



# Aylburton Parish Council

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## Meeting Pack

Aylburton Parish Council

December Full Council Meeting (Mon 07/12/2020)

### 9. Parish: to note updates

#### a) Flooding and Drainage

**A48 Culvert:** Sophie Reid updated: I have now had positive feedback from the Lead Local Flood Authority (GCC) regarding funding and we are currently waiting to hear what their next steps are going to be. I believe there are discussions to be had regarding highways involvement however, it does look as though this will be an LLFA lead scheme with contributions/support from FoDDC and GCC highways. As the LLFA will be taking the lead on this scheme we are waiting on their direction however, I do believe this is positive news and will let you know once I've heard from the LLFA regarding next steps.

#### **Sandbags:** Letter from Karen Rushworth, FoDDC:

Dear Clerk,

*I am contacting you on behalf of the Forest of Dean District Council's Cabinet which is exploring options for providing sandbags during flooding events.*

*The Cabinet has requested a detailed cost analysis of the various sandbag options available that local councils could potentially support. One of the options they are considering is installing local neighbourhood sand bunkers in several areas across the Forest of Dean. A sand bunker is a building that contains sand, empty sandbags, and shovels. If a weather warning is issued and flooding is predicted the sand bunker will be opened by a local key holder. Residents can then visit the bunker to fill sandbags to protect their property.*

*If this option is pursued then the initial capital cost will be approximately £4,000 per bunker. The bunkers will need an annual maintenance check and restocking if and when they are used.*

*In order to prepare a detailed fully costed options paper the Council is keen to understand whether the Parish/Town Councils would be interested in working together. This could include on matters such as:*

- Identifying a suitable location for the bunker(s)
- Use of existing Council owned land/building that may be used for this purpose?
- The provision of an out of hours contact for a key holder that would be able to open the bunker?
- A contribution to annual maintenance costs of the bunkers, estimated at around £500 per annum; and
- A contribution to the initial capital costs

*I would be grateful if you could confirm in writing whether this is an option that the Parish/Town Council would be willing to potentially support and explore further with the district council by Wednesday 13 January 2021.*

#### b) Highways and Road Safety

Speeding/ Road Safety	<ul style="list-style-type: none"> <li>• <b>Flashing speed sign:</b> The funding bid for REACR has been submitted; <b>Decision from REACR expected imminently.</b></li> </ul>
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	<ul style="list-style-type: none"> <li>• Community Speedwatch – we hope to borrow the speedwatch kit again soon, likely December/Jan due to lockdown.</li> <li>• <b>Pedestrian Crossing campaign: Cllr Topping is in conversation with the school PTA about this idea.</b></li> <li>• Next road safety meeting: <b>Wed 13<sup>th</sup> Jan 7pm via Zoom; all welcome.</b></li> </ul>
Missing Bus Stop sign pole nr Stockwell Lane	Pole in place; sign not yet in place. 19/08/20: 'Once we return to normal working we will install the bus stop flag.'
Poor drainage on Church Road	Cleared springtime 2020. September 2020: Many drains clogged with debris from resurfacing, so was re-reported this month for cleaning. <b>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.</b>
Upper Common – ditches in poor state	Works carried out, but blockages remain. Cllr Evans in touch with County Cllr Preest.
Lower Common/Colliers Pitch - poor visibility at junction due to hedge overgrowth	To be re-reported as although Highways advise it's been dealt with, the issue remains.
Lower Common/Sandford Road road surface	It appears that this may be covered by some work taking place in November – please let me know if you see any work in this area!
A48 road markings	<b>Followed up again 07/10. Brian Watkins responded: "Unfortunately I haven't been able to get this linked in with another scheme." Council to continue requesting.</b>
Creeping verge at west end of village (near existing speed sign)	Reported numerous times, most recently in September. On 21/9 Highways advised me via email that the issue had been rectified.
Tree overgrowth encroaching onto A48 footpath at west end of village	Reported to Highways on 24/02/20. I once again raised this with Highways and once again for a 'no fault found' response, so on 14/09 I raised it again with pictures and a fuller description.
Poor drainage on Stockwell Lane	Reported 24/02/2020. Gullies cleaned June 2020 as part of resurfacing. Highways' Clive Saunders wrote on 09/06/20: "I am going to arrange for jetting and a small CCTV survey at the lower end of the lane to see if we can locate any buried old gullies. I have checked the area with a metal detector for metal grids, but many of the old ones only had concrete slabs on them, so difficult to find.I also have to arrange a drainage CCTV survey outside number 50 High street, so can tie the two sites in together." I chased 10 <sup>th</sup> Sept. No response yet. <b>29/10/2020 Brian Watkins replied: "Stockwell Lane was Jetted and CCTV undertaken in early August. Unfortunately I have</b>

	<b>not found a copy of the report, I will follow this up with Clive.”</b>
Cycle Path – teething troubles – surface breakup, drainage issue	I contacted the scheme’s manager on 14 <sup>th</sup> Sept and he responded that he would request for the issues to be rectified by the contractor.
Millbrook Green – loose/noisy drain cover	Highways investigated this, and identified it as owned by Severn Trent so I have requested a repair from them.
Millbrook Green – dropped kerbs	Suggestion from a resident – it transpires that this road belongs to Two Rivers so I have written to them to make the request.

