

UNAPPROVED DRAFT MINUTES

AYLBURTON PARISH COUNCIL

**Minutes of the Full Council Meeting held on Tuesday 11th February 2020, 7.00pm in
Aylburton Methodist Church Hall**

PRESENT:

Cllr Frankie Evans (Vice-Chair)
Cllr. John Harrison
Cllr. David Bayliss

Cllr. Andrew Blamey
Cllr. Mark Topping

ATTENDING:

Meg Humphries (Clerk)
Mrs C.J. Bendall, until end
of item 6.

No/Ref	Item/Notes	Action
1. 93.19/20	To receive apologies for absence. Apologies received from Cllr Lord and Cllr Newman. Accepted.	
2. 94.19/20	To note declarations of interest relating to the agenda. Cllr Evans declared an interest in item 7h; Cllr Topping declared an interest in items 8a.	
3. 95.19/20	To approve the accuracy of the Minutes of the Full Council Meeting on 10.12.2019. Approved; signed by Cllr Evans.	
4. 96.19/20	To discuss the option of a parish NDP and any other neighbourhood planning options with Kate Baugh of GRCC. <i>NOTE: It was agreed to move Item 6, Public Forum, ahead of this item, to allow the member of the public to be heard more promptly. This item then followed.</i> Kate outlined the aims, process and costs of an NDP, along with the benefits and limitations. She also outlined an option for informing parish council activities without undertaking an NDP, by consulting with the public periodically to learn about community priorities and key concerns. A full report of Kate's presentation is available from www.aylburton.net/minutes or from the Clerk	
5. 97.19/20	To receive any updates from district and county councillors. DCllr Mark Topping (in person): <ul style="list-style-type: none"> • FoDDC would next week be discussing and agreeing its budget for 20/21, probably resulting in an increase of £5 on the average bill. • FoDDC's Local Plan is being reviewed, factoring in the climate emergency to – as far as possible – guide developers, and to allocate land for renewable energy. • Climate emergency steps FoDDC is developing a district partnership to pull together stakeholders in a coordinated approach to get carbon emissions down (currently around 400,000 metric tonnes/year across the district, and around 1,200 metric tonnes emissions from FoDDC). At this point there was a short discussion on squaring the carbon 'cost' of housebuilding with carbon reduction. • Mark is coordinating the emerging Lydney and Aylburton Solar Streets project, which aims to get as many houses as possible to have solar panels, and offers some economies by getting a group of people in one locality to buy in. Mark hopes to organise an information evening in Lydney Town Hall. Mark would appreciate the endorsement of the parish council for the project, and said that he will bring more information for consideration officially. Cllr Alan Prest sent a full report of several pages which is <u>available on www.aylburton.net/minutes</u> or from the Clerk, and which covered the	

UNAPPROVED DRAFT MINUTES

	<p>following topics: Gloucestershire County Council budget 20/21, GCC revised local transport plan; rail services, Lydney station overflow car park, GCC Vice-Chairman duties, Glos Talks – mental health, Lydney mini regeneration, Highways, Chepstow Transport Study, Community Infrastructure Levy, British Gas works March 2020 in Lydney, bus funding boost, Flooding report from Storm Ciara for Lydney.</p>	
<p>6. 97.19/20</p>	<p>Public forum Carol Bendall, who is a resident/landowner on Stockwell Lane, reported several issues relating to Stockwell Lane, particularly beyond the fork in the road: debris on the road relating to mud being brought from the fields onto the road by tractors and other similar vehicles. The poor state of the road's surface – lots of potholes Drains are ineffective and seemingly never tended to. <u>It was agreed to make a request to Lydney Park Estate for cleaning of the road after busy phases of road use resulting in lots of mud/debris on the road, and it was agreed to contact Highways to report poor condition of surface/drains and request action.</u> ACTION: Clerk; Cllr Blamey will update Mrs Bendall on any progress.</p>	<p>MH</p>
<p>7. 98.19/20</p>	<p>Planning a. To consider as a consultee: P0083/20/COU: Town and Country Planning Act,1990 (As Amended) Inver House, Chapel Hill, Aylburton, Lydney. Change of use of land to additional residential curtilage. Owing to the property's garden's position on the edge of the settlement boundary the council were unclear how/whether this would affect the settlement boundary. <u>It was agreed to contact the Planning Officer for the case – Melissa Baldwin – for clarity, and to advise that there was no objection unless it affected the settlement boundary.</u> b. To receive any progress reports on local planning matters. None at this time.</p>	<p>MH</p>
<p>8. 99.19/20</p>	<p>Parish a. Street-cleansing: to note information to be sent to FoDDC and adopt risk assessment and health and safety policy, and to receive any other updates. <u>It was agreed to adopt the risk assessment and Health and Safety policy.</u> ACTION: Clerk to send Cllr Topping a copy to sign, as the contractor. b. Gravestone safety checks. To sign off on / suggest amends to a rota, risk assessment and process for assessing gravestones in the churchyard. Due to the length of the meeting by this point, <u>it was agreed to defer this item until the March meeting.</u> c. Grasscutting. To receive any updates on current contracted work. The Clerk intends to remind the contractor not to trim the daffodils this year until they have completely died back and are brown. It was noted that despite being trimmed last year the daffodils seemed to be coming up as normal. d. To receive updates on looking into feasibility of wildflower verges. Cllr Topping updated the meeting on the trial area of wildflowers near Taurus Crafts. Lydney Park Estate and Taurus have no issue with the plan, and Highways have approved it as well. Cllr Topping has put down some wildflower seed as advised by the county ecologist (at no expense to the council), and there is a need to put some signage in the area to signify its purpose. <u>It was agreed for Cllrs Topping and Harrison to liaise on erecting suitable signage – written and pictorial, and for</u></p>	<p>MH MH MT, JH</p>

