

**AYLBURTON PARISH COUNCIL**  
**Minutes of the Full Council Meeting held on Tuesday 8<sup>th</sup> September 2020, 7.00pm**  
**(remotely)**

**PARTICIPATING:**

Cllr Colin Newman  
 Cllr John Harrison

Cllr Mark Topping

**ATTENDING:**

Meg Humphries (Clerk)

| No/Ref              | Item/Notes   | Action    |
|---------------------|--|-----------|
| 1.<br>051.<br>20/21 | <p><b>To receive any apologies for non-participation</b><br/>           Apologies were received from Cllrs David Bayliss, Frankie Evans, Steph Lord and Andrew Blamey. All accepted.<br/> <u><b>In the absence of the Chair and Vice Chair, Cllr Newman volunteered to chair the meeting.</b></u></p>  |           |
| 2.<br>052.<br>20/21 | <p><b>To note declarations of interest relating to the agenda.</b><br/>           None.</p>  |           |
| 3.<br>053.<br>20/21 | <p><b>To approve the accuracy of the draft <a href="#">Minutes of the Full Council Meeting on 14.07.2020</a>.</b> Approved; to be signed by Cllr Lord as chair of that meeting.</p>  | MH/<br>SL |
| 4.<br>054.<br>20/21 | <p><b>Covid-19 community action: to receive any updates on activity in the parish.</b><br/>           Cllr Topping advised that this was very quiet. Cllr Harrison highlighted that autumn/winter might require volunteers again; <u><b>Cllr Topping will check which volunteers are happy to stay on the list, on standby.</b></u></p>  | MT        |
| 5.<br>055.<br>20/21 | <p><b>Public forum</b><br/>           None.</p>  |           |
| 6.<br>056.<br>20/21 | <p><b>To receive any updates from district and county councillors</b><br/> <b>District Councillor Mark Topping:</b><br/>           Cllr Topping reported on three upcoming events:<br/>           1) The climate emergency community partnership is in the process of being set up. Second meeting to establish the partnership is happening on 23<sup>rd</sup> September<br/>           2) A virtual Climate Action Day is taking place Oct 7<sup>th</sup>, looking at ways in which parish councils can put together a climate action plan.<br/>           3) Community litter-pick is planned for Saturday September 19<sup>th</sup> from the Cross up to Upper Common, and down Lower Common. Cllr Topping is liaising with FoDDC on logistics.<br/><br/>           No update from CCllr Alan Preest at this time.</p> |           |
| 7.<br>057.<br>20/21 | <p><b>Planning</b><br/> <b>a. To note consultation on FoDDC's Housing Strategy.</b><br/>           Noted.<br/> <b>b. To note consultation on MHCLG's proposed changes to the planning system.</b><br/>           Noted.<br/> <b>c. To receive any progress reports on local planning matters.</b><br/>           None.</p>   |           |
| 8.<br>058.<br>20/21 | <p><b>a) Flooding and Drainage: to note any updates including brook clearance and culvert work.</b><br/>           Brook weeds: Clerk advised weeds in brook would be cleared by mid-</p>  |           |

