

**AYLBURTON PARISH COUNCIL**  
**Minutes of the Full Council Meeting held on Tuesday 27<sup>th</sup> September 2022, 7.00 pm at**  
**Aylburton Methodist Community Rooms**

**PRESENT:**

Cllr Mark Topping (Chairman)  
 Cllr Frankie Evans (Vice Chair)  
 Cllr Andrew Blamey  
 Cllr Fiona Dean  
 Cllr Claire Shirley  
 Cllr Ray Woodward  
 Cllr Colin Newman (co-opted in  
 item 4)

**ATTENDING:**

Meg Humphries (Clerk)

No/ Ref	Item/Notes	Action
1. 047. 22/23	<b>To receive any apologies for absence.</b> None.	
2. 048. 22/23	<b>To note declarations of interest relating to the agenda.</b> None.	
3. 049. 22/23	<b>To approve the draft minutes of 11/07/22.</b> Approved.	
4. 050. 22/23	<b>To consider co-opting a member to fill the current casual vacancy.</b> Mr Colin Newman confirmed his interest in serving again as a parish councillor. Cllr Woodward proposed that Mr Newman be co-opted onto the council. This was seconded by Cllr Topping and agreed unanimously. Cllr Newman signed the Declaration of Acceptance of Office and was invited to sit as a councillor.	
5. 050. 22/23	<b>Public forum.</b> None.	
6. 051. 22/23	<b>To receive any updates from district and county councillors.</b> Updates from Cllr Alan Preest circulated whenever they arrived.	
7. 052. 22/23	<b>Clerk vacancy: to officially approve arrangements for the interview process.</b> The Clerk reported that there had been three applications, and she recommended that all three were interviewed. Cllrs Dean, Topping and Woodward had volunteered to act as an interview panel alongside the Clerk. Two interviews had taken place that afternoon, and the third would take place on Friday (30 <sup>th</sup> ). Once a new Clerk is appointed, the Clerk will undertake a thorough handover with the new Clerk.	<b>MH</b>
8. 053. 22/23	<b>To consider initial steps in creating a new Parish Plan.</b> It was agreed to draft a 'parish priorities' list which could then be put out to the public for feedback. It was agreed that all members would email their top two goals to the Clerk so she could compile a list for discussion at the 18/10 full council meeting.	<b>ALL</b>
9. 054. 22/23	<b>Winter 2022/3: To consider salt bags, official flood wardens and winter action plan.</b> Aylburton is purported to be part of the Lydney area's emergency plan. Clerk to get a copy from Lydney Town Council. The parish's salt bins seem to have been filled recently. Following a discussion, it was agreed to continue to use salt bins and not to request any salt bags.	<b>MH</b>

