

AYLBURTON PARISH COUNCIL
Minutes of the Full Council Meeting held on Tuesday 14th March 2023, 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)
 Justine Skitt (Two Rivers
 Housing)

No/ Ref	Item/Notes	Action
1. 156. 22/23	To receive any apologies for absence. <ul style="list-style-type: none"> • None 	
2. 157. 22/23	To note declarations of interest relating to the agenda. <ul style="list-style-type: none"> • None 	
3. 158. 22/23	To approve the draft minutes of the meeting on 14/02/2023 <ul style="list-style-type: none"> • Approved, signed by Cllr Topping. 	
4. 159. 22/23	Public forum. <ul style="list-style-type: none"> • None. 	
5. 160 22/23	Planning <ul style="list-style-type: none"> a) To note any updates on planning matters. <ul style="list-style-type: none"> • None. 	
6. 161. 22/23	To receive any updates from district and county councillors. <ul style="list-style-type: none"> • Cllr Preest has been in contact to discuss the 'lengthsmen' service, discussed under item 16. 	
7. 162. 22/23	Two Rivers – to discuss with a representative of Two Rivers Housing Association the following topics. <ul style="list-style-type: none"> a) Mowing in the village <ul style="list-style-type: none"> • Justine Skitt, Neighbourhood Team Leader from Two Rivers housing attended the meeting to discuss grass cutting in the village. JS provided maps showing areas TR mow, and the differing schedules depending on the amount of TR tenants in the area. The costs of maintenance are covered through the service charges from TR tenants, and areas outside properties now privately owned would not be cut, as there is no service charge income. Any increase in the cutting area, would result in higher service charges for tenants, and would have to go through a period of consultation. • MT raised the point that although 6/8 Milling Crescent are privately owned, surrounding properties are not and the area 	

	<p>should not be treated any differently to the central area, the map appears to be inaccurate, and it should be TR responsibility to cut their own land. He also stated that the central area in Milling Crescent is cut 1-2 times per year, not 4 as according to the schedule.</p> <ul style="list-style-type: none"> • RW stated the area in Millbrook Green is currently being maintained by the Parish Council. AB stated it had been approximately 5 years since it had been cut by TR and that he had cut the area himself for a year. JS will check grounds maintenance team records to find out when they were last in area. She conceded that complaints had been made regarding the service previously and will check with superiors to see if the Parish Council can be reimbursed for this area if it turns out the contractor has not been attending. There will also be a review of the whole area. • MT brought up the verge along Stockwell Lane – JS will check and get back to the clerk on this matter. • All parties agreed it was a positive thing that lines of communication between TR and the PC were now open. RW complimented the work TR completed clearing the brook, and JS will keep us informed of any changes to the grass cutting maps in the future. <p>b) Garages at the rear of Millbrook Green.</p> <ul style="list-style-type: none"> • JS has contacted the maintenance team who carried out a survey to see if this site could be developed or improved – there are currently no plans to do anything with this site. • CN raised the strained parking issues in the village, questioned demolishing the site for use as a car park. JS cited a similar scheme in Broadwell whereby residents wanted the parking but did not want to pay the costs involved. Any cost to TR would have to be recouped. • If TR did demolish the garages, the PC could potentially lease the site, but again this depends on the cost to get to this point. • AB raised the idea of keeping the garages and installing electric car charging points – JS will speak to maintenance and development team about whether there is budget or funding available for this. • JS mentioned the possibility of a village walkabout with a TR team member to discuss any potential issues. CN volunteered to do this. 	
<p>8. 163. 22/23</p>	<p>Grass cutting</p> <p>a) To consider Countrywide & Mowtech quotes for mowing Upper Common.</p> <ul style="list-style-type: none"> • The clerk had circulated the quotes to the councillors prior to the meeting; Countrywide - £78 plus VAT per cut, Mowtech - £40 plus VAT per cut and was for the 2023 cutting season. • A discussion took place regarding potentially cutting it less to save costs, and whether to leave a wildlife area to be cut once 	

