

AYLBURTON PARISH COUNCIL
Minutes of the Full Council Meeting held on Tuesday 13th December 2022,
7.00 pm at Aylburton Methodist Community Rooms

PRESENT:

Cllr Mark Topping
 (Chairman)
 Cllr Frankie Evans
 Cllr Fiona Dean
 Cllr Ray Woodward
 Cllr Colin Newman
 Cllr Claire Shirley

ATTENDING:

Rachel Hales (Clerk)

No/ Ref	Item/Notes	Action
1. 107. 22/23	<p>1. To receive any apologies for absence.</p> <ul style="list-style-type: none"> • Cllr Blamey sent his apologies. Accepted. 	
2. 108. 22/23	<p>2. To note declarations of interest relating to the agenda.</p> <ul style="list-style-type: none"> • Cllr Topping in relation to item 8, due to litter picking/weeding. 	
3. 109. 22/23	<p>3. To approve the draft minutes of the meeting on 8/11/22.</p> <ul style="list-style-type: none"> • Approved. 	
4. 110. 22/23	<p>4. Public forum.</p> <ul style="list-style-type: none"> • Members of the public attended (2), raising concerns about the loss to biodiversity in the village which they thought would ensue from the proposal at item 16 on the agenda • Cllr Woodward highlighted the importance of keeping the village denoted by mowing the specific area highlighted in the proposal. This would be further supported if gates were ever installed. Supports promoting biodiversity but wants to do it in the right way. 	
5. 111. 22/23	<p>Grass Verges – to consider a proposal to make minor changes to grass cutting areas which mean all grass within the village boundary signs and 3m outside will be mown fortnightly.</p> <ul style="list-style-type: none"> • Item 16 (as listed in the agenda) brought forward as the matter was discussed during public forum. • Cllr Topping proposed to defer until February meeting, as requested by Cllr Blamey who was unable to attend. Seconded by Cllr Shirley - a vote took place. Majority agreed to defer. For Deferring: MT, FE, CN, CS, FD Against Deferring: RW 	
6. 112. 22/23	<p>Planning</p> <p>a) To note any updates on planning matters.</p> <ul style="list-style-type: none"> • None. <p>b) To consider a response to P/1423/22FUL</p> <ul style="list-style-type: none"> • The parish council does not object to the application in principle but felt that the current plans were not in keeping 	

	with the existing street scene, in particular the style/design of the windows. Any plans should keep within the period of the property and surrounding area.	
7. 113. 22/23	To receive any updates from district and county councillors. <ul style="list-style-type: none"> No updates. 	
8. 114. 22/23	Traffic impact reduction – to note updates and consider next steps. <ul style="list-style-type: none"> Item discussed as part of item 11 - parish objectives. 	
9. 115. 22/23	Budget – to draft a budget for 2023/24. <ul style="list-style-type: none"> Cllr Dean had drafted a budget prior to the meeting which was circulated to all Cllrs. It was agreed to hold an extraordinary meeting Tuesday 10th January 7pm to finalise budget. Cllr Dean to prepare cashflow statement. Clerk to book meeting room. 	FD RH
10. 116. 22/23	Emergency plan – to agree next steps in producing and emergency plan. <ul style="list-style-type: none"> Cllr Newman to see if any record available of previous emergency plan. Deferred until Feb meeting. 	CN
11. 117. 22/23	Parish objectives - to agree aims and objectives for 2023. <ul style="list-style-type: none"> Discussed items on the list, agreed that all were good aims/objectives but that the list should be reduced. Discussed applying for grant funding to help realise the traffic related aims/objectives. Agreed that Cllr Topping would make an application to the GCC Community Speedwatch Fund for a new VAS for the Lydney end of the High Street. Discussed issues in getting the ANPR camera fully operational and being able to use the data collected. Cllr Topping to follow this up. Cllr Topping has written an article to be published in the Ducktown Echo about ANPR camera. Agreed to defer until February meeting. All Councillors to choose two aims from each heading, for clerk to collate and Parish Council to agree at the next meeting. 	MT MT ALL
12. 119. 22/23	Asset Register – to discuss and agree asset values for insurance purposes. <ul style="list-style-type: none"> Current values agreed. 	
13. 120. 22/23	Noticeboards – to consider repair or replacement based on estimates received. <ul style="list-style-type: none"> Cllr Woodward to look at repairing the noticeboards on upper common. 	RW

