

## AYLBURTON PARISH COUNCIL

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

**PRESENT:**

Cllr Frankie Evans (Chair)  
 Cllr Claire Shirley  
 Cllr Mark Topping  
 Cllr Mark Harvey  
 Cllr Daniel Tremayne

**ATTENDING:**

Rachel Hales (Clerk)

**ABSENT**

Cllr Daniel Tremayne

| No/<br>Ref            | Item/Notes   | Action |
|-----------------------|--|--------|
| 01.<br>146.<br>25/26  | <b>To receive any apologies for absence.</b> <ul style="list-style-type: none"> <li>Cllr Lorraine Haddrell and Cllr Julie Tallis, Accepted.</li> </ul>   |        |
| 02.<br>147.<br>25/26  | <b>To note declarations of interest relating to the agenda.</b> <ul style="list-style-type: none"> <li>None.</li> </ul>  |        |
| 03.<br>148.<br>25/26  | <b>To approve the draft minutes of the Full Council meeting held on <a href="#">06.01.2026</a> &amp; <a href="#">03.03.2026</a></b> <ul style="list-style-type: none"> <li>Returned to item at 18.39 after Cllr MT arrived. March minutes were approved as accurate and signed by Cllr FT.</li> </ul>  |        |
| 04.<br>149.<br>25/26. | <b>Public Forum.</b> <ul style="list-style-type: none"> <li>None</li> </ul>  |        |
| 05.<br>150.<br>25/26  | <b>Planning:</b> <p><b>a. to note any updates on planning matters.</b></p> <ul style="list-style-type: none"> <li>Clerk has reported a potential breach to planning enforcement. They are 'short staffed' and behind on investigating currently. A further potential breach was noted, and a report will be made. The matter was highlighted with county councillor Mark Howard when he arrived.</li> <li>MT arrived at 18.34.</li> </ul>  |        |
| 06.<br>151.<br>25/26  | <b>To receive any updates from district and county councillors</b> <ul style="list-style-type: none"> <li>Local Plan – in process of going through the next phase, going through responses.</li> <li>GCC county councillor Mark Howard arrived at 18:41, update: keen to get crossing facilities in the village, at least two. One TRO to cover Aylburton, Alvington and Westbury, will keep the costs down. Zebra crossing favoured over a pelican crossing. Will speak to Cllr Joe Harris, cabinet member for Highways and keep parish council updated.</li> </ul>   |        |
| 07.<br>152.<br>25/26  | <b>Flood Prevention:</b> <p><b>a. to note any updates and discuss potential actions.</b></p> <ul style="list-style-type: none"> <li>No updates.</li> </ul>   |        |
| 08.<br>153.<br>25/26  | <b>Annual Parish Assembly: to note date &amp; location; 19 May 2026 at 6.30pm and consider further arrangements.</b> <ul style="list-style-type: none"> <li>Noted, invitees confirmed. Clerk to send out invitations and make arrangements.</li> </ul>   |        |
| 09.<br>154.<br>25/26  | <b>Parish:</b> <p><b>a. to consider the quote of received from Mowtech for mowing Upper Common for 2026 season: £70 plus VAT per cut.</b></p> <ul style="list-style-type: none"> <li>All in favour of proceeding with the quote. Clerk to get in touch with Ian.</li> </ul> <p><b>b. to consider the purchase of PurpleAir air quality monitors.</b></p> <ul style="list-style-type: none"> <li>Clerk had successfully applied for the grant and currently awaiting receipt of the funds. It was agreed in principles to purchase the Purple Air Zen and power supply cords, once funds had been received.</li> </ul> <p><b>c. to note any updates on <a href="#">live issues</a>.</b></p> <ul style="list-style-type: none"> <li>Allotment renewals in progress.</li> </ul> |        |

