

AYLBURTON PARISH COUNCIL

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

PRESENT:

Cllr Frankie Evans (Chair)
Cllr Mark Topping
Cllr Julie Tallis
Cllr Claire Shirley

ATTENDING:

Rachel Hales (Clerk)

ABSENT:

Cllr Daniel Tremayne

No/ Ref	Item/Notes	Action
01. 031. 26/27	To receive any apologies for absence. Cllr Mark Harvey & Cllr Lorraine Haddrell. Accepted.	
02. 032. 26/27	To note declarations of interest relating to the agenda. None.	
03. 033. 26/27	To approve the draft minutes of the Full Council meeting held on 06.01.2026, 07.04.2026 & 05.05.2026 & 02.06.26. The April minutes were approved as accurate and signed by Cllr FE.	
04. 034. 26/27.	Public Forum. None.	
05. 035. 26/27	Planning: a. to note any updates on planning matters. - None. Clerk to follow up on previous planning enforcement cases that have been reported, copying in Cllr MT's district email. b. to consider a response to P0534/26/FUL, Land South East Of, Pool Farm, Upper Common, Aylburton. Erection of new agricultural barn/workshop and associated landscaping - No comments to make.	
06. 036. 26/27	To receive any updates from district and county councillors. Cllr Mark Topping in capacity as district councillor, the draft local plan has been withdrawn due to lack of agreement among parties and progress. Instead proceeding with government gateway plan, an approximate 30-month process. A further consultation will take place.	
07. 037. 26/27	Flood Prevention: to note any updates and discuss potential actions. None.	
08. 038. 26/27	Parish: a. Allotments: i. to note that the tenants of plot 7-8 have not paid their rent for 2026/27 per the tenancy terms, nor responded to reminders and consider termination of said tenancy. - It was agreed to send a termination letter to tenant via email and letter. - Cllr JT confirmed she is happy for new tenants to have her number, so they have a point of contact. ii. to consider purchasing roadside signage for the allotments. - Clerk to look at costs for signs. iii. to consider a quote for tidying up vacant allotment plots. (if received prior to meeting) - Quote not received prior to meeting.	

	b. to note that the clerk has inspected the village flower tubs & updated the inspection register. - Inspection took place on 18.06.26. Noted. c. to note any updates on live issues. - The George planter – clerk to write to request its removal. - Cllr MT confirmed there is a green bin for use in the Churchyard. - Milling Crescent-Millbrook Green footpath has since been cleared by Two Rivers. - AD to clear the damaged/unused flower tubs. - Cllr JT to inspect the village grit bins – clerk to send list. - Clerk to add weeding to live issues list. - Footpaths – fallen tree on Lambeth Walk. - Bus stop opposite Sandford road – glass in bus stop broken. Clerk to look at quotes for repair and see if previous claim made on insurance.																												
09. 039. 26/27	Road Safety: to note any updates on live issues. - ANPR signs – clerk to look at other quotes – highways standard, reflective signs. - Sandford Road/A48 – is on Highways list of works. Clerk to email Nathan Choat to ask for an ETA on timescale. - Aylburton has not been included in GCC Community 20s first or second phases as priority has been given to places with worse crash statistics and higher footfall. It was agreed to write to Cllr Roger Whyborn expressing disappointment in this decision. Cllr MT to draft the letter and clerk to send on behalf of the council.																												
10. 040. 26/27	Highways: to note any updates on live issues. - Chapel Hill – clerk to email resident regarding the drainage issues to see if he has heard anything further regarding this. - Other items noted.	RH																											
11. 041. 26/27	Annual Return 2025/26 a. to note the Annual Internal Audit Report. Noted.																												
12. 042. 26/27	Finance a. To approve this month's payments, as shown on the payment schedule. <table> <tr> <td>R Hales</td><td>Clerk Pay</td><td>386.29</td></tr> <tr> <td></td><td>Reimbursement – Printing sub</td><td>6.49</td></tr> <tr> <td></td><td>Flower tub</td><td>24.99</td></tr> <tr> <td>HMRC</td><td>Clerk PAYE</td><td>106.48</td></tr> <tr> <td>PATA</td><td>Payroll Q1</td><td>40.35</td></tr> <tr> <td>AutoSpeedWatch</td><td>12 Months Data</td><td>214.80*</td></tr> <tr> <td>Lloyds</td><td>Bank Charges</td><td>4.25</td></tr> </table> *To be ratified only, payment made 19 June to ensure renewal processed on time. - Approved. Clerk highlighted there was no receipt available for the flower tub but has provided evidence of the credit card transaction on expenses claim. b. To note any income received <table> <tr> <td>01.05.26</td><td>Allotment Rent</td><td>24.00</td></tr> <tr> <td>26.06.26</td><td>Litter picking SLA</td><td>1291.50</td></tr> </table> - Noted.	R Hales	Clerk Pay	386.29		Reimbursement – Printing sub	6.49		Flower tub	24.99	HMRC	Clerk PAYE	106.48	PATA	Payroll Q1	40.35	AutoSpeedWatch	12 Months Data	214.80*	Lloyds	Bank Charges	4.25	01.05.26	Allotment Rent	24.00	26.06.26	Litter picking SLA	1291.50	
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13. 043. 26/27	Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets. - Clerk to publish ANPR reports on website. - Local plan withdrawal, District Councils wording govt gateway. - Remembrance Day. - Comparison statistics for ANPR																												

	• PSTN Switch Off Check List	
14. 045. 26/27	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. • None	
15. 046. 26/27	Aylburton Parish Land • None	
16. 047 26/27	Council a. To adopt the following updated policies and documents: i. Standing Orders • Adopted ii. Financial Regulations • Adopted b. Council: Council: To note the date of the next meeting: Tuesday 1 September 2026 at Aylburton Memorial Hall. • Noted.	

Meeting ended 8.15 pm

Signed:..... (Chair)

Date:.....