	<p>per year, however it was decided it was too late to make these changes at this time.</p> <ul style="list-style-type: none"> It was decided to offer the contract to Mowtech but ask if the price per cut is valid for 10 cuts per year. Clerk to contact Mowtech. <p>b) To revise the grass-cutting maps for both the village and Upper Common.</p> <ul style="list-style-type: none"> Revised to add verge with postbox & noticeboard in Upper Common and the verge outside Upper Common field, including in front of the flower tub and dog bin. 	RH
9. 164. 22/23	<p>Village gateways – to consider the purchase of village gateway barriers/signs at each end of the village.</p> <ul style="list-style-type: none"> A brochure detailing costs and types of gates had previously been circulated to all the councillors. The approximate cost would be £2500. A discussion took place. FE questioned if the ANPR should be set up first. RW highlighted the benefits – they would denote the village properly and have a positive impact on speed reduction. CS stated they look smart, and CN raised that permission from Highways would be required. FD raised that the money could go towards the planned TRO application, which will make the roads safer, particularly the stretch of road between Aylburton & Alvington. FD also asked if gates could cause motorists to speed as they leave the village. MT responded that TROs take a long time to action and that funds could be raised throughout the years to go toward this. It was agreed that further research should take place, such as getting permission from Highways, before proceeding. 	
10. 165. 22/23	<p>Noticeboards – to consider repairing or replacement based on quotes received.</p> <ul style="list-style-type: none"> The clerk had received and circulated quotes prior to the meeting; Martin Vaisey £40, Ben Hillary £43.70, Tudor Rose £140. It was agreed to repair the noticeboard rather than replacing and to ask Martin Vaisey to carry out the repairs. Clerk to contact MV. FE has a tin of sadolin and it was agreed to ask Ben Hillary for a quote to stain the noticeboard. 	RH
11. 166. 22/23	<p>Phone kiosk painting – to consider obtaining quotes or find a volunteer.</p> <ul style="list-style-type: none"> Clerk has the paint in storage and FE raised that there is £150 in reserves ringfenced from a grant, for upgrading the kiosk. FE has been in contact with Ben Hillary, who charges £12.50 per hour for labour. It was agreed to ask Ben Hillary for quote to paint the kiosk as well as the noticeboard. 	FE
12. 167. 22/23	<p>Printer – to consider replacing the printer and taking up a printing subscription.</p>	

	<ul style="list-style-type: none"> The clerk highlighted that over £200 had been spent on printer ink since April 2022 and that a printing subscription can reduce these costs, while also being flexible. It was agreed to take up a printing subscription at a cost of £4.49 per month, using the printer the clerk already has. It is currently agreed that the clerk will print for members that request it – FD highlighted the importance of budgeting for printing costs as if all members require printing. 	
13. 168. 22/23	<p>Elections 2023 – to discuss upcoming May elections.</p> <ul style="list-style-type: none"> Clerk has handed out nomination forms to all existing councillors that require them. Clerk has displayed posters in noticeboards encouraging residents to stand as councillor in the election and is advertising the elections on the website and Facebook. 	RH
14. 169. 22/23	<p>To consider a change of meeting venue and schedule.</p> <ul style="list-style-type: none"> The clerk had received a very kind offer of the village hall for parish council meetings for free but would require a change of day to the first Tuesday in every month. Clerk raised that room costs for 23/24 for had already been paid for – this is something to be considered next year. 	RH
15. 170. 22/23	<p>Road Safety - to note an update on progress setting up the ANPR camera.</p> <ul style="list-style-type: none"> MT met with David Holland who agreed a site 'in principle' for the northern end of the village. The Parish Council would need to buy a post and fit camera and get all approved by highways before installing. DH also advised that the ANPR at the southern end of the village should be repositioned for 'maximum effect' and current position may reduce compliance due to 'just slowing down' excuses. The cost of moving the camera is £200 plus VAT. It was generally agreed that the excuse of 'slowing down' is not acceptable well into the 30mph zone and that the camera should be left in its current position, to be reviewed at a later date if necessary. GCC Highways are in possession of the relevant signage, we are awaiting receipt and installation. Clerk to circulate monthly report from the ANPR system. 	RH
16. 171. 22/23	<p>Highways - To note <u>updates on live issues reported.</u></p> <ul style="list-style-type: none"> Nathan Choat has raised instructions for a site visit regarding the culverts in Upper Common. FE asked if we have been informed when the site visit will take place, but this is not confirmed. Clerk to liaise with Nathan Choat regarding this. Alan Preest will liaise with Nathan Choat to organise a lengthsman service to 'tidy up' the village. Clerk to specify areas that require attention. The following issues were highlighted; Drain outside 18 Sandford Rd has been 'repaired' but is not draining, Pothole by 	RH RH

