



Aylburton Parish Council

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Due to the risks presented by COVID-19, this meeting will be held **remotely** via Zoom – joining link is <https://us02web.zoom.us/j/77141988596> (no password required)

We welcome any public forum items – please contact the Clerk if you would like to submit something. As usual we will be sharing all available information online and can also arrange for sets of paperwork to be delivered when requested.

Thursday 9th July 2020

To all members of the Council

You are hereby summoned to participate as a member of Aylburton Parish Council **remotely via Zoom on Tuesday 14th July 2020** for the purpose of transacting the following business. [Please refer to the Meeting Pack for any notes on agenda items.](#)

Ms Meg Humphries, Clerk to the Council

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights.

Agenda for Full Council Meeting

To be held **remotely via Zoom** on Tuesday 14th July 2020

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 draft [Minutes of the Full Council Meeting on 09.06.2020](#)
4. Covid-19 community action: to receive any updates on activity in the parish
5. Public forum
6. To receive any updates from district and county councillors
7. Planning
 - a. To ratify the council's consultation response (agreed via email due to deadline) to: P0778/20/TCA: 24 High Street Aylburton Lydney: Hazel Tree (H1) Remove 1 x limb back to the main stem. Crown reduction of 30% at 24 High Street.
 - b. To receive any progress reports on local planning matters.
8. Parish: to note updates*
 - a. Flooding and Drainage: to note any updates.
 - b. Highways and Road Safety. To note any updates, including speeding, and Road Safety Group update.
 - c. Footpaths. To receive any updates.
 - d. Management of trees/hedges. To receive any updates and to consider TrunkArb quotation for tree management in Churchyard.
 - e. Former Upper Common allotments wall deterioration. To note any updates.
 - f. Cross Inn. To receive any updates.
 - g. Allotments. To note any updates.
 - h. Grass cutting: to note any updates.
 - i. Wildflower verges: to note any updates.
 - j. Parish flower tubs 2020. To note any updates
 - k. Notice Boards refurbishment. To note any updates.
 - l. Phone Kiosk, Upper Common: to receive any updates

- m. The Cross Monument. To receive any updates.
- n. Bus Shelters. To receive any updates.
- o. Litterpicking: to note any updates.
- p. Dog waste bins. To receive any updates.
- q. Housing Needs Survey: to note any updates.
- r. Parish Plan – to note and consider observations about 2009 plan’s objectives.

9. Council

- a) Climate crisis: to receive any updates on this topic.
- b) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.
- c) To review the [Asset Register](#), updated May 2020, and to review the insurance arrangements ahead of entering year 2 of 3-year contract.
- d) To note arrangements for the Clerk’s annual review – due July, postponed until September.
- e) To consider Clerk’s request for annual leave weeks commencing 20/7 and 27/7.

10. Finance

a. Payments. To approve the following council payments:

#0701	M Humphries	Clerk Pay	£351.62
#0702	Merlin Waste	Dog Bins	£62.40
#0703	M Rice	Grass	£881.44
#0704	Simply Gardens	Weedkilling	£130.00
#0705	PATA	Payroll Q1	£23.25
#0706	TrunkArb	Tree Survey	£300.00
#0707	Tudor Rose	LC Board	£258.25
#0708	MowTech	Upper Cmn	£135.00

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

09/06/2020	Interest	£0.31
16/06/2020	Allotment payment	£20.00
23/06/2020	Allotment cheques	£100.00

- c) Audit 19/20: To note the dates of the public rights to inspect the accounts, and to note the rest of the Annual Governance and Accountability Return process following audit
- d) To note and approve the [2020-21 Q1 Bank Reconciliation](#)
- e) To note an approve the [2020-21 Q1 Internal Controls](#)
- f) To note the [report on income/expenditure versus the budget](#)
- g) To note the [end-of-year accounts for 2019-20](#)

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

12. To note the date of the next meeting – September Full Council Meeting is on Tuesday 8th September 2020 (format TBC, dependent on requirement for social distancing at that time)