

**AYLBURTON PARISH COUNCIL**

**Minutes of the Full Council Meeting held on Tuesday 14<sup>th</sup> July 2020, 7.00pm remotely**

**PARTICIPATING:**

Cllr Steph Lord (Chair)  
Cllr John Harrison

Cllr Mark Topping

**ATTENDING:**

Meg Humphries (Clerk)

No/Ref	Item/Notes	Action
1. 039. 20/21	<b>To receive any apologies for non-participation</b> Apologies were received from Cllrs David Bayliss, Frankie Evans, Colin Newman and Andrew Blamey. All accepted.	
2. 040. 20/21	<b>To note declarations of interest relating to the agenda.</b> None.	
3. 041. 20/21	<b>To approve the accuracy of the draft Minutes of the Full Council Meeting on 09.06.2020.</b> Approved; to be signed by Cllr Newman, chair of the June meeting.	MH  SL
4. 042. 20/21	<b>Covid-19 community action: to receive any updates on activity in the parish.</b> Cllr Topping referred an Alvington resident to the Alvington support group for a prescription collection. Cllr Lord continues to shop for one resident. FoDDC are evaluating the project, considering among other things how to better reach hard-to-reach vulnerable groups. Cllr Lord will send a blanket 'thank you' email to all volunteers and ask if anyone wants to opt out of being contacted as volunteer in future.	
5. 043. 20/21	<b>Public forum</b> None.	
6. 044. 20/21	<b>To receive any updates from district and county councillors</b> <b>District Councillor Mark Topping:</b> <ul style="list-style-type: none"> <li>• Cllr Topping has been busy encouraging FoDDC to invest in Resilient Energy, which has been a challenge. However, he will persist because there is a good return on it and it's green and a local company.</li> <li>• Cllr Topping is asking FoDDC to consider whether they could take on a greener approach to their grass areas to support biodiversity. Monmouthshire County Council has taken on this approach successfully.</li> <li>• FoDDC is setting up a Climate Emergency Community Partnership to develop community-wide plans to achieve carbon neutrality by 2030.</li> </ul>	
7. 045. 20/21	<b>Planning</b> <b>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> This was ratified. <b>b. To receive any progress reports on local planning matters.</b> The Clerk is in the process of organising a date for a presentation from Savills (LPE's land management firm) on site assessments in the area for a potential new lodge camping site.	
8. 046.	<b>Parish: to note updates</b> <b>a. Flooding and Drainage: to note any updates.</b>	

<p>20/21</p>	<p>Reports of a tree trunk being removed on Lydney Park Estate land, perhaps to help with flooding issues. Clerk is in the process of arranging a meeting between the parish council, LPE and a FoDDC flood engineer. Ray Woodward also invited due to proximity to the culvert under A48.</p> <p><b>b. Highways and Road Safety. To note any updates, including speeding, and Road Safety Group update.</b> All noted. Clerk will submit a funding application to REACR at the end of July, to fund the new flashing speed sign. £4,000 is needed. Cllr topping reported that the Speedwatch group is getting established and it was now a case of getting training from the police. Cllr Topping also raised the idea of painting a bus shelter wall with a mural emphasising 30mph speed limit. Cllr Topping highlighted a few outstanding road issues: Chapel Hill grit bin still needs replacing; Creeping verge by flashing sign still creeping; Colliers Pitch hedges still need cutting despite being advised that this is resolved - Cllr Topping to photos of the latter for clerk.</p> <p><b>c. Footpaths. To receive any updates.</b> Dark Lane (opp Stockwell Lane) was very overgrown but has now been cleared by a resident.</p> <p><b>d. Management of trees/hedges. To receive any updates and to consider TrunkArb quotation for tree management in Churchyard.</b> Cllr Frankie Evans (not present) had advised via email that she is happy with the higher quote which in addition to initial recommendations would include important work to the yew tree by the tap, and the cherry trees at the entrance. <b>It was resolved</b> to accept the higher quote. <b>ACTION:</b> Clerk to instruct TrunkArb accordingly.</p> <p><b>e. Former Upper Common allotments wall deterioration. To note any updates.</b> It was noted that there repairs are still to be done. Ongoing.</p> <p><b>f. Cross Inn. To receive any updates.</b> No updates known since last time. Cllr Lord will phone new owner for an informal chat. Cllr Topping recently had a conversation with the police, who said they are keen to use Cross car park for community engagement.</p> <p><b>g. Allotments. To note any updates.</b> Plot 5 is vacant. There has been one enquiry but it fell through, so the Clerk will advertise the vacancy on Facebook. No other reports of issues.</p> <p><b>h. Grass cutting: to note any updates.</b> Martin mentioned the difficulty presented by rubble left after installing cycle path, which presents a risk to his mower. Agreed it would be good to tackle this in a working party, to be arranged this autumn. <b>ACTION:</b> Clerk to add this to the September agenda.</p> <p><b>i. Wildflower verges: to note any updates.</b> There have been a lot of positive comments on the trial wildflower verge. Martin is booked to cut the area with a strimmer in August, and then the cuttings will need raking up to maintain the right conditions – timescale is mid-August. <b>ACTION:</b> Cllr Topping to arrange a working party, likely on Sat 15th August.</p> <p><b>j. Parish flower tubs 2020. To note any updates.</b> Noted.</p> <p><b>k. Notice Boards refurbishment. To note any updates.</b> Works are now complete, so this item can be removed from future agendas.</p> <p><b>l. Phone Kiosk, Upper Common: to receive any updates.</b> Ongoing. <b>ACTION:</b> Clerk to follow up with former AUCA members.</p> <p><b>m. The Cross Monument. To receive any updates.</b> Lydney Park Estate are happy in principle with an interpretive board being placed on the wall by the cross, but they would like to see a 'proof' of the proposed location, and what it would look like. <b>ACTION:</b> Cllr Harrison to work on this with supplier.</p> <p><b>n. Bus Shelters. To receive any updates.</b></p>	<p>MH</p> <p>MH</p> <p>MT</p> <p>MH</p> <p>JH</p>
--------------	--	---

