



Aylburton Parish Council

Parish Clerk: Rachel Hales • 33 Boating Lake Lane, Lydney, GL15 5GA • Tel: 01594 801218
Email: aylburtonclerk@outlook.com • www.aylburton.net/council

8th February 2023

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 14th February 2023 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 meetings held on [13/12/2022](#) and [10/01/2023](#).
4. Public Forum.
5. Planning
 - a) To note any updates on planning matters.
 - b) To consider a response to [P0003/23/DISCON](#)
Land at Lodge Barn – South, Church Rd, Aylburton, GL15 6DH
Discharge of Condition 8 (Construction Environmental Management Plan – Biodiversity) relating to planning permission [P0007/22/FUL](#).
 - c) To consider a response to [P0159/23/TCA](#)
7 Millbrook Green, Aylburton, Gloucestershire, GL15 6BY
1 x Hawthorn (T92 on sketch plan); fell, remove, and grind out stump, due to declining condition of the tree which is within falling distance of a road, footpath and building.
6. To receive any updates from district and county councillors.
7. 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.
8. To consider a suggestion from a resident to plant more cherry trees between the village and Taurus Crafts.
9. To discuss the current condition of the pavements and gutters in the village and agree potential solutions, as raised by a resident.
10. Grass Cutting
 - a) Upper Common – to consider countrywide quote for mowing Upper Common field.
 - b) Two Rivers Verge outside 6 Milling Crescent – Update on progress to get this cut.
11. To consider a proposal to make changes to payment/expenditure reviews and meeting schedules.
12. Elections 2023 – to agree action to publicise the elections using GAPTC Elections Toolkit resources.
13. Noticeboards - to discuss potentially replacing the damaged noticeboard on Upper Common.
14. Litter Picking – to note changes to litter picking in the village.
15. Road Safety
 - a) Update on ANPR.



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- b) To adopt the following policies relating to the ANPR camera; ANPR Principles, Privacy Impact Assessment, Reporting & Sharing Policy.
- c) Update on the Pedestrian Crossing event due to be held of 20th February.
16. Parish Objectives – to adopt aims and objectives for 2023.
17. Highways - To note [updates on live issues reported](#).
18. Finance
- a) To note quarterly bank reconciliation for Q3.
- b) To note quarterly budget report for Q3.
- c) To ratify a cheque payment of £55 to Royal British Legion for poppy wreaths, agreed in October, paid in December.
- d) To ratify payments made in January.
- | | | |
|---|----------------------------|---------|
| 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 |
| The Community Room | Room Hire Jan ExOr Meeting | 20.00 |
| Graphics Shack | Nature Watch Issue 7 | 85.00 |
| R Hales | Ink Cartridges | 54.55 |
| To approve this month's payments | | |
| 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 |
| The Community Room | Room Hire 2023/24 | 220.00 |
| M Topping | Litter Picking Nov-Dec 22 | 230.00 |
| ICO | Data protection fee | 40.00 |
| e) Income. To note any income received | | |
| 09/12/2022 | Bank Interest | 1.99 |
| 09/01/2023 | Bank Interest | 3.72 |
| 09/01/2023 | Glos PCC Grant | 1500.00 |
- f) Internal Controls – to arrange checks for Q1, Q2 & Q3 of 22/23.
19. Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets.
20. 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.
21. Aylburton Parish Land
22. Council
- a) To note the date of the next meeting: March Full Council Meeting: Tuesday 14th March 2022 at 7 pm