

**AYLBURTON PARISH COUNCIL**  
**Minutes of the Full Council Meeting held on Monday 14<sup>th</sup> June 2021, 7.00 pm at**  
**Aylburton Methodist Community Rooms**

**PARTICIPATING:**

Cllr Frankie Evans (Chairman)  
 Cllr David Bayliss  
 Cllr Claire Shirley  
 Cllr John Harrison

**ATTENDING:**

Meg Humphries (Clerk)

No/ Ref	Item/Notes	Action
1. 023. 21/22	<b>To receive any apologies for non-participation.</b> Apologies received from Cllr Steph Lord, Cllr Mark Topping, and Cllr Andrew Blamey, all accepted. County Councillor Alan Preest also sent his apologies.	
2. 024. 21/22	<b>To note declarations of interest relating to the agenda.</b> None.	
3. 025. 21/22	<b>To approve the accuracy of the draft Minutes of the Full Council Meeting on 04.05.2021.</b> Deferred, pending the approval of a quorum of that meeting, at a future full council meeting.	
4. 026. 21/22	<b>Public forum.</b> None.	
5. 027. 21/22	<b>To receive any updates from district and county councillors.</b> Cllr Alan Preest intends to be at the 12 <sup>th</sup> July meeting.	
6. 028. 21/22	<b>Planning. To consider the following applications.</b> No planning applications to review this month; no updates on planning matters.	
7. 029. 21/22	<b>Parish: to note updates on the following:</b> <b>a. Flooding and drainage.</b> Stream running down from Vine Hall requiring some maintenance: Lydney Park Estate has advised that they are responsible for the stretch in question and are looking at this. Millbrook A48 culvert project: No updates at this time. Cllr Harrison suggested a visit to Lydney Park Estate land above the flood site to investigate possible causes of the previous flooding. There was then a discussion over the merits of a site meeting and the layout of the watercourse. <b>b. Highways and Road Safety including considering the use of Easy Fundraising to raise road safety funds.</b> Easy Fundraising: Cllr Shirley outlined a proposal to sign up to Easyfundraising to raise money for road safety activities. It was resolved to sign up for an account if parish councils are eligible, and to promote the cause. The contents of the meeting pack were noted. <b>c. Motocross complaints.</b> Cllr Topping is taking this forward and it is ongoing. The council will be making a dual approach with Alvington Parish Council. <b>d. Public rights of way.</b> There is a call for local people to check existing PROWs and register unregistered PROWs as otherwise these may be lost from 2026. Clerk to share a call to action on Facebook and via the Ducktown Echo. <b>e. Management of trees/hedges.</b> None.	