|                      |   |         |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
|----------------------|---|---------|-----------|--------|--|-----------------------------------|-------|--|------------------------------|-------|------|------------|--------|--------------------|-----------------|-------|------|------------|-------|----------------|-------------------------|--------|--------------|---------------|---------|--------|--------------|------|----------|-------------------|-------|----------|-------------------|-------|--|
|                      | <ul style="list-style-type: none"> <li>Upper common dog bin – replacement not yet confirmed.</li> </ul>   |         |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| 10.<br>155.<br>25/26 | <p><b>Road Safety:</b></p> <p><b>a. to consider the purchase of ANPR camera warning signs at a cost of £140 plus VAT per sign, total £280 plus VAT</b></p> <ul style="list-style-type: none"> <li>All in favour of proceeding with the quote, Cllr MT to confirm bracket size.</li> </ul> <p><b>b. to note any updates on <a href="#">live issues</a>.</b></p> <ul style="list-style-type: none"> <li>Zebra Now! Campaign now taken up by County Councillor.</li> <li>Cllr MT has gone round and measured up all pavements less than 1.5m, taken photos and this will be submitted as part of the Community 20s/ Safer Roads Scheme.</li> </ul>   |         |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| 11.<br>156.<br>25/26 | <p><b>a. Highways: to note any updates on <a href="#">live issues</a>.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul>   |         |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| 12.<br>157.<br>25/26 | <p><b>b. Finance</b></p> <p><b>a. To approve this month's payments, as shown on the payment schedule.</b></p> <table border="0"> <tr> <td>R Hales</td> <td>Clerk Pay</td> <td>386.29</td> </tr> <tr> <td></td> <td>Reimbursement – Green Bin Renewal</td> <td>70.00</td> </tr> <tr> <td></td> <td>Reimbursement – Printing Sub</td> <td>13.49</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE</td> <td>106.68</td> </tr> <tr> <td>Lydney Park Estate</td> <td>Kears Moor Rent</td> <td>90.00</td> </tr> <tr> <td>PATA</td> <td>Payroll Q4</td> <td>40.35</td> </tr> <tr> <td>Graphics Shack</td> <td>Ducktown Echo Spring 26</td> <td>395.00</td> </tr> <tr> <td>CCC4Business</td> <td>ANPR Software</td> <td>1155.63</td> </tr> <tr> <td>Lloyds</td> <td>Bank Charges</td> <td>4.25</td> </tr> </table> <ul style="list-style-type: none"> <li>Approved</li> </ul> <p><b>b. To note any income received</b></p> <table border="0"> <tr> <td>09.03.26</td> <td>Allotment Payment</td> <td>46.00</td> </tr> <tr> <td>11.03.26</td> <td>Allotment Payment</td> <td>46.00</td> </tr> </table> <ul style="list-style-type: none"> <li>Noted</li> </ul> <p><b>c. To note the progress of the Q2 &amp; 3 of 2025-26 internal controls checks</b></p> <ul style="list-style-type: none"> <li>Cllr CS had carried out the checks, no issued raised.</li> </ul> | R Hales | Clerk Pay | 386.29 |  | Reimbursement – Green Bin Renewal | 70.00 |  | Reimbursement – Printing Sub | 13.49 | HMRC | Clerk PAYE | 106.68 | Lydney Park Estate | Kears Moor Rent | 90.00 | PATA | Payroll Q4 | 40.35 | Graphics Shack | Ducktown Echo Spring 26 | 395.00 | CCC4Business | ANPR Software | 1155.63 | Lloyds | Bank Charges | 4.25 | 09.03.26 | Allotment Payment | 46.00 | 11.03.26 | Allotment Payment | 46.00 |  |
| R Hales              | Clerk Pay   | 386.29  |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
|                      | Reimbursement – Green Bin Renewal   | 70.00   |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
|                      | Reimbursement – Printing Sub  | 13.49   |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| HMRC                 | Clerk PAYE  | 106.68  |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| Lydney Park Estate   | Kears Moor Rent   | 90.00   |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| PATA                 | Payroll Q4  | 40.35   |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| Graphics Shack       | Ducktown Echo Spring 26   | 395.00  |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| CCC4Business         | ANPR Software   | 1155.63 |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| Lloyds               | Bank Charges  | 4.25    |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| 09.03.26             | Allotment Payment   | 46.00   |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| 11.03.26             | Allotment Payment   | 46.00   |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| 13.<br>158.<br>25/26 | <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>Permitted development rights – in facebook.</li> <li>Zebra Now campaign, Citizens Advice contact details, Fix My Street – Ducktown.</li> </ul>   |         |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| 14.<br>159.<br>25/26 | <p><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.</p> <ul style="list-style-type: none"> <li>Agreed</li> </ul>  |         |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| 15.<br>160.<br>25/26 | <p><b>Aylburton Parish Land</b></p> <ul style="list-style-type: none"> <li>REDACTED</li> </ul>  |         |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |
| 16.<br>161<br>25/26  | <p><b>Council</b></p> <p><b>a. Council: To note the date of the next meeting: Annual Council &amp; Full Council Meeting: Tuesday 5 May 2026 at Aylburton Memorial Hall.</b></p> <ul style="list-style-type: none"> <li>Noted.</li> </ul>  |         |           |        |  |                                   |       |  |                              |       |      |            |        |                    |                 |       |      |            |       |                |                         |        |              |               |         |        |              |      |          |                   |       |          |                   |       |  |

Meeting ended 20.13 pm

Signed:..... (Chair)

Date:.....