



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

5 June 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 13 June 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 [Annual Council meeting](#) & [Full Council meeting](#) held on 09/05/2023.
4. Public Forum.
5. Planning: to note any updates on planning matters.
6. To receive any updates from district and county councillors.
7. Allotments:
 - a) To discuss the water supply on the allotments.
 - b) To consider appointing an allotment representative.
8. Verges:
 - a) To discuss and consider entering into an agreement with Friends of Aylburton Wildlife to manage the verges.
 - b) to consider instructing Countrywide to cut the former wildflower area at a cost of £30 & VAT per cut (two cuts per month).
9. Footpaths:
 - a) To discuss the current state of the footpaths and consider how best to care for and promote them.
 - b) To consider publishing a footpath map in the Ducktown Echo.
10. Road Safety:
 - a) ANPR camera: to discuss the current location of the ANPR camera and consider moving it.
 - b) Zebra Now: to consider producing window posters for the pedestrian crossing campaign.
11. Flooding: to discuss recent flooding incident relating to the Millbrook Green trash screen and consider potential actions.
12. Repairs & Renewals:
 - a) To consider replacing the lock on the gate to the Village Green at Upper Common.
 - b) To consider a quote previously received in March, of £43.70 to repair the Upper Common noticeboard, which is still awaiting repairs.
13. Ducktown Echo: to note that the current editors, John & Virginia Ridley are stepping down, and consider potential actions to find a new editor.
14. Highways: to note updates on [‘live issues’ reported](#).



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15. Finance

a) To review the [month's payments against the budget.](#)

b) To approve this month's payments

R Hales	Clerk Pay May 23	328.17
HMRC	Clerk PAYE	82.00
Richard Morgan	Churchyard Mowing May 23	240.00
Richard Morgan	School Mowing May 23	60.00
P Goodchild	Village Weeding May 23	48.00
R Hales	Reimbursement – PrintSub Apr/May	9.99
R Hales	Reimbursement – APA refreshments	14.14
Forest Equipment Services	Dog Bins – Feb-Apr	297.60
Countrywide	Mowing May 23	778.94
PATA	Payroll Q3 of 22/23	52.55*

*Invoice received late. Higher due to two clerks on payroll temporarily & one-off calculation of pay increase.

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

09/05/2023	Bank Interest	4.10
22/05/2023	Allotment Payment IM	20.00
23/05/2023	Allotment Payment JM	40.00
26/05/2023	FoDDC Litter-Picking SLA	1291.50

d) To note Q4 of 2022-23 budget report.

e) To note Q4 of 2022-23 bank reconciliation.

f) To officially approve the cost £584.99 to refresh and plant up the flower tubs.

16. Annual Return 2022-23

a) To note the [Annual Internal Audit Report](#) and highlight [recommendations.](#)

b) To approve [Section 1 Annual Governance Statement](#)

c) To approve [Section 2 Accounting Statements.](#)

d) To note [analysis of significant year-on-year variances.](#)

e) To note the dates for the exercise of public rights: Monday 5 June – Friday 14 July 2023

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

18. Council

a) Co-options: to note any update and consider further steps.

b) REFD fund: to discuss activity and representation.

c) To note the date of the next meeting: July Full Council meeting Tuesday 11 July at 7pm.