This would give more information on whether it would be worth doing overall. Cllr Topping has spoken to verge specialists and they were very supportive and had been advised that a trial plot would benefit from cutting it low NOW and putting down Yellow Rattle, which starves the soil. There would be no cost to the council at this time, as Cllr Topping is happy to mow the trial patch and is willing to provide the seed. Cllr Topping relayed the councillors' concerns over brambles to the advisor, who said that as long as it is mowed once a year, then brambles won't be a problem. Taurus will be consulted with – and LPE, and Highways. It was agreed to proceed with this trial subject to approval from Lydney Park Estate Taurus Crafts. (ACTION: Cllr Topping)</p> <p>e. Housing Needs Survey. To note any key issues arising from the meeting with GRCC/FoDDC. As covered in the dedicated meeting preceding this evening's full council meeting, a site walkabout with Martin Hutchings and Keith Chaplin is the next step. The Clerk is in the process of arranging this. (ACTION: Clerk)</p>	<p style="text-align: center; vertical-align: middle;">MT</p> <p style="text-align: center; vertical-align: bottom;">MH</p>

UNAPPROVED DRAFT MINUTES

	<p>f. Phone Kiosk, Upper Common. To receive any updates. Ongoing.</p> <p>g. The Cross Monument. To receive any update on restoration project. Ongoing. Cllr Harrison is discussing the matter with the Forest of Dean History Society, who have suggested several funding sources.</p> <p>h. Management of trees/hedges on Upper Common. To receive any updates. Cllr Evans is self-funding the work and is currently awaiting approval from LPE so that the work can begin.</p> <p>i. Lydney cycle link. To receive any updates. Ongoing. Due to be completed by the end of January 2020.</p> <p>j. Overgrown vegetation around the Cross pub. To receive any updates. The Clerk advised that this has been reported to the owner, along with rubbish behind the garage. The Clerk will continue to chase up. (ACTION: Clerk)</p> <p>k. Road safety:</p> <p>i. To receive any updates on Sandford Lane resurfacing requests. It was noted that this has now been completed and so the matter would be considered as closed.</p> <p>ii. Flashing road sign project. To consider the options in the catalogue and select a preference. Clarification sought on whether the older sign could be retained.</p> <p>iii. To receive any updates on the refreshing of road markings in the parish. Ongoing. Clerk to ask whether there is a timescale yet. (ACTION: Clerk)</p> <p>iv. Stockwell bus stop query with Highways. To receive an update. There has been no progress on this so the Clerk will follow up with the bus team. (ACTION: Clerk)</p> <p>v. To note request to Highways for better maintenance of Church Rd/Chapel Hill drains, and drain outside 2 Walnut Gardens, following parishioner query. Noted; this has been reported to Highways and the matter is ongoing.</p> <p>vii. To note comment from parishioner requesting mention of 'village' on road signage. Noted.</p> <p>m. Notice Boards. To consider quotation received from Tudor Rose (if received in time) and agree proposed works. Tudor Rose Carpentry had been asked for an estimate for repairs to all four boards and had given the figure of £763.27. This amount was agreed unanimously and it was agreed that due to the fact that this company had custom-built the notice boards it was appropriate to use them rather than seek three quotes as would usually be expected. Clerk will contact Tudor Rose to instruct. (ACTION: Clerk)</p> <p>n. Parish flower tubs 2020 and beyond. To receive any updates. Awaiting indicative costs from Lydney Town Council for planting/watering. There is a more pressing need to remove the old bedding from the tubs. It was agreed to get a quote from Martin Rice, and to get a quote for ongoing flower planting / emergency watering at the same time.</p> <p>o. Churchyard tree maintenance. To receive any updates on tree survey work. Having been unable to find any information on grave layouts, the council noted that a tree survey in this respect would not be possible. Clerk to query with TrunkArb whether any further work was needed in light of this. (ACTION: Clerk)</p> <p>p. Former Upper Common allotments wall deterioration. To receive any updates. Ongoing; awaiting response from Lydney Park Estate. Clerk will continue to follow up. (ACTION: Clerk)</p> <p>q. Footpaths. To receive any updates. None.</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>MH</p> <p>MH</p>
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UNAPPROVED DRAFT MINUTES

	<p>r. Bus Shelter roof repair. To receive any updates and consider further action. Cllr Harrison presented the third quote for the work. It was agreed to keep the quotes on file for a future financial year. The council thanked Councillor Blamey for dealing with the shelter's gutters and removing tree from the back. Cllr Harrison has offered to repaint for the cost of materials. Agreed.</p> <p style="text-align: center;">8.58pm FE called standing orders to extend meeting to 9.30.</p> <p>s. Flooding. To note recent complaint about Milling Brook and resulting action. The task of clearing the brook to prevent flooding was neglected by Two Rivers in 2019. Cllr Newman reported how when it is raining heavily, Ray Woodward stands in the brook with a rake and keep the grid clear, thus preventing flooding. It was acknowledged by the meeting that clearly this was a health and safety risk to a parishioner. The clearing of weeds from the brook needs doing late summer/early autumn, i.e. before the rainy season. It was agreed that the council would contact the Internal Drainage Board to ask whether they could lend support to lower the risk to residents in light of Two Rivers' failure to do the work. (ACTION: Clerk)</p>	MH
8. 88.19/20	<p>Council</p> <p>a. Councillor photographs. To receive any updates on taking remaining photographs. Photographs of Cllrs Newman and Evans are outstanding, and all photos would be uploaded to the site once these were completed. (ACTION: Cllrs Molyneux, Newman, Evans)</p> <p>b. To consider a response supporting FoDDC's plans to put 'drive carefully and appreciate the Forest' signage at the 'gateways' to the Forest. It was agreed that the parish council supports this concept in theory and that the Clerk would write and send a response to that effect. (ACTION: Clerk)</p> <p>c. To note the need to meet new accessibility regulations and to agree necessary actions. Noted, and it was agreed that the Clerk would carry out the necessary actions within the required timescale. (ACTION: Clerk)</p>	SL, CN, FE MH MH
9. 89.19/20	<p>Finance</p> <p>a. Payments. To approve any outstanding council payments. The following payments were approved and paid: M Humphries: Clerk Pay: £347.22 Merlin Waste: Dog Bins: £37.50 HMRC: PAYE: £4.40 Rise and Shine: Bus Shelter Cleaning: £60.00 Community Grant to Dial-A-Ride: £200.00</p> <p>b Income. To note any income received since the last meeting. The following transactions were noted: 11/11/2019 Bank Interest £0.35</p> <p>c. Funding/Donations. To consider any funding requests. None.</p>	
10. 90.19/20	<p>To receive any additional notes from the Clerk. Request for annual leave weeks commencing 23/12/19 and 30/12/19, leaving a one-week balance for the 19/20 civic year. Approved.</p>	
11. 91.19/20	<p>Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.</p>	
12. 92.19/20	<p>To note the date of the next meeting – Tuesday 11th February 2020, 7pm (and no meeting in January)</p>	

Meeting closed: 9.27 pm

Signed:..... Chairman

Date:.....