<p>14. 121. 22/23</p>	<p>Flooding and Drainage. a) to note update on GCC floor risk engineer investigation into the possibility of attenuation on LPE land.</p> <ul style="list-style-type: none"> • Lydney Park Estate has agreed to another site visit by GCC flood risk engineers to consider attenuation possibilities. Date to be confirmed. <p>b) to note update on removal and replacement of Millbrook Green culvert trash screen.</p> <ul style="list-style-type: none"> • Update from Nathan Choat who has had a site visit with Atkins. Proposing to remove the top 3 bars to increase flow and prevent blockages. Work to be carried out mid-January. Cllr Woodward expressed his concern that this proposal could worsen the situation. <p>c) to note update on alteration to allotment fence.</p> <ul style="list-style-type: none"> • Cllr Newman & Cllr Woodward to complete this. 	<p>CN/RW</p>
<p>15. 122. 22/23</p>	<p>Highways. a) to note update on road sign cleaning</p> <ul style="list-style-type: none"> • Two signs highlighted at a previous meeting have now been cleaned by a working party. <p>b) to note updates on live issues reported</p> <ul style="list-style-type: none"> • No updates. 	
<p>16. 123. 22/23</p>	<p>Defibrillator – to consider training (maintenance and operation)</p> <ul style="list-style-type: none"> • Cllr Newman to look at costs for replacement parts. • Cost of training course is £175 for up to 50 people. Cllr Newman to enquire about whether another parish might have the same type of defibrillator to see if this cost can be shared. 	<p>CN</p>
<p>17. 124. 22/23</p>	<p>Churchyard wall – to consider quotes received.</p> <ul style="list-style-type: none"> • Approximate quote of £300 to be confirmed next year. 	<p>RW</p>
<p>18. 125. 22/23</p>	<p>Two Rivers – to note update on response to letter and consider next steps</p> <ul style="list-style-type: none"> • Agreed to ask a representative to attend the March meeting. Clerk to write to Two Rivers. 	<p>RH</p>
<p>19. 126. 22/23</p>	<p>Communication – to consider actions arising from the meeting e.g. Facebook, website, news release, Ducktown Echo.</p> <ul style="list-style-type: none"> • A discussion took place regarding the best way to communicate the actions and outcomes of meetings, E.G. Ducktown echo to promote May 2023 elections, defibrillator training and increase information on website. 	
<p>20. 127. 22/23</p>	<p>Insurance a) To accept and approve payment to insurer for this year's renewal.</p> <ul style="list-style-type: none"> • Approved. <p>b) To consider increasing level of insurance.</p> <ul style="list-style-type: none"> • The values in the current asset register were agreed, meaning it is not necessary to increase the insurance levels at this time. 	

<p>21. 128. 22/23</p>	<p>Finance.</p> <p>a) To note quarterly bank reconciliation</p> <ul style="list-style-type: none"> • Noted <p>b) To note quarterly budget report</p> <ul style="list-style-type: none"> • Noted <p>c) To approve this month's payments.</p> <table border="0"> <tr> <td>M Humphries</td> <td>Clerk Pay Nov 22 & backpay</td> <td>375.87</td> </tr> <tr> <td>R Hales</td> <td>Clerk Pay Nov 22 & backpay</td> <td>377.97</td> </tr> <tr> <td>GAPTC</td> <td>Training - MTopping</td> <td>30.00</td> </tr> <tr> <td>GAPTC</td> <td>Training – FDean</td> <td>25.00</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td>54.20</td> </tr> <tr> <td>ANPRcheQ</td> <td>Payment #3 for ANPR Camera</td> <td>2666.66*</td> </tr> <tr> <td>Mowtech</td> <td>Upper Common Mowing Nov22</td> <td>54.00</td> </tr> <tr> <td>Community First</td> <td>Insurance for 2022</td> <td>469.91</td> </tr> <tr> <td>Artytype</td> <td>Ducktown Echo</td> <td>140.00</td> </tr> </table> <ul style="list-style-type: none"> • Approved <p>*Typo on agenda, listed as £2666.00.</p> <p>Clerk to investigate Mowtech invoices/contract. Clerk to write to Mowtech, stating no further mowing unless instructed. Cllr Topping to ask Countrywide for a quote to cut Upper Common.</p> <p>d) Income. To note any income received.</p> <table border="0"> <tr> <td>10/10/2022</td> <td>Bank Interest</td> <td>0.37</td> </tr> <tr> <td>09/11/2022</td> <td>Bank Interest</td> <td>0.93</td> </tr> </table> <ul style="list-style-type: none"> • Noted 	M Humphries	Clerk Pay Nov 22 & backpay	375.87	R Hales	Clerk Pay Nov 22 & backpay	377.97	GAPTC	Training - MTopping	30.00	GAPTC	Training – FDean	25.00	HMRC	Clerk PAYE	54.20	ANPRcheQ	Payment #3 for ANPR Camera	2666.66*	Mowtech	Upper Common Mowing Nov22	54.00	Community First	Insurance for 2022	469.91	Artytype	Ducktown Echo	140.00	10/10/2022	Bank Interest	0.37	09/11/2022	Bank Interest	0.93	<p>RH MT</p>
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<p>22. 129. 22/23</p>	<p>19.Exempt business – to resolve that under section 100A of the Local Government Act 1972, that the public can be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 3 of schedule</p> <ul style="list-style-type: none"> • Approved. 																																		
<p>23. 130. 22/23</p>	<p>20. Aylburton Parish Land</p> <ul style="list-style-type: none"> • *REDACTED* 																																		
<p>24. 131. 22/23</p>	<p>21. Council</p> <p>a) To note the date of the next meeting.</p> <ul style="list-style-type: none"> • Tuesday 10th January at 7pm (extraordinary meeting to formally agree budget) • Tuesday February 14th at 7pm. 	<p>RH</p>																																	

Meeting ended at 9.47pm

Signed:..... Chairman

Date:.....