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|  | <p>September.<br/>         Brook flooding: Cllr Newman commented that a change in the kerb by the allotment fence would be a quick win to improve the situation. This would require lowering the pavement along <math>\frac{3}{4}</math> of the allotments but it would help by guiding the water into the allotments, saving the cottages (numbers 8 and 10) from flooding. The government may have funding for this – <b><u>Clerk to raise this with Sophie Reid, Flooding Engineer.</u></b></p> <p><b>b) Highways and Road Safety. To note any updates, including speeding, and Road Safety Group update. For a full list, see <a href="#">meeting pack</a>.</b><br/>         All noted, with the following additional discussions and updates.<br/>         - Community Speedwatch: Two sessions have taken place so far, and they have gone well. A third session will take place this Thursday. Cllr Newman commented that the worst speeding takes place 7pm-midnight and therefore it would be good to target the evening during the summer when it is still light..<br/>         - Road Safety meetings will continue monthly to look at further road safety measures.<br/>         - Resurfacing A48 – Alvington is being resurfaced at present; The Taurus area is being done later in the year. It is unknown whether Aylburton itself will be done this year. <b><u>Clerk to enquire.</u></b><br/>         - Sandford Road drainage – Cllr Topping believes this is now functioning well; he has not received any complaints. <b><u>Clerk to close this matter.</u></b><br/>         - Cycle path – <b><u>Clerk to request weed breakthrough and flooding issues are rectified</u></b></p> <p>Millbrook Green: Dropped kerb. Clerk had a response from Highways – the road is Two Rivers’ responsibility, therefore, <b><u>Clerk to write to them to ask them to consider this.</u></b></p> <p><b>c) Footpaths. To receive any updates.</b><br/>         Cllr Newman reported that on the whole, footpaths seem to be well looked after.</p> <p><b>d) Management of trees/hedges. To receive any updates including on tree works and trimming of beech hedge in Garden of Remembrance.</b><br/>         Noted.</p> <p><b>e) Former Upper Common allotments wall deterioration. To note any updates.</b><br/>         None.</p> <p><b>f) Cross Inn. To receive any updates.</b><br/>         None.</p> <p><b>g) Allotments. To note any updates.</b><br/>         The Clerk advised that Plot 5 is still vacant and would advertise it on Facebook.</p> <p><b>h) Grass cutting: to note any updates.</b><br/>         None.</p> <p><b>i) Wildflower verges: to note any updates.</b><br/>         Last Saturday, the second raking session took place, and will continue to do so until the grass has stopped growing.</p> <p><b>j) Parish flower tubs 2020. To note any updates.</b><br/>         None.</p> <p><b>k) Notice Boards refurbishment. To note any updates.</b><br/>         All boards now completed. <b><u>Item to be closed.</u></b></p> <p><b>l) Phone Kiosk, Upper Common: to receive any updates.</b><br/>         None. <b><u>Clerk to chase up former AUCA member for comment.</u></b></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> <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><b>m) The Cross Monument. To receive any updates.</b><br/>Cllr Harrison reported: The deadline for the spending of the Tesco grant is the end of October. Cllr Harrison has made a mock-up of the proposed plaque and is liaising with a design company, who will give him the mock-up to work with. Cllr Harrison intends to ask Lord Bledisloe to officially unveil the plaque.</p> <p><b>n) Bus Shelters. To receive any updates.</b><br/>Quote received for £400.00; insurance excess is £100. <u>It was resolved to go ahead with this repair. Clerk to instruct the contractor to repair.</u></p> <p><b>o) Litterpicking: to note any updates.</b><br/>Cllr Topping reported that this was going smoothly, although he commented that the amount of rubbish was surprising.</p> <p><b>p) Dog waste bins. To receive any updates.</b><br/>Cllr Newman raised the issue of the bin by the brook being very smelly and suggested replacing with a newer one with a better seal. <u>Clerk to look into costs of a replacement.</u></p> <p><b>q) Housing Needs Survey: to note any updates.</b><br/>None.</p> <p><b>r) Armistice Day: to agree plans for this year (Wednesday 11<sup>th</sup> November).</b><br/>It was agreed to order 2 wreaths and to organise the usual event. <u>Clerk to approach Rev Michelle Ireland about leading the event.</u></p> <p><b>s) Rubble on A48 verge (from cycle path project) affecting mowing: to agree an approach to resolving.</b><br/>Cllr Topping advised that the rakers had swept this into the hedge to protect the mowers. <u>Clerk to close the matter.</u></p> | <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> |                       |           |         |       |              |          |        |       |        |       |         |       |         |           |         |       |                 |           |         |       |              |               |                       |  |
| <p><b>9. 059. 20/21</b></p>  | <p><b>Council</b></p> <p><b>a) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.</b><br/>Noted.</p> <p><b>b) To note arrangements for the Clerk's annual review – due July, postponed until September.</b><br/>Ongoing.</p> <p><b>c) To note recommendations for continuing with virtual meetings for the time being, and to consider how to include the councillors this affects the most.</b><br/>Noted. The council noted that the situation is far from ideal and that it was not a substitute for a face-to-face meeting but best for the time being. There was a discussion over how to assist councillors to access Zoom meetings. <u>It was resolved to carry on with Zoom meetings for the rest of 2020.</u></p>   |   |                       |           |         |       |              |          |        |       |        |       |         |       |         |           |         |       |                 |           |         |       |              |               |                       |  |
| <p><b>10. 060. 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>#0901</td> <td>M Humphries</td> <td>Clerk Pay</td> <td>£351.62</td> </tr> <tr> <td>#0902</td> <td>Merlin Waste</td> <td>Dog Bins</td> <td>£62.40</td> </tr> <tr> <td>#0903</td> <td>M Rice</td> <td>Grass</td> <td>£601.44</td> </tr> <tr> <td>#0904</td> <td>MowTech</td> <td>Upper Cmn</td> <td>£108.00</td> </tr> <tr> <td>#0905</td> <td>Community First</td> <td>Insurance</td> <td>£326.45</td> </tr> <tr> <td>#0906</td> <td>Mark Topping</td> <td>Litterpicking</td> <td>£230.00 LATE ADDITION</td> </tr> </table> <p>Noted and approved.</p>  | #0901                                   | M Humphries           | Clerk Pay | £351.62 | #0902 | Merlin Waste | Dog Bins | £62.40 | #0903 | M Rice | Grass | £601.44 | #0904 | MowTech | Upper Cmn | £108.00 | #0905 | Community First | Insurance | £326.45 | #0906 | Mark Topping | Litterpicking | £230.00 LATE ADDITION |  |
| #0901                        | M Humphries   | Clerk Pay                               | £351.62               |           |         |       |              |          |        |       |        |       |         |       |         |           |         |       |                 |           |         |       |              |               |                       |  |
| #0902                        | Merlin Waste  | Dog Bins                                | £62.40                |           |         |       |              |          |        |       |        |       |         |       |         |           |         |       |                 |           |         |       |              |               |                       |  |
| #0903                        | M Rice  | Grass                                   | £601.44               |           |         |       |              |          |        |       |        |       |         |       |         |           |         |       |                 |           |         |       |              |               |                       |  |
| #0904                        | MowTech   | Upper Cmn                               | £108.00               |           |         |       |              |          |        |       |        |       |         |       |         |           |         |       |                 |           |         |       |              |               |                       |  |
| #0905                        | Community First   | Insurance                               | £326.45               |           |         |       |              |          |        |       |        |       |         |       |         |           |         |       |                 |           |         |       |              |               |                       |  |
| #0906                        | Mark Topping  | Litterpicking                           | £230.00 LATE ADDITION |           |         |       |              |          |        |       |        |       |         |       |         |           |         |       |                 |           |         |       |              |               |                       |  |

