



Aylburton Parish Council

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Thursday 13th October 2022

To all members of the Council

You are hereby summoned to attend as a member of Aylburton Parish Council the below meeting, for the purpose of transacting the following business. **Please refer to the meeting pack for any notes on agenda items.**

Ms Meg Humphries, Clerk to the Council

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights.

Agenda: Full Council Meeting

7 pm on Tuesday 18th October 2022 at Aylburton Methodist Community Room

1. To receive any apologies for absence.
2. To note declarations of interest relating to the agenda.
3. To approve the [draft minutes of the meeting on 27/09/22](#).
4. Public forum.
5. Planning
 - a) To note any updates on planning matters.
6. To say farewell to our outgoing clerk
7. To welcome our new clerk: Clerk vacancy: to officially ratify the appointment of the new Clerk and confirm handover arrangements (proposed plan circulated to councillors ahead of the meeting).
8. To consider how the council can use Standing Orders to better regulate parish council meetings.
9. To receive any updates from district and county councillors.
10. To discuss Parish Priorities and consider drawing up Aylburton Parish Council Aims and Objectives for 2023.
11. Emergency Planning. To consider seeking GRCC advice on producing an emergency plan for Aylburton.
12. Flooding and Drainage. To receive updates on:
 - a. Millbrook Green culvert
 - b. Allotment fence alterations
 - c. Lydney Park Estate attenuation
13. Highways. To consider live issues for reporting to GCC Highways and note any [updates on those already reported](#).
14. Road Safety. To note updates on Aylburton's road safety campaign and consider the next steps.
15. Parish Patch. To note updates on terminating the tenancy.
16. Defibrillator.
 - a. To consider a quote for external cleaning.
 - b. To consider buying defibrillator signs for the phone box at £20.30 + VAT (£5.76) + postage (£8.50 regardless of quantity).
17. Verges.
 - a. To agree on a timeframe for reviewing the current verge management plan.
 - b. To note an update on Church Road and Milling Crescent verges
18. Flower Tubs. To receive an update on watering arrangements.

19. Armistice Day. To consider arrangements for November 11th and assign actions.

20. To note an update on Aylburton Water.

21. Churchyard. To consider parishioner concerns regarding the churchyard wall and the potential need for re-pointing.

22. Finance

a. Training: To consider GAPTC training for the clerk (x3 sessions total £135), Being a Better Councillor for Cllr Dean, and finance training for the Chair (Nov 17 £30)

b. To consider Rise and Shine's quote for ongoing phone kiosk cleaning – exterior only - £15 per 6-monthly clean.

c. To approve this month's payments.

M Humphries	Clerk Pay Sept 2022	401.47
Merlin Waste	Dog bin collections Jun-Sept	264.00
Richard Morgan	Churchyard mowing	240.00
Richard Morgan	School mowing	30.00
Countrywide	Verge mowing	685.70
PATA	Payroll services Q2 of 22/23	23.85
Graphics Shack	Nature Watch printing	85.00
HMRC	Clerk PAYE	4.20
M Humphries	Reimbursement for ink cartridge	54.99
Community Room	Room hire for interviews	30.00
ANPRcheq	ANPR camera payment #1	4,366.66 <i>NB for ratifying only</i>
ANPRcheq	ANPR camera payment #2	2,666.67
W&N Adams	Installation of ANPR camera	240.00
Allotment holder	Rent refund	20.00
M Topping	Reimbursement for batteries	7.50

d. Income. To note any income received since the last meeting.

23/09/22	FoDDC – precept payment	8,656.00
10/10/22	Bank interest	0.37

e. Internal Controls: arrangements for the Q1 and Q2 22/23 checks.

23. Council

a) To note any correspondence and any additional notes from the Clerk.

b) To adopt the improved [complaints policy](#).

c) To adopt a new policy: [Privacy Notice for Staff, Members and Role Holders](#).

d) To consider the dates of the 2023 Annual Parish Assembly and Annual Council Meetings, the proposed date is Tuesday 16th May.

e) To note the date of the next meeting: November Full Council Meeting: Tuesday 8th November 2022 at 7 pm