

AYLBURTON PARISH COUNCIL
Minutes of the Full Council Meeting held on Tuesday 14th June 2022, 7.00 pm at
Aylburton Methodist Community Rooms

PRESENT:

Cllr Mark Topping (Chairman)
 Cllr Frankie Evans (Vice Chair)
 Cllr David Bayliss
 Cllr Andrew Blamey
 Cllr Fiona Dean
 Cllr Claire Shirley
 Cllr Ray Woodward

ATTENDING:

Meg Humphries (Clerk)

| No/ Ref | Item/Notes | Action |
|---------------------|--|--------|
| 1. 022. 22/23 | <p>To receive any apologies for absence. None. At this point, Cllr Topping noted that this would be Cllr Bayliss's last meeting before stepping down. On behalf of the council and the parish, Cllr Topping thanked Cllr Bayliss for all his hard work and valuable connections within, and knowledge of, the parish.</p> | |
| 2. 023. 22/23 | <p>To note declarations of interest relating to the agenda. None.</p> | |
| 3. 024. 22/23 | <p>To approve the accuracy of the draft minutes of 10/05/22. Approved; signed by Cllr Topping.</p> | |
| 4. 025. 22/23 | <p>Public forum. None.</p> | |
| 5. 026. 22/23 | <p>To receive any updates from district and county councillors. County Councillor Alan Preest: various items, as circulated via email throughout the month. District Councillor Mark Topping reported that the FoDDC Local Plan is in progress.</p> | |
| 6. 027. 22/23 | <p>Planning. a) To consider: P0676/22/FUL: 6 Upper Common, Aylburton, Gloucestershire, GL15 6DJ: Variation of condition 02 (approved plans) relating to planning permission P1878/20/FUL to allow for amendments to materials, staircase, fenestration and addition of solar panels. No objections. b) Any other planning matters. None.</p> | |
| 7. 028. 22/23 | <p>To consider quotations for a traffic camera, as per details circulated via email. One of the potential funders has asked for details of the preferred camera model. Cllr Topping had sought three quotes and circulated these prior to the meeting. There was a discussion to clarify the differences between the options. It was resolved to select the ANPRcheQ model, based on more automated data handling, effectiveness at night, and multi-directional capturing.</p> | |
| 8. 029. 22/23 | <p>Parish: to note updates on the following topics: a) Flooding and drainage. Cllr Woodward emphasised that it has now been two and a half years since the brook flooded his and several other properties. Gloucestershire County Council and FoDDC confirmed that an improvement project would go ahead, yet this now seems to have changed. Cllr Woodward expressed concern at the lack of a report with an</p> | |

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| <p>indication of whether the incident is believed to be a freak occurrence or something that will reoccur. The trash screen ('grid') has been identified as dangerous, yet no replacement has been implemented. Cllr Woodward posited that the flooding officer's approach was 'amateurish'. It was resolved to write a letter to the flooding officers (Joe Baker and Julia Hall), and to copy in Highways (Stuart Budd), highlighting the apparent shortcomings of progress to date and asking for clearer and more detailed information (i.e. a proper report) and stronger action. In his district councillor capacity, Cllr Topping will contact Stuart Budd to suggest a site visit to the culvert, to discuss the trash screen, which is Highways-owned. The Clerk will ask Lydney Park Estate whether they've had any contact with the flooding engineers.</p> | <p>MH/ RW</p> |
| <p>b) Highways: to note any updates (see meeting pack). The contents of the meeting pack were noted, with the following additional points being raised.</p> <ul style="list-style-type: none"> • Cllr Evans will check the Upper Common culvert blockages (first item in the meeting pack) to confirm whether jetting has taken place. • Cllr Dean reported that some of the worst potholes on Lower Common had recently been repaired. • Drain cleaning vehicle has been to Lower Common recently. • Highways routine schedule - Clerk to request this again. • Cllr Blamey highlighted an old oak tree stump blocking the ditch on Upper Common. Clerk to report this to Highways. | <p>MT MH</p> <p>MH</p> <p>MH</p> |
| <p>c) Public rights of way Cllr Blamey has cleared some nettles from around the entrance to Stockwell Lane. Cllr Dean reported the repair of a stile on a public right of way near Sandford Terrace.</p> | |
| <p>d) Trees/hedges. None.</p> | |
| <p>e) Former Upper Common allotments wall deterioration. No updates.</p> | |
| <p>f) Allotments.</p> <ul style="list-style-type: none"> • 1 new plothead has started work on Kears Moor. The other plot has been offered but not yet taken up. • There have been issues with rabbits on the Kears Moor site, at least in part due to the gate being left open regularly. Clerk to issue email reminders and put up basic temporary signage. • Parish Patch: Clerk to write to plothead and request the outstanding amount of rent for the past year. | <p>MH</p> <p>MH</p> |
| <p>g) Grass cutting.</p> <ul style="list-style-type: none"> • The strip of grass outside the school appeared not to have been cut, so a resident took it on recently. Clerk will clarify the brief with the mowing contractor responsible for this part. • Clerk to confirm with MowTech that Upper Common Rec will be cut twice a month from now onwards. • Cllr Woodward offered to inspect the grass cutting throughout the parish to ensure it matches the contracts, and Cllr Dean will also monitor Upper Common Rec. • Countrywide – all agreed that a good job was being done on the village verges. • It was noted that the mowing on Milling Crescent is often neglected. The Clerk will ask Two Rivers Housing whether they can improve their mowing schedule or whether the parish council could occasionally mow the 'roundabout' in the crescent. | <p>MH</p> <p>MH</p> |
| <p>h) Wildlife verges.</p> | |