	<p>Flood wardens: Following a discussion, it was agreed that given that the village is essentially full of flood wardens, there seemed no merit in appointing one person at this time.</p> <p>Snow wardens: Likewise.</p>	
10.055.22/23	<p><b>Dog waste bins: To consider appointing a new contractor.</b></p> <p>Following poor service from the existing supplier, Cllr Topping proposed changing the parish's supplier to Forest Equipment Services. This was seconded by Cllr Evans and agreed unanimously. Clerk to facilitate the service switch.</p>	MH
11.056.22/23	<p><b>Tree-planting: To consider accepting the offer of 84 saplings from Gloucestershire County Council, to be planted and cared for by Friends of Aylburton Wildlife, in Jubilee Wood.</b></p> <p>Cllr Dean presented the offer, which was via the Gloucestershire County Council Ash Dieback tree-planting fund. Friends of Aylburton Wildlife applied to plant more trees in Jubilee Wood, owned by Lydney Park Estate, who are in agreement. Following a discussion, it was agreed to request an amended offer to reflect Lydney Park Estate's ultimate responsibility for any maintenance. Cllr Dean will request this amendment.</p>	FD
12.057.22/23	<p><b>Flooding and Drainage</b></p> <p><b>a) To receive any updates on the Milling Brook trash screen.</b> Cllr Woodward had a meeting with Cllr Alan Preest a couple of weeks ago. Cllr Preest was shocked about how small the A48 Milling Brook culvert is and stated that it needed to be replaced, as did the trash screen. Cllr Preest is now trying to get the flooding cabinet member (Dom Morris) on a site visit.</p> <p>Cllr Woodward read his drafted response to Brian Watkins regarding the trash screen and proposed sending it. Cllr Blamey advised that he has researched trash screens and the official advice is that the existing style of trash screen should never be used. It was noted that Ferneyley's culvert is far larger, and the flow is less. It was agreed to send Cllr Woodward's draft letter with Cllr Blamey's evidence incorporated and to copy in Cllr Preest.</p> <p><b>b) To consider writing to Gloucestershire County Council Highways regarding their liability in the event of flooding given their apparent failure to regularly clean and jet drains in Church Road.</b></p> <p>It was agreed to write to Brian Watkins about this issue and to emphasise that each outlet needs rodding as well.</p> <p><b>c) To receive any other flooding and drainage updates.</b></p> <p>Cllr Newman proposed creating a flooding outlet over the allotments by making a gap in the allotment fence on the A48 side of the site. The Clerk will write to Lydney Park Estate (the landowner) to advise them of this plan to remove the lower portion of the fence, and again copy in Cllr Preest.</p> <p>Milling Brook flood mitigation – Lydney Park Estate were not receptive to the county's flood engineers' suggestion of attenuation on their land. Cllr Topping has written to Lydney Park Estate asking whether there's room for any further dialogue. Cllr Evans reported that the culvert on Upper Common, opposite the bungalows, still needs jetting. The Clerk will chase this up with Highways.</p>	<p>RW/ AB/ MH</p> <p>MH</p> <p>MH</p> <p>MH</p>
13.058.22/23	<p><b>Road Safety</b></p> <p><b>a) To consider moving, repairing and cleaning the vehicle-activated speed sign.</b></p> <p>Cllr Topping contacted Westcotec, who quoted £160 to clean and move the existing vehicle-activated sign. Cllr Topping then spoke to a Highways officer who advised him not to move it.</p> <p><b>b) To consider the next steps in the parish road safety campaign, including a joint parish pedestrian crossing event.</b></p>	MH

