



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 September 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 12 September 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 [Full Council meeting](#) held on 11/07/2023.
4. Public Forum.
5. Planning: to note any updates on planning matters.
 - a. To consider a response to application [P0838/23/FUL](#) & [P1024/23/LBC](#) (Listed building consent) 34 High Street, Aylburton, Lydney. Replacing roof tiles.
 - b. Any other planning matters.
6. To receive any updates from district and county councillors.
7. Ducktown Echo: to note and discuss any updates following the change in editor.
 - a. Advertising costs and processes
 - b. Printing: to propose obtaining three detailed quotes.
8. To note any updates on previous agenda items:
 - a. Friends of Aylburton Wildlife agreement.
 - b. Allotments: water supply
 - c. Footpaths.
 - d. Mowing.
9. Flooding: to note [responses](#) to letters sent to Julia Hall & Nathan Choat and discuss potential further actions.
10. Road Safety
 - a. To approve/sign the SLA between the Parish Council and Gloucestershire Constabulary relating to letters sent from ANPR data collected.
11. Highways:
 - a. to note updates on [‘live issues’ reported](#).
 - b. to note an email from a resident regarding inconsiderate parking in the village and discuss potential solutions.
12. Insurance: to note the insurance renewal price of £469.91 (Year 2 of long-term agreement).
13. Armistice Day. To consider arrangements and assign actions.
14. Finance
 - a) To review the month’s payments against the budget.
 - b) To approve this month’s payments.

R Hales	Clerk Pay July 23	328.17
HMRC	Clerk PAYE	82.00



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R Hales	Reimbursement – PrintSub Aug	4.49
P Goodchild	Village Weeding August 23	48.00
Countrywide	Mowing August	802.94
RMorgan	School/Church Mowing August	120.00
Community Insurance	Insurance renewal	469.91
Graphics Shack	Newsletter Autumn 2023	325.00

c) To ratify payments made in August.

R Hales	Clerk Pay July 23	328.17
HMRC	Clerk PAYE	82.00
R Hales	Reimbursement – PrintSub July	4.49
P Goodchild	Village Weeding July 23	48.00
Countrywide	Mowing July 23	401.47
RMorgan	School/Church Mowing July	150.00
GAPTC	Internal Audit 22/23	215.00
Artytpe	Ducktown Echo Summer 23	225.00
Graphics Shack	Naturewatch Summer 23	95.00
C Newman	Reimbursement – flower tubs	59.99

d) Income. To note any income received

10/07/2023	Bank Interest	8.26
09/08/2023	Bank Interest	9.00
18/08/2023	Allotment Payment DR	10.00
22/08/2023	Ad Revenue AA	75.00
31/08/2023	Ad Revenue BLS	75.00

e) Internal Controls. To note the completion of checks for Q4 of 2022-23.

f) Quarterly checks. To note the completion of the bank reconciliation and budget report for Q1 of 2023-24.

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

16. 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.

17. Aylburton Parish Land

18. Council

a) REFD fund: to note an application had been submitted prior to the deadline of 31 July, receipt confirmed. Awaiting outcome.

b) Council: To note the date of the next meeting: October Full Council meeting Tuesday 10 October at 7pm.