

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

**PARTICIPATING:**

Cllr Frankie Evans (Chairman)  
 Cllr David Bayliss  
 Cllr Andrew Blamey  
 Cllr John Harrison  
 Cllr Claire Shirley  
 Cllr Mark Topping

**ATTENDING:**

Meg Humphries (Clerk)  
 11 members of the public  
 PC Lesley Louth from the local  
 police team

No/ Ref	Item/Notes	Action
1. 050. 21/22	<b>To receive any apologies for absence.</b> Apologies received from Cllr Steph Lord; accepted.	
2. 051. 21/22	<b>To note declarations of interest relating to the agenda.</b> None.	
3. 052. 21/22	<b>To approve the accuracy of the draft Minutes of the Full Council Meetings on 12/07/2021.</b> Approved.	
4. 053. 21/22	<p><b>Public forum (to include comments on churchyard benches).</b></p> <p>The Clerk relayed the gratitude of the family of a parishioner whose memorial bench had been repainted by Cllr Bayliss.</p> <p>Mr Ray Woodward enquired about the site visit to Lydney Park land to assess flood mitigation. Cllr Harrison handed Mr Woodward a copy of a report he'd produced from the visit. Cllr Topping advised Mr Woodward that there are two county officers in charge of the culvert project. They had advised that they're not in a position to give a timescale yet but have assessed the area above the culvert and are now looking at the catchment area downstream of the A48. Mr Woodward thanked Cllr Topping for working hard on the issue of the culvert.</p> <p>Mr Fletcher: Owns Thornton House on Upper Common and described flooding in the area, including continuous flooding of the septic tank. The land used to drain through to the common, but naturally these days that's not an option.</p> <p>Ms Johnson acted as the spokesperson for several parishioners in attendance, regarding a resident who behaves antisocially. Ms Johnson, with input from PC Lesley Louth, gave an update as follows.</p> <ul style="list-style-type: none"> <li>• A resident has now been convicted on numerous allegations.</li> <li>• The local police have worked with this resident for some time, and with the landlord of the property.</li> <li>• Result: 24-week imprisonment, suspended for 12 months.</li> <li>• Ms Johnson praised the local police team's work and support to residents at all hours of the day and night.</li> </ul>	
5. 054. 21/22	<b>To receive any updates from district and county councillors.</b> County Cllr Alan Preeast:	

	<ul style="list-style-type: none"> <li>• Acknowledged productivity issues in Highways work, which GCC is looking into.</li> <li>• Culvert is being looked at.</li> <li>• ANPR cameras – Cllr Preest is meeting with the new deputy Police and Crime Commissioner (Nick Evans), and some funding is available. The goal is an ANPR camera on either side of Lydney.</li> <li>• Cllr Preest is relentlessly picking up Highways issues that have not been dealt with promptly.</li> <li>• Lydney – situation appears to be lots of new houses, with very little new infrastructure.</li> <li>• Cllr Preest then invited questions from the floor. Mr Woodward asked for confirmation that the improvements would be going ahead. Cllr Preest advised that GCC feel there is a need for the culvert to be bigger and assured Mr Woodward that there is a commitment and that it's now just a case of scheduling. Cllr Preest didn't fully accept Highways' excuse of Covid as a fully satisfactory reason for the delay. County Councillors have now made the message clear that Highways need to 'step up'. Cllr Harrison enquired about the study costs which Sophie Reid had mentioned and sought confirmation that the funding was definitely available, and Cllr Preest assured him that the high study quote would not prevent the work from going ahead and that he would check and report back to the parish council. Cllr Preest assured Mr Woodward that he would work on influencing the progress of the work, check that the funding is there, and liaise with the Clerk and Cllr Topping, while copying in Mr Woodward. Simon Excell is the strategic director, and Cllr Preest advised he would check with him tomorrow. <b><u>Cllr Preest left the meeting.</u></b></li> </ul> <p><b>District Cllr Mark Topping:</b> Cllr Topping has been appointed to the Severn Drainage Board, which covers the whole catchment area of Severn from just below Stroud. The board is funded by 7 different authorities who abut the river. Cllr Topping is currently learning the ropes, how work is determined and funded. Works usually take place on farmland to grow things and to protect the built environment. The next meeting is on 3<sup>rd</sup> October. Mr Woodward asked who would be replacing flood officer Sophie Reid. Cllr Topping advised that the role has not been filled at this time but that county officers would be the leads for the culvert going forward.</p>	
<p><b>6. 055. 21/22</b></p>	<p><b>Grasscutting and grounds maintenance 2022-24: To consider the proposed arrangements and initial draft brief.</b></p> <p>Cllr Topping proposed the following to help form the mowing brief for 2022-4:</p> <ul style="list-style-type: none"> <li>• All parish council maintained grass in the 30 mph area is cut twice monthly.</li> <li>• Some areas outside the 30 zone could be cut in the way of the trial patches to improve biodiversity and support wildlife. Such patches would be cut all the way around twice/month to give it a well-kept look, and larger wild areas could have paths through, i.e. a path up to the Taurus bench.</li> <li>• These 'wild' areas would be cut at the beginning of the growing season too, which would give less dominant plants a chance.</li> <li>• Mowing the wild patches in August (rather than September) would stop the foliage flopping in any autumn rains, and most seeds would have fallen by then anyway.</li> <li>• Some additional work including opposite Stockwell Lane – the verge which chickens often graze on.</li> </ul>	

