

AYLBURTON PARISH COUNCIL

**Minutes of the Full Council Meeting held on Monday 12th April 2021, 7.00 pm
(remotely via Zoom)**

PARTICIPATING:

Cllr Steph Lord (Chairman)
Cllr Mark Topping
Cllr Claire Shirley

ATTENDING:

Meg Humphries (Clerk)

No/ Ref	Item/Notes	Action
1. 001. 21/22	To receive any apologies for non-participation. Apologies received from Cllrs Harrison, Evans, Bayliss and Blamey. County Councillor Alan Preest also conveyed his apologies.	
2. 002. 21/22	To note declarations of interest relating to the agenda. Cllr Shirley declared an interest in item Item 8e, a planning application for her home.	
3. 003. 21/22	To approve the accuracy of the draft Minutes of the Full Council Meeting on 09.03.2021. Approved.	
4. 004. 21/22	Covid-19 community action: to receive any updates on activity in the parish. None at this time.	
5. 005. 21/22	Public forum. None.	
6. 006. 21/22	To receive any updates from district and county councillors. None at this time.	
7. 007. 21/22	Planning. To consider the following applications. a. P0274/21/FUL: Ivy Cott., 3 Cross Farm Close: Erection of a single storey side extension. No objections to be raised. b. P0030/21/DISCON: Barn Adj. Chapel Hill Barn. Discharge of conditions 5 (hard & soft landscaping), 6 (biodiversity enhancement) and 7 (external lighting) of P0619/20/FUL. No objections to be raised. c. P0020/21/DISCON: Barn Adjoining Chapel Hill Barn. Discharge of condition 04 (surface water drainage scheme) relating to planning permission P0619/20/FUL. No objections to be raised. d. P0424/21/FUL: Barn Adjoining, Chapel Hill Barn. Variation of condition 02 (approved plans) of planning permission P0619/20/FUL to allow for revisions to windows, addition of pv panels and roof lights and internal layout changes. No objections to be raised. e. P0321/21/FUL: 93 High Street. Variation of conditions 02 (Approved plans), 04 (materials) and 05 (gate materials) of planning permission P1964/20/FUL to allow for amendments to approved plans and materials. Cllr Shirley left the meeting for this item due to having an interest in it (her home). The meeting was then not quorate but neither remaining councillor had any objections, nor did any other councillor express any concern via email prior to the meeting; therefore no action to be taken. At the end of the item. Cllr Shirley rejoined the meeting. f. P0317/21/LBC: The Old Butchers Arms, Wesley Close. Listed building consent for conservation repairs and alterations including extending up into roof space and providing a new external balcony to the rear (SE) elevation. No objections.	

	<p>g. P0604/21/TCA: George Inn High Street Aylburton Conifer overhanging boundary cut back to allow light and air flow around guest accommodation. No objections.</p> <p>h. P0316/21/FUL: The Old Butchers Arms, Wesley Close, Aylburton, Lydney. Installation of a balcony and fire escape on the rear (SE) elevation. No objections.</p> <p>i. P0608/21/TCA: 10 High Street. Spruce fell due to being overbearing and canopy starting to thin, suggesting poor health. To be replaced with ornamental Acer (variety to be confirmed). No objections.</p> <p>j. To receive any progress reports on local planning matters. None at this time.</p>	
<p>8. 008. 21/22</p>	<p>Parish: to note updates.</p> <p>a. Flooding and Drainage: to note any updates including brook clearance and culvert work. Ongoing. Clerk to enquire re progression of A48 culvert project. Clerk to enquire of Lydney Park Estate regarding ownership of a portion of the stream at the west end of the village.</p> <p>b. Highways and Road Safety. To consider requesting a speed survey. To note any updates, including speeding, and Road Safety Group update. (For a full list of ‘live’ matters see meeting pack.)</p> <p>Meeting pack updates noted, with the following additional comments/matters:</p> <ul style="list-style-type: none"> • Levelling up fund – Cllr Topping suggested submitting the crossing as a project for this fund. Clerk to circulate the form to all members for consideration. • Cllr Topping is meeting CCllr Preest on 13/4 regarding desired improvements to road: crossing, countdown marker and 50 mph speed limit between village and Alvington. • Cllr Topping phoned Police and Crime Commissioner Martin Surl’s office and spoke to someone from the Safe and Social Road department, who have had feedback that there is not much clarity on how communities can put measures in place. Also they made some suggestions – GAPTC has a road safety group, so it may be beneficial to connect with them to see if there were precedents. Also recommended a new speed survey and advised there was no reason the police could not enforce 50mph between villages. • Speed survey – the stretch between the two villages would be v useful, plus one in the village. <u>It was resolved</u> to commission a speed survey on this stretch. • Crossing: Clerk to write to Highways to formally request a crossing, as per the road safety group’s meeting notes. • Clerk to chase up the Church Road drainage issue as per Cllr Bayliss’s latest report via email. • Taurus bumpy surface – patching seemed to be taking place, but October now the timing for resurfacing. • Re the quality-of-work complaint from a parishioner regarding a dropped kerb: Highways inspected the kerb and are happy with the work done. <p>c. Motocross complaints. To receive an update on working to lessen the negative impact of future events on the community. In progress.</p> <p>d. Footpaths. To receive any updates. Cllr Topping found three stone stiles, in the Bream road area of the parish. He will relay this to the CPRE stone stile project, who are gathering information on them.</p> <p>e. Management of trees/hedges. The churchyard yew tree has now been pruned, concluding this round of tree works.</p>	<p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p>

