



Aylburton Parish Council

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26 February 2025

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 Rachel Hales, 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 6.30pm on Tuesday 3 March 2026 at Aylburton Memorial Hall

1. To receive any apologies for absence.
2. To consider co-opting a new member on to the council.
3. To note declarations of interest relating to the agenda.
4. To approve the draft minutes of the Full Council meeting held on [02.12.2025](#) & [06.01.2026](#).
5. Public Forum.
6. Planning:
 - a. to note any updates on planning matters.
 - b. to consider a response to [P0027/26/FUL](#) 93 High Street, Aylburton, Lydney; erection of rear decking area to existing dwelling.
 - c. to note the potential breach of planning conditions within the conservation area and consider potential actions.
7. To receive any updates from district and county councillors
8. To consider and agree a formal response to the FoDDC Revised Draft Local Plan.
9. Flood Prevention:
 - a. to note any updates and discuss potential actions.
 - b. to discuss the distribution of the FloodSax.
10. To note any updates on the potential transfer of communal land from Two Rivers Housing and discuss potential actions. [Updated summary](#)
11. Parish:
 - a. to note any updates on [live issues](#).
 - b. to consider renewing the garden waste licence for the churchyard. Cost £70 for 2026-27.
 - c. to consider a plan of action for removing and replacing damaged flower tubs in the village.
 - d. to consider a quote of £318.61 to replace the Upper Common dog waste bin.
 - e. to consider appointing a contractor to clear [overgrown allotment plots](#).
12. Road Safety:
 - a. to consider the purchase of ANPR camera warning signs.
 - b. to note any updates regarding speed reduction goals for the village.
 - c. to note any updates on [live issues](#).
13. Highways: to note any updates on [live issues](#).

14. Finance

a. To ratify payments made in February

R Hales	Clerk Pay	386.49
HMRC	Clerk PAYE	106.28
Mowtech	Upper Common Mowing Aug-Sep 2025	312.00
Glos PCC	CSS Letters	20.30
Mark Topping	Reimbursement – Key Cutting	5.00
Rise & Shine	Bus Shelter Cleaning	90.00
Lloyds	Bank Charges	4.25

b. To approve this month's payments, as shown on the payment schedule.

R Hales	Clerk Pay	386.49
HMRC	Clerk PAYE	106.28
PJ & PD Adams	Village Mowing 2025	3811.31
PJ & PD Adams	Churchyard Mowing & Maintenance	3046.20
ICO	Data Protection Fee	52.00
Forest Equipment Services	Dog bins Nov25 – Jan26	362.88
Kevin J Toombs	Valuation of Land	96.00

c. To note any income received

20.11.2025	Savings Account Interest	170.43
05.01.2025	Apex Architecture	75.00
13.01.2025	Lydney Park Estate	35.00

d. To note the Q2 [Bank Reconciliation](#) and [Budget Report](#).

e. To note the Q3 [Bank Reconciliation](#) and [Budget Report](#).

15. Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets.

16. 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.

17. Aylburton Parish Land

18. Council

a. To consider appointing GAPTC to carry out the internal audit for 2025-26 at the cost of £210.

b. To review and readopt the [Privacy Notice](#) and [Complaints Procedure](#).

c. To review and adopt the following policies:

i. [IT Policy](#)

ii. [Internal Controls Policy](#).

iii. [Publication Scheme](#)

d. Council: To note the date of the next meeting: January Full Council Meeting: Tuesday 7 April 2026 at Aylburton Memorial Hall.