



Aylburton Parish Council

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Meeting Pack

Aylburton Parish Council

February Full Council Meeting (Mon 15/02/2022)

Prepared and compiled by the Parish Clerk.

8b. Highways and Road Safety (new updates in bold)

Speeding/ Road Safety	<ul style="list-style-type: none">• Flashing speed sign: The funding bid for REACR was unsuccessful. The group will discuss other measures to look at in the meantime and will consider fundraising from other sources.• Community Speedwatch – we are next on the list to borrow the speedwatch kit, awaiting the relaxation of Covid restrictions.• More wheelie bin stickers have arrived and how to offer them out needs to be considered by the council and/or road safety group.• Pedestrian Crossing campaign: Members of the road safety group are in conversation with the school PTA about this idea.• Next road safety meeting: Wed 17th February, 7pm via Zoom; all welcome.
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.’ I will chase this when Lockdown 3 lifts.
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. 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.
Upper Common – ditches in poor state	Works carried out, but blockages remain. Cllr Evans in touch with County Cllr Preest. Chased Jan and Feb 2021.
Lower Common/Colliers Pitch - poor visibility at junction due to	To be re-reported as although Highways advise it’s been dealt with, the issue remains. Can any councillors living nearby confirm whether this has been resolved please?

hedge overgrowth	
Lower Common/Sandford Road road surface	It appears that this may be covered by some work taking place in November Can any councillors living nearby confirm whether this has been resolved please?
A48 road markings	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. Brian advises A48 between Maplefield and Taurus will be resurfaced summer 2021 but no mention of surface through Aylburton yet.
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. Can any councillors living nearby confirm whether this has been resolved please?
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 and Highways once again could find no defect. I will chase this again soon.
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 th Sept. No response yet. 29/10/2020 Brian Watkins replied: “Stockwell Lane was Jetted and CCTV undertaken in early August. Unfortunately I have not found a copy of the report, I will follow this up with Clive.” Chased Feb 2021.
Cycle Path – teething troubles – surface breakup, drainage issue	I contacted the scheme’s manager on 14 th Sept and he responded that he would request for the issues to be rectified by the contractor. Contractor has been instructed to inspect and rectify the issues. Can any councillors who use the path confirm whether this has been resolved please?
Millbrook Green –	Highways investigated this, and identified it as owned by

loose/noisy drain cover	Severn Trent so I have requested a repair from them. Can any councillors living nearby confirm whether this has been resolved please?
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. Dropped kerbs have now been installed although there has been a parishioner complaint about the poor workmanship – raised during Correspondence during Feb 2021 meeting.
Public Rights of Way – any issues or updates	<p>The Gloucestershire Association of Parish & Town Councils (GAPTC) has become aware of a countywide project collecting information on stone stiles.</p> <p>The project has been running for some 6 months and has recorded, with contemporary photographs, over 400 Gloucestershire stone stiles. This has been achieved with the active participation of over 120 volunteers, in some cases encouraged by local Parish Councillor interest.</p> <p>There is no comprehensive record of these ancient landmarks and the height of slab stiles can be a menace to walkers, but there are ways of dealing with this without destroying the ancient stone stile and so preserving part of our countryside heritage.</p> <p>There are gaps in the areas which volunteers are covering and GAPTC will be circulating information to our parish and town council members with our February newsletter.</p> <p>Local councillors will be asked to promote awareness of the project to their parishioners to encourage them, when out walking, to record any stone stiles which they encounter and send photos to the project co-ordinator at peter.wilson@woodchestervalleyvillage.co.uk</p>
Church Road – collapse of road edge near to ‘long field’ entrance	1/2/21: “Arrangements have been made to repair the identified issue and work will commence within the required fault repair time – please see the Highways Policy for further details.”

8d. Management of trees/hedges. To officially approve the quotation for remaining overhang issue in churchyard

Please see below. This is to address the issue which remains following tree works last year, where a yew tree overhangs two residents’ gardens, resulting in loss of light and risk to outbuildings below. The VAT is reclaimable so the cost to council would be £350 after VAT was reclaimed. The budget is healthy and there is capacity for this, as previously stated by the Clerk.



