

**AYLBURTON PARISH COUNCIL**

**Minutes of the Full Council Meeting held on Tuesday 12<sup>th</sup> May 2020, 7.00pm remotely**

**PARTICIPATING:**

Cllr Steph Lord (Chairman)  
Cllr John Harrison  
Cllr Andrew Blamey

Cllr Colin Newman  
Cllr Mark Topping

**ATTENDING:**

Meg Humphries (Clerk)

No/Ref	Item/Notes	Action
1. 013. 20/21	<b>To receive apologies for non-participation.</b> Apologies received from Cllrs Frankie Evans and David Bayliss. Accepted.	
2. 014. 20/21	<b>To note declarations of interest relating to the agenda.</b> None.	
3. 015. 20/21	<b>To approve the accuracy of the Minutes of the Full Council Meeting on 07.04.2020.</b> Approved; signed by Cllr Lord via post following the meeting.	
4. 016. 20/21	<b>Covid-19 community action: To officially express thanks to the volunteers and to receive an update on activity in the parish to meet vulnerable parishioners' needs.</b> Cllr Lord expressed her thanks to all the volunteers and those who have contributed to the support of fellow parishioners. Cllr Harrison raised the idea of having a celebration for volunteers, and potentially of keeping volunteers' details on file (with permission) as helpers for any future emergencies.	
5. 017. 20/21	<b>Public Forum</b> It was noted that there had been five emails from various parishioners who were concerned about increased speeding during lockdown. The Clerk has already contacted the police to request a visit from the speed van, and a speed survey. There was a discussion on other solutions to reduce speeding. The Clerk has also contacted Community Speedwatch. The Clerk would also request a presence in the early morning if possible, to catch motorcyclist who had been excessively speeding longterm. Updates on speeding and road safety will, as before, be covered in Highways updates (item 8l)	<b>MH</b>
6. 018. 20/21	<b>To receive any updates from district and county councillors</b> <b>DCllr Mark Topping:</b> Local food resilience: FoDDC is working on diverting any potential food availability crisis. An acre of currently unused land and greenhouses on the Taurus site has been identified and discussions are underway for viability. However, it would be too late to make use of it for the 2020 growing season.  Cllr Topping has phoned people on a FoDDC-supplied list of those who need help putting their bin out, in order to check if needed help with anything, which was appreciated by the parishioners. Cllr Topping observed that the level of help required from the volunteers in Aylburton is low.  <b>CCllr Alan Preest</b> No report received.	
7. 019. 20/21	<b>Planning</b> <b>a. To receive any progress reports on local planning matters.</b> None at this time. No new applications.	