	<p><b>f. Former Upper Common allotments wall deterioration.</b> Clerk to ask Cllr Blamey if he thinks any issues remain with the walls on Upper Common.</p> <p><b>g. Cross Inn.</b> It was noted that work is progressing on the Cross Inn renovation, and all agreed that the new windows are looking good.</p> <p><b>h. Allotments.</b> The Clerk advised that the consensus of the site visit was that some work to improve some pathways was needed, as well as a general tidy. The Clerk will be progressing this matter, to include a ploholders' meeting and then drafting a recommended scheme.</p> <p><b>i. Grass cutting.</b> Discussed briefly.</p> <p><b>j. Wildflower verges.</b> No updates.</p> <p><b>k. Parish flower tubs.</b> It was resolved to buy a new flower planter to replace one damaged by a vehicle on Upper Common. Clerk to order a replacement tub and liaise with Martin Rice to plant up.</p> <p><b>l. Phone Kiosk, Upper Common.</b> Ongoing; will be offered for sale during the summer.</p> <p><b>m. The Cross Monument.</b> No updates.</p> <p><b>n. Bus Shelters.</b> Cllr Evans noted a branch that is touching the top of the stone bus shelter. Clerk to look into resolving.</p> <p><b>o. Litter picking.</b> Cllr Topping has arranged a community litter-pick on Saturday 17<sup>th</sup> July in the morning. This has now been advertised on Facebook and will be advertised in the Ducktown Echo too; anyone interested to contact Cllr Topping direct.</p> <p><b>p. Dog waste bins.</b> No updates.</p> <p><b>q. Housing Needs Survey.</b> Ongoing, pending reconvening of a meeting with FoDDC officer.</p> <p><b>r. Two Rivers garages.</b> The Clerk has chased this up to establish what is planned and when.</p>																			
<p><b>8. 030. 21/22</b></p>	<p><b>Council</b></p> <p><b>a) Exempt item. (Public Bodies (Admission to Meetings) Act 1960.)</b> Discussed to give an update.</p> <p><b>b) Ducktown Echo: to select a new print company and proposal for a nature insert.</b> It was resolved to select Artytype as the new printer for Ducktown Echo, in line with John Ridley's preference. The cost per issue will be £120. It was resolved to accept the indicative cost of £75 per issue for the nature insert, to be produced by Dave Crabbe and designed/printed by Graphics Shack.</p> <p><b>c) To note the council's insurance arrangements.</b> Noted.</p> <p><b>d) Assets: To note the Cross monument's addition to the asset register (as the custodian only; not owner).</b> Noted.</p> <p><b>e) Training: To note upcoming GAPTC training offers and consider booking (see meeting pack).</b> Noted; no requests for training at present.</p> <p><b>f) Climate change: to receive any updates.</b> No updates.</p> <p><b>g) Register of Members' Interests: to identify any actions required by members.</b> The Clerk reminded members to re-submit a new form if any information changes. No further action at this time.</p>																			
<p><b>9. 031. 21/22</b></p>	<p><b>a) Payments. To approve this month's council payments.</b></p> <p>Approved as follows:</p> <table border="0"> <tr> <td>M Humphries</td> <td>Salary May 2021</td> <td>383.52</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog Bins April 2021</td> <td>69.33</td> </tr> <tr> <td>Martin Rice</td> <td>Village mowing April 2021</td> <td>300.50</td> </tr> <tr> <td>GAPTC</td> <td>Internal Audit 2021</td> <td>175.00</td> </tr> <tr> <td>Coinros</td> <td>Bedding and compost for tubs</td> <td>465.75</td> </tr> <tr> <td>Lydney Town Council</td> <td>Annual Lydney Cemetery contribution</td> <td>320.19</td> </tr> </table>	M Humphries	Salary May 2021	383.52	Merlin Waste	Dog Bins April 2021	69.33	Martin Rice	Village mowing April 2021	300.50	GAPTC	Internal Audit 2021	175.00	Coinros	Bedding and compost for tubs	465.75	Lydney Town Council	Annual Lydney Cemetery contribution	320.19	
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	MowTech	Upper Common mowing	270.00	
	M Humphries	Clerk Expenses	48.82	
	Mark Topping	Litterpicking April-May 2021	230.00	
	<b>b) Income. To note any income received since the last meeting.</b>			
	04/05/21	Allotment Payment – MH	40.00	
	05/05/21	Parish Patch pymt	20.00	
	10/05/21	Bank Interest	0.07	
	14/05/21	FoDDC Street-cleaning pymt	1,291.50	
	17/05/21	Allotment Payment – IM	20.00	
	<b>c) Internal Controls: to receive any updates.</b>			
	The Clerk handed the Internal Control pack to Cllr Shirley, who will be carrying out the Q3 20-21 checks.			
10. 032. 21/22	<b>10. AGAR 2020-2021: To note the Annual Internal Audit Report by the internal auditor (GAPTC). Noted.</b>			
11. 033. 21/22	<b>AGAR 2020-2021: To approve Section 1 of the Annual Governance and Accounting Return (Annual Governance Statement).</b> It was resolved to approve Section 1 of the Annual Governance and Accounting Return (Annual Governance Statement)			
12. 034. 21/22	<b>12. AGAR 2020-2021: To approve Section 2 of the Annual Governance and Accounting Return (Accounting Statements).</b> It was resolved to approve Section 2 of the Annual Governance and Accounting Return (Accounting Statements).			
13. 035. 21/22	<b>AGAR 2020-2021: To note the analysis of significant year-on-year variances.</b> Noted.			
14. 036. 21/22	<b>AGAR 2020-2021: To note the dates for the exercise of public rights: Wednesday 16<sup>th</sup> June to Wednesday 28<sup>th</sup> July inclusive.</b> Noted.			
15. 037. 21/22	<b>To note any correspondence and any additional notes from the Clerk.</b> None.			
16. 038. 21/22	<b>To note the date of the next meeting – Full Council Meeting on Monday 12th July 2021 7 pm at the Methodist Community Rooms.</b> Noted.			

Meeting closed: 8.45 pm

Signed:..... Chairman

Date:.....