TrunkArb Tree Surgery Ltd
The Ruffets
Main Road
Lydney
GL15 6PJ
United Kingdom

VAT Number: GB 206617032
T: 01594 529893
E: Mark@trunkarb.co.uk

Aylburton Parish Council
United Kingdom

Quotation

Quote Number: 1980
Quote Date: 8th Feb '21
Valid For: 30 Days
Account: ALYB01
Quote Ref: Yew Tree Church Yard

Description	Total	VAT
Tree Work - reduce yew tree to boundary at rear of churchyard	350.00	70.00
Green Waste Disposal - all waste to be processed and removed, work site to be left clean and tidy.	0.00	0.00

Total Net Amount: £350.00
VAT @ 20%: £70.00
Quote Total: £420.00

8g. Allotments. To note any updates including littering issues, and approve division of Plot 7 into 3 for new plottolders (see meeting pack)

Below is the layout of the Kear’s Moor allotment site, with plots labelled. Plot 7 used to be two plots but was combined due to a previous plottolder taking on both.

The plot is almost three times the size of some other full plots on the site – all of which are a very good size already. As one of the main reasons for new plottolders giving up is being overwhelmed by the scale of work, it seems sensible to divide up Plot 7 into three,

giving new plotholders a manageable sized plot, and being able to give three local residents access to a plot.

Other observations:

- Access to the top two new plots would require work (either a rudimentary bridge over the ditch north of the sheds, or cutting back vegetation along the eastern boundary wall). This could either be via a voluntary working party or by using a contractor (obviously there would be a cost for the latter).



*Approval
Required*

9c. To adopt revised Standing Orders to incorporate amended statutory segments.

The model Standing Orders remain the same apart from minor changes to Section 18 (Financial Controls and Procurement) points f and g. These sections contain legal/statutory requirements.

See below for the changes. (red= deleted, green = added)

f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £~~181,302~~189,330 for a public service or supply contract or in excess of £4,~~551,413~~733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £~~363,424~~378,660 for a supply, services or design contract; or in excess of £4,~~551,413~~733,252 for a works contract; or ~~£820,370~~663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

The full draft of the revised Standing Orders can be viewed at: <http://aylburton.net/wp-content/uploads/2021/02/DRAFT-Model-Standing-Orders-2018-for-England-revised-2020.pdf>

*Approval
Required*

10g. To adopt the latest financial regulations following updates to some statutory segments.

NALC has issued a new model document with very minor changes in numerous places throughout the document. A transcript of differences between the current and proposed document can be viewed at: <http://aylburton.net/wp-content/uploads/2021/02/Financial-Regulations-Track-Changes-Feb-2021.pdf>

10h. To accept the financial reports for end of Q3 2020-21.

See the final two pages of this meeting pack.

11a. To note concerns raised over poor quality of newly installed dropped kerb at A48/Millbrook Green.

A resident complained to Cllr Blamey that regulations state that no kerbstone should be less than 300mm long, that the workmen who installed the centre section here are inexcusably lazy and it should never have been signed off. See photos below.



11b. To note and consider suggestion from a parishioner of devising a historical walk map/tour around the parish (see meeting pack).

John Ridley emailed with the following.

“Perhaps we need a heritage walk around this village. Plenty of interesting history here - all we need is a willing volunteer to write it!

What I have in mind as a project at the moment is an A3 spread with a large map [in the Ducktown Echo] of the High Street area on it.

There would be pull-outs [a term for when an info box ‘jumps out’ from a point on the map] from areas of interest in map (listed buildings, Old Hospital, George Inn, Chapel, Hall and playing field) containing an image (Eric Rice drawing perhaps) and brief description. This could then be developed into a leaflet with pages 1 and 4 contained a bit more historical detail taken from the 'Historics' and pages 2 + 3 with the map.”

Reminder – budget report from item 10h is overleaf.