	<ul style="list-style-type: none"> <li>Mr Fletcher asked at this point whether a section of Upper Common could be left too. Cllr Topping welcomed the idea and said it could be considered.</li> </ul> <p>There was then a discussion on strimming and raking, surveys of plants and insects, scruffy patches and ownership, local opinion on the trial areas.</p> <p>Cllr Topping formally proposed adopting the above amendments. This was seconded by Cllr Shirley and agreed unanimously.</p> <p>Upper Common mowing and village weed control are to be considered at the October meeting.</p>	MH
7.056.21/22	<p><b>Road Safety: an update from Cllr Topping.</b></p> <p>Cllr Topping summarised the report he'd written, which was circulated by email last week by the Clerk: The key elements Cllr Topping proposed were: reductions to the speed limits throughout the village, renewed efforts for a pedestrian crossing, and an ANPR camera.</p> <p>Regarding ANPR cameras – Cllr Topping is discussing this with Cllr Preest. There is a cost – both outlay and ongoing – but there may be funding, and there are potential savings in other budget areas which may reduce the impact on the precept.</p> <p>Cllr Harrison reminded the meeting that Stuart Budd (GCC Highways) wants to know where the preferred crossing point is. It was acknowledged that a Highways officer intends to meet with the parish council to look at possible crossing points.</p> <p>Cllr Topping proposed an informal councillors' meeting dedicated to road safety to decide a way forward. Agreed. Clerk to arrange a meeting.</p>	MH
8.057.21/22	<p><b>Planning. To consider the following applications.</b></p> <p>a) P1401/21/TCA: deadline passed; no objections were submitted.</p> <p>b) P1142/21/FUL: Owners in attendance, explained the history of the application and welcomed any questions. No objections.</p> <p>c) To consider or note any other planning matters.</p> <p>Late application received: P1450/21/FUL: No objections.</p>	
9.058.21/22	<p><b>Parish: to note updates on the following.</b></p> <p><b>a. Flooding and drainage.</b> Cllr Shirley had emailed some photos of the overgrown stream near Vine Hall, including concerns over Himalayan balsam, an invasive plant. Clerk to chase this up with Lydney Park.</p> <p><b>b. Highways (see meeting pack.)</b> Noted. Cllr Topping advised that there is the issue of dropped drain covers in Sandford Road, located around nos 20-28. Clerk to report to Highways.</p> <p><b>c. Motocross complaints.</b> Ongoing.</p> <p><b>d. Public rights of way.</b> Ongoing.</p> <p><b>e. Management of trees/hedges.</b> No updates.</p> <p><b>f. Former Upper Common allotments wall deterioration.</b> Ongoing – Lydney Park have assured the Clerk that they're working on booking the work.</p> <p><b>g. Cross Inn.</b> No updates.</p> <p><b>h. Allotments.</b> Cllr Blamey advised that his partner is giving up half of her plot, and advised dividing that it would make a good 'starter' plot for a new plot holder. Clerk to liaise with new plot holder.</p> <p><b>i. Grass cutting.</b> See item 6.</p> <p><b><u>At 8.58 pm Cllr Evans proposed extending the meeting by 30 minutes to 9.30 pm to allow all business to be transacted. Agreed unanimously.</u></b></p> <p><b>j. Wildflower verges.</b> See item 6.</p> <p><b>k. Parish flower tubs.</b> No updates.</p> <p><b>l. Phone Kiosk, Upper Common.</b> Ongoing.</p>	MH MH

