



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

Friday 9th October 2020

To all members of the Council

You are hereby summoned to participate as a member of Aylburton Parish Council **remotely via Zoom on Monday 19th October 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 on Monday 19th October 2020

Meeting to be held via Zoom. Meeting ID: 875 8529 5293; passcode 606216.

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 08.09.2020](#)
4. Covid-19 community action: to receive any updates on activity in the parish
5. Public forum (further information in [meeting pack](#))
6. To receive any updates from district and county councillors
7. Planning
 - a. To note the parish council's own application: P1408/20/TCA: St Marys Church Church Road Aylburton Removal of branches of x 2 Cherry trees. Removal of Ivy, raise canopy of x 2 Yew trees by 2m.
 - b. To consider the application P0619/20/FUL: Barn Adjoining Chapel Hill Barn Chapel Hill Change of use of existing barn to a dwelling house and associated landscaping works.
 - c. To consider the application P1490/20/LBC: Cross Inn, High Street, Aylburton, Lydney. Listed building consent for the replacement of windows and doors.
 - d. To consider the application P0100/20/DISCON: High Reddings, Chapel Hill, Aylburton, Lydney. Discharge of condition 03 (full surface water drainage) relating to planning permission P1741/19/FUL.
 - e. To receive any progress reports on local planning matters.
8. Parish: to note updates*
 - a. Flooding and Drainage: to note any updates including brook clearance and culvert work, and to note that funding for safety harness and signage is not desired by residents at this time. (further information in [meeting pack](#))
 - b. Highways and Road Safety. To consider the purchase of additional wheelie bin 30 mph stickers (c.£2 each); to note any updates, including speeding, and Road Safety Group update. For a full list of 'live' matters see [meeting pack](#).
 - c. Footpaths. To receive any updates.
 - d. Management of trees/hedges. To receive any updates including scheduled date for churchyard tree works (Friday 23/10/20).
 - e. Former Upper Common allotments wall deterioration. To note any updates.
 - f. Cross Inn. To receive any updates.

- g. Allotments. To note any updates including the filling of the Plot 5 vacancy.
- h. Grass cutting: to note any updates.
- i. Wildflower verges: to note any updates.
- j. Parish flower tubs 2020. To note any updates
- k. Phone Kiosk, Upper Common: to receive any updates (further information in [meeting pack](#))
- l. The Cross Monument. To receive any updates and approve expenditure of £1,200 for plaque design and manufacture and which cost centres the payment will come from (see meeting pack) (further information in [meeting pack](#))
- m. Bus Shelters. To receive any updates including repair of the glass shelter. To formally accept the quote (from Ardian Outdoor) for repair: £395, of which £100 will be paid by the parish council, the rest by insurance. (further information in [meeting pack](#))
- n. Litterpicking: to note any updates.
- o. Dog waste bins. To receive any updates and formally accept the quote for a replacement dog bin of approximately £185 + £15 installation (Merlin Waste).
- p. Housing Needs Survey: to note any updates.
- q. Armistice Day: to receive any updates on preparations (Wednesday 11th November).

9. Council

- a) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.
- b) To note the conclusion of the Clerk's review.
- c) To note improvements to the parish council website's accessibility, to ratify the parish council's [accessibility statement](#) and to approve overtime payment work on this by Clerk. (further information in [meeting pack](#))

10. Finance

a. Payments. To approve the following council payments:

#1001	M Humphries	Clerk Pay	£504.82
#1002	Merlin Waste	Dog Bins	£62.40
#1003	Merlin Waste	Dog Bins – catchup	£62.40
#1004	M Rice	Grass/beech hedge	£661.44
#1005	PATA	Payroll Q2	£23.25
#1006	Simply Gdns	Weedspraying Sept	£130.00
#1007	MowTech	Upper Cmn grass	£108.00
#1008	Rise + Shine	Bus Shelter Clean	£75.00
#1009	HMRC	Clerk PAYE	£38.20
#1010	K J Toombs	Survey Work	£72.00
#1011	Lydney TC	Cemetery Contrib.	£315.55
#1012	Platform One	Cross Plaque pt 1	£600.00
#1013	Clerk	Expenses: Ink	£66.99
#1014	J Harrison	Cross plaque prints	£13.50

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

09/09/2020	Interest	£0.06
21/09/2020	Allotment pymt	£20.00

c) To note the [budget report](#) at the end of the second quarter, and to agree arrangements for checking and signing of the [bank reconciliation](#) and [internal controls checklist](#). (further information in [meeting pack](#))

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

12. To note the date of the next meeting – October Full Council Meeting is on Tuesday 10th November 2020 via Zoom.