

## AYLBURTON PARISH COUNCIL

### Minutes of the Full Council Meeting held on Tuesday 4 March, 6.30pm at Aylburton Memorial Hall

**PRESENT:**

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

**ATTENDING:**

Rachel Hales (Clerk)

**ABSENT:**

Cllr Daniel Tremayne

No/ Ref	Item/Notes	Action
1. 124. 24/25	<p><b>To receive any apologies for absence.</b></p> <ul style="list-style-type: none"> <li>Cllr Frankie Evans and Cllr Mark Harvey. Accepted.</li> </ul>	
2. 125. 24/25	<p><b>To note declarations of interest relating to the agenda.</b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>	
3. 126. 24/25	<p><b>To approve the draft minutes of the Full Council meeting held on 07.01.25</b></p> <ul style="list-style-type: none"> <li>Unanimously approved, signed by Cllr Topping.</li> </ul>	
4. 127. 24/25	<p><b>Public Forum.</b></p> <ul style="list-style-type: none"> <li>One resident in attendance; CN.</li> <li>Colin Newman; offered to litter pick and plant flower tubs on a voluntary basis. The parish council thanked Colin for the offer. Cllr MH already litter picks in the village but additional help is welcomed. Additionally, volunteers have 'their own tubs' they are looking after, but the clerk will confirm the available tubs for planting.</li> <li><i>Cllr CS arrived at 18.33</i></li> </ul>	
5. 128. 24/25.	<p><b>Planning: to note any updates on planning matters.</b></p> <p><b>a. To consider a response to application <a href="#">P0048/25/FUL</a>, Hazel Brae, New Road, Aylburton, Lydney; Erection of extensions, re-roofing, new double garage and associated works.</b></p> <ul style="list-style-type: none"> <li>No comments.</li> </ul>	
6. 129. 24/25	<p><b>To receive any updates from district and county councillors</b></p> <ul style="list-style-type: none"> <li>None from Alan Preest.</li> <li>Update from district council. Devolution will be going ahead. FoDDC will devolve into a unitary authority, likely Gloucestershire, possibly East/West. Future plans are currently unclear.</li> <li>Local Plan: govt have increased housing allocations. Local plan has essentially gone back to stage 1 and is likely to be a mix of new settlements and additions to existing settlements.</li> </ul>	
7. 130. 24/25	<p><b>Flood Prevention:</b></p> <p><b>a. To note response to parish letter from Julia Hall and updated flooding report.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul> <p><b>b. To discuss and consider potential further actions.</b></p> <ul style="list-style-type: none"> <li>Cllr CS has spoken with resident MS about where flood prevention items could be stored. Potentially some loft space in the village hall.</li> <li>Some information about flood prevention items (tubing, and plastic barriers) had been circulated.</li> <li>Box wall looked like most effective option to reduce widespread flooding but require storage.</li> <li>Cllr CS will investigate village hall storage and speak to RW. Shed on a half allotment plot was raised as a potential storage idea.</li> <li>Clerk to seek info on grants available.</li> </ul>	CS RH
8. 131. 24/25	<p><b>To note any updates on the potential transfer of communal land from Two Rivers Housing and discuss potential actions.</b></p> <ul style="list-style-type: none"> <li>The clerk had gathered some quotes to secure the garages, the lowest being £425 plus VAT. There would be no additional cost to insure the land, unless the garages were to be used, in which case a reinstatement cost would need to be provided.</li> </ul>	