|                                      |  |               |             |           |         |       |              |          |        |       |        |       |         |       |             |               |        |            |                |        |            |          |       |            |          |       |  |
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|                                      | <p><b>b) To ratify the payments made in August:</b></p> <table border="0"> <tr> <td>#0801</td> <td>M Humphries</td> <td>Clerk Pay</td> <td>£351.62</td> </tr> <tr> <td>#0802</td> <td>Merlin Waste</td> <td>Dog Bins</td> <td>£62.40</td> </tr> <tr> <td>#0803</td> <td>M Rice</td> <td>Grass</td> <td>£601.44</td> </tr> <tr> <td>#0904</td> <td>D Kraushaar</td> <td>Allot. Refund</td> <td>£30.00</td> </tr> </table> <p>These payments were ratified.</p> <p><b>c) Income. To note any income received since the last meeting:</b></p> <table border="0"> <tr> <td>06/07/2020</td> <td>Allotment pymt</td> <td>£30.00</td> </tr> <tr> <td>09/07/2020</td> <td>Interest</td> <td>£0.32</td> </tr> <tr> <td>10/08/2020</td> <td>Interest</td> <td>£0.27</td> </tr> </table> <p>Noted.</p> <p><b>d) 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></p> <p>Meeting pack update noted.</p> | #0801         | M Humphries | Clerk Pay | £351.62 | #0802 | Merlin Waste | Dog Bins | £62.40 | #0803 | M Rice | Grass | £601.44 | #0904 | D Kraushaar | Allot. Refund | £30.00 | 06/07/2020 | Allotment pymt | £30.00 | 09/07/2020 | Interest | £0.32 | 10/08/2020 | Interest | £0.27 |  |
| #0801                                | M Humphries  | Clerk Pay     | £351.62     |           |         |       |              |          |        |       |        |       |         |       |             |               |        |            |                |        |            |          |       |            |          |       |  |
| #0802                                | Merlin Waste   | Dog Bins      | £62.40      |           |         |       |              |          |        |       |        |       |         |       |             |               |        |            |                |        |            |          |       |            |          |       |  |
| #0803                                | M Rice   | Grass         | £601.44     |           |         |       |              |          |        |       |        |       |         |       |             |               |        |            |                |        |            |          |       |            |          |       |  |
| #0904                                | D Kraushaar  | Allot. Refund | £30.00      |           |         |       |              |          |        |       |        |       |         |       |             |               |        |            |                |        |            |          |       |            |          |       |  |
| 06/07/2020                           | Allotment pymt   | £30.00        |             |           |         |       |              |          |        |       |        |       |         |       |             |               |        |            |                |        |            |          |       |            |          |       |  |
| 09/07/2020                           | Interest   | £0.32         |             |           |         |       |              |          |        |       |        |       |         |       |             |               |        |            |                |        |            |          |       |            |          |       |  |
| 10/08/2020                           | Interest   | £0.27         |             |           |         |       |              |          |        |       |        |       |         |       |             |               |        |            |                |        |            |          |       |            |          |       |  |
| <p><b>11.<br/>061.<br/>20/21</b></p> | <p><b>11. To note any correspondence and any additional notes from the Clerk</b></p> <p><b>a) Jubilee Wood conservation group – to note plans to establish this voluntary group.</b></p> <p>Noted.</p>   |               |             |           |         |       |              |          |        |       |        |       |         |       |             |               |        |            |                |        |            |          |       |            |          |       |  |
| <p><b>12.<br/>062.<br/>20/21</b></p> | <p><b>To note the date of the next meeting – October Full Council Meeting is on Tuesday 13<sup>th</sup> October 2020 (format TBC, dependent on requirement for social distancing at that time)</b></p> <p>Noted – this will be via Zoom as discussed in Item 9c.</p>   |               |             |           |         |       |              |          |        |       |        |       |         |       |             |               |        |            |                |        |            |          |       |            |          |       |  |

**Meeting closed: 8.33 pm**

Signed:..... Chairman

Date:.....