

AYLBURTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Tuesday 12 March 2024, 7.00pm at Aylburton Methodist Community Rooms

PRESENT:

Cllr Franki Evans (Vice-Chair)
 Cllr Claire Shirley
 Cllr Mark Harvey
 Cllr Lorraine Haddrell
 Cllr Brent Winter

ATTENDING:

Rachel Hales (Clerk)

No/ Ref	Item/Notes	Action
1. 155. 23/24	<p>Following the resignation of Cllr Colin Newman, to elect a Chair and Vice-Chair of the council.</p> <ul style="list-style-type: none"> • Cllr MH proposed Cllr MT as Chair, this was seconded by Cllr CS and unanimous vote in favour. • Cllr MH proposed Cllr FE as Vice-Chair, this was seconded by Cllr CS, unanimous vote in favour. • Cllr FE signed DoA form. 	
2. 156. 23/24	<p>To receive any apologies for absence.</p> <ul style="list-style-type: none"> • Cllr MT. Accepted. 	
3. 157. 23/24	<p>To note declarations of interest relating to the agenda.</p> <ul style="list-style-type: none"> • None. 	
4. 158. 23/24	<p>To approve the draft minutes of the Full Council meeting held on 09/01/2024.</p> <ul style="list-style-type: none"> • Deferred until April due to less than 3 members present at this meeting. 	
5. 159. 23/24	<p>To consider co-opting new members to the council.</p> <ul style="list-style-type: none"> • Applications received from Brent Winter, Lorraine Haddrell and Daniel Tremayne. • Lorraine Haddrell and Brent Winter both attended the meeting and were both given the opportunity to speak. • Cllr CS proposed both be co-opted, Cllr MH seconded, unanimous vote in favour. Both sign DoA forms and were invited to take part in the meeting. • It was agreed to defer co-option of Daniel Tremayne until the April meeting. 	
6. 160. 23/24	<p>Public Forum.</p> <ul style="list-style-type: none"> • None 	
7. 161. 23/24	<p>Planning: to note any updates on planning matters.</p> <ul style="list-style-type: none"> • None 	
8. 162. 23/24	<p>To receive any updates from district and county councillors.</p> <ul style="list-style-type: none"> • Email updates from Cllr Alan Preest circulated as received. 	
9. 163. 23/24	<p>Upper Common:</p> <p>a. to consider a proposal to create a meadow area for biodiversity purposes on an area of the playing field.</p> <p>FE raised concerns regarding the bracken/weeds growing back and looking unattractive. Questioned whether wildflower seeds or 'seed-bombs' could be used. Cllr BW raised that wildflower plugs are more effective. Cllr CS proposed that we proceed with the proposal, MH seconded, unanimous vote in favour.</p> <p>b. to consider grass cutting quotes received. (summary of quotes received)</p> <p>It was agreed to go with the Mowtech quote, based on cost. All in favour. Clerk to inform all contractors of the outcome. It was noted a site visit would be helpful between Cllr MT and Mowtech to discuss logistics of new meadow area. Clerk to organise.</p>	RH

10. 164. 23/24	<p>Village Weeding:</p> <p>a. to consider a proposal to include the path alongside the village hall in the village weeding brief.</p> <ul style="list-style-type: none"> Cllr FE proposed we include this area, Cllr MH seconded, unanimous vote in favour. <p>b. to consider a proposal to revise the number of hours contained in the weeding contract. (proposed contract) (contractor feedback & route map)</p> <p>Cllr FE proposed deferring this until April, this was seconded by MH, and agreed. Clerk to get quotes from licensed professionals to spray weeds to bring to the April meeting. Cllr MH raised that several residents did attend a previous meeting in support of hand-weeding, Cllr CS raised that many residents also support spraying. It was noted that any parishioners with an opinion on the topic should be encouraged to share their views.</p>	
11. 165. 23/24	<p>Printer: to consider a proposal to dispose of the old printer.</p> <ul style="list-style-type: none"> Cllr CS proposed, Cllr FE seconded. It was resolved to dispose of the printer either at the recycling centre or by offering ‘free to collect.’ 	RH
12. 166. 23/24	<p>Flower tubs: to consider potential options for the parish flower tubs.</p> <ul style="list-style-type: none"> Cllr CS suggested 3 flower tubs on the grass verge on chapel hill to prevent parking on the verge. One requires replacing after a vehicle drove over it. Cllr MH will drill holes in the flower tubs that are filling with water. Clerk to look at quotes for planting, there are 23 tubs to plant. Cllr FE questioned whether we have had money in the budget for replacements, the clerk confirmed we do (repairs/reserves) for new flower tubs. £600 in budget for flowers/compost. 	MH RH
13. 167. 23/24	<p>Road Safety:</p> <p>a) to consider a proposal to purchase x 2 camera warning signs.</p> <ul style="list-style-type: none"> The clerk has contacted DfT requesting confirmation the sign is suitable – deferred until response is received. Cllr FE questioned whether there was money in the budget for this – clerk confirmed there was a road safety budget. <p>b) to note updates and consider further actions on:</p> <ol style="list-style-type: none"> Parking at the bottom of Chapel Hill <ul style="list-style-type: none"> clerk to invite PCSO to a future meeting. ANPR <ul style="list-style-type: none"> Pole for the second ANPR installed – camera will be installed ASAP. Zebra petition <ul style="list-style-type: none"> Deferred Sandford Road junction petition <ul style="list-style-type: none"> Following a nasty accident on Sandford Rd there is a petition calling for safety measures at this junction and it was encouraged that all should sign/support it. White Gates <ul style="list-style-type: none"> Cllr FE questioned if there was money in budget, the clerk confirmed there wasn't. Cllr CS asked if we could apply to the resilience fund – we have already applied, application denied on the basis we already had a grant for road safety measures. Deferred until April. High Street road markings <ul style="list-style-type: none"> Deferred. 	RH RH MT
14. 168. 23/24	<p>Parish: to note updates and consider potential further actions on the following items.</p> <p>a) Litter-picking</p> <ul style="list-style-type: none"> Cllr MH has taken this on a voluntary basis while walking his dog and the parish council but noted a portion of Church Rd not included in the route that's quite untidy. Community litter picks were suggested to rectify this. <p>b) Defibrillator</p> <ul style="list-style-type: none"> The clerk has been looking into a service contract and will continue with this. Will look into carrying out the checks for the time being. <p>Allotment</p>	RH

