

AYLBURTON PARISH COUNCIL
Minutes of the Full Council Meeting held on Tuesday 11th February 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
 Cllr Andrew Blamey

ATTENDING:

Rachel Hales (Clerk)

No/ Ref	Item/Notes	Action
1. 133. 22/23	To receive any apologies for absence. <ul style="list-style-type: none"> • None 	
2. 134. 22/23	To note declarations of interest relating to the agenda. <ul style="list-style-type: none"> • None 	
3. 135. 22/23	To approve the draft minutes of the meeting on 13/12/22 and the extraordinary meeting on 10/01/2023 <ul style="list-style-type: none"> • Minutes for both meetings approved and signed by Cllr Topping 	
4. 136. 22/23	Public forum. <ul style="list-style-type: none"> • No one in attendance. 	
5. 137. 22/23	Planning <ul style="list-style-type: none"> a) To note any updates on planning matters. <ul style="list-style-type: none"> • None b) To consider a response to P0003/23/DISCON <ul style="list-style-type: none"> • No comments. c) To consider a response to P0159/23/TCA <ul style="list-style-type: none"> • The Parish Council does not object to the application but would like it to be considered that a new tree be planted to replace the one removed. 	
6. 138. 22/23	To receive any updates from district and county councillors. <ul style="list-style-type: none"> • None 	
7. 139. 22/23	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. <ul style="list-style-type: none"> • AB arrived at 7.05pm as discussion on item 7 began. • Cllr Woodward set out the details for his proposal, to mow all grass within the village fortnightly including 3m outside the boundary to denote the village. RW stated this was a 	

	<p>compromise on original proposal and is willing to cut the area himself so this will not cost the parish council additional money. CN seconded the proposal.</p> <ul style="list-style-type: none"> • FE highlighted that an ongoing cost should be considered, should RW be unable to cut the area in the future. A quote to cut the area is £30 + VAT. • CS raised the possibility of a wildflower area on Upper Common to make up for the loss of this area. • Further arguments for and against the proposal were made: For: CN passes the area frequently, does not see signs of wildlife in area due to proximity to the road, it looks untidy with piles of waste left after raking, smells as it decomposes. Against: MT highlighted the detriment to the environment and that the parish council should not take steps to offer less to nature. Wildflower plugs were planted in the Autumn but have not had a chance to grow – MT stated this should be reviewed at the end of the trial period (in 2 years). FD raised the importance of these areas to link wildlife in the village. RW closing – he supports the wildflower verges/area and the concept but wants to protect the appearance of the village. • A vote was taken. (For: RW, CN, AB, CS Against: MT, FD, Abstained: FE) • The parish council voted in favour of this proposal. 	
<p>8. 139. 22/23</p>	<p>To consider a suggestion from a resident to plant more cherry trees between the village and Taurus Crafts.</p> <ul style="list-style-type: none"> • This was previously ruled out along one side of the road due to space constraints. • Cllr Evans questioned whether there was money in the budget for this – previous cherry tree planting was paid for by the flower show. • It would also need to be considered that permission from Highways is required. • The parish council supports this idea in principle but would require a properly costed proposal. Clerk to feedback to the resident. 	<p>RH</p>
<p>9. 140. 22/23</p>	<p>To discuss the current condition of the pavements and gutters in the village and agree potential solutions, as raised by a resident.</p> <ul style="list-style-type: none"> • Cllr Topping met with Nathan Choat on a separate matter but was able to discuss this issue. It was highlighted that there are services of ‘lengthsmen’ who carry out work such as cleaning signs, gutters, sweeping gravel etc. Clerk to contact Alan Preest requesting these services. • The paths are patchy and uneven due to roadworks. Clerk to add to Highways ‘live’ issues list. Cllr Woodward and Cllr Newman to walk the village and take photographs of specific issues, along with locations. Clerk to then write to GCC to report, highlighting the potential health and safety issue. • Clerk to feedback to the resident. 	<p>RH</p>