	<p>Cllr Topping has discussed with other community leaders the idea of another road crossing event, this time spanning multiple parishes. Timing-wise, half term may suit. Weekends are less suitable as television crews have fewer crews around on weekdays.</p> <p><b>c) To receive any other road safety updates.</b> The ANPR camera is now in place and ready to start being used fully. Cllr Woodward suggested announcing the new ANPR in the <i>Review</i>. Clerk to ensure both cameras are on the asset register and insurance. It was agreed that Cllrs Topping and Shirley, plus the Clerk, would be ANPR data handlers. It was agreed to look into costing white 'village boundary' gates as a traffic-calming measure.</p> <p>It was agreed to put up the '20 is Plenty' banner on the Milling Brook bus shelter – Cllr Topping will do this.</p>	MH
<p>14. 059. 22/23</p>	<p><b>13. Planning</b> <b>a) Any other planning matters.</b> Outline planning at 91 High Street: The plans have been going through various processes, and during a bat survey, a greater horseshoe bat was seen. Revised plans for two houses rather than three have now been submitted.</p>	
<p>15. 060. 22/23</p>	<p><b>14. Parish: to note updates on the following topics:</b> <b>a) Highways – to review 'live' issues and add any arising issues.</b> The issues listed were noted. Spray paint marks have appeared on New Road, suggesting a plan to resurface. The 'Aylburton Common' sign just before the glass bus shelter near Sandford Road is very dirty, affecting visibility. The Clerk will report this to Highways.</p> <p><b>b) Public rights of way.</b> None.</p> <p><b>c) Trees/hedges, including the dying May tree on Millbrook Green.</b> Cllr Woodward raised this issue. He will send a what 3 words reference to the Clerk for investigation.</p> <p><b>d) Upper Common inc. walls.</b> Cllr Evans raised concerns over hedge-cutting timelines on Upper Common. Clerk to enquire with Lydney Park Estate regarding timings.</p> <p><b>e) Allotments, including considering next steps in light of the continued non-payment of full rent of the Parish Patch.</b> It was agreed to send a letter advising the non-paying tenant of the termination of the tenancy. There is a vacancy on the Kears Moor site; Clerk to advertise.</p> <p><b>f) Churchyard, including an update on the damaged gravestone.</b> The Clerk advised that the insurers believed that the council were liable for the tree falling and damaging a gravestone. It was agreed that the council would accept this liability, and the Clerk will advise the insurer of this.</p> <p><b>g) Verges.</b> There was a discussion on the merits and appearance of the wildlife verges. There was a consensus that there needs to be a compromise between supporting wildlife while making the parish appear 'looked after'. It was agreed for Cllrs Dean, Newman, Topping and Woodward to discuss the verge plan for next year.</p> <p><b>h) Parish flower tubs.</b> The Clerk thanked Cllr Shirley for inspecting the flower tubs' condition. Cllr Newman raised watering as an issue as some plants had died during the summer. Cllr Dean suggested adding water retention material next year. The Clerk will enquire whether Lydney Town Council will have the capacity for emergency watering next year and</p>	<p>MH</p> <p>RW/ MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>FD/C N/MT/ RW</p> <p>MH</p>

