

# Aylburton Parish Council

## Meeting Pack

For February 2020 Full Council  
7.00 p.m. on Tuesday 11<sup>th</sup> February 2020

### **8b Gravestone safety checks. To sign off on / suggest amends to a rota, risk assessment and process for assessing gravestones in the churchyard.**

Please see the final two pages of this pack for the draft policy as it currently stands. Yellow items require a decision by the parish council, and the whole document needs signing off, probably at the next meeting to allow for feedback and finalising.

### **8o Churchyard tree maintenance. To consider tree survey as previously discussed, c. £250 cost (£500 in 20-21 budget)**

It has been some time since a tree survey was carried out, and although we have not found any grave maps to help inform the tree survey it would still be beneficial to carry out a survey. TrunkArb has indicated that the survey would cost around £250. We have £500 in the 20/21 budget, allowing some left over for any urgent work.

Therefore I recommend booking the survey in. Depending on TrunkArb's availability it may now need to take place in autumn 2020 although this month may be a possibility.

### **9b To consider any activities the parish council could undertake to tackle climate change**

FoDDC recently provided some resources for local councils, which I've pasted below as links for ease of access:

- [20 actions parish and town councils can take on the climate and nature emergency](#)
- [Ashden: a toolkit for city regions and local authorities](#)
- [CSE's new Climate Emergency Support Programme for local authorities](#)
- [Woodland Trust](#)
- [PlantLife](#)
- [Salix Finance](#)
- [Rural Community Energy Fund](#)
- [Solar Streets](#)

Any project would in all likelihood be long term, especially due to the need to budget and plan for it, so the first step is to identify a few possibilities and consider how to narrow down to perhaps one or two.

**8ki: Flashing road sign project. To consider the options in the catalogue and select a preference; to receive any updates.**

I met with Brian Watkins and identified a good place for the post that will have the sign mounted on it – shortly after the 30MPH sign as you come in from Lydney. Highways advise that the cost of installing the post would be £350-450, though suppliers of the sign may offer to do it and may be cheaper.

Contrary to earlier advice, Highways **will** permit us to keep the existing sign. Therefore, as there won't be a need to move the new sign between these two locations, I suggest that the new sign is solar-powered (i.e. not moveable, no batteries for us to charge) and sited at the aforementioned location.

The next step is to shortlist sign options by looking at supplier catalogues, ideally at a dedicated meeting with the village's Road Safety group.

**9c To consider recommendation to adopt the updated grievance and disciplinary policies as recommended by the National Association of Local Councils**

In December 2019, following some cases that informed best practice, both of these policies were updated by NALC. The parish council currently has no adopted disciplinary or grievance procedures and we should do, so I recommend that the council adopts these updated policy templates, and I will circulate the wording before the next meeting, so that they can be adopted then.

**10c To formally note the final budget and the precept request.**

In line with the budget table sent out in late January I submitted a precept request for £16,452. This was based on the budget overleaf.

## Aylburton Parish Council Budget 2020/21

Code	PAYMENTS	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 to end of Q2	2019-20 Projection	2020-21 Prediction	2020-21 Comments/Explanations
1 AUCA Grant	900	900	450	900	37.79	100	100	To remain the same
2 Clerk's Salary & HMRC	3271.68	3467.42	4259.1	2094.47	4188.94	4315	4315	To allow for increment plus 3% overtime as contingency
3 Council Expenses	138.34	510.11	300	100	100	100	100	Including clerk and all clrs
4 LTC Cemetery	254.1	279	310	307.46	307.46	330	305	Allows for slight increase in line with previous years
5 GAPTC Membership	361.73	183.48	200	188.77	188.77	200	7	Allows for slight increase in line with previous Years
6 Dog Bins	907.69	683.94	450	225	450	500	4	Allows for slight increase in line with previous Years
7 Green Bins	60	64	60	0	64	64	4	Assumes the same sort of costs as in previous Years
8 Newsletter Printing	750	825	800	450	900	950	950	Assumes the same sort of costs as in previous Years
9 Grass Cutting / Weedkilling	4070	3770	6000	3462.2	5000	4600	4600	£390 for weedkilling, 4210 for grasscutting
10 Insurance	375.2	478.55	480	306.28	306.28	320	320	Based on assets staying the same into next year
11 Meeting Room Rentals	60	130	180	150	150	180	180	10 x Full Council, plus 2 extraordinary meetings allowed for at £15/mtg plus a few extra
12 Website	510	400	120	0	0	85 domain fee + 1 hour maintenance allowed for at £35/hr, plus £100 for accessibility works. To be taken from grant for transparency, which forms c.900 of our reserves at present	220	
13 British Legion Wreaths	50	38.5	50	0	50	50	50	Based on previous years and assumes price is held from last year
14 Litter Picking	1260	1050	1300	660	1320	1400	1400	£115/month for 12 months + small contingency
15 Allotments	265	265	280	90	90	100	100	LPE estimate based on previous payments
16 Incidental Election Costs	0	0	400	0	0	200	200	For any resignations and replacements that occur throughout the year
17 Bus Shelter Cleaning	315	180	350	105	210	220	220	Based roughly on previous years
18 Charitable Donations	750	300	1000	500	1000	1000	1000	Based on 5 requests, awarded £200 each
19 Training	70	40	300	0	0	50	50	To allow for training new clrs as it's an election year plus clerk CPD
20 Advertising	0	0	100	0	0	100	100	To allow for any mandatory ads or vacancies
21 Legal expenses	50	90	1000	40	1000	1000	1000	Very rough estimate. May have to be taken from reserves initially then restored the following year
22 Tree survey and work	2407.2	0	500	0	500	500	500	Potentially an up to date tree survey (churchyard) and any works needed
23 Repairs and renewals	140	617.61	500	78.17	350	850	850	i.e. to parish assets such as notice boards, churchyard items, dog bins
24 Foundation Quality Award	0	0	50	0	0	0	0	I'm no longer sure that this is worth going for; I'm not sure we could demonstrate any value to residents
25 Audit Costs	120	178.9	175	55	55	60	60	Internal: June 2020 - Shirley Fowler
26 Election costs 2019	0	0	1500	0	147	0	0	£1353 in the bank is ringfenced for the next election (likely 2023)
27 Payroll Services	0	150	120	46.5	93	100	100	PATA Payroll
28 Flower Tubs	0	0	0	0	0	1000	1000	Labour, plants, compost, emergency watering, Removal of old bedding in winter
		17085.94	14601.51	21684.1	9246.64	17470.45	18409	

