

**AYLBURTON PARISH COUNCIL**  
**Minutes of the Full Council Meeting held on Monday 9<sup>th</sup> November 2020, 7.00pm**  
**(remotely via Zoom)**

**PARTICIPATING:**

Cllr Steph Lord  
 Cllr Mark Topping  
 Cllr Andrew Blamey

**ATTENDING:**

Meg Humphries (Clerk)  
 Ray Woodward until the end of  
 Item 4.

No/ Ref	Item/Notes	Action
1. 075. 20/21	<b>To receive any apologies for non-participation.</b> Apologies received from Cllrs David Bayliss, Frankie Evans and John Harrison; all accepted.	
2. 076. 20/21	<b>To note declarations of interest relating to the agenda.</b> None.	
3. 077. 20/21	<b>To approve the accuracy of the draft Minutes of the Full Council Meeting on 19.10.2020.</b> Approved.	
4. 078. 20/21	<b>Councillor vacancy: to receive any updates and potentially co-opt a new councillor if an election has not been called.</b> The election notice period is still in effect; there have been three expressions of interest. If no election is called, the Clerk will prepare a simple application pack and will circulate details of any applicants to the councillors, at least a week prior to the December meeting, so a co-option can take place then.	MH
5. 079. 20/21	<b>Covid-19 community action: to receive any updates on activity in the parish.</b> Cllr Lord is shopping for two people. Cllr Topping has had a new request and an enquiry.	
6. 080. 20/21	<b>Public forum.</b> None.	
7. 081. 20/21	<b>To receive any updates from district and county councillors.</b> District Councillor Mark Topping advised that there was nothing of note to report on this month. There was no report received from County Councillor Alan Preest.	
8. 082. 20/21	<b>Planning.</b> <b>a. To consider the application: High Reddings, Chapel Hill, Aylburton, Lydney. Discharge of conditions 04 (materials) and 07 (ecology) relating to P1741/19/FUL.</b> The meeting acknowledged the mention of bats and other wildlife in the documents. Cllr Lord proposed a response emphasising the importance of compliance with ecological conditions, for instance, requiring something simple like bat boxes would mean it would be easy to check compliance. <b>b. To consider the consultation on Local Plan Economic Viability Assessment.</b> Noted. No comments to be submitted. <b>c. To note the extension of the consultation period for the Preferred Options for the FoDDC Local Plan and consider making any comments.</b> Noted. To be discussed at the December meeting to allow time to consider. <b>d. To consider the Chepstow Transport Study public consultation event.</b> Noted. To be discussed at the December meeting to allow time for members to consider. <b>e. To receive any progress reports on local planning matters.</b> The Cross Inn planning application will go to Planning Committee tomorrow (10/11).	MH          MH    MH

