

AYLBURTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Tuesday 13 June 2023, 7.00pm at Aylburton Methodist Community Rooms

PRESENT:

Cllr Colin Newman (Chair)
 Cllr Frankie Evans
 Cllr Mark Topping
 Cllr Claire Shirley
 Cllr Mark Harvey

ATTENDING:

Rachel Hales (Clerk)

No/ Ref	Item/Notes	Action
1. 035. 23/24	To receive any apologies for absence. None	
2. 036. 23/24	To note declarations of interest relating to the agenda. None	
3. 037. 23/24	To approve the draft minutes of the Annual Council meeting & Full Council meeting held on 09/05/2023. Approved. Both signed by Cllr Newman.	
4. 038. 23/24	Public Forum. Two residents in attendance to observe only.	
5. 039. 23/24	Planning: to note any updates on planning matters. None.	
6. 040. 23/24	To receive any updates from district and county councillors. Cllr Topping gave an update following district elections: a full council meeting had taken place, the Green group had the most councillors so will form an administration with Cllr Topping as leader of the council. A new cabinet has been formed and among the top immediate priorities are putting a local plan together, along with a corporate plan.	
7. 041. 23/24	Allotments: a) to discuss the water supply at the allotments. Cllr Newman highlighted the issue with the lack of water supply at the allotments, particularly during warm weather and would like to approach LPE to see about putting in a trough. It was agreed to begin discussions with LPE. Cllr Newman to follow this up. b) to consider appointing an allotment representative. Cllr Newman volunteered.	CN
8. 042 23/24	Verges: a) to discuss and consider entering into an agreement with Friends of Aylburton Wildlife to manage the verges. FoAW currently manage the wildlife verges and Cllr Newman believes we there should be some sort of official agreement where they take steps to mitigate risks and take responsibility for any potential consequences. Cllr Evans questioned whether there is adequate insurance to cover volunteers to work on the verges. Cllr Topping confirmed they do have insurance. Cllr Shirley raised that we have similar agreements with contractors. Cllr Newman to draft an agreement to be looked at in the July meeting. b) to consider instructing Countrywide to cut the former wildflower area at a cost of £30 & VAT per cut (two cuts per month). Following a proposal voted for in February 2023 (item reference 7.139.22/23) a discussion took place about whether to instruct Countrywide to cut the cherry tree verge twice monthly	CN

	for £30 + VAT per cut x 14 times per year. This was proposed by Cllr Newman, seconded by Cllr Shirley. The matter was put to a vote. (For: FE, CS, CN. Against: MT. Abstained: MH) It was decided the clerk would take over communication with Countrywide regarding village mowing matters. Clerk to instruct CGM to cut the verge.	RH
9. 043. 23/24	Footpaths: a) to discuss the current state of the footpaths and consider how best to care for and promote them. Cllr Newman highlighted some of the footpaths are in a poor state and could potentially be dangerous to walk on and would like to approach LPE about this. All agreed, Cllr Newman to follow up. b) to consider publishing a footpath map in the Ducktown Echo. Cllr Newman has a map, but it is A3. Clerk to scan so a digital copy is available and will publish on the website.	
10. 044. 23/24	Road Safety: a) ANPR camera: to discuss the current location of the ANPR camera and consider moving it. MT clarified that this is to turn the camera to face the other way i.e. toward Lydney which means the police are more likely to send a mobile enforcement unit. The cost would be £250. A discussion took place and Cllr Topping proposed that we move the camera at a cost of £250, this was seconded by Cllr Harvey, unanimous vote in favour. Clerk to contact Charles Pedrick to make the arrangements. b) Zebra Now: to consider producing window posters for the pedestrian crossing campaign. Suggestion from resident at the Annual Parish Assembly to help build the campaign and raise awareness for the need for a zebra crossing. Cllr Topping to look at costs.	RH MT
11. 045. 23/24	Flooding: to discuss recent flooding incident relating to the Millbrook Green trash screen and consider potential actions. Clerk had circulated email responses from Julia Hall and Nathan Choat. NC – stated the flooding not likely down to trash screen which is now missing. JH – confirmed that focus is on measures higher up in the village, is liaising with landowners there and will update the Parish Council in due course. Clerk to write to Nathan Choat to confirm the location of the trash grid.	RH
12. 046. 23/24	Repairs & Renewals: a) To consider replacing the lock on the gate to the Village Green at Upper Common. It was noted the gate is often left open or unlocked. Clerk to look at secure combo lock prices and will circulate prices. b) To consider a quote previously received in March, of £43.70 to repair the Upper Common noticeboard, which is still awaiting repairs. It was noted that the noticeboard had not yet been fixed and that other options should be considered. Awaiting confirmation that quote received in March remains the same, Cllr Evans to follow up with this.	RH FE
13. 047. 23/24	Ducktown Echo: to note that the current editors, John & Virginia Ridley are stepping down, and consider potential actions to find a new editor. The Parish Council would like to thank John & Virginia Ridley for their hard work and dedication and will send an official letter of thanks. A discussion took place regarding finding a new editor, and it was agreed that the clerk would find out more information on how the newsletter is produced before taking further steps.	RH MT
14. 048. 23/24	Highways: to note updates on ‘live issues’ reported. Current issues were noted as having no updates. Clerk to follow these up. Issues added relating to Lower Common and Chapel Hill. Clerk to write to Nathan Choat regarding the significant parking issues near the Cross Inn, with the possibility of yellow lines being painted as part of a TRO. It was noted that the placement of a flower tub on the verge prevented parking on it. Cllr Topping proposed purchasing another tub to be placed at the other end, with a cost of up to	

