



Aylburton Parish Council

Parish Clerk: Rachel Hales • 33 Boating Lake Lane, Lydney, GL15 5GA • Tel: 01594 540618
Email: aylburtonclerk@outlook.com • www.aylburton.net/council

6 March 2024

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

7pm on Tuesday 12 March 2024 at Aylburton Methodist Community Room

1. Following the resignation of Cllr Colin Newman, to elect a Chair and Vice-Chair of the council.
2. To receive any apologies for absence.
3. To note declarations of interest relating to the agenda.
4. To approve the [draft minutes](#) of the Full Council meeting held on 09/01/2024.
5. To consider co-opting new members to the council.
6. Public Forum.
7. Planning: to note any updates on planning matters.
8. To receive any updates from district and county councillors.
9. Upper Common:
 - a) to consider a [proposal](#) to create a meadow area for biodiversity purposes on an area of the playing field.
 - b) to consider grass cutting quotes received. ([summary of quotes received](#))
10. Village Weeding:
 - a) to consider a [proposal](#) to include the path alongside the village hall in the village weeding brief.
 - b) to consider a [proposal](#) to revise the number of hours contained in the weeding contract. ([proposed contract](#)) ([contractor feedback & route map](#))
11. Printer: to consider a [proposal](#) to dispose of the old printer.
12. Flower tubs: to consider potential options for the parish flower tubs.
13. Road Safety:
 - a) To consider a [proposal](#) to purchase x 2 camera warning signs.
 - b) to note updates and consider further actions on:
 - i. Parking at the bottom of Chapel Hill
 - ii. ANPR
 - iii. Zebra petition
 - iv. Sandford Road junction petition
 - v. White Gates
 - vi. High Street road markings
14. Parish: to note updates and consider potential further actions on the following items.
 - a) Litter-picking
 - b) Defibrillator
 - c) Allotments
 - d) Verge mowing
 - e) Cherry tree planting
 - f) Biodiversity policy
 - g) Flood prevention
15. Highways: to note updates on [‘live issues’](#) reported.
16. Finance
 - a) To ratify payments made in January.

R Hales	Clerk Pay Jan 24	355.84
HMRC	Clerk PAYE	89.00
ICO	Data Protection Fee	40.00
 - b) To approve this month’s payments, as shown on the payment schedule.

R Hales	Clerk Pay Feb 24	355.84
HMRC	Clerk PAYE	89.00
R Hales	Expenses – Printing Sub	4.49

Forest Equipment Services	Dog Bins Nov-Jan	369.60
PCC	CSS Letters 2023	105.00
The Community Room	APA Room Hire APA	20.00
ANPRcheQ	ANPR Data Storage, Firmware, Licence Jan-Mar	288.00
Rise & Shine	Bus Shelter Cleaning Jan-Feb	30.00
Graphics Shack	Ducktown Spring 2024	395.00

c) Income. To note any income received

09.01.2024	Bank Interest	12.62
24.01.2024	Wayleave Cheque	13.07
09.02.2024	Bank Interest	13.51
21.02.2024	Allotment Payment CB	20.00
26.02.2024	Allotment Payment NW	40.00

d) To note completion of [Q3 Budget Report](#) and [Bank Reconciliation](#).

e) To note the completion of the Q1 and Q2 Internal Controls checks.

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

18. Council

a) Council: To note the date of the next meeting: April Full Council meeting Tuesday 2 April at 7pm.

b) To note the next meeting will take place at the new venue, Aylburton Memorial Hall.