



# Aylburton Parish Council

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Thursday 11<sup>th</sup> February 2021

## To all members of the Council

You are hereby summoned to participate as a member of Aylburton Parish Council **remotely via Zoom on Monday 15<sup>th</sup> February 2021** 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 15<sup>th</sup> February 2021

**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 07.12.2020](#).
4. Covid-19 community action: to receive any updates on activity in the parish.
5. Public forum.
6. To receive any updates from district and county councillors.
7. Planning.
  - a. To note a parish council application: [P0275/21/TCA: St Marys Church, Church Road Aylburton Prune 1 x Yew tree overhanging neighbouring residential properties](#).
  - b. 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; to consider other steps including Cllr Harrison's suggestion of contacting Lydney Park Estate to ask about any flood mitigation strategies.
  - 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](#).)
  - c. Footpaths. To receive any updates.
  - d. Management of trees/hedges. To officially approve the quotation for remaining overhang issue in churchyard (see [meeting pack](#)).
  - 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 littering issues, and approve division of Plot 7 into 3 for new plotters (see [meeting pack](#))
  - 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.
  - l. The Cross Monument. To receive any updates.
  - m. Bus Shelters. To receive any updates including repair of the glass shelter.
  - n. Litterpicking. To receive any updates and to note and approve the new litterpicking SLA from FoDDC (circulated for information to all councillors on 30/11/20)

- o. Dog waste bins. To receive any updates.
- p. Housing Needs Survey: to note any updates.
- q. Two Rivers garages. To receive any updates.

## 9. Council

- a) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.
- b) Climate change: to receive any updates.
- c) To adopt revised Standing Orders to incorporate amended statutory segments (see [meeting pack](#)).

## 10. Finance

- a. Payments. To approve this month's council payments.

TO WHOM	DETAILS	AMOUNT
Meg Humphries	Salary – January 2021	377.12
Merlin Waste	Dog Bins: January 2021	67.60
Meg Humphries	Expense reimbursement: Ink cartridges	66.99
Mark Topping	Litter picking Nov Dec 2020	230.00
Royal British Legion	Armistice Day wreaths x 2	50.00
Ardian Outdoor Ltd	Bus Shelter glass pane repair	474.00
Meg Humphries	Expense: 30 MPH signs for wheelie bins	31.98
Aylburton Community Rooms	Donation - meeting room hire for 2020-21	180.00
ICO	Annual data protection fee (mandatory) 2021-22	40.00
HMRC	PAYE Jan 2021	6.40

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

DATE	FROM	AMOUNT
09/12/2020	Bank Interest	0.06
11/01/2021	Bank Interest	0.07
09/02/2021	Bank Interest	0.06

- c) Internal Controls: To note the completion of Q2 by Cllr Blamey and to assign Q3 checks to a member.

- d) Banking: to approve a move of £1,000 Cross Monument funding from project account into current account following completion of the project.

- e) Internal Audit 20-21: To approve the Clerk's proposed arrangements of using GAPTC again, at a cost of £175.

- f) To ratify the January payments made (due to no meeting in January).

TO WHOM	DETAILS	AMOUNT
Meg Humphries	Salary – December	377.12
Merlin Waste	Dog Bins: December 2020	67.60
HMRC	PAYE Quarter 3 of 2020-2021	6.40
PATA Payroll	Payroll Services, Quarter 3 of 2020-2021	23.25
Earth Anchors	Replacement Dog Bin for A48 brook area	249.54

- g) To adopt the latest financial regulations following updates to some statutory segments (see [meeting pack](#)).

- h) To accept the budget report for the end of Q3 2020-21 (see [meeting pack](#)).

- i) To review the banking arrangements for the parish council (circulated to the councillors along with this agenda).

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

- a) To note concerns raised over poor quality of newly installed dropped kerb at A48/Millbrook Green (see [meeting pack](#)).

- b) To note and consider suggestion from a parishioner of devising a historical walk map/tour around the parish (see [meeting pack](#)).

## 12. To note the date of the next meeting – Full Council Meeting on Monday 8<sup>th</sup> March 2021 7 pm, via Zoom.