



Aylburton Parish Council

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Thursday 22nd September 2022

To all members of the Council

You are hereby summoned to attend as a member of Aylburton Parish Council the below meeting, for the purpose of transacting the following business. **Please refer to the meeting pack for any 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 27th September 2022 at Aylburton Methodist Community Room

1. To receive any apologies for absence.
2. To note declarations of interest relating to the agenda.
To approve the [draft minutes of 11/07/22](#).
3. To consider co-opting a member to fill the current casual vacancy.
4. Public forum.
5. To receive any updates from district and county councillors.
6. Clerk vacancy: to officially approve arrangements for the interview process.
7. To consider initial steps in creating a new Parish Plan.
8. Winter 2022/3: To consider salt bags, official flood wardens and winter action plan.
9. Dog waste bins: To consider appointing a new contractor.
10. Tree-planting: To consider accepting the offer of 84 saplings from Gloucestershire County Council, to be planted and cared for by Friends of Aylburton Wildlife, in Jubilee Wood.
11. Flooding and Drainage
 - a) To receive any updates on the Milling Brook trash screen.
 - b) To consider writing to Gloucestershire County Council Highways regarding their liability in the event of flooding given their apparent failure to regularly clean and jet drains in Church Road.
 - c) To receive any other flooding and drainage updates.
12. Road Safety
 - a) To consider moving, repairing and cleaning the vehicle-activated speed sign.
 - b) To consider the next steps in the parish road safety campaign, including a joint parish pedestrian crossing event.
 - c) To receive any other road safety updates.
13. Planning
 - a) Any other planning matters.
14. Parish: to note updates on the following topics:
 - a) Highways – to review [‘live’ issues](#) and add any arising issues
 - b) Public rights of way.
 - c) Trees/hedges, including the dying May tree on Millbrook Green.
 - d) Upper Common inc. walls.
 - e) Allotments including considering next steps in light of the continued non-payment of full rent of the Parish Patch.
 - f) Churchyard, including an update on the damaged gravestone.
 - g) Verges.
 - h) Parish flower tubs.
 - i) Bus Shelters.
 - j) Litter-picking.
 - k) Ducktown Echo.
 - l) Weeding.
 - m) Defibrillator and Kiosk, including considering routine

servicing of the defib and
routine cleaning of the kiosk.

n) Armistice Day: to consider
arrangements and assign
actions.

15. Finance

a) To consider Rise and Shine's quote for ongoing phone kiosk cleaning - £45 per 6-monthly clean, inside and out.

b) To ratify all **payments made since the July Full Council Meeting.**

M Humphries	Clerk pay July 2022	401.27
Merlin Waste	Dog Bins July 2022	TBC – in dispute
Countrywide	Verge mowing July 2022	685.70
R Morgan	Churchyard mowing July 2022	120.00
R Morgan	School playground mowing	30.00
R Morgan	Beech hedge pruning – c-yard	80.00
Rise & Shine	Bus shelter cleaning Feb-Jul	90.00
Artytype	Ducktown Echo Summer 2022	230.00
Tudor Rose	Bench refurb	198.00
HMRC	Clerk PAYE	4.40
R Woodward	Expenses for dog bin relocation	32.46
M Topping	Expenses: 20 is plenty materials	123.35

c) To approve **this month's payments.**

Meg Humphries	Salary – Aug 2022	401.27
Merlin Waste	Dog Bins – Aug 2022	TBC – in dispute
Countrywide	Verge mowing July 2022	685.70
R Morgan	Churchyard mowing – Aug 2022	240.00
R Morgan	School mowing – Aug 2022	30.00
HMRC	Clerk PAYE	4.40
Rise & Shine	Cleaning the telephone kiosk	45.00
M Topping	Village weeding Jul/Aug 2022	72.00
M Topping	Litterpicking Jul/Aug 2022	230.00
Tindle News	Ad for clerk vacancy	259.20
Comm Heartbeat	Replacement defibrillator pads	122.40
Elite Safe & Security	Repair of the defib cabinet door	102.00
MowTech	Upper Common mowing Jun-Aug	267.00

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

11/07/22	Gloucestershire CC - Grant	3,487.50
09/08/22	Bank interest	0.29
09/09/22	Bank interest	0.37

e) **Internal Controls: to note the completion of the Q3+4 21/22 checks.**

16. Council

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

b) To adopt the improved **complaints policy.**

c) To adopt a new policy: **Privacy Notice for Staff, Members and Role Holders.**

d) To note the date of the next meeting: October Full Council Meeting: **Tuesday 18th October** 2022 at 7 pm (NB: One week later than usual due to the later September meeting.)