

AYLBURTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Tuesday 7 January, 6.30pm at Aylburton Memorial Hall

PRESENT:

Cllr Mark Topping (Chair)
 Cllr Claire Shirley
 Cllr Lorraine Haddrell
 Cllr Mark Harvey
 Cllr Julie Tallis

ATTENDING:

Rachel Hales (Clerk)
 One resident (observing)

No/ Ref	Item/Notes	Action
1. 109. 24/25	<p>To receive any apologies for absence.</p> <ul style="list-style-type: none"> Cllrs Frankie Evans and Daniel Tremayne. Accepted. 	
2. 110. 24/25	<p>To note declarations of interest relating to the agenda.</p> <ul style="list-style-type: none"> None. 	
3. 111. 24/25	<p>To approve the draft minutes of the Full Council meeting held on 03.12.24</p> <ul style="list-style-type: none"> Approved, signed by Cllr MT. 	
4. 112. 24/25	<p>Public Forum.</p> <ul style="list-style-type: none"> One resident in attendance, observing only. 	
5. 113. 24/25.	<p>Planning: to note any updates on planning matters.</p> <ul style="list-style-type: none"> None. 	
6. 114. 24/25	<p>To receive any updates from district and county councillors</p> <ul style="list-style-type: none"> Any updates from Cllr Alan Preest circulated as received. <i>(Cllr CS arrived at 18.33)</i> Cllr Topping gave a brief report regarding the white paper devolution from the central government, meaning the potential abolition of the district council. This would mean county elections in May 2026 may be deferred. Further updates will be provided as/when available. At this stage, Cllr MT proposed to bring item 11 forward due to its urgency and all were in agreement. 	
7. 115. 24/25	<p>Flood Prevention: to discuss potential measures and actions. GCCs flood models of Aylburton.</p> <ul style="list-style-type: none"> The clerk has written to GCC flood risk officer following the events of storm Bert to request that funds are prioritised to increase the culvert at Milling Brook. The letter has been acknowledged but no reply as yet. Cllr MT raised whether we could have sandbags prepared and Cllr CS questioned whether someone could be responsible for monitoring the brook. Getting a road closure, particularly on an A road is very difficult and unlikely to be achievable. Cllr CS will look at flood prevention in more detail, break into different headings and come back to another meeting. It was noted that homeowners that were flooded may not have reported it; FoDDC flood officer had no record of homes in Aylburton being flooded. 	CS
8. 116. 24/25	<p>Parish:</p> <p>a. To discuss the potential transfer of communal land from Two Rivers Housing.</p> <ul style="list-style-type: none"> Cllr CS visited the site with DC. 22 garages in a bad state of repair. Potentially asbestos roofs. Quote from Ben Lewis to clear the land approximately £19700-22350+VAT. If garages were kept, a lot of work would be involved, new doors required; at least £1000 per garage door. However, we must keep in mind the area is prone to flooding. With the garages gone there is more space available to park more cars. 	

