

AYLBURTON PARISH COUNCIL

**Minutes of the Full Council Meeting held on Monday 15th February 2021, 7.00 pm
(remotely via Zoom)**

PARTICIPATING:

Cllr Steph Lord (Chairman)
Cllr Mark Topping
Cllr Andrew Blamey
Cllr Claire Shirley
Cllr John Harrison

ATTENDING:

Meg Humphries (Clerk)

No/ Ref	Item/Notes	Action
1. 101. 20/21	To receive any apologies for non-participation. Apologies received from Cllrs David Bayliss and Frankie Evans. County Councillor Alan Preest also sent his apologies.	
2. 102. 20/21	To note declarations of interest relating to the agenda. None.	
3. 103. 20/21	To approve the accuracy of the draft Minutes of the Full Council Meeting on 07.12.2020. Approved.	
4. 104. 20/21	Covid-19 community action: to receive any updates on activity in the parish No updates at this time.	
5. 105. 20/21	Public forum None.	
6. 106. 20/21	To receive any updates from district and county councillors District Councillor Mark Topping: no updates at this time. County Councillor Alan Preest. Update via email, in summary: <ul style="list-style-type: none"> • Apologies for not being able to join the meeting due to a very busy week including GCC budget meeting and Cllr Preest is acting group leader for the Conservatives following the former leader's resignation. • Commended Cllr Mark Topping for an excellent presentation on wildflower areas at the Lydney Town Council meeting recently. 	
7. 107. 20/21	Planning a. To note a parish council application: P0275/21/TCA: St Marys Church, Church Road Aylburton Prune 1 x Yew tree overhanging neighbouring residential properties. Noted; this is the parish council's application so the council is not a consultee on this occasion. b. To receive any progress reports on local planning matters. None at this time.	
8. 108. 20/21	Parish: to note updates a. Flooding and Drainage: to note any updates including brook clearance and culvert work; to consider other steps including Cllr Harrison's suggestion of contacting Lydney Park Estate to ask about any flood mitigation strategies. Some discussion took place and it was agreed to look into this at a later date if required. b. Highways and Road Safety. To note any updates, including speeding, and Road Safety Group update. Noted, with the following additional items raised	

<ul style="list-style-type: none"> • There is water running down Chapel Hill from a patch of grass just uphill from the Orchard Close turning. WPD dug up the whole patch late last year during works, and now water is just running off it. Clerk to report to Highways and copy in Aylburton Water. • The sign has now been installed on the bus stop pole opposite Stockwell Lane. • There was a discussion of various maintenance issues which are perennial. It was suggested that this could be dealt with by sending Brian Watkins a list every autumn for attention. • Lower Common/Sandford Road road surface – Cllr Topping confirmed that nothing had changed in this respect. Clerk to follow up with Highways. • Cyclepath – The GCC officer is going to check in with the contractor to see what's been done to remedy the issues raised by the council last year. • The meeting noted the complaint from a resident on the quality of work on the Millbrook Green dropped kerb. Clerk to pass the photos and comment on to Highways. 	<p>MH</p>
<p>c. Footpaths. To receive any updates. The meeting noted the CPRE stone stiles project. Clerk to post about it on website and social media and to request an item in the Ducktown Echo.</p>	<p>MH</p>
<p>d. Management of trees/hedges. To officially approve the quotation for remaining overhang issue in churchyard. The quotation of £350+VAT was accepted. Clerk to instruct work, pending TCA planning permission.</p>	<p>MH</p>
<p>e. Former Upper Common allotments wall deterioration. To note any updates. A few more sections have deteriorated; Lydney Park Estate are now engaging a drystone waller to carry out the work.</p>	
<p>f. Cross Inn. To receive any updates. Renovation work appears to be taking place.</p>	
<p>g. Allotments. To note any updates including littering issues, and approve division of Plot 7 into 3 for new ploholders. <u>It was resolved</u> to divide Plot 7 into three plots, the new 7, 8 and 9. There are concerns about rubbish and rubbish disposal at the Parish Patch and on Kear's Moor. Clerk to remind tenants of good management and tenancy guidelines.</p>	<p>MH</p>
<p>h. Grass cutting: to note any updates. The Clerk advised that MowTech's prices would remain the same to mow Upper Common Rec in 2021 and that they were still able to do the work. This item will be added to the March agenda for approval.</p>	
<p>i. Wildflower verges: to note any updates. Cllr Topping reported: Stockwell Lane/A48 corner trial area will feature signage like the signs on the pilot area near Taurus Crafts. Cllr Topping will talk to Martin Rice about mowing and will write to the trading estate businesses about it. A review of the wildflower areas will happen towards the end of 2021, at the same time as the grasscutting review in readiness for a new 3-year contract for 2022-25.</p>	
<p>j. Parish flower tubs 2020. To note any updates. Martin Rice has advised the Clerk that the old bedding will be cleared out of the tubs very soon as instructed.</p>	
<p>k. Phone Kiosk, Upper Common: to receive any updates. There was a discussion on the potential community benefit of doing it up versus scrapping it and donating any income to the school. X2Connect buy them and resell them, and may also offer refurbishment services. Clerk to enquire to X2Connect about selling/refurbishment.</p>	<p>MH</p>
<p>l. The Cross Monument. To receive any updates. Cllr Harrison is hoping for an unveiling ceremony in the summer, Covid allowing.</p>	
<p>m. Bus Shelters. To receive any updates including repair of the glass shelter. This has now been fixed finally after 6 months, but the repairers had left waste scattered in the bus stop area; complaint sent to the company.</p>	