<p>10. 142. 22/23</p>	<p>Grass Cutting</p> <p>a) Upper Common – to consider countrywide quote for mowing Upper Common field.</p> <ul style="list-style-type: none"> • 8 cuts per year £585 plus VAT which leaves a wide area for wildflower growth (cut once per year. • Mowtech quote is £40 plus VAT per cut. Cllr Woodward stated this should include maintaining the walkways. It was agreed that this should be cut once per fortnight. • Clerk to write to both vendors confirming specifications and include map of area before a decision is made. <p>b) Two Rivers Verge outside 6 Milling Crescent – Update on progress to get this cut.</p> <ul style="list-style-type: none"> • Cllr Topping has been in touch with Two Rivers, following contact with a resident in his capacity as district councillor. Two Rivers say the issue has now been escalated. • Clerk to contact Two Rivers again, regarding their previous invitation to attend the parish council meeting in March. 	<p>RH</p> <p>RH</p>
<p>11. 143. 22/23</p>	<p>To consider a proposal to make changes to payment/expenditure reviews and meeting schedules.</p> <ul style="list-style-type: none"> • Cllr Dean explained the proposal, to review payments against budget monthly, review expenditure against budget quarterly. • It was also proposed to change the meeting schedule, to meet in January, giving additional time to complete the budget, with no meeting in February. • Cllr Newman seconded this proposal, • Cllr Woodward stated he supported this proposal but questioned whether this would increase the clerk's workload. The clerk confirmed this would be simple to implement and not incur a large amount of additional work.. • A vote was taken. All voted unanimously in favour of the proposal. 	
<p>12. 144. 22/23</p>	<p>Elections 2023 – to agree action to publicise the elections using GAPTC Elections Toolkit resources.</p> <ul style="list-style-type: none"> • A discussion took place about the resources available to advertise the May 2023 election. • It was also noted that it was important to communicate the requirement for photo ID to vote in person due to new election rules. • All happy for Cllr Topping and the clerk to use Facebook, noticeboards, and the website to advertise the election and encourage the local community to stand for the parish council. 	<p>MT/RH</p>
<p>13. 145. 22/23</p>	<p>Noticeboards - to discuss potentially replacing the damaged noticeboard on Upper Common.</p> <ul style="list-style-type: none"> • Cllr Woodward has assessed the damaged noticeboard on Upper Common - it is currently not in a good state of repair. It requires repair, or replacement and questioned the need for two boards on Upper Common. 	

	<ul style="list-style-type: none"> • It was agreed to seek two further quotes for costs of repair and replacement options. • Clerk to look at costs of replacing. Cllr Dean to seek a quote for repairs. 	FD/RH
14. 146. 22/23	<p>Litter Picking – to note changes to litter picking in the village.</p> <ul style="list-style-type: none"> • Cllr Newman has taken over the litter picking in the village at no cost to the parish council. 	
15. 147. 22/23	<p>Road Safety</p> <p>a) Update on ANPR.</p> <ul style="list-style-type: none"> • We are still waiting for approval from the police and GCC. The ANPR group in the county is advocating on our behalf. • Cllr Shirley, Cllr Topping and the clerk attended online training on using the ANPR system and data. • Clerk has sent the first cohort of speeding vehicles to demonstrate the need for this to be approved ASAP. • It was highlighted that many parishes purchase signs themselves due to the extremely long wait from Highways. Cllr Topping to come back with the costs of these. • Cllr Woodward reported that a response had been made from the Resilience Fund grant application, Cllr Topping to seek update. <p>b) To adopt the following policies relating to the ANPR camera; ANPR Principles, Privacy Impact Assessment, Reporting & Sharing Policy. Approved</p> <p>c) Update on the Pedestrian Crossing event due to be held of 20th February. Event to be held Monday 20th February at 1pm. News teams invited, with interest from BBC Points West. Clerk to share poster on Facebook. Cllrs Shirley & Topping to distribute flyers to advertise.</p>	MT MT/RH
16. 148. 22/23	<p>Parish Objectives – to adopt aims and objectives for 2023.</p> <ul style="list-style-type: none"> • Parish objectives agreed, with some changes to wording and timescales before being published. • Cllr Evans explained she had been looking after 4 tins of paint, and various decorating materials originally supplied to the Parish Council in 2016 by BT. The clerk has now taken receipt of these items. • Clerk to amend and distribute updated document 	RH
17. 149. 22/23	<p>Highways - To note <u>updates on live issues reported.</u></p> <ul style="list-style-type: none"> • Noted, and updated. • Clerk to chase an update on the Upper Common jetting which was reported in July 2022. • Clerk to contact GCC Highways regarding refilling the salt bins. • Clerk to report the uneven pavements in the village to GCC Highways. 	RH