*Meg Humphries
Parish Clerk
11/02/2020*

Aylburton Parish Council

Budget vs Actual report: Q3 of 2020-21

Code		2019-20 Actual	2020-21 Budget	At end of Q1 (30/6)	At end of Q2 (30/9)	At end of Q3 (31/12)	Remarks
	PAYMENTS						
1	AUCA Grant	900	900	162	432	756	MowTech Upper Common Rec fees assigned to this cost centre, supported by the AUCA budget. Likely to come in under budget by £200-300
2	Clerk's Salary & HMRC	4204.19	4315	1054.86	2109	3456.88	Roughly on budget
3	Council Expenses	161.88	100	15.6	15.6	15.6	Plenty of room left still. N.B. upcoming ink cost - c.£60
4	LTC Cemetery	307.46	330	0	0	315.55	Nothing further to come from this 'pot' this year.
5	GAPTC Membership	188.77	200	192.89	192.89	192.89	Nothing further to come from this 'pot' this year.
6	Dog Bins	487.5	500	182.4	369.6	629.6	Due to resolving discrepancy in bins owned/bins charged for, we will likely go over budget by about £220.
7	Green Bins	0	64	78	78	78	Nothing further to come from this 'pot' this year.
8	Newsletter Printing	900	950	0	0	0	There will be at least two fewer editions this year than usual, so expenditure will be more like £500.
9	Grass Cutting / Weedkilling	4975.08	4600	1362.88	3297.2	4690.08	Nothing further to come from this 'pot' this year; £90 over budget.
10	Insurance	306.28	320	0	0	326.45	Payment (326.45) was expected Q2, will now be early Q3
11	Meeting Room Rentals	155	180	0	0	0	180 agreed to be donated, which will come out in Q4
12	Website	40	220	0	0	0	Some expenditure expected - c. £100
13	British Legion Wreaths	50	50	0	0	0	Payment to come in Q4
14	Litter Picking	1580	1400	230	690	920	On budget
15	Allotments	90	100	90	90	90	Nothing further to come from this 'pot' this year.
16	Incidental Election Costs	0	200	0	0	0	Projection: 0. Ringfence as a reserve.
17	Bus Shelter Cleaning	165	220	60	60	135	Likely to come in at about £180
18	Charitable Donations	700	1000	500	500	500	Likely to come in under budget
19	Training	0	50	0	0	0	Projection: 0. Ringfence as a reserve.
20	Advertising	0	100	0	0	0	Projection: 0. Ringfence as a reserve.
21	Legal expenses	40	100	0	0	72	1000 in reserves from last year. Expected spend = 800-1000 next year, so hold over until then
22	Tree survey and work	0	500	0	300	954	Nothing further to come from this pot this year. £454 over budget, but council approved this overspend due to the importance of this safety-related work.
23	Repairs and renewals	343.71	850	378.68	636.93	918.93	
24	Foundation Quality Award	0	0	0	0	0	I suggest we turn this into a road safety code given the benefit of improving road safety and the importance of the issue for the community
25	Audit Costs	55	60	0	165	165	Nothing further to come from this pot this year.
26	Election costs 2019	147	0	0	0	0	Projection: 0.

27	Payroll Services	93	100	23.25	46.5	69.75	3 out of 4 payments now made, so we are roughly on budget
28	Flower Tubs		1000	485	765	765	Tub-clearing fee to M Rice to come in Q4
29	Cross Monument Improvements	0	1000	0	0	1228.5	1000 from reserves
		£15,889.87	£19,409.00	£4,815.56	£9,747.72	£16,279.23	

		2019-20 Actual	2020-21 Prediction	At end of Q1 (30/6)	At end of Q2 (30/9)	At end of Q3 (31/12)	
	RECEIPTS						
A	Litter-picking SLA	1291.5	1291.15	1291.5	1291.5	1291.5	
B	Allotment payments	160	305	240	260	260	
C	Wayleave	7.47	7	0	0	0	Will come out in Q4
D	Interest	3.86	4	0.98	1.63	1.82	On budget
E	Donations/Grants	1187.9	16802	0	16452	16452	Depends on success of funding application for e.g. VAS signage
		£2,650.73	£18,409.15	£1,532.48	£18,005.13	£18,005.32	

Reserves going into 20-21

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 SPENT THIS YEAR

900 Transparency Grant from GRCC

1000 Legal expenses unspent from 19-20

500 Tree survey - unspent from 19-20 SPENT THIS YEAR

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)