<p>8. 020. 20/21</p>	<p><b>Parish: to note updates</b></p> <p><b>a. Flooding and Drainage, including Unmanaged Ditches and Culverts. To agree on actions to take remotely to progress good flood mitigation in the parish. To note flood damage grants and consider how to disseminate information.</b> Cllr Harrison suggested asking Lydney Park Estate what plans are in place to help mitigate flooding in the future, and to encouraging a meeting with the Parish Council and FoDDC in future once possible. It was resolved to write a letter to this effect and that Cllr Harrison would draft it, circulate it and that it would be sent from the Clerk.</p> <p>Upper Common unmanaged ditches: the Clerk reported that Highways were making a formal request of LPE to carry out the excavation work. Highways have excavated a ditch at the top of Upper Common and also cleared the grips.</p> <p><b>b. Grit stocks and storage. To receive any updates and agree on a way forward.</b></p> <p>Following a consensus that an additional stock of grit was not necessary it was resolved to dispose of the grit and not to purchase a grit bin for the allotment site. The Clerk will advise Ray Woodward of this.</p> <p>The grit bin on Stockwell Lane has fallen over – Clerk to report this to Highways.</p> <p><b>c. Allotments. To receive any updates.</b></p> <p>Clerk advised that several rents remained unpaid so would be chasing these up. One plotholder appears not to have been to the plot this year and also has not paid so Clerk will enquire if they wish to keep the plot or give it up.</p> <p><b>d. Litterpicking: to note any updates.</b> Noted.</p> <p><b>e. Churchyard safety: to consider adopting the memorial safety policy.</b></p> <p>It was resolved to adopt this policy. Once lockdown is lifted, two councillors (TBC) will carry out an inspection in line with the policy. Clerk to add policy to website.</p> <p><b>f. Grass cutting: to note the appointment of MowTech to mow Upper Common upon the dissolution of AUCA.</b> Noted. The second cut has now been done by MowTech, the new contractors. The Clerk advised that it looked good while passing it.</p> <p>The area of grass on Millbrook Green and its junction with A48 needs cutting and was neglected often last year. Officially this is Two Rivers' responsibility but <u>it was resolved to ask Martin Rice to cut it as and when needed, potentially in lieu of wildflower section.</u></p> <p><b>g. Wildflower verges: to note any updates.</b></p> <p>Cllr Topping reported that the signage is now in place at the site to explain the purpose of the trial area.</p> <p><b>h. Housing Needs Survey: to note any updates.</b> Noted.</p> <p><b>i. Phone Kiosk, Upper Common: to receive any updates.</b> Ongoing. There was a discussion in light of AUCA folding, and the Clerk will email a former AUCA member to clarify whether they still intend to refurbish and relocate the kiosk.</p> <p><b>j. The Cross Monument. To receive any update on restoration project.</b> Noted. It was resolved to divert £800 restoration funding from Summerfield Trust to the Forest Food Bank. Clerk to action.</p> <p><b>k. Management of trees/hedges. To receive any updates.</b> No updates at this time.</p> <p><b>l. Highways and Road Safety.</b> All noted. Clerk to chase up bus stop signage, still missing, though new pole in place. It was agreed to 'close' the matter of the debris on Chapel Hill from tree falling in the winter. Clerk to chase up Highways regarding creeping verge at west end of village.</p>	<p>JH/ 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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	<p>Regarding A48 tree overgrowth: noted; Clerk to pursue direct with Brian in light of 'no fault found' result. Cllr Topping confirmed that overgrowth means pedestrians and cyclists needs to go into the road. Clerk to report remaining potholes in Stockwell Lane using Cllr Blamey's information in his email. Clerk to chase up Clive Saunders (GCC Highways) re his proposed actions to improve Stockwell Lane drainage.</p> <p>Mud/debris on road on Stockwell: noted. There was a discussion on surprisingly high usage of road due to farming, and the issues with mud that this creates. Cllr Lord suggested the possibility of reclassifying the road due to amount of traffic, so that it might be repaired more often. Cllr Newman questioned whether Highways should seek contributions from LPE. Clerk to discuss initially with Brian Watkins.</p> <p><b>m. Notice Boards refurbishment.</b> Noted. Further to meeting pack, Clerk advised that the second board had now been refurbished and the third (outside school) was underway.</p> <p><b>n. Parish flower tubs 2020.</b> Noted. Cllr Newman advised on numbers of plants per pot as follows: 3 geraniums, 6 begonias, 6 bacopa or similar. It was agreed to switch from using Lydney Town Council to using Martin Rice for planting up the tubs due to Coronavirus putting extra pressure on the town council.</p> <p><b>o. Churchyard tree maintenance. To note TrunkArb report and consider actions.</b> Noted. Clerk to ask TrunkArb for a quote for all recommended works and if found acceptable, to progress TCA application to FoDDC.</p> <p><b>p. Former Upper Common allotments wall deterioration.</b> The Clerk will reiterate the parish council's position on the importance of repairing the existing wall rather than replacing with fencing and will ask for any confirmation of timings and method.</p> <p><b>q. Footpaths. To receive any updates.</b> Cllr Newman raised the issue of overgrowth on all paths. Clerk will report this to PROW team.</p> <p><b>r. Bus shelters. To receive any updates.</b> The Clerk reported that Rise and Shine were already cleaning the shelters' floors with disinfectant and will now start doing the walls too on the council's request; there will be no additional charge.</p> <p><b>s. Cross Inn. To receive any updates.</b> No updates at this time.</p> <p><b>t. Dog waste bins. To receive any updates.</b> Due to the increase in the number of bins on the contract it was noted that the monthly bill would increase from £37.50 to £60.</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>9. 021. 20/21</p>	<p><b>Council</b></p> <p><b>a. Climate crisis: to note any updates on this topic.</b> See Item 6.</p> <p><b>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 lockdown.</b> Cllr Harrison noted that people wanted a cycle path – now done. Pedestrian crossing is a priority but very challenging to bring about. Dog fouling, road and pavement surfaces, traffic, dog fouling – all still issues. Plastic recycling scheme now in place. Keep school open – council felt that the future of the school appeared secure. The community aspired to a shop, bakery, post office, cashpoint – which while understandable is unlikely due to planning restrictions and proximity to numerous shops in Lydney.</p> <p><b>c. Code of Conduct: to review and re-adopt existing Code (routine review).</b> It was agreed to re-adopt the existing Code of Conduct.</p> <p><b>d. Asset Register: to review and note the addition of the additional dog bins.</b> Noted. Clerk will also add bench near Taurus to the asset register.</p>	<p>MH</p>
<p>10. 022. 20/21</p>	<p><b>10. Finance</b></p> <p><b>a. Payments. To approve the following council payments:</b></p>	