	<p><b>m. The Cross Monument.</b> No updates.</p> <p><b>n. Bus Shelters.</b> Cllr Harrison suggested that some planks on the benches by the Cross need replacing. Cllr Bayliss offered to replace the planks. He also suggested adding a bus shelter opposite this one. Cllr Bayliss offered to replace the planks. It was suggested that the Sandford Road stone shelter would benefit from repainting in 2022.</p> <p><b>o. Litterpicking.</b> No updates.</p> <p><b>p. Dog waste bins.</b> Cllr Topping advised that there had been an issue with missed collections. Clerk to clarify locations with Merlin, and to progress a replacement bin.</p> <p><b>q. Housing Needs Survey.</b> Ongoing.</p> <p><b>r. Two Rivers garages.</b> Ongoing.</p>	<p><b>DB</b></p> <p><b>MH</b></p>																																																
10.059.21/22	<p>Council</p> <p><b>a) Exempt item. (Public Bodies (Admission to Meetings) Act 1960.)</b></p> <p><b>b) Climate change: to receive any updates.</b> No updates.</p> <p><b>c) To consider organising an open gardens day in 2022.</b> It was agreed to defer this item to the October meeting.</p>																																																	
11.060.21/22	<p><b>Finance</b></p> <p><b>a) To note the insurance arrangements for 2021-22. Year 3 of a 3-year agreement (£11 up from last year due to additional assets).</b> Noted.</p> <p><b>b) To ratify the payments made in August (no meeting held in August).</b></p> <table border="0"> <tr> <td>M Humphries</td> <td>Pay July 2021</td> <td>383.52</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog Bins July 2021</td> <td>101.33</td> </tr> <tr> <td>Martin Rice</td> <td>Grass-cutting July 2021</td> <td>601.44</td> </tr> <tr> <td>Artytype</td> <td>Ducktown Echo printing Summer 21</td> <td>120.00</td> </tr> <tr> <td>MowTech</td> <td>Upper Common grasscutting May-July</td> <td>378.00</td> </tr> </table> <p><b>c) Payments. To approve this month's council payments.</b></p> <table border="0"> <tr> <td>M Humphries</td> <td>Pay August 2021</td> <td>383.52</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog Bins July 2021</td> <td>95.33</td> </tr> <tr> <td>Martin Rice</td> <td>Grass-cutting July 2021</td> <td>601.44</td> </tr> <tr> <td>Mark Topping</td> <td>Litter-picking Jul-Aug 2021</td> <td>230.00</td> </tr> <tr> <td>Meg Humphries</td> <td>Reimbursement for ink cartridge</td> <td>19.15</td> </tr> <tr> <td>Gloucestershire CC</td> <td>Traffic surveys x 2</td> <td>309.60</td> </tr> <tr> <td>MowTech</td> <td>Upper Common grasscutting May-July</td> <td>162.00</td> </tr> <tr> <td>Community First</td> <td>Parish council insurance 2021-22</td> <td>337.81</td> </tr> <tr> <td>Simply Gardens</td> <td>Weedkilling Aug 2021</td> <td>130.00</td> </tr> </table> <p><b>d) Income. To note any income received since the last meeting.</b></p> <table border="0"> <tr> <td>09/07/2021</td> <td>Bank Interest</td> <td>0.07</td> </tr> <tr> <td>09/08/2021</td> <td>Bank Interest</td> <td>0.07</td> </tr> </table> <p><b>e) Internal Controls: to appoint a councillor to carry out Quarter 1 21/22 internal controls and sign bank reconciliation.</b></p> <p><b>f) To note the <a href="#">21/22 Q1 budget and accounts report</a>.</b> Noted.</p> <p><b>g) To note the <a href="#">21/22 Q1 bank reconciliation</a>.</b> Noted.</p>	M Humphries	Pay July 2021	383.52	Merlin Waste	Dog Bins July 2021	101.33	Martin Rice	Grass-cutting July 2021	601.44	Artytype	Ducktown Echo printing Summer 21	120.00	MowTech	Upper Common grasscutting May-July	378.00	M Humphries	Pay August 2021	383.52	Merlin Waste	Dog Bins July 2021	95.33	Martin Rice	Grass-cutting July 2021	601.44	Mark Topping	Litter-picking Jul-Aug 2021	230.00	Meg Humphries	Reimbursement for ink cartridge	19.15	Gloucestershire CC	Traffic surveys x 2	309.60	MowTech	Upper Common grasscutting May-July	162.00	Community First	Parish council insurance 2021-22	337.81	Simply Gardens	Weedkilling Aug 2021	130.00	09/07/2021	Bank Interest	0.07	09/08/2021	Bank Interest	0.07	
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12. 061 21/22	To note the date of the next meeting – Full Council Meeting on Monday 11th October 2021 7 pm at the Methodist Community Rooms. Noted.	
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Signed:..... Chairman

Date:.....

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