	<ul style="list-style-type: none"> • Agent is going to give a valuation. • Potential £50 per month charge to park there? • If the parish council were to take on the land, it was agreed that the area must be made safe; children play in the area, and it could be a health and safety risk. It was raised that potentially we would ask that 2RH do this prior to gifting the land. It was agreed that the clerk would look at quotes to secure the area and make it safe • Clerk to check costs for insuring the area. <p>b. Emergency Planning: to consider next steps in producing an emergency plan for Aylburton</p> <ul style="list-style-type: none"> • A draft template had been circulated; the clerk to advertise for community wardens/volunteers for the emergency plan. Cllr LH is happy to volunteer. To be brought back to the agenda in March. <p>c. To consider the purchase of large stones to be placed on the verge on Chapel Hill. <i>Birches £240e + VAT, £180 del / FOD Stone £562.50e + VAT, £225 del</i></p> <ul style="list-style-type: none"> • Deferred until March <p>d. To note updates on live issues.</p> <ul style="list-style-type: none"> • *Discussed during item 11 Budget 2025-26:* the clerk reported that Glebe Contractors had advised that by removing section 2 from the village mowing brief, the price for sections 1 and 3 would increase, however they did not provide any further information. The clerk also reported that it took 4 weeks for a response to be received. A discussion took place, after which it was agreed that the clerk would contact PJ & PD Adams to discuss amendments to the brief. It was agreed to award the tender to PJ & PD Adams based on their quote and local reviews. • DC waiting for a date for the land clearances outside LPE. 	<p>RH</p> <p>RH</p> <p>RH</p>																					
<p>9. 117. 24/25</p>	<p>Road Safety:</p> <p>a. To note updates on live issues.</p> <ul style="list-style-type: none"> • Zebra petition has been handed in and a response has been issued. The clerk to publish this on the website and highlight this in the Ducktown. A feasibility study is required which is to be funded by the parish council. Cllr MT to request a copy of the road safety audit that has taken place. 																						
<p>10. 118. 24/25</p>	<p>Highways: to note updates on live issues.</p> <ul style="list-style-type: none"> • Noted; no updates. 																						
<p>11. 119. 24/25</p>	<p>Finance</p> <p>a. Budget 2025-26: to review and formally approve the draft budget for 2025-26</p> <ul style="list-style-type: none"> • The budget was reviewed and amendments made. A precept figure of £20266.50 was calculated, which was an increase of £1270 compared to 2024-25 (£18996). Cllr MT proposed an increase of 3.5% (in line with average 2024 inflation rates) and request a precept of £19661 with the deficit being taken from the budget deficit fund. Cllr Shirley seconded; all voted in favour. The clerk will submit the precept request, and publish the agreed budget, including tax base figures on the website. Based on the Aylburton band D tax base, this represents an increase of £2.32 per household, from £66.28 in 2024-25 to £68.60 in 2025-26. <p>b. To note the NJC pay increase for 2024/25.</p> <ul style="list-style-type: none"> • Noted. <p>c. To approve training costs for Cllr Tallis; Being a Better Councillor: Part One & Part Two</p> <ul style="list-style-type: none"> • Training costs £90 total were approved. Clerk to book. <p>d. To approve this month's payments, as shown on the payment schedule.</p> <table data-bbox="256 1633 1398 1801"> <tr> <td>R Hales</td> <td>Clerk Pay</td> <td>374.34</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td>93.60</td> </tr> <tr> <td>R Hales</td> <td>Expenses – Printing Sub</td> <td>5.49</td> </tr> <tr> <td>PATA</td> <td>Payroll Q3</td> <td>46.05</td> </tr> <tr> <td>Graphics Shack</td> <td>Ducktown Echo – Winter</td> <td>460.00</td> </tr> </table> <ul style="list-style-type: none"> • Approved. <p>e. Income. To note any income received</p> <table data-bbox="256 1875 1382 1938"> <tr> <td>09.12.2024</td> <td>Bank Interest</td> <td>10.57</td> </tr> <tr> <td>23.12.2024</td> <td>Ad Income – Apex</td> <td>75.00</td> </tr> </table>	R Hales	Clerk Pay	374.34	HMRC	Clerk PAYE	93.60	R Hales	Expenses – Printing Sub	5.49	PATA	Payroll Q3	46.05	Graphics Shack	Ducktown Echo – Winter	460.00	09.12.2024	Bank Interest	10.57	23.12.2024	Ad Income – Apex	75.00	<p>RH</p> <p>RH</p>
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		<ul style="list-style-type: none"> Noted. <p>f. To note that Cllr CS has completed the 2023/24 Q4 & 2024/25 Q1 internal controls checks. Noted</p> <p>g. To note the completion of the Q2 2024/25 internal controls checks</p> <ul style="list-style-type: none"> Noted, Cllr LH volunteered to carry out the checks. 		LH
12. 120. 24/25		<p>Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets.</p> <ul style="list-style-type: none"> Zebra petition response, emergency planning volunteer request. Budget to be published on the website. 		
13. 121. 24/25		<p>Exempt Business: 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 defined in paragraph 1 (information relating to an individual) and paragraph 3: (information relating to the financial or business affairs of any particular person, including the authority holding that information), of schedule 12A of the Act.</p> <ul style="list-style-type: none"> Cllrs MT proposed, Cllr LH seconded, all agreed. The resident left the meeting at this point. 		
14. 122. 24/25		<p>Aylburton Parish Land</p> <ul style="list-style-type: none"> REDACTED 		
15. 123. 24/25		<p>Council</p> <p>a) To consider appointing GAPTC to carry out the internal audit for 2024-25 at a cost of £210.</p> <ul style="list-style-type: none"> Cllr LH proposed, Cllr MT seconded, all agreed. <p>b) Council: To note the date of the next meeting: March Full Council: Tuesday 4 March at Aylburton Memorial Hall.</p> <ul style="list-style-type: none"> Noted. 		

Meeting ended 20.35 pm

Signed:..... (Chair)

Date:.....