RECEIPTS	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 to end of Q2	2019-20 Projection	2020-21 Prediction	2020-21 Comments/Explanations
A Litter-picking SLA	1291.5	1301.5	1300	645.75	1291.15	1291.15	Estimate based on previous SLA
B Allotment payments	346	459.3	380	100	305	305	7 x £40 plus 1 x £25
C Wayleave	0	6.8	7	0	7	7	Based on last year
D Interest	3.1	3.79	3	1.92	4	4	Based on last year. If holding grants for projects, this may increase very slightly
E Donation/VAT return	1499.15	702.5	0	1187.9	1187.9	350	350 Based on likely VAT return
	3139.75	2473.89	1690	1935.57	2795.05	1957.15	

Suggested precept request:

1994.1

16451.85 | This is the figure I suggest as the precept for 2020-21

# Aylburton Parish Council

## Churchyard Memorial Safety policy and procedure

This document aims to be a proportionate, sensible and risk-based approach to safety. It will be reviewed by Aylburton Parish Council every two years. **Next review: March 2022.**

### Frequency

Whole site to be done every: **year**

Higher-risk memorials to be done every: **6 months**

Higher-risk memorials are:

1. Memorials next to the pathway: [to be identified as part of the first survey]
2. Memorials attracting higher footfall due to design/fame of the person they commemorate: [to be identified as part of the first survey]

In addition, there should be permanent signage at all entrances to the churchyard advising visitors that if any damage is done to memorials or if they spot any damage, please contact the parish clerk.

### Survey procedure

Give notice via signs on entrances to churchyard 2 months in advance of testing, and also give notice on website and on Facebook.

Survey is best done in a pair where possible – one doing the manual checks and the other recording any notes for action.

Work methodically to ensure all memorials are inspected.

Method for assessing memorials:

- A visual check for obvious signs that a memorial is likely to be unstable.
- Where a visual check suggests no stability defects, use a simple hand test to confirm the memorial's stability or identify stability problems

Two outcomes - either

SAFE: no further action than recording that outcome, OR

UNSAFE (see below)

**Unsafe memorials – do the following:**

- **Immediately:** staking and banding to make it safe temporarily (contact Clerk for assistance as needed)
- **As soon as possible:** A notice affixed to the band advising that the memorial was found to be unsafe and that action is being taken to rectify this (N.B.: notice should not be affixed to the memorial itself as this can be distressing to families of the deceased).
- **As soon as possible:** Notify the Clerk, who will make all attempts to notify the family responsible for the memorial.
- **Within two weeks:** Clerk will contact the owner of the memorial contacted in order to resolve the safety issue in the longer term.

The owner of the memorial and so it is their responsibility to repair it. They must use a registered repair company. Find local BRAMM-registered masons at <http://www.bramm-uk.org/find-masons/> **No one but a qualified mason should make the repair.**

#### **Letters to relatives – suggested approach**

1. First letter within 2 weeks
2. Follow-up letter 1 month after first letter
3. Final letter 2 months after follow-up

**When relative do not respond within six months it will be assumed that they will not make the repair.**

- Monument may be staked and banded (wooden stakes from builders' merchants plus poly strapping / extra long cable ties /weather-durable rope, or similar strong banding material) for the length of the contact period
- Elements of the monument may be laid flat to mitigate risk in the future
- Monument may be removed if no other solution is acceptable, though this would be a last resort and proportionate to risk, so only in extreme circumstances.
- The council may also wish, at their discretion, to fund the repair themselves, particularly if the memorial is of significant heritage/other value.

**[END OF MEETING PACK]**