	<p>n. Litterpicking. To receive any updates. None</p> <p>o. Dog waste bins. To receive any updates. The replacement dog waste bin at Millbrook Green has been installed.</p> <p>p. Housing Needs Survey: to note any updates. Ongoing; awaiting a return to face-to-face meetings.</p> <p>q. Two Rivers garages. To receive any updates. Demolition and rebuild due 2021-22; some garages have now been emptied by tenants but some contents have been dumped on the site, so Cllr Topping has reported this to FoDDC.</p>																																																							
<p>9. 109. 20/21</p>	<p>Council</p> <p>a) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972. Ongoing.</p> <p>b) Climate change: to receive any updates. Cllr Topping receives digests of environmental materials for digital communications each month. December's theme was insulation; other subjects include biodiversity, food waste. These could be used on social media, website, etc. Cllr Topping to send this out to other members and the Clerk to show what sort of thing is included and to consider whether this can be made use of.</p> <p>c) To adopt revised Standing Orders to incorporate amended statutory segments (see meeting pack). <u>It was resolved to adopt the new Standing Orders.</u></p>	<p>MT</p>																																																						
<p>10. 110. 20/21</p>	<p>a. Payments. To approve this month's council payments. Approved as follows.</p> <table border="1"> <thead> <tr> <th>TO WHOM</th> <th>DETAILS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Meg Humphries</td> <td>Salary – January 2021</td> <td>377.12</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog Bins: January 2021</td> <td>67.60</td> </tr> <tr> <td>Meg Humphries</td> <td>Expense reimbursement: Ink cartridges</td> <td>66.99</td> </tr> <tr> <td>Mark Topping</td> <td>Litter picking Nov Dec 2020</td> <td>230.00</td> </tr> <tr> <td>Royal British Legion</td> <td>Armistice Day wreaths x 2</td> <td>50.00</td> </tr> <tr> <td>Ardian Outdoor Ltd</td> <td>Bus Shelter glass pane repair</td> <td>474.00</td> </tr> <tr> <td>Meg Humphries</td> <td>Expense: 30 MPH wheelie bins</td> <td>31.98</td> </tr> <tr> <td>Aylburton Community Rooms</td> <td>Donation - mtg room hire for 2020-21</td> <td>180.00</td> </tr> <tr> <td>ICO</td> <td>Data protection fee (mandatory) 21-22</td> <td>40.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE Jan 2021</td> <td>6.40</td> </tr> </tbody> </table> <p>b) Income. To note any income received since the last meeting. Noted as follows.</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>FROM</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>09/12/2020</td> <td>Bank Interest</td> <td>0.06</td> </tr> <tr> <td>11/01/2021</td> <td>Bank Interest</td> <td>0.07</td> </tr> <tr> <td>09/02/2021</td> <td>Bank Interest</td> <td>0.06</td> </tr> </tbody> </table> <p>c) Internal Controls: To note the completion of Q2 by Cllr Blamey and to assign Q3 checks to a member. Cllr Blamey offered to take this on. Clerk to send pack to Cllr Blamey.