

AYLBURTON PARISH COUNCIL
Minutes of the Full Council Meeting held on Monday 11th July 2022, 7.00 pm at
Aylburton Methodist Community Rooms

PRESENT:

Cllr Mark Topping (Chairman)
 Cllr Andrew Blamey
 Cllr Fiona Dean
 Cllr Ray Woodward

ATTENDING:

Meg Humphries (Clerk)

No/ Ref	Item/Notes	Action
1. 038. 22/23	To receive any apologies for absence. Apologies received from Cllr Frankie Evans (Vice Chair) and Cllr Claire Shirley. Accepted.	
2. 039. 22/23	To note declarations of interest relating to the agenda. None.	
3. 040. 22/23	To approve the minutes of the Full Council Meeting on 14/06/2022. Approved; signed by Cllr Topping.	
4. 041. 22/23	Public forum. Bob Berryman has generously offered to replace the missing pane in the High Street phone kiosk at no cost but that it needed a thorough clean. It was agreed to a) seek a cost for a one-off initial clean from Rise & Shine, to add to their bus shelter cleaning rounds, and b) to ask Rise & Shine for a cost to add 6-monthly cleans into their schedule thereafter. Liz Day wrote to thank the council for the refurbishment of the bench outside the Methodist Church before the carnival.	MH
5. 042. 22/23	To receive any updates from district and county councillors. The meeting noted the updates from County Councillor Alan Preest, which have been circulated ad hoc to councillors throughout the month via email, including most recently the summer update. In his role as district councillor for the area, Cllr Topping advised there were no significant updates to be given at the time.	
6. 043. 22/23	a) To consider: P0055/22/DISCON: Land Rear Of, 5 Cross Farm Close, Aylburton, Gloucestershire. Discharge of conditions 08 (Watercourse protection plan), 11 (Landscaping), 12 (Drainage) relating to planning permission P2003/21/FUL. It was agreed to submit a response highlighting that ongoing maintenance and clearance of the watercourse (running south from the property to the A48) is key. b) To consider: P0769/22/FUL (planning) and P0770/22/LBC (listed building consent) for 34 High Street, Aylburton, Gloucestershire, GL15 6DE. Installation of an external air source heat pump. Removal of LPG tank, LPG boiler and flue. No objections.	MH

	<p>c) Any other planning matters. None.</p>	
<p>7. 044. 22/23</p>	<p>Parish: to note updates on the following topics:</p> <p>a) Flooding and drainage. Milling Brook flooding issue: The county council’s flood risk engineers sent an update in response to a follow-up email from Cllr Topping, and there followed a discussion on the next steps.</p> <ul style="list-style-type: none"> • Grid removed most urgent. It was agreed to write to Highways and advise them that the trash screen will be removed by parish councillors on 31st October if no action is taken before then by Highways. • Cllr Topping, in his district role, will seek further information from the flood risk engineers and will also make contact with the Lydney Park Estate office. • It was agreed to ask Two Rivers to carry out their annual brook maintenance. <p>b) Road Safety. Cllr Topping advised that approximately £5,000 funding had been awarded from Build Back Better and OPCC funds. It was agreed to continue with the purchase of the ANPRcheQ equipment with further fundraising activities continuing.</p> <p>c) Highways (meeting pack). The meeting noted the departure of the Highways representative Stuart Budd. It was agreed to send the current list of Highways issues to Brian Watkins, and also ask for a timeline of Stuart Budd’s replacement, as well as raise concerns about the apparent lack of jetting pipes next to blocked drains.</p> <p>d) Public rights of way. Cllr Dean advised that numerous PROWs were overgrown; she will aim to send some details to the Clerk for discussion with the PROW officer for the area (Jeff Wheeler).</p> <p>e) Trees/hedges. None.</p> <p>f) Upper Common inc. walls. None.</p> <p>g) Allotments. It was agreed to write to the tenant to request outstanding monies.</p> <p>h) Churchyard. The Clerk had circulated some photos of weeds/overgrowth that the council may wish to consider managing. Cllr Woodward offered to visit to deal with any small-scale maintenance every couple of months, and the meeting agreed with this plan.</p> <p>i) Verges. Cllr Topping proposed adding two verges to the village mowing contract for 23/24: these are the two verges flanking the entrance to Orchard Close. It was agreed to discuss the cost of mowing verges with Countrywide, with a view to adding them to the contract from 2023 onwards</p> <p>It was agreed to request that Two Rivers cut the area near the entrance to Milling Crescent.</p>	<p>MH</p> <p>MH</p> <p>MH/MT</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p>

