



# Aylburton Parish Council

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## Meeting Pack

Aylburton Parish Council

Full Council Meeting, April 2020 (07/04/2020)

**Clerk's comments/updates below in *italics*.**

**1. To receive any apologies for non-participation**

*Please email if you would like your apologies recorded.*

**2. To note declarations of interest relating to the agenda**

*Councillors will need to email these.*

**3. To approve the accuracy of the [Minutes of the Full Council Meeting on 10.03.2020](#)**

*Please email me if anything is thought to be inaccurate.*

**4. Public forum**

*A parishioner has raised how there used to be 'no dog fouling' signs at Milling Crescent but these have broken and disappeared over the years. It may be that FoDDC supply these, so I suggest I speak to them first and take it from there, if councillors agree. (Any costs to the parish council will of course be given to you all to approve in advance).*

**5. To receive any updates from district and county councillors**

**6. Planning**

**a. To receive any progress reports on local planning matters.**

*None at this time. No new applications.*

**7. Parish: to note updates**

**a. Flooding and Drainage**

*The meeting has been put on hold indefinitely due to govt advice. In light of this, is there a case for putting together several requests for LPE to be mindful of several ways in which they can influence the flood risk for the parish? They're no doubt affected by the lockdown at the moment but at least they'd have a list of things to consider for when things relax a bit.*

**b. Grit stocks and storage. To receive any updates and agree on a way forward.**

*I've looked into grit bin options and it seems from the products available it's a choice between choosing one with a hopper feed (i.e. on the front, for easier access) or one with a lock. The price is £225.60 and [you can click here for a link](#).*

*Is this option okay as a way forward or do we need something different?*

**c. Allotments. To receive any updates.**

*Several allotment rent payments have now been received and I will begin (gently) chasing outstanding payments soon. The National Allotment Society currently (as of 01/04) advises that working an allotment can be considered daily exercise but that social distancing guidelines remain very important for those visiting their allotments. I will put together a notice to go on the allotment entrance to this effect.*

**d. Litterpicking: to note any updates**

*I've asked Mark about continuing litterpicking and what his feeling is. He is happy to continue given that it is a solitary task and isn't taking place in a crowded area.*

*Given the pandemic it seems very likely that any community litter-picking will need to be postponed indefinitely, until at least the autumn if current predictions are correct.*

**e. Churchyard safety: to note any updates.**

*I have been waiting for feedback from a funeral director but this hasn't happened, and sadly he's likely to have a busier than normal few months at least. I suggest therefore that we adopt what we have and if any further good advice comes to light we can amend the policy at a future date. I'm asking therefore for you to confirm you're happy with the below.*

**f. Grass cutting: to note any updates.**

*I've checked in with Martin about whether he feels comfortable continuing cutting the grass. Awaiting a response.*

**g. Wildflower verges: to note any updates.**

*Cultivation licence application submitted; awaiting response.*

**h. Housing Needs Survey: to note any updates**

*Keith Chaplin has forwarded Planning officers' comments on the sites identified in Jan by Keith and the parish council. Keith states that usually he and Martin would meet with us to discuss the comments and how to proceed. Obviously even if a meeting were possible at this time I'm not sure the process would go any further than that given the widespread restrictions, so perhaps all we can do is collate any responses to planning officers' comments and send these to FoDDC so they've got them – or we simply consider the whole thing on hold until lockdown is lifted. Which option?*

**i. Phone Kiosk, Upper Common: to receive any updates**

*None; ongoing.*

**j. The Cross Monument. To receive any update on restoration project**

*John H may wish to send an update via email.*

*Re the yarn-bombing by WI of the monument: I'd be surprised if this is going ahead but have contacted Sandra Rickards to double-check; awaiting a response.*

**k. Management of trees/hedges. To receive any updates.**

*No updates from the last month.*

**l. Highways and Road Safety**

*New comments in **bold**.*

|   |   |
|---|---|
| A48: Debris from road surface around Maplefield | Chased numerous times; Highways are currently looking into this.  |
| 30MPH countdown signs eastbound into village    | Parishioner idea raised in survey – to be explored in the future  |
| VAS – Flashing speed sign                       | Clerk to arrange meeting with Road Safety group and parish council; delayed due to a query with Highways (a different road sign has now been installed at the location discussed with Highways for the flashing sign). <b>Still awaiting response from Highways</b>   |
| Missing Bus Stop sign pole nr Stockwell Lane    | Should be in place by the end of March 2020. <b>[Checking whether in place yet]</b>   |
| Poor drainage on Church Road                    | 24/2/20: Clerk raised the issue of the poor quality of gullies with Brian Watkins, and he has asked his contractors to inspect the gullies and arrange for any clearance work as required.<br><b>Mid-March: reported to Highways the more specific issue of a pipe running underground along part of verge being blocked.</b> |
| Need for a new grit bin at lower end of         | Request submitted to Highways on  |