	<p><u>Cllr Topping to send written acknowledgement from Taurus and LPE to the Clerk for council records.</u></p> <p>e. Housing Needs Survey. To note developments since the last meeting. A meeting had taken place on 16/01/20 attended by Martin Hutchings (GRCC), Keith Chaplin (FoDDC), Cllrs Lord, Harrison and Blamey, and the Clerk, to discuss potential rural exception sites in the parish. Keith had mapped these and the options were currently with Planning for comment. At present the project is exploratory and theoretical.</p> <p>f. Phone Kiosk, Upper Common. To receive any updates (SL/FE). No updates at this time.</p> <p>g. The Cross Monument. To receive any update on restoration project. Cllr Harrison has identified the cost of an information board as about £1,800. There has been a grant of £1,000 awarded from Tesco, so Cllr Harrison plans to investigate sources for the remaining £800. Cllr Evans suggested the Cooperative, and Cllr Topping suggested REACR.</p> <p>h. Management of trees/hedges on Upper Common. To receive any updates. Cllr Evans reported that this was being carried out in the next few days at her (as a resident) expense, and it was expected that this work would resolve the issue.</p> <p>i. Lydney cycle link. To receive any updates. The works for the cycle link are very near completion and therefore <u>it was agreed to remove this standing item from future agendas.</u></p> <p>j. Overgrown vegetation around the Cross pub. To receive any updates. The Clerk had been advised by the management company that the pub had very recently been sold and therefore, while the overgrowth of vegetation was unlikely to improve in the near future, it was hoped that soon there would be a landlord to liaise with on keeping the area tidy.</p> <p>k. Highways and Road Safety:</p> <p>i. Flashing road sign project. To consider the options in the catalogue and select a preference; to receive any updates. The Clerk advised that Brian Watkins had identified one area where a VAS could be situated to signal to westbound traffic – this would be on the verge about 12-15 metres after the village welcome / 30 MPH sign. Brian Watkins had advised the Clerk that the council could keep the existing sign, which signals to eastbound traffic. The next step is to officially accept the placement of the VAS and to choose a model. <u>It was agreed that the Clerk would arrange a meeting involving the Road Safety group and parish council, in order to peruse products that would suit the purpose.</u></p> <p>ii. To receive any updates on the refreshing of road makings in the parish. The Clerk advised that Brian Watkins hopes to schedule the resurfacing/relining of the village in 2020/21, but it depended on whether the resurfacing of Taurus area was included in the works plan that year too.</p> <p>iii. Stockwell bus stop query with Highways. To receive an update. The Clerk advised that GCC had informed her that this would be installed by the end of March.</p> <p>iv. Drainage improvements: Church Road/Chapel Hill drains, plus drain outside 2 Walnut Gardens, following parishioner query. Cllr Topping saw Highways clearing out the drains along the A48 in the village recently. Chapel Hill seems not to have been dealt with, not Church Road. The Clerk has reported both roads to Highways. <u>It was agreed to also report Sandford Road as</u></p>	<p style="text-align: center;">MH</p> <p style="text-align: center;">MH</p> <p style="text-align: center;">MH</p>
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UNAPPROVED DRAFT MINUTES

