

AYLBURTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Tuesday 12 September 2023, 7.00pm at Aylburton Methodist Community Rooms

PRESENT:

Cllr Colin Newman (Chair)
 Cllr Frankie Evans
 Cllr Claire Shirley
 Cllr Ray Woodward
 Cllr David Bayliss
 Cllr Mark Topping

ATTENDING:

Rachel Hales (Clerk)

No/ Ref	Item/Notes	Action
1. 073. 23/24	To receive any apologies for absence. <ul style="list-style-type: none"> Cllr Harvey. Accepted. 	
2. 074. 23/24	To note declarations of interest relating to the agenda. <ul style="list-style-type: none"> None. 	
3. 075. 23/24	To approve the draft minutes of the Full Council meeting held on 11/07/2023. <ul style="list-style-type: none"> Approved. Signed by Cllr Newman. 	
4. 076. 23/24	Public Forum. <ul style="list-style-type: none"> Two residents in attendance to highlight that much of the verge in Stockwell Lane is not being cut regularly, left too long and a mess when it is cut. They would like it regularly maintained, cutting around the primroses when in bloom. It was agreed that the clerk to look back at original brief provided to Countrywide to establish where the verge is included. 	RH
5. 077. 23/24	Planning: to note any updates on planning matters. <ol style="list-style-type: none"> To consider a response to applications P0838/23/FUL & P1024/23/LBC (Listed building consent) 34 High Street, Aylburton, Lydney. Replacing roof tiles. <ul style="list-style-type: none"> No comments or objections. Any other planning matters. <ul style="list-style-type: none"> It was noted that 53 High Street had appealed application P1423/22/FUL. Awaiting outcome. 	
6. 078. 23/24	To receive any updates from district and county councillors. <ul style="list-style-type: none"> None. 	
7. 079. 23/24	Ducktown Echo: to note and discuss any updates following the change in editor. <ul style="list-style-type: none"> Cllr Newman met with Dave Crabbe prior to publication. All Cllrs impressed with the new edition and positive feedback from residents received. a. Advertising costs and processes <ul style="list-style-type: none"> It was noted that the clerk will invoice advertiser and the income is paid to the Parish Council. The addition of advertisers will save PC money overall. b. Printing: to propose obtaining three detailed quotes. <ul style="list-style-type: none"> Cllr Newman questioned whether a change of printer is necessary, considering the money saving. The matter was put to a vote, all voted in favour of staying with current printer. To be reviewed annually. 	
8. 080 23/24	To note any updates on previous agenda items: <ol style="list-style-type: none"> Friends of Aylburton Wildlife agreement. <ul style="list-style-type: none"> Clerk to send a copy of the agreement to chair of FAW and to invite to a future meeting. Allotments: water supply 	RH

	<ul style="list-style-type: none"> • Cllr Newman had spoken to Gavin at LPE and received a negative response. Cllr Woodward to speak with SR, chair of Aylburton water to discuss potential options. <p>c. Footpaths</p> <ul style="list-style-type: none"> • LPE had carried out some work to the footpaths in question and there is some improvement. • It was highlighted that CGM should be keeping footpath clear from A48 to Sandford Road, but this isn't being done. Clerk to contact CGM. <p>d. Mowing</p> <ul style="list-style-type: none"> • It was highlighted that some areas have been missed recently, and this is becoming regular. Cllr Shirley suggested the PC is notified following each cut so it can be checked. Cllr Woodward volunteered to do this.. Clerk to contact CGM. All in agreement. Clerk to send copy of brief to Cllr Woodward. • Upper Common – Cllr Topping raised the possibility of wildflower areas at Upper Common. Cllr Evans disagreed, after volunteers spent years clearing the area to allow green space. Cllr Woodward suggested trialling a small area. Clerk to make posters asking for feedback on this idea. • Cllr Newman had checked the footpaths at Upper Common – these had now been cut. 	RW
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9.081.23/24	<p>Flooding: to note responses to letters sent to Julia Hall & Nathan Choat and discuss potential further actions.</p> <ul style="list-style-type: none"> • Noted. No further action agreed at this time. 	
10.082.23/24	<p>Road Safety</p> <p>a. To approve/sign the SLA between the Parish Council and Gloucestershire Constabulary relating to letters sent from ANPR data collected.</p> <ul style="list-style-type: none"> • Approved, signed by Cllr Newman. Clerk to return to Gloucestershire constabulary. • Cllr Woodward proposed that we have a more formal reporting system in place in respect of the camera data. It was agreed that the clerk to look at comparison data over a period, to analyse improvements and publish findings in the Ducktown & Facebook pages. • Still waiting for signs - clerk to contact Painswick parish council, who purchased their own signs. • ASW camera waiting to be installed, a letter to request the pole is required to be sent to highways manager– clerk to action this. 	RH RH RH
11.083.23/24	<p>Highways:</p> <p>a. to note updates on <u>'live issues' reported.</u></p> <ul style="list-style-type: none"> • Cllr Woodward raised the drains are a mess, some are filled to the brim with gravel. • Several reports that the village weeding is not being done sufficiently and the cross monument looks untidy. Cllr Woodward proposed that we consider spraying. Cllr Topping suggested giving more direction and ask him to concentrate on focal areas. It was agreed that Cllr Topping would offer some guidance. • Clerk to ask Alan Preest to see if the lengthsman service can visit the village and ask for assistance following up items on Highways list. <p>b. to note an email from a resident regarding inconsiderate parking in the village and discuss potential solutions.</p> <ul style="list-style-type: none"> • Noted. The parish council has already had liaised with NC about TRO on Chapel Hill to alleviate parking issues. To be included on next batch but no confirmation on when this would be. • Clerk to invite PCSO to a meeting. 	RH RH
12.084.23/24	<p>Insurance: to note the insurance renewal price of £469.91 (Year 2 of long-term agreement).</p> <ul style="list-style-type: none"> • Noted. 	
13.085.23/24	<p>Armistice Day. To consider arrangements and assign actions.</p> <ul style="list-style-type: none"> • Weeding of the cross. • Clerk to order two wreaths and contact the school to invite the school children to take part. 	RH
14.086.23/24	<p>Finance</p> <p>a. To review the month's payments against the budget.</p> <ul style="list-style-type: none"> • Reviewed. <p>b. To approve this month's payments.</p>	

