



Aylburton Parish Council

Parish Clerk: Meg Humphries • 6 Court Road, Lydney, Gloucestershire GL15 5SY • Tel: 01594 719245
Email: aylburtonclerk@outlook.com • www.aylburton.net/council

Meeting Pack

Aylburton Parish Council

Full Council Meeting, June 2020 (Tues 09/06/2020)

Clerk's comments/updates below in *PURPLE ITALICS*

1. To receive any apologies for non-participation
2. To note declarations of interest relating to the agenda
3. To approve the accuracy of the [Minutes of the Full Council Meeting on 12.05.2020](#)
4. **Covid-19 community action: to receive any updates on activity in the parish**
Cllr Topping to provide a verbal update at the meeting.
5. **Public forum**
*You may recall the need for some more 'no dog fouling' signs on Milling Crescent. FoDDC no longer provide metal ones but has posted me 7 laminated A5 signs which can be attached to lampposts etc with cable ties. **Can I have any volunteers** to attach these please? I would have thought that a max of 4 signs would be enough, and perhaps we can use the others in some other 'hot spots'?*
6. To receive any updates from district and county councillors
7. **Planning**
 - a. To consider P0528/20/FUL: 9 Orchard Close, Aylburton, Lydney, Gloucestershire: erection of a single storey rear extension. Conversion of existing garage and extension at first floor over existing garage to create an additional bedroom and en suite bathroom. Erection of detached double garage.
Please view documents in advance on FoDDC website, through the Planning portal, using the application reference to find the information.
 - b. To consider P0619/20/FUL: Barn Adjoining, Chapel Hill Barn, Chapel Hill, Aylburton. Change of use of existing barn to a dwelling house and associated landscaping works.
 - c. To receive any progress reports on local planning matters.
8. **Parish: to note updates***
 - a. Flooding and Drainage: to note any updates throughout the parish; to consider draft letter to send to Lydney Park Estate to ask for action on any flood mitigation measures.
Please see Cllr Harrison's draft, emailed on 3rd June.
 - b. Highways and Road Safety. To note any updates, including speeding, and recent Road Safety Group meeting.

New comments in BOLD

Speeding	VAS – Flashing speed sign Road Safety group met on 20 th May. and there was a strong feeling that traffic from Chepstow is the main speeding concern, and therefore a strong preference for a new sign to be installed at the Chepstow end, replacing the older sign. This would mean either relocating (if possible) or disposing of the older sign, or once again considering a moveable sign so it could be used over both locations.
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	<p>Speed enforcement van was requested and visited at the end of May. Aylburton is now on their list for routine visits.</p> <p>Community Speedwatch – we have now set up an Aylburton Community Speedwatch group and several members have taken the initial speedcheck training; further training from the police will be required before community speedwatches can take place.</p> <p>Other road safety measures – we are looking into options and costs for speed countdown signs near Sandford Road, and gates for the A48 roadside. We are also looking into wider community activities such as involving the school.</p> <p>Next road safety meeting: Wed 17th June 7pm via Zoom; all welcome.</p>
A48: Debris from road surface around Maplefield	Chased numerous times; Highways advise that they are currently looking into this thanks to an email from Cllr Harrison to Brian Watkins. I continue to chase this up.
Missing Bus Stop sign pole nr Stockwell Lane	Should be in place by the end of March 2020. Not yet in place. I have chased this up and will continue to do so.
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. In April Cllr Lord reported that this looked to have been worked on so it is hoped that this has been resolved, although it is hard to know until we get some heavy rain.
Need for a new grit bin at lower end of Chapel Hill loop	Request submitted to Highways on 24/02/20 and has since been acknowledged. If anyone spots a new grit bin here, let me know.
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. Highways are putting increasing pressure on LPE and I am putting pressure on Highways, emphasising that one way or another the issue needs resolving before more rainy seasons. Brian hopes to be able to progress plans by next week. It is possible Highways will do the work and then bill LPE for it if LPE do not carry it out in time.
A48/Sandford Road street sign missing	Reported to FoDDC.
Lower Common/Colliers Pitch - poor visibility at junction due to hedge overgrowth	Reported to Highways on 03/02/2020. I've been advised that 'arrangements have been made to repair the identified issue' and that Highways would keep me up to date with progress.
Lower	On 09/02/20 Brian Watkins replied: Unfortunately nothing

