



# Aylburton Parish Council

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Thursday 7<sup>th</sup> April 2022

To all members of the Council

You are hereby summoned to participate as a member of Aylburton Parish Council on **Tuesday 12<sup>th</sup> April 2022** for the purpose of transacting the following business. Please refer to the meeting pack for notes on agenda items.

Ms Meg Humphries, 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, Tuesday 12<sup>th</sup> April 2022

1. To receive any apologies for absence.
2. To note declarations of interest relating to the agenda.
3. To approve the [draft Minutes of the Full Council Meeting on 08/03/2022](#)
4. To consider applications for a co-opted councillor following the resignation of Cllr John Harrison.
5. To consider purchasing plug plants to enhance the wildlife verges for 2022 (see [meeting pack](#)).
6. Public forum.
7. To receive any updates from district and county councillors.
8. 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)
  - 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.
  - 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).
  - d) To note any updates on planning matters in / affecting the parish.
9. Parish: to note updates on the following topics:
  - a. Flooding and drainage.
  - b. Highways: to note any updates (see [meeting pack](#)).
  - c. Public rights of way.
  - d. Trees/hedges.
  - e. Former Upper Common allotments wall deterioration.
  - f. Allotments.
  - g. Grass cutting.
  - h. Wildflower verges.
  - i. Parish flower tubs.
  - r. Platinum Jubilee.
  - j. Bus Shelters.
  - k. Litter-picking.
  - l. Dog waste bins.
  - m. Two Rivers garages.
  - n. Kiosk on Upper Common.
  - o. Ducktown Echo.
  - p. Motocross events.
  - q. Weeding. To consider an offer of weeding received from Cllr Topping (see [meeting pack](#)).
10. Finance
  - a) To ratify the payment of 27.40 to Cllr Bayliss for materials to repair benches.
  - b) To approve [this month's payments](#).

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 churchyard	252.00
TrunkArb	Removal of fallen tree in churchyard	750.00
Lydney Park Estate	Kears Moor rent	90.00
MowTech	Upper Common grasscutting/trees/flower 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

**c) Income. To note any income received since the last meeting:**

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

**d) To confirm completion of Internal Controls checks for Quarter 1 (retrospective).**

**e) To confirm completion of Internal Controls checks for Quarter 2 (retrospective).**

**f) To confirm the completion of Internal Controls checks for Quarter 3.**

**g) To note the [2021-22 Q4 Bank Reconciliation](#).**

**h) To note the [2021-22 Q4 Budget Report](#).**

**i) To note the [Year End Accounts and Reserves Report](#).**

**11. 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.**

**12. Council**

**a) Clerk: to consider the routine annual pay uplift for the civic year 2022/2023 ([see meeting pack](#)).**

**b) To note any correspondence and any additional notes from the Clerk.**

**c) To note the date of the next meetings:**

- **May Full Council Meeting: Tuesday 10<sup>th</sup> May 2022 at 7 pm.**
- **Annual Parish Assembly and Annual Council Meeting: Tuesday 17<sup>th</sup> May at 7 pm.**