|   |   |
|---|---|
| Chapel Hill loop  | 24/02/20 and has since been acknowledged. <b>Has this materialised yet? Could someone let me know?</b>  |
| Debris from tree falling, Chapel Hill   | On 26/02/20 Brian Watkins replied: Hi Meg, Thank you for your email. I do apologise for not updating you on this one. I did look at the site with my colleague Clive Saunders and our conclusion was that the ground appears to be stable with no obvious signs of deterioration and ongoing failure. I haven't looked at the site since the last two storms passed through so I will have another look when I am next in the area.   |
| Upper Common – ditches in poor state  | On 26/02/20 Brian Watkins replied: I have recently received a reply from LPE regarding my initial contact. I have sent them some additional information through to them and offered to meet them on site. I will update you as soon as I get a reply.<br><b>Chased several times by Frankie and me; no response received yet.</b>   |
| A48/Sandford Road street sign missing   | Reported to Highways on 03/02/2020  |
| Lower Common/Colliers Pitch - poor visibility at junction due to hedge overgrowth | Reported to Highways on 03/02/2020  |
| Lower Common/Sandford Road road surface   | On 09/02/20 Brian Watkins replied: Unfortunately nothing planned at the present time. I was hoping to do some patching this year but the funding went on extending the Sanford Road resurfacing scheme.<br>I will arrange for the road to be inspected by the safety inspectors. They will identify and arrange for the repair of any defects that meet our intervention criteria. As for more extensive works and the tree issues I will have a look at the road the next time I am in the area. |
| A48 road markings   | On 09/02/2020 Brian Watkins replied: Thank you for your email. we refreshed the markings on the approach to the village from the Chepstow direction up to and including the 30 limit. The markings through the village are in a reasonable condition so I have put this on hold until I have confirmation that the resurfacing of the A48 from Aylburton to Lydney Roundabout (past Taurus Craftes). If this scheme does get into the programme then I will arrange for both sections to be       |

|  |   |
|--|---|
|  | remarked. I get a better rate if I combine the two lining schemes together.   |
| Church Road poor surface   | Reported to Highways on 24/02/20  |
| Creeping verge at west end of village (near existing speed sign)     | Reported numerous times, including most recently on 24/02/20  |
| Poor drainage on Sandford Road                                       | Reported on 24/02/20  |
| Tree overgrowth encroaching onto A48 footpath at west end of village | Reported to Highways on 24/02/20  |
| Poor drainage on Chapel Hill   | Reported to Highways on 24/02/20  |
| Poor road surface on Stockwell Lane                                  | Reported to Highways on 24/02/20  |
| Poor drainage on Stockwell Lane                                      | Reported 24/02/2020   |
| Missing road sign on Lower Common                                    | Reported 02/04/2020   |
| Mud/debris on road at Stockwell Lane                                 | Request made to Lydney Park Estate for awareness and attempts to clear; LPE have advised that they have been making efforts to clear up but that it isn't particularly effective. |

***If you are aware of any of these issues having been resolved, please can you let me know, as I'm not out and about as much as normal at the moment.***

***Time pressures elsewhere have prevented me from chasing up these this month but I will be chasing them up in April (although it is worth noting the timescale for dealing with non-urgent issues is likely longer at present.)***

**m. Notice Boards refurbishment**

*Tudor Rose is in the process of restoring the second board (the one from the Upper Common Rec) and will move on to the one by the school next. I have been in touch with them to check whether they plan on continuing during lockdown.*

**n. Parish flower tubs 2020.**

*I will shortly be contacting Lydney Town Council to confirm whether they are still happy to go ahead with the task, and to finalise details.*

**o. Churchyard tree maintenance**

*This has been postponed until at least late April due to lockdown.*

**p. Former Upper Common allotments wall deterioration**

*AUCA forwarded their comments to Steph and I arguing for restoration of the wall over replacement. This view has been relayed to LPE.*

**q. Footpaths. To receive any updates.**

*No updates at this time.*

**r. Bus shelters. To receive any updates**

*No updates at this time.*

**s. Cross Inn. To receive any updates.**

*No updates at this time.*

**t. Dog waste bins. To receive any updates**

*The Memorial Hall was delighted with the parish council's offer to take on all bins. I have advised Merlin of this change in arrangement and we should be invoiced for eight bins from now on. The dog bins have been getting very full due to more people walking locally due to lockdown, but the collections have not and will not be affected by current lockdown situation.*