	<p><u>needing drain clearance.</u> Cllr Blamey noted that the drains on A48 at the west end of the village always block the first time it rains after a clearance so there was a need for more intensive improvements.</p> <p>ALSO: a) Clerk advised that since the last meeting, a tree fell on Chapel Hill and resulted in a landslip on the bank. Highways are aware and assessing what action needs to take place. b) Cllr Topping advised that tree growth was encroaching onto and narrowing Lower Common at the Colliers Pitch end; also tree encroachment onto A48, which forces pedestrians into the road. <u>It was agreed to request action from Highways.</u> c) One of the road signs from the A48 end of Sandford Road has gone missing; Clerk has reported the matter to Highways.</p> <p>m. Notice Boards. To receive any updates on work to repair. Cllr Evans advised that the contractor had been unwell; the Clerk had been informed that the first board (Upper Common, by the post box) was being collected tomorrow in order to be refurbished.</p> <p>n. Parish flower tubs 2020 and beyond. To consider quotations and select a contractor for 2020 and 2021. Clerk had asked Martin Rice to remove dead bedding from the tubs, and this had now been carried out, and the bulbs were starting to appear. The Clerk had received two quotes for planting up the tubs in early summer but had not circulated them yet, so <u>it was agreed that the Clerk would circulate full details for a selection to be made at the March meeting.</u></p> <p>o. Churchyard tree maintenance. To consider tree survey as previously discussed, c. £250 cost (£500 in 20-21 budget). <u>It was agreed unanimously to instruct TrunkArb to carry out the tree survey in the churchyard.</u></p> <p>p. Former Upper Common allotments wall deterioration. To receive any updates. Lydney Park Estate have advised that they agree that the wall is in poor repair and they plan to replace it with a fence in the spring/summer of 2020. They have offered to place orange netting around the wall until it is replaced, should the parish council wish. <u>It was agreed to request the orange netting.</u></p> <p>q. Footpaths. To receive any updates. Cllr Evans had heard mention of a government scheme relating to footpaths which may be worth looking into.</p> <p>r. Bus Shelter roof repair. To receive any updates and consider further action. The meeting generally agreed that the roof was sound at present, and so works to improve the roof would not take place for the time being. <u>It was agreed to accept Cllr Harrison's kind offer of painting the bus shelter in a volunteer capacity.</u></p> <p>s. Flooding. To receive any updates. All flooding matters have been covered above within items 6 and 8k.</p>	<p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>JH</p>
<p>9. 100. 19/20</p>	<p>Council</p> <p>a. Councillor photographs. To receive any updates on taking remaining photographs. Ongoing; awaiting photos from Cllrs Evans and Newman.</p> <p>b. To consider any activities the parish council could undertake to tackle climate change. Due to time constraints <u>it was agreed to defer this item to the March meeting.</u></p> <p>c. To consider recommendation to adopt the updated grievance and disciplinary policies as recommended by the National Association of Local Councils. <u>It was agreed for the Clerk to draft both policies for potential adoption at the March meeting.</u></p>	<p>MH</p> <p>MH</p>

UNAPPROVED DRAFT MINUTES

<p>10. 101. 19/20</p>	<p>Finance</p> <p>a. Payments. To approve any outstanding council payments. The following payments were approved and paid: Clerk Pay £347.22 HMRC PAYE £4.40 Merlin Waste: Dog Bins £37.50 Mark Topping: Litter £230.00 ICO Annual Fee £40.00</p> <p>b Income. To note any income received since the last meeting. The following transactions were noted: 21/01/2020 Wayleave £7.47 09/01/2020 Bank Interest £0.33</p> <p>c. To formally note the final budget and precept request. The Clerk confirmed that following circulation of the proposed budget and precept request in January, she had submitted the precept request to FoDDC, for £16,452. This was £3,500 less than last year's precept for various reasons. The meeting noted that this was unusual but agreed that last year was unusual in its budgetary demands and that the council should request only what it needed.</p> <p>d. Funding/Donations. To consider any funding requests. None.</p>	
<p>11. 102. 19/20</p>	<p>To receive any additional notes from the Clerk. <u>It was agreed to approve the Clerk's request for annual leave weeks commencing 16/03/20, leaving a zero balance for the 19/20 civic year.</u></p>	MH
<p>12. 103. 19/20</p>	<p>Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972. Ongoing.</p>	
<p>13. 104. 19/20</p>	<p>To note the date of the next meeting – Tuesday 10th March 2020, 7pm</p>	

Meeting closed: 9.45pm

Signed:..... Chairman

Date:.....