Common/Sandford Road road surface	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. 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. I will follow up on this soon.
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. I will follow up on this soon to clarify whether it is likely to happen.
Church Road poor surface	Reported to Highways on 24/02/20 No update yet; timescale likely to be longer due to scale of resurfacing work.
Creeping verge at west end of village (near existing speed sign)	Reported numerous times, including most recently on 24/02/20. In March Highways advised that the task had been booked in. Has this been carried out yet? If not I will follow up.
Poor drainage on Sandford Road	Reported on 24/02/20. Some work has been carried out to address this so it is hoped that it has been resolved for the time being.
Tree overgrowth encroaching onto A48 footpath at west end of village	Reported to Highways on 24/02/20. Highways responded to say that they couldn't find a fault, so I will liaise with Brian to clarify the issue.
Poor drainage on Chapel Hill	Reported to Highways on 24/02/20. Some work has been carried out to address this so it is hoped that it has been resolved for the time being.
Poor road surface on Stockwell Lane	Reported to Highways on 24/02/20. Some potholes have been filled as a result of this report but numerous large potholes remain. Cllr Blamey has kindly recorded these and I have reported them.
Poor drainage on Stockwell Lane	Reported 24/02/2020. Highways' Clive Saunders wrote on 16/04/2020: I have looked at Stockwell lane, met with most of the local residents. I will arrange for the gullies to be cleaned and investigate possible buried gullies. I followed up recently; awaiting response.
Missing road sign on Lower Common	Reported to FoDDC.
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.

- c. Footpaths. To receive any updates.
Cllr Newman reported last time that PROWs were all overgrown with vegetation. I am in the process of reporting this.
- d. Management of trees/hedges. To receive any updates.
No updates at this time.
- e. Former Upper Common allotments wall deterioration. To note any updates.
I have asked Gavin for an update on timings/plans; awaiting response.
- f. Cross Inn. To receive any updates.
None known of.
- g. Allotments. To note any updates.
Two payments are outstanding: Plot 2A and Plot 5. I have sent letters to both ploholders and will follow up with a final letter, stating that if I do not hear by 1st July I will assume plot no longer wanted.
- h. Grass cutting: to note any updates.
Cllr Blamey has offered kindly to cut area near bus stop, with Martin Rice as a backup.
- i. Wildflower verges: to note any updates.
Cllr Topping to give an update verbally during the meeting.
- j. Parish flower tubs 2020. To note any updates.
These should be planted up over the weekend of 6-7 June in the usual way, by Martin Rice. George Inn advise that they have 'gifted' their raised bed by the pavement to the village.
- k. Notice Boards refurbishment. To note any updates.
Refurb of 3 out of 4 boards now completed. Tudor Rose are currently working on the final board (Lower Common).
- l. Phone Kiosk, Upper Common: to receive any updates.
I have emailed John Openshaw to ask if his plans have changed in light of AUCA folding; awaiting response.
- m. The Cross Monument. To receive any updates.
No updates known of at this time.
- n. Bus Shelters. To receive any updates.
No updates at this time.
- o. Litterpicking: to note any updates.
No updates known of at this time.
- p. Dog waste bins. To receive any updates and note new cost per bin: £3.90, up by 15p.
Nothing further to add other than price increase as stated above.
- q. Churchyard tree maintenance. To note TrunkArb report and consider actions.
I have requested a quote from TrunkArb; awaiting response.
- r. Housing Needs Survey: to note any updates.
No updates at this time.
- s. Wayleave. To note details of, and consider granting permission for, Western Power Distribution's works on Upper Common Rec to improve the power network
See details circulated in email.
- t. Grit stocks and storage. To note any updates.
Does anyone have a large enough car to transport grit to the tip? N.B. at the moment, tip is bookings-only.

9. Council

- a) **Climate crisis: to receive any updates on this topic.**
Any updates to be given verbally at the meeting

10. Finance

a. Payments. To approve the following council payments:

#0601	M Humphries	Clerk Pay	£351.62
#0602	Merlin Waste	Dog Bins	£62.40
#0603	M Rice	Grass	£631.44
#0604	Rise & Shine	Bus Shelters	£60.00
#0605	Great Oaks	Donation	£500.00
#0606	GAPTC	Audit	£165.00
#0607	Tudor Rose	Notice Brd	£168.34
#0608	M Humphries	Flower Tubs	£85.00
#0609	MowTech	Upper Cmn	£135.00

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

11/05/2020	Interest	£0.34
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c) Audit 19/20:

- i. To note the Annual Internal Audit Report
- ii. To note the detailed audit report from GAPTC and resulting actions from GAPTC's audit service including Clerk remarks in right-hand column.
- iii. To approve the Annual Governance Statement 2019/20 (Section 1 of AGAR)
- iv. To approve the Accounting Statements 2019/20 (Section 2 of AGAR)

d) To note a change in interest rate on the council's deposit account from 0.5%AER to 0.01% AER, taking effect on 3rd Aug 2020

11. To note correspondence and any additional notes from the Clerk, including an update about pay rates for 2020-21.

Notes from me:

1. Clerk Pay: As per contract, a pay increment will be awarded each 1st April, subject to satisfactory performance. Each increment on the pay scale is about 20p/hour. The Clerk asks the council to consider and make a decision on awarding an increment for 20/21.

Cost-of-living increase: The exact percentage increase for local government pay scales is still TBC due to ongoing discussions between government and unions.

Until cost-of-living percentage is agreed, the Clerk will not instruct any changes to payroll. As per the contract, the difference in pay will be applicable from April and paid in arrears once final figures are available.

2. No correspondence of note – all relevant correspondence circulated as soon as possible after receipt.

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

13. To note the date of the next meeting – July Full Council Meeting is on Tuesday 14th July 2020 (virtual meeting via Zoom).