



# Aylburton Parish Council

Parish Clerk: Rachel Hales • 33 Boating Lake Lane, Lydney, GL15 5GA • Tel: 01594 801218  
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Monday 5<sup>th</sup> December 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 Rachel Hales, 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 13<sup>th</sup> December 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 08/11/22.](#)
4. Public forum.
5. Planning
  - a) To note any updates on planning matters.
  - b) To consider a response to planning application [P1423/22/FUL](#)  
53 High Street, Aylburton, Lydney, Gloucestershire.  
Replacement windows and repainting of front elevation.
6. To receive any updates from district and county councillors.
7. Traffic Impact Reduction – to note updates and consider next steps.
8. Budget – to approve a budget for 2023/24.
9. Emergency Plan – to agree next steps in producing an Emergency Plan for Aylburton.
10. Parish Objectives – to agree aims and objectives for 2023.
11. Asset Register – to discuss and agree asset values for insurance purposes.
12. Noticeboards – to consider repair or replacement based on estimates received.
13. Flooding and Drainage
  - a) To note update on GCC flood risk engineer investigation into the possibility of attenuation on LPE land.
  - b) To note update on removal and replacement of Millbrook Green culvert trash screen.
  - c) To note update on alteration to allotment fence.
14. Highways
  - a) To note update on road sign cleaning.
  - b) To note [updates on live issues reported.](#)
15. Defibrillator – to consider training (maintenance and operation)

**16. 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.**

**17. Churchyard Wall – to consider quotes received.**

**18. Two Rivers – to note update on response to letter and consider next steps.**

**19. Communication – to consider actions arising from the meeting, e.g. Facebook, website, news release, Ducktown Echo.**

**20. Insurance**

a) To accept and approve payment to insurer for this year's renewal.

b) To consider increasing level of insurance.

**21. Finance**

a) To note quarterly bank reconciliation

b) To note quarterly budget report

c) To approve this month's payments

M Humphries	Clerk Pay Nov 22 & backpay	375.87
R Hales	Clerk Pay Nov 22 & backpay	377.97
GAPTC	Training - M Topping	30.00
GAPTC	Training – F Dean	25.00
HMRC	Clerk PAYE	54.20
ANPRcheQ	Payment #3 for ANPR Camera	2666.00
Mowtech	Upper Common Mowing Nov22	54.00
Community First	Insurance for 2022	469.91
Artytype	Ducktown Echo	140.00

d) **Income. To note any income received**

10/10/2022 Bank Interest 0.37

09/11/2022 Bank Interest 0.93

**22. 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**

**23. Aylburton Parish Land**

**24. Council**

a) **To note the date of the next meeting:** December Full Council Meeting:  
Tuesday 14<sup>th</sup> February 2022 at 7 pm