

AYLBURTON PARISH COUNCIL
Minutes of the Full Council Meeting held on Tuesday 12th April 2022, 7.00 pm at
Aylburton Methodist Community Rooms

PARTICIPATING:

Cllr Frankie Evans
 Cllr David Bayliss
 Cllr Claire Shirley

ATTENDING:

Meg Humphries (Clerk)

No/ Ref	Item/Notes	Action
1. 001. 22/23	To receive any apologies for absence. Apologies received from Cllr Evans and Cllr Lord. Accepted. Cllr Lord had announced her resignation effective 19/04/22.	
2. 002. 22/23	To note declarations of interest relating to the agenda. None.	
3. 003. 22/23	To approve the accuracy of the draft Minutes of the Full Council Meeting on 08/03/2022. Deferred, awaiting 3+ members who were present at the meeting.	
4. 004. 22/23	To consider applications for a co-opted councillor following the resignation of Cllr John Harrison. Deferred in light of Cllr Lord's upcoming resignation; both vacancies to be filled simultaneously, as soon as possible.	
5. 005. 22/23	To consider purchasing plug plants to enhance the wildlife verges for 2022. Agreed as per meeting pack.	
6. 006. 22/23	Public forum. None.	
7. 007. 22/23	To receive any updates from district and county councillors. County Councillor Alan Preest: various, as circulated via email. District Councillor Mark Topping – none.	
8. 008. 22/23	Planning. a) To consider P0276/22/OUT: Outline application for the erection of three dwellings and improvements to vehicular access and associated works. (all matters reserved). Support on the basis of the evidenced housing need, and the preference for infill development over building on open green space. b) To consider P0340/22/FUL: Alderbrook, Lower Common, Aylburton, Lydney. Erection of an attached double garage/workshop and erection of part two storey, part single storey rear extension with associated works. Demolition of existing single detached garage, single storey rear extension and removal of part of existing driveway. No objections. c) To consider P0007/22/FUL: Land At Lodge Barn - South Church Road Aylburton. Change of use of land to tourism with the siting of 2 no. shepherd's huts and associated works (revised description). No objections. d) To note any updates on planning matters in / affecting the parish. None.	
9. 009. 22/23	Parish: to note updates on the following topics: a. Flooding and drainage. Highways believed to be planning to jet Upper Common gully this week. b. Highways: to note any updates (see meeting pack). Noted, with the additional point that there are some very large potholes on Upper Common.	