	<p>R Hales Clerk Pay July 23 328.17</p> <p>HMRC Clerk PAYE 82.00</p> <p>R Hales Reimbursement – PrintSub Aug 4.49</p> <p>P Goodchild Village Weeding August 23 48.00</p> <p>Countrywide Mowing August 802.94</p> <p>RMorgan School/Church Mowing August 120.00</p> <p>Community Insurance Insurance renewal 469.91</p> <p>Graphics Shack Newsletter Autumn 2023 325.00</p> <ul style="list-style-type: none"> • Approved <p>c. To ratify payments made in August.</p> <p>R Hales Clerk Pay July 23 328.17</p> <p>HMRC Clerk PAYE 82.00</p> <p>R Hales Reimbursement – PrintSub July 4.49</p> <p>P Goodchild Village Weeding July 23 48.00</p> <p>Countrywide Mowing July 23 401.47</p> <p>RMorgan School/Church Mowing July 150.00</p> <p>GAPTC Internal Audit 22/23 215.00</p> <p>Artytpe Ducktown Echo Summer 23 225.00</p> <p>Graphics Shack Naturewatch Summer 23 95.00</p> <p>C Newman Reimbursement – flower tubs 59.99</p> <ul style="list-style-type: none"> • Ratified <p>d. Income. To note any income received</p> <p>10/07/2023 Bank Interest 8.26</p> <p>09/08/2023 Bank Interest 9.00</p> <p>18/08/2023 Allotment Payment DR 10.00</p> <p>22/08/2023 Ad Revenue AA 75.00</p> <p>31/08/2023 Ad Revenue BLS 75.00</p> <ul style="list-style-type: none"> • Noted. <p>e. Internal Controls. To note the completion of checks for Q4 of 2022-23.</p> <ul style="list-style-type: none"> • Noted. <p>f. Quarterly checks. To note the completion of the bank reconciliation and budget report for Q1 of 2023-24.</p> <ul style="list-style-type: none"> • Noted. 	
15. 087. 23/24	<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"> • Upper Common noticeboard – poster asking for feedback regarding a wildflower area in Upper Common. • It was noted that the new Neighbourhood Watch representative at Gloucester police is now Eliza Gibb. To be updated in the upcoming edition of the Ducktown. 	RH
16. 088 23/24	<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"> • Approved. 	
17. 089. 23/24	<p>Aylburton Parish Land</p> <ul style="list-style-type: none"> • **REDACTED** 	
18. 090. 23/24	<p>Council</p> <p>a. REFD fund: to note an application had been submitted prior to the deadline of 31 July, receipt confirmed. Awaiting outcome.</p> <ul style="list-style-type: none"> • Noted. <p>b. Council: To note the date of the next meeting: October Full Council meeting Tuesday 10 October at 7pm.</p> <ul style="list-style-type: none"> • Noted. 	

Meeting ended at 9.00 pm

Signed:..... (Chair)

Date:.....