</p> <p>d) Banking: to approve a move of £1,000 Cross Monument funding from project account into current account following completion of the project. Approved.</p> <p>e) Internal Audit 20-21: To approve the Clerk's proposed arrangements of using GAPTC again, at a cost of £175. Approved.</p> <p>f) To ratify the January payments made (due to no meeting in January). Ratified as follows.</p> <table border="1"> <thead> <tr> <th>TO WHOM</th> <th>DETAILS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Meg Humphries</td> <td>Salary – December</td> <td>377.12</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog Bins: December 2020</td> <td>67.60</td> </tr> </tbody> </table>	TO WHOM	DETAILS	AMOUNT	Meg Humphries	Salary – January 2021	377.12	Merlin Waste	Dog Bins: January 2021	67.60	Meg Humphries	Expense reimbursement: Ink cartridges	66.99	Mark Topping	Litter picking Nov Dec 2020	230.00	Royal British Legion	Armistice Day wreaths x 2	50.00	Ardian Outdoor Ltd	Bus Shelter glass pane repair	474.00	Meg Humphries	Expense: 30 MPH wheelie bins	31.98	Aylburton Community Rooms	Donation - mtg room hire for 2020-21	180.00	ICO	Data protection fee (mandatory) 21-22	40.00	HMRC	PAYE Jan 2021	6.40	DATE	FROM	AMOUNT	09/12/2020	Bank Interest	0.06	11/01/2021	Bank Interest	0.07	09/02/2021	Bank Interest	0.06	TO WHOM	DETAILS	AMOUNT	Meg Humphries	Salary – December	377.12	Merlin Waste	Dog Bins: December 2020	67.60	<p>MH</p>
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	<p>HMRC PAYE Quarter 3 of 2020-2021 6.40</p> <p>PATA Payroll Payroll Services, Quarter 3 of 20-21 23.25</p> <p>Earth Anchors Replacement Dog Bin 249.54</p> <p>g) To adopt the latest financial regulations following updates to some statutory segments (see meeting pack). <u>It was resolved to adopt the new financial regulations.</u></p> <p>h) To accept the budget report for the end of Q3 2020-21 (see meeting pack). <u>It was resolved to accept the budget report.</u></p> <p>i) To review the banking arrangements for the parish council (circulated to the councillors along with this agenda). <u>It was resolved to continue using Lloyds for banking.</u> Next review: No later than February 2024.</p>	
<p>11.</p> <p>111.</p> <p>20/21</p>	<p>To note any correspondence and any additional notes from the Clerk.</p> <p>a) To note concerns raised over poor quality of newly installed dropped kerb at A48/Millbrook Green (see meeting pack). Covered within Item 8b.</p> <p>b) To note and consider suggestion from a parishioner of devising a historical walk map/tour around the parish (see meeting pack). There was an enthusiastic discussion about the possibilities. It was noted that Bream has an extensive walk with about 30 points of interest over about 10km. Clerk to circulate a copy of the Bream walk and to advise the parishioner that the walk suggestion is being considered.</p>	MH
<p>12.</p> <p>112.</p> <p>20/21</p>	<p>To note the date of the next meeting – Full Council Meeting on Monday 8th March 2021 7 pm, via Zoom. Noted; as before, the date may change based on member availability during the challenging context of the pandemic.</p>	

Meeting closed: 8.44 pm

Signed:..... Chairman

Date:.....