	<p>Cllr Topping asked how often it is disinfected, and the Clerk advised that it was done monthly by the cleaners. There was a discussion over whether it could be done more frequently due to frequent occurrence of human waste. It was agreed that Cllr Topping would contact FoDDC in the first instance whenever human waste was spotted.</p> <p><b>o. Litterpicking: to note any updates.</b> Pallets have been dumped in middle of Milling Crescent – Cllr Topping to report.</p> <p><b>p. Dog waste bins. To receive any updates.</b> Nothing to report.</p> <p><b>q. Housing Needs Survey: to note any updates.</b> This has been on hold due to Covid; <b>ACTION:</b> Clerk to touch base with FoDDC contact.</p> <p><b>r. Parish Plan – to note and consider observations about 2009 plan’s objectives.</b> It was agreed that this was difficult to work on remotely, so this will be addressed when in-person meetings can take place again.</p>	MH																																				
<p><b>9. 047. 20/21</b></p>	<p><b>Council</b></p> <p><b>a) Climate crisis: to receive any updates on this topic.</b> Cllr Topping advised that FoDDC is organising a climate conference via Zoom.</p> <p><b>b) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.</b></p> <p><b>c) To review the Asset Register, updated May 2020, and to review the insurance arrangements ahead of entering year 2 of 3-year contract.</b> Approved.</p> <p><b>d) To note arrangements for the Clerk’s annual review – due July, postponed until September.</b> Noted.</p> <p><b>e) To consider Clerk’s request for annual leave weeks commencing 20/7 and 27/7.</b> Approved.</p>																																					
<p><b>10. 048. 20/21</b></p>	<p><b>Finance</b></p> <p><b>a. Payments. To approve the following council payments.</b> The following were approved for payment:</p> <table border="0"> <tr> <td>#0701 M Humphries</td> <td>Clerk Pay</td> <td>£351.62</td> </tr> <tr> <td>#0702 Merlin Waste</td> <td>Dog Bins</td> <td>£62.40</td> </tr> <tr> <td>#0703 M Rice</td> <td>Grass</td> <td>£881.44</td> </tr> <tr> <td>#0704 Simply Gardens</td> <td>Weedkilling</td> <td>£130.00</td> </tr> <tr> <td>#0705 PATA</td> <td>Payroll Q1</td> <td>£23.25</td> </tr> <tr> <td>#0706 TrunkArb</td> <td>Tree Survey</td> <td>£300.00</td> </tr> <tr> <td>#0707 Tudor Rose</td> <td>LC Board</td> <td>£258.25</td> </tr> <tr> <td>#0708 MowTech</td> <td>Upper Cmn</td> <td>£135.00</td> </tr> <tr> <td>#0709 M Topping</td> <td>LitterPicking</td> <td>£230.00 LATE ADDITION</td> </tr> </table> <p><b>b. Income. To note any income received since the last meeting.</b> The following were noted.</p> <table border="0"> <tr> <td>09/06/2020</td> <td>Interest</td> <td>£0.31</td> </tr> <tr> <td>16/06/2020</td> <td>Allotment payment</td> <td>£20.00</td> </tr> <tr> <td>23/06/2020</td> <td>Allotment cheques</td> <td>£100.00</td> </tr> </table> <p><b>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.</b> Noted.</p> <p><b>d) To note and approve the 2020-21 Q1 Bank Reconciliation.</b> Noted and approved.</p> <p><b>e) To note an approve the 2020-21 Q1 Internal Controls.</b> Noted and approved.</p> <p><b>f) To note the report on income/expenditure versus the budget.</b> Noted.</p> <p><b>g) To note the end-of-year accounts for 2019-20.</b> Noted.</p>	#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	#0709 M Topping	LitterPicking	£230.00 LATE ADDITION	09/06/2020	Interest	£0.31	16/06/2020	Allotment payment	£20.00	23/06/2020	Allotment cheques	£100.00	
#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																																				
#0709 M Topping	LitterPicking	£230.00 LATE ADDITION																																				
09/06/2020	Interest	£0.31																																				
16/06/2020	Allotment payment	£20.00																																				
23/06/2020	Allotment cheques	£100.00																																				

11. 049. 20/21	To note any correspondence and any additional notes from the Clerk. None outstanding; all covered above.	
12. 050. 20/21	To note the date of the next meeting – September Full Council Meeting is on Tuesday 8 <sup>th</sup> September 2020 (format TBC, dependent on requirement for social distancing at that time)	

Meeting closed: 8.40 pm

Signed:..... Chairman

Date:.....

**DRAFT**