	<p>how much they would charge per round. Cllr Woodward volunteered to plant up the tubs next year with help from other volunteers.</p> <p><b>i) Bus Shelters.</b> None.</p> <p><b>j) Litter-picking.</b> None.</p> <p><b>k) Ducktown Echo.</b> None.</p> <p><b>l) Weeding.</b> None.</p> <p><b>m) Defibrillator and Kiosk, including considering routine servicing of the defib and routine cleaning of the kiosk.</b> Cllr Newman offered to carry out the monthly checks of the defibrillator. The Clerk will send him the Webnos login details. The Clerk will ask the Community Heartbeat Trust for advice on servicing the defibrillator periodically. Cllr Blamey proposed buying 'Defibrillator' signs to go into the top of the kiosk on the two visible sides. Agreed. Cllr Blamey will find out the cost of the signs. Clerk to send a thank-you card to Bob Berryman for repairing the glass pane in the kiosk. Clerk to ask Rise and Shine for a quote for cleaning the exterior of the kiosk only.</p> <p><b>n) Armistice Day: to consider arrangements and assign actions.</b> Clerk to contact the school and prospective speakers to lead the act of remembrance on Friday 11<sup>th</sup> November.</p>	<p>MH</p> <p>MH</p> <p>AB</p> <p>MH</p> <p>MH</p> <p>MH</p>																																																									
<p><b>16.061.22/23</b></p>	<p><b>Finance</b></p> <p><b>a) To consider Rise and Shine's quote for ongoing phone kiosk cleaning - £45 per 6-monthly clean, inside and out.</b> See item 15m, above.</p> <p><b>b) To ratify all payments made since the July Full Council Meeting.</b> Approved as follows</p> <table border="0"> <tr> <td>M Humphries</td> <td>Clerk pay July 2022</td> <td>401.27</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog Bins July 2022</td> <td>TBC – in dispute</td> </tr> <tr> <td>Countrywide</td> <td>Verge mowing July 2022</td> <td>685.70</td> </tr> <tr> <td>R Morgan</td> <td>Churchyard mowing July</td> <td>120.00</td> </tr> <tr> <td>R Morgan</td> <td>School playground mowing</td> <td>30.00</td> </tr> <tr> <td>R Morgan</td> <td>Beech hedge pruning</td> <td>80.00</td> </tr> <tr> <td>Rise &amp; Shine</td> <td>Bus shelter Feb-Jul</td> <td>90.00</td> </tr> <tr> <td>Artytype</td> <td>Ducktown Echo Summer</td> <td>230.00</td> </tr> <tr> <td>Tudor Rose</td> <td>Bench refurb</td> <td>198.00</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td>4.40</td> </tr> <tr> <td>R Woodward</td> <td>Expenses: dog bin relocation</td> <td>32.46</td> </tr> <tr> <td>M Topping</td> <td>Expenses: 20 is plenty materials</td> <td>123.35</td> </tr> </table> <p><b>c) To approve this month's payments.</b></p> <table border="0"> <tr> <td>Meg Humphries</td> <td>Salary – Aug 2022</td> <td>401.27</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog Bins – Aug 2022</td> <td>TBC – in dispute</td> </tr> <tr> <td>Countrywide</td> <td>Verge mowing July 2022</td> <td>685.70</td> </tr> <tr> <td>R Morgan</td> <td>Churchyard mowing – Aug 2022</td> <td>240.00</td> </tr> <tr> <td>R Morgan</td> <td>School mowing – Aug 2022</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td>4.40</td> </tr> <tr> <td>Rise &amp; Shine</td> <td>Cleaning the telephone kiosk</td> <td>45.00</td> </tr> </table>	M Humphries	Clerk pay July 2022	401.27	Merlin Waste	Dog Bins July 2022	TBC – in dispute	Countrywide	Verge mowing July 2022	685.70	R Morgan	Churchyard mowing July	120.00	R Morgan	School playground mowing	30.00	R Morgan	Beech hedge pruning	80.00	Rise & Shine	Bus shelter Feb-Jul	90.00	Artytype	Ducktown Echo Summer	230.00	Tudor Rose	Bench refurb	198.00	HMRC	Clerk PAYE	4.40	R Woodward	Expenses: dog bin relocation	32.46	M Topping	Expenses: 20 is plenty materials	123.35	Meg Humphries	Salary – Aug 2022	401.27	Merlin Waste	Dog Bins – Aug 2022	TBC – in dispute	Countrywide	Verge mowing July 2022	685.70	R Morgan	Churchyard mowing – Aug 2022	240.00	R Morgan	School mowing – Aug 2022	30.00	HMRC	Clerk PAYE	4.40	Rise & Shine	Cleaning the telephone kiosk	45.00	
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	M Topping                      Village weeding Jul/Aug 2022                      72.00 M Topping                      Litter-picking Jul/Aug 2022    230.00 Tindle News                      Ad for Clerk vacancy    259.20 Comm Heartbeat                      Replacement defibrillator pads    122.40 Elite Safe & Security                      Repair of the defib cabinet door    102.00 MowTech                      Upper Common mowing Jun-Aug    267.00  <b>d) Income. To note any income received since the last meeting.</b> 11/07/22                      Gloucestershire CC - Grant    3,487.50 09/08/22                      Bank interest    0.29 09/09/22                      Bank interest    0.37  <b>e) Internal Controls: to note the completion of the Q3+4 21/22 checks.</b> Cllr Dean reported that the checks had been carried out and everything was in order.	
<b>17.</b> <b>062.</b> <b>22/23</b>	<b>Council</b> <b>a) To note any correspondence and any additional notes from the Clerk.</b> Nothing further. <b>b) To adopt the improved complaints policy.</b> It was agreed to defer this matter to the October meeting. <b>c) To adopt a new policy: Privacy Notice for Staff, Members and Role Holders.</b> It was agreed to defer this matter to the October meeting. <b>d) To note the date of the next meeting: October Full Council Meeting: Tuesday 18<sup>th</sup> October 2022 at 7 pm (NB: One week later than usual due to the later September meeting.)</b> Noted.	

Meeting ended at 9.28 pm

Signed:..... Chairman

Date:.....