	<ul style="list-style-type: none"> The clerk reported that the renewals had been issued and payments were being made. One plot had become available which would be offered to the waiting list. <p>c) Verge mowing</p> <ul style="list-style-type: none"> Cllr MT would arrange site visit with countryside to discuss upcoming cutting season. <p>d) Cherry tree planting</p> <ul style="list-style-type: none"> Cherry trees have been planted. <p>e) Biodiversity policy</p> <ul style="list-style-type: none"> Deferred until April meeting. <p>f) Flood prevention.</p> <ul style="list-style-type: none"> Clerk reported some logs blocking the grid at Milling Brook to highways 	MT																																																			
15. 169. 23/24	<p>Highways: to note updates on <u>'live issues'</u> reported.</p> <ul style="list-style-type: none"> Noted. Cllr CS raised the terrible state of the road surface, suggested writing to highways, copying in Alan Preest. Cllr FE reported the condition of the roads and many potholes on the Upper Common circuit and on Chapel Hill, clerk to report. Cllr MT had reported prior to the meeting that the ANPR pole fitted had been fitted. 	RH RH																																																			
16. 170. 23/24	<p>Finance</p> <p>a) To ratify payments made in January.</p> <table border="0" data-bbox="243 787 1388 892"> <tr> <td>R Hales</td> <td>Clerk Pay Jan 24</td> <td>355.84</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td>89.00</td> </tr> <tr> <td>ICO</td> <td>Data Protection Fee</td> <td>40.00</td> </tr> </table> <ul style="list-style-type: none"> Ratified <p>b) To approve this month's payments, as shown on the payment schedule.</p> <table border="0" data-bbox="243 955 1388 1260"> <tr> <td>R Hales</td> <td>Clerk Pay Feb 24</td> <td>355.84</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td>89.00</td> </tr> <tr> <td>R Hales</td> <td>Expenses – Printing Sub</td> <td>4.49</td> </tr> <tr> <td>Forest Equipment Services</td> <td>Dog Bins Nov-Jan</td> <td>369.60</td> </tr> <tr> <td>PCC</td> <td>CSS Letters 2023</td> <td>105.00</td> </tr> <tr> <td>The Community Room</td> <td>APA Room Hire APA</td> <td>20.00</td> </tr> <tr> <td>ANPRcheQ</td> <td>ANPR Data Storage, Firmware, Licence Jan-Mar</td> <td>288.00</td> </tr> <tr> <td>Rise & Shine</td> <td>Bus Shelter Cleaning Jan-Feb</td> <td>30.00</td> </tr> <tr> <td>Graphics Shack</td> <td>Ducktown Spring 2024</td> <td>395.00</td> </tr> </table> <ul style="list-style-type: none"> Approved <p>c) Income. To note any income received</p> <table border="0" data-bbox="243 1333 1388 1501"> <tr> <td>09.01.2024</td> <td>Bank Interest</td> <td>12.62</td> </tr> <tr> <td>24.01.2024</td> <td>Wayleave Cheque</td> <td>13.07</td> </tr> <tr> <td>09.02.2024</td> <td>Bank Interest</td> <td>13.51</td> </tr> <tr> <td>21.02.2024</td> <td>Allotment Payment CB</td> <td>20.00</td> </tr> <tr> <td>26.02.2024</td> <td>Allotment Payment NW</td> <td>40.00</td> </tr> </table> <ul style="list-style-type: none"> Noted Cllr FE asked how much income was due from the Spring issue of the Ducktown. The clerk confirmed £410 was due but invoicing had not begun. <p>d) To note completion of <u>Q3 Budget Report</u> and <u>Bank Reconciliation</u>.</p> <ul style="list-style-type: none"> Noted. <p>e) To note the completion of the Q1 and Q2 Internal Controls checks.</p> <ul style="list-style-type: none"> Noted. 	R Hales	Clerk Pay Jan 24	355.84	HMRC	Clerk PAYE	89.00	ICO	Data Protection Fee	40.00	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	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	
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17. 171. 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"> Deadline is May 15, items so far, Community Litter pick, new councillor update. 																																																				
18.	<p>Council</p>																																																				

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23/24

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

- Noted

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

- Noted

Meeting ended 20.30 pm

Signed:..... (Chair)

Date:.....