	<p>Noted and approved by the meeting, and authorised as BACS payments by Cllrs Lord and Topping</p> <table border="0"> <tr> <td>Clerk Pay</td> <td>£347.42</td> </tr> <tr> <td>Merlin Waste: Dog Bins</td> <td>£120.00 (£60x2 as no paymt last month)</td> </tr> <tr> <td>FoDDC Green Waste Licences x2</td> <td>£78.00</td> </tr> <tr> <td>Simply Gardens – Weedspraying</td> <td>£130.00</td> </tr> <tr> <td>Clerk Expenses – Stamps</td> <td>£15.60</td> </tr> </table> <p><b>b. Income. To note any income received since the last meeting:</b> The following payments were noted:</p> <table border="0"> <tr> <td>09/04/2020</td> <td>Bank Interest</td> <td>£0.33</td> </tr> <tr> <td>09/04/2020</td> <td>Allotment Payment</td> <td>£40.00</td> </tr> <tr> <td>15/04/2020</td> <td>Allotment Payment</td> <td>£40.00</td> </tr> <tr> <td>17/04/2020</td> <td>Precept pt 1 of 2</td> <td>£8,226.00</td> </tr> <tr> <td>20/04/2020</td> <td>Allotment Payment</td> <td>£40.00</td> </tr> </table> <p><b>c. Audit 2019/20: To approve the council certifying itself as exempt from external audit due to both income and expenditure being under £25,000.</b> It was resolved to self-certify as exempt from an external audit as allowed by law for small authorities.</p> <p><b>d. Internal Audit 2019/20: Progress update from the Clerk</b> Noted.</p> <p><b>e. Funding/Donations. To consider any funding requests and to officially approve the diversion of £800 Summerfield Trust grant to the Forest Food Bank.</b> <b>To consider amount to donate to Great Oaks Hospice and formally approve donation.</b> Summerfield Trust: Approved. Clerk to advise Summerfield Trust Great Oaks Hospice: £500.</p>	Clerk Pay	£347.42	Merlin Waste: Dog Bins	£120.00 (£60x2 as no paymt last month)	FoDDC Green Waste Licences x2	£78.00	Simply Gardens – Weedspraying	£130.00	Clerk Expenses – Stamps	£15.60	09/04/2020	Bank Interest	£0.33	09/04/2020	Allotment Payment	£40.00	15/04/2020	Allotment Payment	£40.00	17/04/2020	Precept pt 1 of 2	£8,226.00	20/04/2020	Allotment Payment	£40.00	MH
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11. 023. 20/21	11. <b>To note correspondence and any additional notes from the Clerk. All already covered.</b> Noted. Clerk to forward information on Dig for Victory campaign to LPE for consideration. Cllr Topping to draft a 'call for sites' post for Facebook.	MT																									
12. 024. 20/21	<b>Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.</b> Ongoing. Cllr Lord and the Clerk are working on progressing this.																										
13. 025. 20/21	<b>To note the date of the next meeting – Tuesday 9<sup>th</sup> June 2020, 7pm (May Full Council). The Annual Council Meeting is postponed indefinitely.</b>																										

Signed:..... Chairman

Date:.....