	<p>f. Former Upper Common allotments wall deterioration. To note any updates. Lydney Park Estate have engaged a contractor who will be carrying out repairs from 13th April.</p> <p>g. Cross Inn. To receive any updates. None.</p> <p>h. Allotments. To note any updates including littering issues. Following a complaint, and evidence of burning household waste including plastic, Cllr Topping spoke to ERS, who confirmed that this was not lawful. Clerk to send a warning letter to the plothead.</p> <p>Following a complaint from another plothead about rubbish on another plot, Clerk to write to the plothead re rubbish; it was noted that access to others' plots is apparently being hindered. Clerk to organise a members' visit to Kear's Moor allotments.</p> <p>i. Grass cutting: to note any updates. Clerk to ask mowing contractor leave a small circle of grass around cherry trees to avoid damage to bark. It was resolved to ratify the continued use of MowTech to mow Upper Common rec.</p> <p>j. Wildflower verges: to note any updates. Gigaclear are now digging up the area intended to be used for the second wildflower area – however, this may improve the area in future due to the potential disturbance of dormant seeds.</p> <p>k. Parish flower tubs 2020. To note any updates. The Clerk has ordered the bedding and compost from Coinros ready for planting up once the risk of frosts has passed.</p> <p>l. Phone Kiosk, Upper Common: to receive any updates. Clerk to advertise it, with proceeds towards road safety fund.</p> <p>m. The Cross Monument. To receive any updates. None.</p> <p>n. Bus Shelters. To receive any updates. None.</p> <p>o. Litterpicking. To receive any updates. Cllr Topping is considering a community litterpick, potentially a Saturday in July.</p> <p>p. Dog waste bins. To receive any updates. None.</p> <p>q. Housing Needs Survey. To note any updates. None.</p> <p>r. Two Rivers garages. To receive any updates. Some refurbishment now seems to be taking place in a few of the units.</p>	<p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p>																		
<p>9. 009. 21/22</p>	<p>Council</p> <p>a) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972. Ongoing. **CHASE** for latest on timings.</p> <p>b) Meetings: To consider arrangements for meetings from 7th May onwards in light of the legal need to return to in-person meetings, and to consider arrangements for the Annual Parish Assembly and the Annual Council Meeting. Clerk to organise a face-to-face event to encompass both meetings, in late May.</p> <p>c) Climate change: to receive any updates. None.</p> <p>d) To consider adopting the draft Risk Assessment Scheme. It was resolved to adopt this.</p>	<p>MH</p> <p>MH</p>																		
<p>10. 010. 21/22</p>	<p>Finance</p> <p>a) Payments. To approve this month's council payments. Approved as follows:</p> <table border="1" data-bbox="209 1825 1444 2049"> <thead> <tr> <th>TO WHOM</th> <th>DETAILS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>M Humphries</td> <td>Salary March 2021</td> <td>377.12</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog Bins March 2021</td> <td>67.60</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>6.40</td> </tr> <tr> <td>PATA Payroll</td> <td>Payroll services Q4 of 21/22</td> <td>23.85</td> </tr> <tr> <td>M Humphries</td> <td>Expenses – speed stickers</td> <td>28.78</td> </tr> </tbody> </table>	TO WHOM	DETAILS	AMOUNT	M Humphries	Salary March 2021	377.12	Merlin Waste	Dog Bins March 2021	67.60	HMRC	PAYE	6.40	PATA Payroll	Payroll services Q4 of 21/22	23.85	M Humphries	Expenses – speed stickers	28.78	
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	<p>GAPTC Membership subscription 193.50 Lydney Park Estate Kears Moor rent 90.00 FoDDC Green Bin licences 21/22 84.00</p> <p>b) Income. To note any income received since the last meeting. Noted as follows</p> <table> <thead> <tr> <th>DATE</th> <th>FROM</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>09/3/21</td> <td>Bank Interest</td> <td>00.06</td> </tr> <tr> <td>22/3/21</td> <td>CB – allotment rent</td> <td>20.00</td> </tr> <tr> <td>22/3/21</td> <td>AB – allotment rent</td> <td>40.00</td> </tr> <tr> <td>22/3/21</td> <td>CN – allotment rent</td> <td>40.00</td> </tr> <tr> <td>23/3/21</td> <td>RW – allotment rent</td> <td>20.00</td> </tr> <tr> <td>26/3/21</td> <td>JD – allotment rent</td> <td>40.00</td> </tr> <tr> <td>31/3/21</td> <td>MD – allotment rent</td> <td>40.00</td> </tr> <tr> <td>06/4/21</td> <td>AR – allotment rent</td> <td>40.00</td> </tr> </tbody> </table> <p>c) To note the Year End budget statement, Year End accounts statement and Q4 bank reconciliation. Noted. d) Internal Controls: to note any updates and agree arrangements for checks for Q4 of 2020-21. Noted, CS to do Q4 ICs. e) To officially agree to declare the council exempt from an external audit (due to income/expenditure both being under £25,000). Agreed. f) AGAR 2020-21: To note the timetable and arrangements (see meeting pack). Noted.</p>	DATE	FROM	AMOUNT	09/3/21	Bank Interest	00.06	22/3/21	CB – allotment rent	20.00	22/3/21	AB – allotment rent	40.00	22/3/21	CN – allotment rent	40.00	23/3/21	RW – allotment rent	20.00	26/3/21	JD – allotment rent	40.00	31/3/21	MD – allotment rent	40.00	06/4/21	AR – allotment rent	40.00	
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11.011.21/22	To note any correspondence and any additional notes from the Clerk. None.																												
12.012.21/22	To note the date of the next meeting – Full Council Meeting on Tuesday 4th May 2021 7 p.m., via Zoom. Noted. Cllr Topping gave his apologies due to work commitments.																												

Meeting closed: 20.33

Signed:..... Chairman

Date:.....