<p>9. 083. 20/21</p>	<p><b>Parish: to note updates</b></p> <p><b>a. Flooding and Drainage: to note any updates including brook clearance and culvert work.</b> County Council are apparently currently talking to the Environment Agency about funding for an improvement scheme. Cllr Topping advised that the Environment Agency can send flood warnings out, also that FoDDC are identifying flooding hotspots in order to support nearby communities. Clerk to follow up with Sophie Reid for an update. Church Road – Drain covers have been cleared but the Highways crew in attendance advised that the actual drains are totally blocked, therefore they need blasting. Clerk to raise this with Brian. Cllr Blamey raised the issue of the cabling works on Chapel Hill completely burying 3 drains at the bottom of the hill, therefore these need clearing before they leave. Clerk to raise with Highways for checking.</p> <p><b>b. Highways and Road Safety. To note any updates, including speeding, and Road Safety Group update. For a full list of ‘live’ matters see meeting pack.</b> Cllr Lord had seen the speed camera van in the village recently, and in Woolaston. Cllr Topping is aiming to help produce a pedestrian crossing petition with the primary school re a crossing. Chapel Hill: damaged gravel bin has been replaced.</p> <p><b>c. Footpaths. To receive any updates.</b> Cllr Topping: the footpath that runs north of the A48 between Sandford Road and the village is very overgrown. Clerk to identify ownership of the path and request maintenance. Pathways on Upper Common at the back of the Rec are overgrown, and may need a working party/contractor to stop it getting further overgrown.</p> <p><b>d. Management of trees/hedges. To note completion of churchyard tree works.</b> Noted.</p> <p><b>e. Former Upper Common allotments wall deterioration. To note any updates.</b> Cllr Blamey: another area of wall is now falling down. Clerk to follow up with Lydney Park Estate. Clerk to follow up with LPE, attaching photo of new area.</p> <p><b>f. Cross Inn. To receive any updates.</b> None.</p> <p><b>g. Allotments. To note any updates.</b> Cllr Blamey: Tenant of Plot 7 has apparently moved out of the area. Clerk to contact tenant via email to clarify. Cllr Topping: because of the search for more food-growing land, some councils are leasing a half or quarter plot. Plot 7 is potentially available so could we turn it into 3/4? The meeting was in support of this idea. It was noted that there seemed to be an accumulation of rubbish on one plot. Clerk to write to the plotholder to request clearance.</p> <p><b>h. Grass cutting: to note any updates.</b> Clerk: Martin Rice has now finished grasscutting for the year. Clerk to send a thank - you note to him.</p> <p><b>i. Wildflower verges: to note any updates.</b> Cllr Blamey: Stockwell Lane footpath is getting very overgrown again. Clerk to request maintenance from Lydney Park Estate, asking them to cut back the brambles to keep the pathway to houses clear. Cllr Topping: Can we get an estimate for picking up verge wildflower clippings? He will prepare a brief, to get an idea of pricing for future years, and Clerk will send out.</p> <p><b>j. Parish flower tubs 2020. To note any updates.</b> Martin Rice to deal with removing old bedding in early spring.</p> <p><b>k. Phone Kiosk, Upper Common: to receive any updates.</b> Cllr Lora continues to work on looking into costings for repair versus removal.</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>MT/ MH</p>
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	<p><b>I. The Cross Monument. To receive any updates.</b> The interpretive information plaque is being installed this Saturday (14/11).</p> <p><b>m. Bus Shelters. To receive any updates including repair of the glass shelter.</b> Clerk has been advised that this is being repaired this Saturday (14/11).</p> <p><b>n. Litterpicking. To receive any updates.</b> None.</p> <p><b>o. Dog waste bins. To receive any updates.</b> New bin to be ordered soon, to be installed by Merlin.</p> <p><b>p. Housing Needs Survey: to note any updates.</b> Ongoing.</p> <p><b>q. Armistice Day: to note the cancellation of this event in light of lockdown throughout November.</b> Sadly cancelled due to lockdown. Cllr Lord and the Clerk are attending tomorrow (10/11) 2 pm to lay wreaths in readiness for Armistice Day.</p>	MH																											
<p><b>10. 084. 20/21</b></p>	<p><b>10. Council</b></p> <p><b>a) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.</b></p> <p><b>b) Website: to receive any updates.</b> Clerk advised that the site's theme will be changed, for easier use and for better accessibility. Clerk to add the councillor vacancy to the website.</p> <p><b>c) Climate Action Day: to consider how and when to discuss more fully.</b> This is pending a time when all councillors can meet; Cllr Topping will keep all members updated.</p>																												
<p><b>11. 085. 20/21</b></p>	<p><b>11. Finance</b></p> <p><b>a. Payments. To approve the following council payments:</b> The following payments were approved.</p> <table border="0"> <tr> <td>#1101 M Humphries</td> <td>Clerk Pay</td> <td>£504.82</td> </tr> <tr> <td>#1102 Merlin Waste</td> <td>Dog Bins</td> <td>£67.60</td> </tr> <tr> <td>#1103 M Rice</td> <td>Grass</td> <td>£601.44</td> </tr> <tr> <td>#1104 MowTech</td> <td>Upper Cmn grass</td> <td>£162.00</td> </tr> <tr> <td>#1105 J Harrison</td> <td>Cross photo for plaque</td> <td>£12.00</td> </tr> <tr> <td>#1106 TrunkArb</td> <td>Churchyard works</td> <td>£654.00</td> </tr> <tr> <td>#1107 Comm. Heart</td> <td>Defib battery replacement</td> <td>£282.00</td> </tr> </table> <p><b>b) Income. To note any income received since the last meeting:</b> The following income was noted.</p> <table border="0"> <tr> <td>25/09/2020</td> <td>Precept pt 2</td> <td>£8,226.00</td> </tr> <tr> <td>09/10/2020</td> <td>Interest</td> <td>£0.06</td> </tr> </table> <p><b>c) Internal Controls Q2: to receive any updates.</b> Ongoing; awaiting complete bank statements for the second quarter.</p> <p><b>d) Budget 2021-22: to note an initial draft and consider refinements (see meeting pack).</b> Noted. Clerk to re-circulate so that members can consider any amendments in readiness for approving at the December meeting.</p>	#1101 M Humphries	Clerk Pay	£504.82	#1102 Merlin Waste	Dog Bins	£67.60	#1103 M Rice	Grass	£601.44	#1104 MowTech	Upper Cmn grass	£162.00	#1105 J Harrison	Cross photo for plaque	£12.00	#1106 TrunkArb	Churchyard works	£654.00	#1107 Comm. Heart	Defib battery replacement	£282.00	25/09/2020	Precept pt 2	£8,226.00	09/10/2020	Interest	£0.06	MH
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<p><b>12. 086. 20/21</b></p>	<p><b>12. To note any correspondence and any additional notes from the Clerk.</b> The meeting noted the impressive yarn-bombing of the Cross Memorial with poppies for Remembrance, by the WI. The Clerk will convey the parish council's compliments to the WI.</p>	MH																											
<p><b>13. 087. 20/21</b></p>	<p><b>13. To note the date of the next meeting – December Full Council Meeting is on Monday 7th December 2020 7pm via Zoom.</b> Noted.</p>																												

Meeting closed: 8.42 pm

Signed:..... Chairman

Date:.....