<p>18. 150. 22/23</p>	<p>Finance</p> <ul style="list-style-type: none"> a) To note quarterly bank reconciliation for Q3. <ul style="list-style-type: none"> • Noted b) To note quarterly budget report for Q3. <ul style="list-style-type: none"> • Noted c) To ratify a cheque payment of £55 to Royal British Legion for poppy wreaths, agreed in October, paid in December. <ul style="list-style-type: none"> • Ratified d) To ratify payments made in January. <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">M Humphries</td> <td style="width: 40%;">Clerk Pay Dec 22</td> <td style="width: 30%; text-align: right;">100.50</td> </tr> <tr> <td>R Hales</td> <td>Clerk Pay Dec 22</td> <td style="text-align: right;">331.97</td> </tr> <tr> <td>GAPTC</td> <td>Training – FDean</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td style="text-align: right;">15.20</td> </tr> <tr> <td>Community Room</td> <td>Room Hire Jan ExOr Meeting</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td>Graphics Shack</td> <td>Nature Watch Issue 7</td> <td style="text-align: right;">85.00</td> </tr> <tr> <td>R Hales</td> <td>Ink Cartridges</td> <td style="text-align: right;">54.55</td> </tr> </table> <ul style="list-style-type: none"> • Ratified. Cllr Topping highlighted printing costs, and the option of Cllrs bringing devices with documents to save printing and money. It was agreed that printing would only be done for those who ask for it going forward. Cllr Dean mentioned a printing subscription which may reduce costs. • Clerk to look at costs of this. e) To approve this month's payments <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">R Hales</td> <td style="width: 40%;">Clerk Pay Jan 23</td> <td style="width: 30%; text-align: right;">331.97</td> </tr> <tr> <td>GAPTC</td> <td>Training – FDean</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td style="text-align: right;">78.20</td> </tr> <tr> <td>Artytype</td> <td>Additional Printing x 30</td> <td style="text-align: right;">12.00</td> </tr> <tr> <td>Community Room</td> <td>Room Hire 2023/24</td> <td style="text-align: right;">220.00</td> </tr> <tr> <td>M Topping</td> <td>Litter Picking Nov-Dec 22</td> <td style="text-align: right;">230.00</td> </tr> <tr> <td>ICO</td> <td>Data protection fee</td> <td style="text-align: right;">40.00</td> </tr> </table> <ul style="list-style-type: none"> • Agreed. f) Income. To note any income received <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">09/12/2022</td> <td style="width: 40%;">Bank Interest</td> <td style="width: 30%; text-align: right;">1.99</td> </tr> <tr> <td>09/01/2023</td> <td>Bank Interest</td> <td style="text-align: right;">3.72</td> </tr> <tr> <td>09/01/2023</td> <td>Glos PCC Grant</td> <td style="text-align: right;">1500.00</td> </tr> </table> g) Internal Controls – to arrange checks for Q1, Q2 & Q3 of 22/23. <ul style="list-style-type: none"> • Cllr Dean volunteered to carry out these checks. Clerk to liaise with FD to organise. 	M Humphries	Clerk Pay Dec 22	100.50	R Hales	Clerk Pay Dec 22	331.97	GAPTC	Training – FDean	25.00	HMRC	Clerk PAYE	15.20	Community Room	Room Hire Jan ExOr Meeting	20.00	Graphics Shack	Nature Watch Issue 7	85.00	R Hales	Ink Cartridges	54.55	R Hales	Clerk Pay Jan 23	331.97	GAPTC	Training – FDean	30.00	HMRC	Clerk PAYE	78.20	Artytype	Additional Printing x 30	12.00	Community Room	Room Hire 2023/24	220.00	M Topping	Litter Picking Nov-Dec 22	230.00	ICO	Data protection fee	40.00	09/12/2022	Bank Interest	1.99	09/01/2023	Bank Interest	3.72	09/01/2023	Glos PCC Grant	1500.00	<p style="text-align: center;">RH</p> <p style="text-align: center;">FD</p>
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<p>19. 151. 22/23`</p>	<p>Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets.</p> <ul style="list-style-type: none"> • The following actions were agreed. • Publish articles in Ducktown Echo relating to the May elections, ANPR camera and call for verge raking volunteers. 	<p style="text-align: center;">MT</p>																																																			

	<ul style="list-style-type: none"> Facebook – advertise crossing event, village weeding contract, publish aims & objectives, post a ‘report it’ link for residents to report potholes and other highways issues. A news release publicising the road crossing event. 	RH
20. 152. 22/23	<p>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 	
21. 153. 22/23	<p>Aylburton Parish Land</p> <ul style="list-style-type: none"> *REDACTED* 	
22. 154. 22/23	<p>Council</p> <p>a) To note the date of the next meeting: March Full Council Meeting: Tuesday 14th March 2022 at 7 pm</p> <ul style="list-style-type: none"> Noted. 	

Meeting ended at 9.28pm

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