

## AYLBURTON PARISH COUNCIL

**Minutes of the Full Council Meeting held on Tuesday 7 May 2024, 7.00pm at Aylburton Memorial Hall**

**PRESENT:**

Cllr Mark Topping (Chair)  
 Cllr Frankie Evans (Vice-Chair)  
 Cllr Claire Shirley  
 Cllr Lorraine Haddrell  
 Cllr Mark Harvey  
 Cllr Daniel Tremayne

**ATTENDING:**

Rachel Hales (Clerk)  
 1 Resident

| No/<br>Ref          | Item/Notes  | Action |
|---------------------|---|--------|
| 1.<br>001.<br>24/25 | <b>To receive any apologies for absence.</b> <ul style="list-style-type: none"> <li>Cllr Brent Winter. Accepted</li> </ul>  |        |
| 2.<br>002<br>24/25  | <b>To note declarations of interest relating to the agenda.</b> <ul style="list-style-type: none"> <li>None.</li> </ul>   |        |
| 3.<br>003.<br>24/25 | <b>To approve the draft minutes of the Full Council meeting held on 09/01/2024 and 09/04/2024.</b> <ul style="list-style-type: none"> <li>Both were approved and signed by Cllr MT</li> </ul>   |        |
| 4.<br>004.<br>24/25 | <b>To consider co-opting a new member to the council.</b> <ul style="list-style-type: none"> <li>An application had been received from Daniel Tremayne, who lives in the village and wanted to become a councillor to help improve the local area. Cllr MT proposed that the council co-opt Daniel, Cllr CS seconded, unanimous vote in favour. DT signed his DoA form and was invited to join the meeting.</li> </ul>  |        |
| 5.<br>005.<br>24/25 | <b>Public Forum.</b> <ul style="list-style-type: none"> <li>Resident in attendance asked why 3 members left the council at the beginning of the year. The clerk responded that reasons could not be given due to GDPR, but that the minutes from previous meetings were available and could give potentially give some background on this.</li> <li>The resident also asked general questions relating to road safety and the ANPR camera.</li> </ul>   |        |
| 6.<br>006.<br>24/25 | <b>Planning: to note any updates on planning matters.</b> <ul style="list-style-type: none"> <li>None.</li> </ul>   |        |
| 7.<br>007.<br>24/25 | <b>To receive any updates from district and county councillors.</b> <ul style="list-style-type: none"> <li>None. Updates from Alan Preest circulated as received.</li> </ul>  |        |
| 8.<br>008.<br>24/25 | <b>Road Safety:</b> <ol style="list-style-type: none"> <li><b>a. To note updates on <a href="#">live issues</a>.</b> <ul style="list-style-type: none"> <li>Noted and updated.</li> <li>Zebra Now! Petition is in progress.</li> <li>Sandford Road safety measures petition is in progress. Alan Preest trying to get road safety team to visit.</li> <li>It was agreed the clerk would begin a log of road safety incidents, including historic incidents by asking residents using the DT Echo.</li> <li>It was agreed to add; seeking TRO for speed limit reduction, and the clerk to contact NC to get more information about the process for this.</li> <li>It was agreed that the clerk would contact NC about the road markings in the High Street.</li> </ul> </li> <li><b>b. To consider a proposal to purchase x 2 camera warning signs.</b> <ul style="list-style-type: none"> <li>Deferred until outcome of GCC CSW scheme is known.</li> </ul> </li> </ol> | RH     |
| 9.<br>009.          | <b>Annual Parish Assembly: to confirm arrangements and any further actions.</b> <ul style="list-style-type: none"> <li>The clerk confirmed invites had been sent but had received no confirmations of attendance.</li> </ul>  |        |