Decision  
Required

**d) Management of trees/hedges. To note remaining issue of yew overhanging gardens.**

TrunkArb worked on the northmost yew but the southmost yew still overhangs residents’ gardens. I’ve not been to look to see what the extent of the overhang is, but the residents (x 2 households) have asked if we can get it trimmed back. Legally we are not obliged but it would be a considerate and neighbourly thing to do and therefore I recommend it, and the overall budget can stand it.

Decision  
Required

**11. Finance d.**

**d) Budget 2021-22: to note a final draft and consider refinements**

*See overleaf for draft budget proposal sheet prepared by the Clerk. This needs official council approval during the December meeting in order to submit the precept request on time.*

Decision  
Required

**e) To consider a suggestion from Cllr Frankie Evans regarding savings made from meeting room rental**

Frankie says: “Could the PC pay the unpaid Rental monies (due to Covid Restriction) for the Meeting Room in the form of a Donation? Could we ask the opinion of the other Parish Councillors?”

Decision  
Required

**12. To note any correspondence and any additional notes from the Clerk.**

- I would like to take my remaining 3 weeks of annual leave on weeks commencing 21/12, 28/12 and 4/1.
- The annual leave year runs April to April, and in the past I’ve kept one week back to use in March, but as February to April is always very busy, this timing doesn’t really work.
- Mid-December to early January is typically a relatively quiet part of the year.
- I could give my mobile number in my out-of-office response for emergencies, and if I need to carry out any urgent work I would manage this by doing a little less than my 8 hours a week for a few weeks in early 2021.

Meg Humphries  
Parish Clerk  
02/12/2020

Aylburton Parish Council

Draft Budget Proposal 2021-22 v02

Code	PAYMENTS	2019-20 Actual	2020-21 Budget	At end of Q1 (30/6)	At end of Q2 (30/9)	Proposed 21-22	Remarks
1	AUCA Grant	900	900	162	432	900	To cover grasscutting, plus incidental maintenance and repair costs
2	Clerk's Salary & HMRC	4204.19	4315	1054.86	2109	4530.75	Last year's budget + 5% to cover increment, cost of living increase and
3	Council Expenses	161.88	100	15.6	15.6	110	
4	LTC Cemetery	307.46	330	0	0	330	20-21 cost is £315
5	GAPTC Membership	188.77	200	192.89	192.89	200	
6	Dog Bins	487.5	500	182.4	369.6	750	Increase is due to resolving discrepancy in bins owned/bins charged for,
7	Green Bins	0	64	78	78	78	
8	Newsletter Printing	900	950	0	0	1000	To allow for a moderate increase, and assuming hardcopy production resumes
9	Grass Cutting / Weedkilling	4975.08	4600	1362.88	3297.2	5000	To include trimming beech hedge in
10	Insurance	306.28	320	0		350	Payment for 20-21 was 326.45
11	Meeting Room Rentals	155	180	0	0	180	based on 20-21
12	Website	40	220	0	0	220	based on 20-21
13	British Legion Wreaths	50	50	0	0	50	based on 20-21
14	Litter Picking	1580	1400	230	690	1500	
15	Allotments	90	100	90	90	100	
16	Incidental Election Costs	0	200	0	0	0	Ringfence as reserve if not spent in 20-
17	Bus Shelter Cleaning	165	220	60	60		Likely to come in at about £180
18	Charitable Donations	700	1000	500	500		
19	Training	0	50	0	0		May or may not be spent depending on
20	Advertising	0	100	0	0		Fairly unlikely to be spent
21	Legal expenses	40	100	0	0	0	1000 in reserves from last year.
22	Tree survey and work	0	500	0	300	100	500 in reserve already
23	Repairs and renewals	343.71	850	378.68	636.93	1200	Based on 20-21 plus a generous uplift to catch up on maintenance
24	[Code Retired]						
25	Audit Costs	55	60	0	165	180	
26	Routine election costs	147	0	0	0	150	
27	Payroll Services	93	100	23.25	46.5	100	
28	Flower Tubs		1000	485	765	1000	To allow for new tub, plants, compost, planting up, and removing bedding in
29	Cross Monument Improvements	0	1000	0	0	0	Project due to be completed during 20-21
		<b>15889.87</b>	<b>19409</b>	<b>4815.56</b>		<b>18028.75</b>	

		2019-20 Actual	2020-21 Prediction	At end of Q1 (30/6)			
	<b>RECEIPTS</b>						
A	Litter-picking SLA	1291.5	1291.15	1291.5	1291.5	1291.5	
B	Allotment payments	160	305	240	260	280	
C	Wayleave	7.47	7	0	0	7	
D	Interest	3.86	4	0.98	1.63	0.72	
E	Donations/Grants	1187.9		0	16452	0	
		<b>2650.73</b>	<b>1607.15</b>	<b>1532.48</b>		<b>1579.22</b>	

Reserves:

is the proposed precept, which is a 0%  
16449.53 increase on last year (16,451.85)

We went into 20-21 with 20517.12 in our account. Of this, we have the following specific reserves:

- 150 Upper Common kiosk refurb grant
- 1000 Cross Monument Renewal grant - THIS WILL BE SPENT SHORTLY
- 900 Transparency Grant from GRCC
- 1000 Legal expenses unspent from 19-20
- 500 Tree survey - unspent from 19-20

**3550 total dedicated reserves**

**16967.12 Undedicated reserves (general advice recommends that councils have about 1 year's worth of money in their free reserves, so this amount is appropriate)**