| | <ul style="list-style-type: none"> • Cllr Dean has carried out an informal wildlife survey of the Stockwell Lane and Taurus verges, and spotted some ragged robin. Plug plants will be planted into the verges in autumn to boost diversity and the visual display for 2023. The primary school is making plans to visit. An update for the Ducktown Echo is being prepared. <p>i) Parish flower tubs.</p> <ul style="list-style-type: none"> • The Clerk has written to Tanya at MowTech to express thanks for her work on these. Cllr Blamey volunteered to add a slow-release feed to the flower tubs, reimbursed by the council. <p>j) Bus Shelters.</p> <ul style="list-style-type: none"> • Update on mysterious dead birds of prey: one of the birds found by the bus shelter was shot, according to the police, who are now investigating. Clerk to share this matter via Facebook and the Ducktown Echo. <p>k) Litter-picking. None.</p> <p>l) Dog waste bins. It was noted that the dog waste bin collections have seemed erratic for months. Cllr Topping is monitoring and will report back in July.</p> <p>m) Ducktown Echo including possible changes to delivery arrangements.</p> <ul style="list-style-type: none"> • Virginia and John Ridley plan to step down from managing the distribution of the Ducktown Echo, and Dave Crabbe has offered to take over. The parish council supports this change. <p>n) Weeding.</p> <ul style="list-style-type: none"> • Cllr Topping (as the contractor for the weeding in the parish) has begun the weeding and is progressing through paved areas. | <p>MH</p> <p>MH</p> | | | | | | |
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| <p>9. 030. 22/23</p> | <p>An initial open discussion: reviewing the Parish Plan and public outreach.</p> <ul style="list-style-type: none"> • Cllr Dean suggested there is potential for improved public engagement. While some parts appear to be working well, such as the road safety campaign, some parts are working less well. • Cllr Woodward highlighted how an annual plan, or simply 3/4 main goals, would help communicate the council's focus as well as maintain that focus. • Cllr Dean underlined how stronger links with key partners such as Lydney Park Estate could feed into council aims. • Cllr Woodward suggested that the minutes could be published sooner, and shared on Facebook, and the Clerk advised that this was possible and that she would make efforts to bring forward their publication. <p><u>It was resolved</u> to review the parish plan and engagement from autumn 2023, starting with such an item on the September agenda.</p> <p><i>At 8.58 Cllr Topping proposed extending the meeting by up to half an hour; agreed unanimously.</i></p> | | | | | | | |
| <p>10. 031. 22/23</p> | <p>Finance</p> <p>a) To approve training costs: Introduction to Local Councils for Cllr Dean, and Chairmanship Skills for Cllr Topping, plus any others requested. Approved - £14 for Introduction to Local Councils and £35 for Chairmanship Skills.</p> <p>b) To consider purchasing a small projector to aid with geographical discussions and transparency (shortlist emailed to councillors in advance). A discussion took place on the merits of various models and the pitfalls of projectors in general. <u>It was resolved</u> to seek further information regarding transport-ability and bulb resilience, warranty options, and visibility in a lit room.</p> <p>c) To approve this month's payments. Approved as follows.</p> <table border="0" data-bbox="209 1971 1444 2056"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>M Humphries</td> <td>Clerk Pay May 2022</td> <td>383.52</td> </tr> </tbody> </table> | Payee | Details | Amount | M Humphries | Clerk Pay May 2022 | 383.52 | |
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| | Merlin Waste Dog Bins May 2022 | 104.00 | |
| | Countrywide Village Mowing April 2022 | 685.70 | |
| | MowTech Upper Common Mowing March-May | 378.00 | |
| | Merlin Waste New bin for the Playing Field | 150.00 | |
| | Coinros Park Bedding for Flower Tubs | 469.80 | |
| | GAPTC Internal Audit 2021-22 | 175.00 | |
| | MowTech Planting up Flower Tubs | 300.00 | |
| | d) Income. To note any income received since the last meeting | | |
| | Noted as follows. | | |
| | Date | From | Amount |
| | 09/05/22 | Lloyds Bank interest | 0.07 |
| | 17/05/22 | RE Allotment payment | 10.00 |
| | 20/05/22 | FoDDC Streetcleaning SLA | 1,291.50 |
| | 06/06/22 | BM Allotment payment | 20.00 |
| 11. 032. 22/23 | Annual Return 2021-22: To note the Annual Internal Audit Report. Noted. | | |
| 12. 033. 22/23 | Annual Return 2021-22: To approve Section 1 Annual Governance Statement. Approved; signed by Cllr Topping. | | |
| 13. 034. 22/23 | Annual Return 2021-22: To approve Section 2 Accounting Statements. Approved; signed by Cllr Topping. | | |
| 14. 035. 22/23 | Annual Return 2021-2022: To note analysis of significant year-on-year variances. Noted. | | |
| 15. 036. 22/23 | Annual Return 2021-2022: To note the dates for the exercise of public rights: Monday 13th June to Friday 22nd July. Noted. | | |
| 16. 037. 22/23 | 15. Council a) To note any correspondence and any additional notes from the Clerk including: i) Email: Ash Dieback (Gloucestershire County Council). Clerk to share this opportunity for replanting via Facebook and Ducktown Echo. ii) Email: Residential Design Guide consultation (FoDDC). Noted. Cllr Dean intends to take some photos and put a response in, particularly as the area has some specific features. b) REACR (wind turbine) fund: to discuss activity and representation. <ul style="list-style-type: none"> • Cllr Woodward raised the lack of Aylburton Parish Council representation on the panel; other councils have representatives. Cllr Woodward to look into whether there is a vacancy. • Cllr Woodward pointed out the low number of bids from Aylburton compared to other parishes. c) To note the date of the next meetings: July Full Council Meeting: Tuesday 12th July 2022 at 7 pm. Noted. | | MH |

Meeting ended at 9.28 pm

Signed:..... Chairman

Date:.....