|                      |   |         |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
|----------------------|---|---------|------------------|--------|------|------------|-------|---------|-------------------------|------|-------------|----------------|--------|---------|---------------------|-------|-------|---------------------|--------|----------------|-------------------|--------|---------------------|-----------------------|--------|----------|----------------------|-------|----------|---------------|-------|----------|----------------------|-------|----------|----------------------|-------|----------|------------------------------|--------|----------|----------------------|-------|----------|---------------------|-------|----------|---------|---------|----------|---------------------|-------|--|
| 24/05                |   |         |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 10.<br>010.<br>24/25 | <p><b>Parish: to note updates on <a href="#">live issues</a>.</b></p> <ul style="list-style-type: none"> <li>Noted and updated.</li> <li>Biodiversity – plugs have been planted.</li> <li>Churchyard – it was raised whether two green waste bins were necessary, it was agreed that t this could be reviewed next year.</li> <li>Flower tubs – clerk to continue advertising as no tenders were received.</li> <li>Footpaths – Cllr MT highlighted the 2031 deadline relates to new footpaths. Cllr MH is walking the village footpaths and marking inaccessible ones.</li> </ul>  | RH      |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 11.<br>011.<br>24/25 | <p><b>Highways: to note updates on <a href="#">live issues</a>.</b></p> <ul style="list-style-type: none"> <li>Noted and updated.</li> <li>Clerk to liaise with West Dean parish council regarding yellow line TRO.</li> <li>Drains are not draining currently; this has been reported to GCC again.</li> <li>Photos required of the water rising in the road, but GCC are looking into this.</li> </ul>  | RH      |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 13.<br>013.<br>24/25 | <p><b>Finance</b></p> <p><b>a. To note the completion of the Q4 (year-end) <a href="#">Budget Report</a> and <a href="#">Bank Reconciliation</a>.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul> <p><b>b. To approve this month's payments, as shown on the payment schedule.</b></p> <table> <tr> <td>R Hales</td> <td>Clerk Pay Feb 24</td> <td>356.04</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td>88.80</td> </tr> <tr> <td>R Hales</td> <td>Expenses – Printing Sub</td> <td>5.49</td> </tr> <tr> <td>Countrywide</td> <td>Village Mowing</td> <td>785.14</td> </tr> <tr> <td>Mowtech</td> <td>Upper Common Mowing</td> <td>78.00</td> </tr> <tr> <td>GAPTC</td> <td>Annual Subscription</td> <td>200.35</td> </tr> <tr> <td>Richard Morgan</td> <td>Churchyard Mowing</td> <td>240.00</td> </tr> <tr> <td>Lydney Town Council</td> <td>Cemetery Contribution</td> <td>383.73</td> </tr> </table> <ul style="list-style-type: none"> <li>Approved.</li> </ul> <p><b>c. Income. To note any income received</b></p> <table> <tr> <td>08.04.24</td> <td>Allotment Payment PC</td> <td>20.00</td> </tr> <tr> <td>09.04.24</td> <td>Bank Interest</td> <td>12.66</td> </tr> <tr> <td>10.04.24</td> <td>Allotment Payment RE</td> <td>10.00</td> </tr> <tr> <td>11.04.24</td> <td>Allotment Payment DE</td> <td>10.00</td> </tr> <tr> <td>15.04.24</td> <td>Advert Payment Hill Property</td> <td>300.00</td> </tr> <tr> <td>15.04.24</td> <td>Allotment Payment CN</td> <td>20.00</td> </tr> <tr> <td>17.04.24</td> <td>Advert Payment Omni</td> <td>75.00</td> </tr> <tr> <td>19.04.24</td> <td>Precept</td> <td>9498.00</td> </tr> <tr> <td>24.04.24</td> <td>Advert Payment Apex</td> <td>75.00</td> </tr> </table> <ul style="list-style-type: none"> <li>Noted.</li> </ul> | R Hales | Clerk Pay Feb 24 | 356.04 | HMRC | Clerk PAYE | 88.80 | R Hales | Expenses – Printing Sub | 5.49 | Countrywide | Village Mowing | 785.14 | Mowtech | Upper Common Mowing | 78.00 | GAPTC | Annual Subscription | 200.35 | Richard Morgan | Churchyard Mowing | 240.00 | Lydney Town Council | Cemetery Contribution | 383.73 | 08.04.24 | Allotment Payment PC | 20.00 | 09.04.24 | Bank Interest | 12.66 | 10.04.24 | Allotment Payment RE | 10.00 | 11.04.24 | Allotment Payment DE | 10.00 | 15.04.24 | Advert Payment Hill Property | 300.00 | 15.04.24 | Allotment Payment CN | 20.00 | 17.04.24 | Advert Payment Omni | 75.00 | 19.04.24 | Precept | 9498.00 | 24.04.24 | Advert Payment Apex | 75.00 |  |
| R Hales              | Clerk Pay Feb 24  | 356.04  |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| HMRC                 | Clerk PAYE  | 88.80   |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| R Hales              | Expenses – Printing Sub   | 5.49    |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| Countrywide          | Village Mowing  | 785.14  |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| Mowtech              | Upper Common Mowing   | 78.00   |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| GAPTC                | Annual Subscription   | 200.35  |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| Richard Morgan       | Churchyard Mowing   | 240.00  |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| Lydney Town Council  | Cemetery Contribution   | 383.73  |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 08.04.24             | Allotment Payment PC  | 20.00   |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 09.04.24             | Bank Interest   | 12.66   |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 10.04.24             | Allotment Payment RE  | 10.00   |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 11.04.24             | Allotment Payment DE  | 10.00   |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 15.04.24             | Advert Payment Hill Property  | 300.00  |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 15.04.24             | Allotment Payment CN  | 20.00   |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 17.04.24             | Advert Payment Omni   | 75.00   |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 19.04.24             | Precept   | 9498.00 |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 24.04.24             | Advert Payment Apex   | 75.00   |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 14.<br>014.<br>24/25 | <p><b>Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets.</b></p> <ul style="list-style-type: none"> <li>Footpath Map</li> <li>Road Safety – Zebra Now! Petition. Historic Accidents –</li> <li>Flower Tub</li> </ul>   |         |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |
| 15.<br>015<br>24/25  | <p><b>Council</b></p> <p><b>a. Council: To note the date of the next meeting: Annual Parish Assembly: Tuesday 14 May at Aylburton Methodist Church, followed by June Full Council: Tuesday 4 June at 7pm Aylburton Memorial Hall.</b></p> <ul style="list-style-type: none"> <li>Noted</li> </ul>   |         |                  |        |      |            |       |         |                         |      |             |                |        |         |                     |       |       |                     |        |                |                   |        |                     |                       |        |          |                      |       |          |               |       |          |                      |       |          |                      |       |          |                              |        |          |                      |       |          |                     |       |          |         |         |          |                     |       |  |

Meeting ended 20.26 pm

Signed:..... (Chair)

Date:.....