

## AYLBURTON PARISH COUNCIL

**Minutes of the Full Council Meeting held on Tuesday 4 June 2024, 7.00pm at Aylburton Memorial Hall**

**PRESENT:**

Cllr Mark Topping (Chair)  
 Cllr Claire Shirley  
 Cllr Lorraine Haddrell  
 Cllr Mark Harvey  
 Cllr Daniel Tremayne

**ATTENDING:**

Rachel Hales (Clerk)

No/ Ref	Item/Notes	Action
1. 016. 24/25	<p><b>To receive any apologies for absence.</b></p> <ul style="list-style-type: none"> <li>Cllr Brent Winter and Cllr Frankie Evans. Accepted. Cllr Topping advised that Cllr Winter had resigned from the council.</li> </ul>	
2. 017. 24/25	<p><b>To note declarations of interest relating to the agenda.</b></p> <ul style="list-style-type: none"> <li>Cllr Shirley declared an interest in the planning application detailed in item 5C which is her own and will leave the meeting while it is discussed.</li> </ul>	
3. 018. 24/25	<p><b>To approve the draft minutes of the Annual Council &amp; Full Council meeting held on 07.05.24.</b></p> <ul style="list-style-type: none"> <li>The minutes of the Annual Council and full council meeting were approved as accurate and signed by Cllr MT.</li> </ul>	
4. 019. 24/25	<p><b>Public Forum.</b></p> <ul style="list-style-type: none"> <li>The clerk raised an email that had been received regarding a mowing issue, to be raised with the contractor.</li> </ul>	
5. 020. 24/25.	<p><b>Planning: to note any updates on planning matters.</b></p> <p>a. <b>To consider a response to application <a href="#">P0260/24/FUL; Aylburton Lodge, Lower Common, Aylburton, Lydney</a>. Erection of single storey extension with terrace and new gates to courtyard. Demolition of existing utility room.</b></p> <ul style="list-style-type: none"> <li>No objections but it was highlighted that the biodiversity checklist has not been accurately completed. Clerk to submit comment.</li> </ul> <p>b. <b>To consider a response to application <a href="#">P0593/24/TCA; 7 High Street, Aylburton, Lydney</a>. T1 Prunus remove major branch leaning over number 5 High Street and allow regrowth into a balanced canopy and maintaining clearance to utility line.</b></p> <ul style="list-style-type: none"> <li>No comments.</li> </ul> <p>c. <b>To consider a response to application <a href="#">P0622/24/TCA; 93 High Street, Aylburton, Lydney</a>. Remove an ornamental cherry tree due to it being dead and reduce the height of a silver birch from 12 metres to 8 metres.</b></p> <ul style="list-style-type: none"> <li>No comments.</li> </ul>	RH
6. 021. 24/25	<p><b>To receive any updates from district and county councillors.</b></p> <ul style="list-style-type: none"> <li>Updates from Alan Preest had been circulated as received. Cllr Topping flagged the draft Local Plan which is going to consultation, with specific reference to the allocation of 1 hectare of land in Aylburton for 30 houses, in the field behind Vine Hall, up to Chapel Hill.</li> </ul>	
7. 022. 24/25	<p><b>To consider revising the grass cutting brief for 2025.</b></p> <ul style="list-style-type: none"> <li>Cllr MT suggested a full review as changes over the years may have caused confusion with the contractor and suggested some additional areas to include in the brief, in preparation for the new grass cutting contract due to start in 2025. Cllr CS raised that this could potentially increase the cost. Cllr DT suggested a visual map to work with, to ensure the brief is as clear as possible.</li> </ul>	
8. 023. 24/25	<p><b>To consider a proposal that future parish council meeting be held at 6.30pm.</b></p> <ul style="list-style-type: none"> <li>It was agreed to trial an earlier start time of 6.30 for 3 meetings (July, September, October) to be reviewed at the October meeting.</li> </ul>	
9. 024.	<p><b>Parish: to note updates on live issues.</b></p>	