	<p>the bins on Sandford Rd, Loose/noisy manhole cover outside 93 High Street, a leak coming up through the tarmac and running down Chapel Hill. Clerk to report all issues and add to Highways list.</p> <ul style="list-style-type: none"> • FD highlighted the large amount of litter along the road between Alvington & Aylburton. This work is usually carried out by Biffa. Clerk to contact them to ask if this area can be looked at. 	RH RH																																				
17. 172. 22/23	<p>Cherry tree planting – to note an update to this item, previously discussed in February.</p> <ul style="list-style-type: none"> • Clerk has responded to resident who raised this item in February, who will now look at costs and come back to Parish Council. 																																					
18. 173. 22/23	<p>Coronation – to consider any potential plans for the upcoming King’s Coronation in May.</p> <ul style="list-style-type: none"> • FE asked if the WI were planning anything. • There are no plans being considered by the Parish Council. • CN stated that previously the Parish Council supplied commemorative cups/plates to the children at the school. • Clerk to look at costs of commemorative items and ask if the school has any plans. 	RH																																				
19. 174. 22/23	<p>Dog Bins – to note an increase in the cost of emptying dog bins in the village to £5.50 plus VAT, to take effect from 1st April 2023.</p> <ul style="list-style-type: none"> • Noted 																																					
20. 175. 22/23	<p>Finance</p> <p>a) To approve this month’s payments</p> <table> <tr> <td>R Hales</td> <td>Clerk Pay Feb 23</td> <td>331.97</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td>78.20</td> </tr> <tr> <td>M Topping</td> <td>Litter Picking Jan 22</td> <td>57.50</td> </tr> <tr> <td>Rise & Shine</td> <td>Bus Shelter Sep-Feb</td> <td>90.00</td> </tr> <tr> <td>FES</td> <td>Dog Bins Nov, Dec, Jan</td> <td>336.00</td> </tr> <tr> <td>GAPTC</td> <td>Training MTopping</td> <td>35.00*</td> </tr> <tr> <td>Rachel Hales</td> <td>Reim– printer paper</td> <td>4.75</td> </tr> <tr> <td>FoDDC</td> <td>Green Bins x 2</td> <td>100.00</td> </tr> </table> <p><i>*Invoice received in July 22 but was unpaid. Verified by clerk.</i></p> <ul style="list-style-type: none"> • Approved <p>b) Income. To note any income received</p> <table> <tr> <td>09/02/2023</td> <td>Bank Interest</td> <td>4.44</td> </tr> <tr> <td>20/02/2023</td> <td>Compensation - Flower Tub</td> <td>80.00</td> </tr> <tr> <td>23/02/2023</td> <td>Resilient Fund – Grant</td> <td>3701.01</td> </tr> <tr> <td>06/03/2023</td> <td>Allotment Payment</td> <td>20.00</td> </tr> </table> <ul style="list-style-type: none"> • Noted. 	R Hales	Clerk Pay Feb 23	331.97	HMRC	Clerk PAYE	78.20	M Topping	Litter Picking Jan 22	57.50	Rise & Shine	Bus Shelter Sep-Feb	90.00	FES	Dog Bins Nov, Dec, Jan	336.00	GAPTC	Training MTopping	35.00*	Rachel Hales	Reim– printer paper	4.75	FoDDC	Green Bins x 2	100.00	09/02/2023	Bank Interest	4.44	20/02/2023	Compensation - Flower Tub	80.00	23/02/2023	Resilient Fund – Grant	3701.01	06/03/2023	Allotment Payment	20.00	
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21. 176. 22/23`	<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"> • FE highlighted 19th March is Ducktown Echo deadline. 																																					

	<ul style="list-style-type: none"> • MT has written pieces about the ANPR camera, elections and will also write an article about the zebra crossing event. • The clerk will post to Facebook that the grid on the culvert has been installed. 	RH
22.177.22/23	<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"> • No exempt business to discuss. 	
23.178.22/23	<p>Aylburton Parish Land</p> <ul style="list-style-type: none"> • FE has confirmed the Upper Common Rec was registered as a village green in 1973 with Aylburton Parish Council as the owner. Clerk has requested the registration documents from Gloucestershire County Council and is awaiting these. Clerk to circulate once received. 	RH
22.154.22/23	<p>Council</p> <p>a) To note the date of the next meeting: March Full Council Meeting: Tuesday 11th April 2022 at 7 pm</p> <ul style="list-style-type: none"> • Noted. 	

Meeting ended at 20.44pm

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