



# 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

4 May 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: Annual Council Meeting followed directly by May Full Council Meeting  
7 pm on Tuesday 9<sup>th</sup> May 2023 at Aylburton Methodist Community Room**

## Agenda: Annual Council Meeting

1. To receive any apologies for absence.
2. Election of the Chair and Vice-Chair for 2023-24.
3. Delivery by the Chair/Vice Chair & all councillors of their acceptance of office forms.
4. To approve the minutes of the [2022 Annual Council Meeting](#).
5. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities (see [meeting pack](#))
6. To review representation on or work with external bodies and arrangements for reporting back (see [meeting pack](#))
7. To review [Asset Register](#).
8. To review and confirm arrangements for insurance cover in respect of all insured risks.
9. To review the Council's and/or employees' memberships of other bodies (see [meeting pack](#))
10. To formally re-adopt the following council policies and documents.
  - a. [Code of Conduct](#)
  - b. [Complaints Policy](#)
  - c. [Financial Regulations](#)
  - d. [GDPR and Privacy Policy](#)
  - e. [Health and Safety Policy](#)
  - f. [Media Policy](#)
  - g. [Memorial Safety Policy](#)
  - h. [Risk Assessment](#)
  - i. [ANPR Data Reporting & Sharing](#)
  - j. [ANPR Privacy Impact Assessment](#)
  - k. [ANPR Principles](#)
  - l. [Standing Orders](#)\*revised, changes to be highlighted at the meeting\*
11. To note the time and place of ordinary meetings of the Full Council for the year ahead.
12. Future Annual Council Meeting Date: TBC



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## Agenda: Full Council Meeting

1. To note declarations of interest relating to the agenda.
2. To approve the draft minutes of the meeting held on [11/04/2023](#).
3. Public Forum.
4. Planning
  - a) To note any updates on planning matters.
  - b) To consider application [P0537/23/TCA](#), 63 High Street: Removal of 1 x Silver Birch, replant with 1 x fruit tree.
  - c) To consider application [P0398/23/FUL](#), Broadoaks 17B Upper Common: Erection of timber framer rear single storey garden room.
5. To receive any updates from district and county councillors.
6. Road Safety: to note an update on the following items and agree next steps.
  - a) ANPR cameras.
  - b) Traffic Regulation Orders
  - c) Village gateways
7. Highways - to note [updates on live issues reported](#).
8. Upper Common
  - a. Noticeboard: to note any update on repairs to the noticeboard on Upper Common.
  - b. Village Green: to discuss making copies of key to the gate and keeping a key register.
9. Phone kiosk: to note any update on quotes for kiosk painting.
10. Cherry trees: to note update on costings and consider potentially contributing to the cost.
11. Flower tubs: to consider plans for planting the flower tubs.
12. Finance
  - a) To review the months expense against the budget.
  - b) To ratify a payment of £130 + £26 VAT made to Portable Welfare Ltd, as agreed in April meeting.
  - c) To approve this month's payments

R Hales	Clerk Pay April 23	328.17
HMRC	Clerk PAYE	82.00
Lydney Town Council	Cemetery maintenance contribution	373.98
Mowtech	Upper Common Mowing April	96.00
Richard Morgan	Churchyard Mowing April	120.00
Richard Morgan	School Mowing April	30.00
Countrywide	Village Mowing Mar 23	377.47
Lydney Park Estate	Kears Moor Rent	90.00
Severn C Products Ltd	Coronation gift for school	450.67*
Countrywide	Village Mowing Apr 23	754.94
P Goodchild	Village Weeding Apr 23	36.00
R Hales	Stationery	13.81

\*£11.71 higher than figure provided in April Meeting – the order needed to be made for 74 students rather than the 72 the figure was calculated from.

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

09/04/2023	Bank Interest	5.51
17/04/2023	Allotment Payment AR	40.00



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17/04/2023	Allotment Payment DE	10.00
19/04/2023	Allotment Payment CN	40.00
21/04/2023	FODDC Precept Part 1 of 2	9046.00
28/04/2023	Allotment Payment PC	20.00

**13. Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets.**

**14. 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.

**15. Aylburton Parish Land**

**16. Council**

- a) To agree to start the process for seeking co-options onto the council.
- b) To note any correspondence and any notes from the clerk.
- c) To note the date of the next meeting: Annual Parish Assembly: Tuesday 16 May 2023 at 7pm, June Full Council Meeting: Tuesday 13<sup>th</sup> June 2023 at 7 pm.