24/25	<ul style="list-style-type: none"> <li>Churchyard: clerk to look for handyman – to look at weeds/ash tree growing over the wall into a resident’s boundary. Cllr MT to seek advice from GAPTC regarding responsibility for the churchyard.</li> <li>Flower tubs: Cllr MH’s wife, Hayley has planted up 6 tubs and the council thanked her for this and will reimburse the expense incurred. It was raised that some tubs were broken. The clerk to send MH the map, who will record where the broken tubs are.</li> <li>Noticeboards: Clerk to look at repairing the knobs</li> </ul> <p><b>a. Allotment water supply: to note email received from Aylburton Water and discuss next steps.</b></p> <ul style="list-style-type: none"> <li>Clerk to look into the best route to install the connection.</li> </ul> <p><b>b. Flower tubs: to consider a proposal to reimburse volunteers to plant up and take care of the village flower tubs, up to the value of £25 per tub.</b></p> <ul style="list-style-type: none"> <li>Cllr LH proposed Cllr MT seconded, all voted in in favour of this proposal; £25 being a portion of the current flower tubs budget of c. £550 (currently 22 tubs in the village).</li> </ul>										
10. 025. 24/25	<p><b>Road Safety:</b></p> <p><b>a. To note updates on live issues.</b></p> <ul style="list-style-type: none"> <li>Cllr MT has had a meeting with Nathan Choat regarding several local issues.</li> <li>Road Safety have visited Sandford Rd.</li> <li>TRO – the council need to decide on the scheme we would like to propose, consider how we will fund it. Funding could be shared with Alvington Parish Council.</li> <li>NC will discuss with Road Safety team what options there are with road markings along the High Street to increase road safety.</li> </ul> <p><b>b. To consider a proposal to purchase x 2 camera warning signs.</b></p> <ul style="list-style-type: none"> <li>The clerk advised that GCC had been in touch with options for speed signs. Prices were not yet available. It was agreed to wait for pricing from GCC since at least once sign had been offered free of charge and to go with a 750 x 805mm sign</li> </ul>										
11. 026. 24/25	<p><b>Highways: to note updates on live issues.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> <li>Cllr LH reported several potholes along Stockwell Lane. Clerk to report.</li> </ul>										
12. 027. 24/25	<p><b>Annual Return 2023/24</b></p> <p><b>a. To note the Annual Internal Audit Report for 2023/24 (no recommendations).</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul> <p><b>b. To approve Section 1 Annual Governance Statement.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul> <p><b>c. To approve Section 2 Accounting Statements.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul> <p><b>d. To note Analysis of Significant Year on Year Variances.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul> <p><b>e. To note the dates for the exercise of public rights; Thursday 6 June 2024 – Wednesday 17 July 2024.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul>										
13. 028. 24/25	<p><b>Finance</b></p> <p><b>a. To approve this month’s payments, as shown on the <a href="#">payment schedule</a>.</b></p> <ul style="list-style-type: none"> <li>Approved.</li> </ul> <p><b>b. Income. To note any income received</b></p> <table data-bbox="256 1684 1383 1785"> <tr> <td>08.05.24</td> <td>Allotment Payment AR</td> <td>40.00</td> </tr> <tr> <td>09.05.24</td> <td>Bank Interest</td> <td>13.11</td> </tr> <tr> <td>23.05.24</td> <td>Allotment Payment JM</td> <td>40.00</td> </tr> </table> <ul style="list-style-type: none"> <li>Noted.</li> </ul>	08.05.24	Allotment Payment AR	40.00	09.05.24	Bank Interest	13.11	23.05.24	Allotment Payment JM	40.00	
08.05.24	Allotment Payment AR	40.00									
09.05.24	Bank Interest	13.11									
23.05.24	Allotment Payment JM	40.00									
14. 029. 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></li> </ul>										

15. 030 24/25	<b>Exempt Business:</b> to resolve that under section 100A of the Local Government Act 1972, that the public can be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 3 of schedule. Approved.	
16. 031. 24/25	<b>Aylburton Parish Land</b> • REDACTED	
	<b>Council: To note the date of the next meeting: July Full Council: Tuesday 2 July at 6.30pm Aylburton Memorial Hall.</b> • Noted.	

Meeting ended 20.56 pm

Signed:..... (Chair)

Date:.....