Cllr Dean advised that the wildlife verge raking is booked for Saturday 27th August, and this will be being publicised.

j) Parish flower tubs.

Cllr Blamey has now put fertiliser in all tubs in the village.

k) Bus Shelters.

FoDDC has been alerted to hazardous waste in the A48/Sandford Road bus shelter.

l) Litter-picking.

No updates.

m) Dog waste bins.

Cllr Topping reported that the dog waste bin collections have been monitored for the past month following some issues with overflowing bins, and collections were found to be 'chaotic', and not all of those promised had taken place. Cllr Topping also suggested that the bins could cope with monthly collections instead of fortnightly. It was agreed to:

- write to the contractor to a) dispute the latest invoice, and b) discuss a reduction to monthly collections for all bins.
- swap the larger Upper Common bin with the smaller Lower Common bin (to better suit the demands of the locations) at an anticipated cost of around £20.
- Consider more fully the merits of relocating the Milling Crescent and Old A48 dog bins.

n) Ducktown Echo.

Dave Crabbe is now managing the distribution of the Echo. A new volunteer is needed to deliver approx. 50 copies to some High Street and Stockwell Lane addresses. A pack of the 50 copies will be delivered to the volunteer's door. Clerk to share on Facebook.

o) Weeding.

Cllr Topping reported that the weeding was going well but observed the 3-4 inches of dust on the roadside, which provided a perfect environment for weeds to grow. No further action agreed at this time.

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Finance

a) To approve this month's payments.

Approved as follows, except Merlin (invoice disputed) and Countrywide (a revised bill is expected due to a missed cut). It was also agreed to reimburse Cllr Topping for £123.35, for the 20 is Plenty stickers and banner, for the carnival and the ongoing road safety campaign. Expenditure was agreed via email at short notice due to the last-minute availability of a stall at the carnival.

M Humphries	Clerk Pay June 2022 + backpay 21/22	576.60
Merlin Waste	Dog Bins June 2022	104.00
Countrywide	Village Mowing June 2022	685.70
HMRC	Clerk PAYE	47.60
GAPTC	Training: Introduction to Local Councils	14.00
PATA Payroll	Payroll services Q1 of 22/23	28.85
M Topping	Litter picking May/June	230.00

	<p>M Humphries Reimbursement: Stamps 7.92 Graphics Shack Nature Watch Summer 2022 100.00 R Morgan Churchyard mowing Apr-Jun 2022 720.00 M Topping Weeding May/June 2022 96.00 A Blamey Reimbursement for flower tub fertiliser 11.98 M Topping Reimbursement for 20 is Plenty items 123.35 (added later, see above).</p> <p>b) Income. To note any income received since the last meeting: Noted as follows. 09/06/22 Lloyds Bank interest 0.07 20/06/22 PB Allotment payment 20.00</p> <p>c) Internal Controls: to note the completion of Quarter 2 2021/22 (retrospective). Noted.</p> <p>d) Internal Controls: to make arrangements for the Q3+4 21/22 checks. Cllr Dean volunteered to carry out the Internal Controls for Q3+4.</p>	FD
8. 046. 22/23	<p>Council</p> <p>a) To note any correspondence and any additional notes from the Clerk. Nothing further.</p> <p>b) To consider timekeeping in future meetings. It was agreed to try sketching out rough timings to keep to, as a trial in September.</p> <p>c) To note the date of the next meeting: September Full Council Meeting: Tuesday 13th September 2022 at 7 pm. Noted.</p>	MH/ MT

Meeting ended at 8.55 pm

Signed:..... Chairman Date:.....