	<p>£60. Seconded by Cllr Harvey and unanimous vote in favour. Cllr Newman to purchase/plant the tub. Clerk to add both to the flower tub map.</p> <p>Cllr Topping to contact Matthew Parker regarding installation of the pole for the second speed camera. Clerk to find out if there are ongoing running costs associated with it.</p>	CN RH																																										
15. 049. 23/24	<p>Finance</p> <p>a) To review the month's payments against the budget. Reviewed.</p> <p>b) To approve this month's payments</p> <table> <tr> <td>R Hales</td> <td>Clerk Pay May 23</td> <td>328.17</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td>82.00</td> </tr> <tr> <td>Richard Morgan</td> <td>Churchyard Mowing May 23</td> <td>240.00</td> </tr> <tr> <td>Richard Morgan</td> <td>School Mowing May 23</td> <td>60.00</td> </tr> <tr> <td>P Goodchild</td> <td>Village Weeding May 23</td> <td>48.00</td> </tr> <tr> <td>R Hales</td> <td>Reimbursement – PrintSub Apr/May</td> <td>9.99</td> </tr> <tr> <td>R Hales</td> <td>Reimbursement – APA refreshments</td> <td>14.14</td> </tr> <tr> <td>Forest Equipment Services</td> <td>Dog Bins – Feb-Apr</td> <td>297.60</td> </tr> <tr> <td>Countrywide</td> <td>Mowing May 23</td> <td>778.94</td> </tr> <tr> <td>PATA</td> <td>Payroll Q3 of 22/23</td> <td>52.55*</td> </tr> </table> <p><i>*Invoice received late. Higher due to two clerks on payroll temporarily & one-off calculation of pay increase.</i></p> <p>Approved.</p> <p>c) Income. To note any income received</p> <table> <tr> <td>09/05/2023</td> <td>Bank Interest</td> <td>4.10</td> </tr> <tr> <td>22/05/2023</td> <td>Allotment Payment IM</td> <td>20.00</td> </tr> <tr> <td>23/05/2023</td> <td>Allotment Payment JM</td> <td>40.00</td> </tr> <tr> <td>26/05/2023</td> <td>FoDDC Litter-Picking SLA</td> <td>1291.50</td> </tr> </table> <p>Noted</p> <p>d) To note Q4 of 2022-23 budget report. Noted.</p> <p>e) To note Q4 of 2022-23 bank reconciliation. Noted.</p> <p>f) To officially approve the cost of £584.99 to refresh and plant up the flower tubs. All agreed.</p>	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*	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	
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16. 050 23/24	<p>Annual Return 2022-23</p> <p>a) To note the Annual Internal Audit Report and highlight recommendations. Noted, with recommendations highlighted along with relevant actions to make improvements.</p> <p>b) To approve Section 1 Annual Governance Statement Approved.</p> <p>c) To approve Section 2 Accounting Statements Approved.</p> <p>d) To note analysis of significant year-on-year variances. Noted.</p> <p>e) To note the dates for the exercise of public rights: Monday 5 June – Friday 14 July 2023 Noted.</p>																																											
17. 051. 23/24	<p>Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets.</p> <p>The cut off date of 18 June was noted and the Clerk to send copy on agreed items; flower tubs, coronation gifts and thanking the current editors.</p>																																											
18. 052. 23/24	<p>Council</p> <p>a) Co-options: to note any update and consider further steps. At this stage two former councillors, Dave Bayliss and Ray Woodward, observing the meeting expressed their interest in standing as councillors, so this item was not discussed further.</p> <p>b) REFD fund: to discuss activity and representation.</p>																																											

	Ray Woodward has applied to the committee but currently there are no vacancies. Clerk to find out when applications open. c) To note the date of the next meeting: July Full Council meeting Tuesday 11 July at 7pm. Noted.	
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Meeting ended at 9.13pm

Signed:..... (Chair)

Date:.....