	<p>c. Public rights of way. Clerk to relay comments on maintenance needed from a parishioner to PROWs officer.</p> <p>d. Trees/hedges. Removal of failed trees/limbs in the churchyard is now complete.</p> <p>e. Former Upper Common allotments wall deterioration. Ongoing.</p> <p>f. Allotments. Most rental payments have been made. The clerk will chase up any missing payments in May.</p> <p>g. Grass cutting. All work appeared to be going smoothly on the whole.</p> <p>h. Wildflower verges. Signage has arrived.</p> <p>i. Parish flower tubs. No updates.</p> <p>j. Bus shelters. Clerk to request Countrywide strim back the brambles behind Sandford Road bus shelter.</p> <p>k. Litter-picking. No updates.</p> <p>l. Dog waste bins. Some residents observed putting 'household' dog waste in the dog waste bins. Agreed to put up a notice on the bin to discourage.</p> <p>m. Two Rivers garages. No updates.</p> <p>n. Kiosk on Upper Common. The collection is believed to be imminent.</p> <p>o. Ducktown Echo. Spring 2022 edition: the extra pages will not be needed.</p> <p>p. Motocross events. No updates.</p> <p>q. Weeding. To consider an offer of weeding received from Cllr Topping. Approved.</p> <p>r. Platinum Jubilee. It was noted that the WI will be decorating the Cross monument for the occasion.</p>	<p>MH</p> <p>MH</p>																																																																
<p>10. 010. 22/23</p>	<p>10. Finance</p> <p>a) To ratify the payment of 27.40 to Cllr Bayliss for materials to repair benches. Ratified, but Cllr Bayliss queried the total. Clerk to review the receipts and rectify this.</p> <p>b) To approve this month's payments. Approved as follows:</p> <table border="0"> <tr> <td>M Humphries</td> <td>Clerk Pay March 2022</td> <td>383.52</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog Bins March 2022</td> <td>95.33</td> </tr> <tr> <td>GAPTC</td> <td>Training – Cllr Topping</td> <td>50.00</td> </tr> <tr> <td>GAPTC</td> <td>Membership 2022-23</td> <td>191.64</td> </tr> <tr> <td>GraphicsShack</td> <td>Additional copies of Nature Watch</td> <td>30.00</td> </tr> <tr> <td>TrunkArb</td> <td>Removal of dropping branch in churchyd</td> <td>252.00</td> </tr> <tr> <td>TrunkArb</td> <td>Removal of fallen tree in churchyard</td> <td>750.00</td> </tr> <tr> <td>Lydney Park Est</td> <td>Kears Moor rent</td> <td>90.00</td> </tr> <tr> <td>MowTech</td> <td>Upper Common grasscutting/trees/tubs</td> <td>174.00</td> </tr> <tr> <td>PATA</td> <td>Payroll services Q4 of 2021-22</td> <td>23.85</td> </tr> <tr> <td>M Humphries</td> <td>Reimbursement for wildlife verge boards</td> <td>36.24</td> </tr> <tr> <td>Countrywide</td> <td>Verge mowing March 2022</td> <td>342.85</td> </tr> </table> <p>c) Income. To note any income received since the last meeting: Noted as follows:</p> <table border="0"> <tr> <td>08/03/22</td> <td>RW</td> <td>Allotment payment</td> <td>20.00</td> </tr> <tr> <td>08/03/22</td> <td>CB</td> <td>Allotment payment</td> <td>20.00</td> </tr> <tr> <td>09/03/22</td> <td>Lloyds</td> <td>Bank Interest</td> <td>0.06</td> </tr> <tr> <td>10/03/22</td> <td>DE</td> <td>Allotment payment</td> <td>10.00</td> </tr> <tr> <td>10/03/22</td> <td>KM</td> <td>Allotment payment</td> <td>20.00</td> </tr> <tr> <td>28/03/22</td> <td>MD + SD</td> <td>Allotment payment</td> <td>40.00</td> </tr> <tr> <td>06/04/22</td> <td>JW</td> <td>Allotment payment</td> <td>40.00</td> </tr> </table> <p>d) To confirm completion of Internal Controls checks for Quarter 1 (retrospective). Confirmed.</p>	M Humphries	Clerk Pay March 2022	383.52	Merlin Waste	Dog Bins March 2022	95.33	GAPTC	Training – Cllr Topping	50.00	GAPTC	Membership 2022-23	191.64	GraphicsShack	Additional copies of Nature Watch	30.00	TrunkArb	Removal of dropping branch in churchyd	252.00	TrunkArb	Removal of fallen tree in churchyard	750.00	Lydney Park Est	Kears Moor rent	90.00	MowTech	Upper Common grasscutting/trees/tubs	174.00	PATA	Payroll services Q4 of 2021-22	23.85	M Humphries	Reimbursement for wildlife verge boards	36.24	Countrywide	Verge mowing March 2022	342.85	08/03/22	RW	Allotment payment	20.00	08/03/22	CB	Allotment payment	20.00	09/03/22	Lloyds	Bank Interest	0.06	10/03/22	DE	Allotment payment	10.00	10/03/22	KM	Allotment payment	20.00	28/03/22	MD + SD	Allotment payment	40.00	06/04/22	JW	Allotment payment	40.00	<p>MH</p>
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	<p>e) To confirm completion of Internal Controls checks for Quarter 2 (retrospective). Confirmed.</p> <p>f) To confirm the completion of Internal Controls checks for Quarter 3. In progress – to be deferred until a future meeting.</p> <p>g) To note the 2021-22 Q4 Bank Reconciliation. Noted.</p> <p>h) To note the 2021-22 Q4 Budget Report. Noted. Clerk to ask Cllr Preest about the unspent kiosk refurbishment grant – return or reallocate.</p> <p>i) To note the Year End Accounts and Reserves Report. Noted.</p>	MH
<p>11. 011. 22/23</p>	<p>Annual return 2021-22: To certify the council as exempt from an external audit due to both income and expenditure being under £25,000 for 2021-22. Agreed.</p>	
<p>12. 012. 22/23</p>	<p>a) Clerk: to consider the routine annual pay uplift for the civic year 2022/2023 (see meeting pack). Agreed.</p> <p>b) To note any correspondence and any additional notes from the Clerk. None.</p> <p>c) To note the date of the next meetings:</p> <ul style="list-style-type: none"> • May Full Council Meeting: Tuesday 10th May 2022 at 7 pm. • Annual Parish Assembly and Annual Council Meeting: Tuesday 17th May at 7 pm. <p>Noted.</p>	

Meeting ended at 8.31 pm

Signed:..... Chairman Date:.....