	<ul style="list-style-type: none"> <li>The clerk raised that there are solicitors' fees to consider, clerk to asked Lydney Town Council and GAPTC for a recommendation.</li> </ul>	RH
9. 132. 24/25	<p><b>Parish:</b></p> <p><b>a. Chapel Hill.</b></p> <p>i. <b>To consider the purchase of large stones to be placed on the verge on Chapel Hill. Birches £240e + VAT, £180 del / FOD Stone £562.50e + VAT, £225 del</b></p> <ul style="list-style-type: none"> <li>It was agreed that this cost was too expensive at this time, and to replace the flower tubs in this location instead. Clerk to look at costs.</li> </ul> <p>ii. <b>To note report received regarding persistent drainage issues and consider potential actions.</b></p> <ul style="list-style-type: none"> <li>A resident had written a comprehensive report about the issues experienced with drainage on Chapel Hill. Clerk to send this Nathan Choat, cc Alan Preest.</li> </ul> <p><b>b. Allotments: to discuss and agree a rent increase for 2025/26.</b></p> <ul style="list-style-type: none"> <li>It was proposed to increase plots from £10 to £12, £20 to £24 and £40 to £46. Cllr LH proposed, Cllr CS seconded, all voted in favour.</li> </ul> <p><b>c. Defibrillator:</b></p> <p>i. <b>To note the purchase of replacement defibrillator pads at a cost of £146.34, inclusive of P&amp;P &amp; VAT.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul> <p>ii. <b>To consider arranging defibrillator training.</b></p> <ul style="list-style-type: none"> <li>Clerk to look at costs/providers.</li> </ul> <p><b>d. Upper Common Mowing: to note that the cost for 2025 remains the same as 2025. (£65 plus VAT per cut).</b></p> <ul style="list-style-type: none"> <li>Noted</li> </ul> <p><b>e. To note any updates on live issues.</b></p> <ul style="list-style-type: none"> <li>Cllr MT has met with Seb Adams and done a village walk-about.</li> <li>Scrub outside LPE has been cleared, this area has been included in the brief for the village grass cutting.</li> </ul>	RH  RH  RH
10. 133. 24/25	<p><b>Parish Patch:</b></p> <p><b>a. To discuss and agree a rent increase for 2025/26.</b></p> <ul style="list-style-type: none"> <li>Deferred to item 16.</li> </ul> <p><b>b. To consider a proposal to hire a skip to remove debris from the field.</b></p> <ul style="list-style-type: none"> <li>Deferred to item 16.</li> </ul>	
11. 134. 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>ANPR speed signs have still not been installed.</li> <li>Still waiting for results of road safety audit.</li> <li>Sandford Rd: GCC are planning to put a 'turn right' bay.</li> <li>TRO: Cllr MT has written to Westbury, Newnham, Awre and Alvington Parish Councils to ask if they will consider a joint application for a TRO for a speed limit reduction.</li> <li>Cllr MT to clean the Lydney end ANPR camera.</li> </ul>	MT
12. 135. 24/25	<p><b>Highways: to note updates on live issues.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul>	
13. 136. 24/25	<p><b>Finance</b></p> <p><b>c. To ratify payments made in February.</b></p> <ul style="list-style-type: none"> <li>Ratified.</li> </ul> <p><b>a. To approve this month's payments, as shown on the payment schedule.</b></p> <ul style="list-style-type: none"> <li>Approved.</li> </ul> <p><b>b. Income. To note any income received</b></p> <p><b>d. To note the progress of Q2 2024/25 internal controls checks.</b></p> <ul style="list-style-type: none"> <li>Cllr LH has completed these checks.</li> </ul>	

14. 137. 24/25	<b>Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets.</b> <ul style="list-style-type: none"> <li>Flooding update.</li> </ul>	
15. 138. 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 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. <ul style="list-style-type: none"> <li>Approved.</li> </ul>	
16. 139. 24/25	<b>Aylburton Parish Land</b> <ul style="list-style-type: none"> <li>REDACTED</li> </ul>	
17. 140. 24/25	<b>Council</b> <b>a. To note/approve upcoming annual leave dates for the clerk; 16.04-04.05.25</b> <ul style="list-style-type: none"> <li>Noted and approved.</li> </ul> <b>b. Council: To note the date of the next meeting: April Full Council: Tuesday 1 April at Aylburton Memorial Hall.</b> <ul style="list-style-type: none"> <li>Noted.</li> </ul>	

Meeting ended 20:09 pm

Signed:..... (Chair) Date:.....

DRAFT