**9. Council**

**a) Climate crisis: to note any updates on this topic.**

*No updates from Clerk – updates might come in via email from Mark as and when.*

- b) **Parish Plan: to note any observations from councillors' re-reading of the Plan, and to consider any preparation work that could be carried out during Covid-19 lockdown.**

## 10. Finance

### a. Payments. To approve the following council payments:

|                               |         |
|-------------------------------|---------|
| Clerk Pay                     | £347.42 |
| HMRC PAYE                     | £4.20   |
| PATA Payroll Q4 of 19/20      | £23.25  |
| GAPTC Subscription 20/21      | £192.89 |
| Lydney Estate Allotment rent  | £90.00  |
| FoDDC Green Waste Licences x2 | £78.00  |

**Merlin Waste: Dog Bins**

**POSTPONED UNTIL MAY ON PAYEE'S REQUEST**

**Payments May onwards:** *To reduce risks to councillors and payees I propose that we set up electronic payments. This would be reasonably straightforward and would require two of you per month to log onto Lloyds to approve payments, instead of signing cheques. If you are all happy with this, I'll look into it and hopefully set it up in time for May's payments.*

### b. Income. To note any income received since the last meeting:

|            |                   |        |
|------------|-------------------|--------|
| 09/03/2020 | Bank Interest     | £0.30  |
| 09/03/2020 | Allotment Payment | £20.00 |
| 11/03/2020 | Allotment Payment | £40.00 |

### c. To approve GAPTC audit service for 2019/20 internal audit

*I've sought quotes from 11 local accountants to compare to GAPTC's specialist local council audit service, and have received no quotes, so I recommend we proceed with GAPTC. The cost will be £195 all-in.*

### d. Funding/Donations. To consider any funding requests.

*None at this time. Do the councillors wish to consider how/whether to devote funds to a specific C19 focus? Could be difficult to administer. Perhaps instead, a donation to a group already doing good work to support people severely affected?*

## 11. To note correspondence and any additional notes from the Clerk.

*Generally, any significant communications have been forwarded to all councillors shortly after receipt.*

*One piece of correspondence to note:*

### Notice of adoption of the Minerals Local Plan for Gloucestershire (2018 – 2032)

I am messaging to inform you that the Minerals Local Plan for Gloucestershire (2018-2032) was adopted on 20th March 2020.

The Minerals Local Plan for Gloucestershire (2018 – 2032) was submitted to Secretary of State in December 2018 and examined by an appointed independent inspector. The Inspectors' Report was issued on 23rd December 2019 and concluded that, subject to a number of main modifications, the Plan would be sound and should be adopted. The adopted Minerals Local Plan for Gloucestershire (2018 – 2032) includes the Inspector's recommended main modifications and additional modifications that do not materially affect the policies of the plan.

The Minerals Local Plan for Gloucestershire (2018 – 2032) is now the statutory development plan for determining mineral development proposals within Gloucestershire. It has replaced the saved policies of the Gloucestershire Minerals Local Plan (1997 – 2006) (adopted April 2003).

The Plan, Adoption Statement; Sustainability Appraisal Adoption Statement and information about where hard copies of the plan can be accessed can be viewed on-line and downloaded

from: <https://www.gloucestershire.gov.uk/mlp>.

Personal information held and used by Gloucestershire County Council in relation to plan making

As the preparation of Minerals Local Plan for Gloucestershire (2018 – 2032) draws to a close we are reviewing the contact information we hold on interested parties relating to plan making. This is important for the County Council to demonstrate it is handling personal information appropriately. It would be greatly appreciated if you could confirm your contact details and retention on our database using the email address: - [m-wplans@gloucestershire.gov.uk](mailto:m-wplans@gloucestershire.gov.uk). This will assist us in keeping you informed about future plan making work.

If we do not hear from you by Friday 1st May 2020 your details will be removed from our database. You will receive no further correspondence about plan making by the County Council. However, removal from our database will not affect your right to comment on future planning matters and you can opt back into future plan making consultations at any time.

If you have any further queries regarding this matter please do not hesitate to contact: [m-wplans@gloucestershire.gov.uk](mailto:m-wplans@gloucestershire.gov.uk).

Yours faithfully,



Simon Excell

Lead Commissioner - Strategic Infrastructure

**12. Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.**

*No updates at this time.*

**13. To note the date of the next meeting – May Full Council Meeting is on Tuesday 12<sup>th</sup> May 2020 – business likely to be dealt with remotely as with April's meeting. Annual Council Meeting is postponed indefinitely.**