

AYLBURTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Tuesday 2 June, 6.30pm at Aylburton Memorial Hall

PRESENT:

Cllr Lorraine Haddrell (Vice Chair)
Cllr Mark Harvey
Cllr Mark Topping

ATTENDING:

Rachel Hales (Clerk)

No/ Ref	Item/Notes	Action
01. 015. 26/27	To receive any apologies for absence. Cllr Frankie Evans, Cllr Claire Shirley, & Cllr Julie Tallis. Accepted	
02. 016. 26/27	To note declarations of interest relating to the agenda. None.	
03. 017. 26/27	To approve the draft minutes of the Full Council meeting held on 06.01.2026 & 07.04.2026 and 05.05.2026. Deferred until July, as not enough members present to approve.	
04. 018. 26/27	Public Forum. None.	
05. 019. 26/27	Planning: a. to note any updates on planning matters. - The clerk confirmed she had now received a response regarding further breaches within the conservation area that had been reported previously, along with reference numbers and advice for residents that could be published on the website. b. to consider a response to P0497/26/FUL, Mile Bridge Dairy, Stockwell Lane, Aylburton, Lydney. Erection of building to house a 60-point rotary milking parlour with associated works - Cllr LH raised that she personally no objection to the building but is concerned that Stockwell Lane is deteriorating already due to the heavy vehicles already using it. Resident safety was also highlighted as a concern, particularly vulnerable road users, as well as access already not being sufficient for the size of the dairy as it is, notwithstanding the expansion. - Restrictions and conditions, such as slower speed limits or hours of use, vehicle weight limits need to be considered. It was noted that speed limit is 30mph, not 40mph as stated in the application. Clerk to write to FODDC planning with agreed response. - It was also noted that users of farm vehicles such as tractors were driving too fast and paying little attention, using phones etc. It was agreed that the clerk would write to Lydney Park Estate separately on this matter.	
06. 020. 26/27	To receive any updates from district and county councillors. - Cllr MT on behalf of District Council, is now on planning committee and scrutiny committee. - Local Plan: briefing to decide on the way forward 24 June, 6pm. - Biosphere: further consultation happening for the next 6 months.	
07. 021. 26/27	Flood Prevention: to note any updates and discuss potential actions. Clerk has distributed the FloodSax. Some properties have not responded, it was agreed to wait until July before offering them to alternative households.	
08. 022. 26/27	Parish: a. to consider a change of meeting schedule, to return to the second Tuesday of each month. The clerk had been advised that the second Tuesday of each month was available for meetings in the village hall and confirmed via bookings email. It was noted meetings on first Tuesday often fall after a bank holiday, which potentially affects attendance. Cllr LH proposed that the council returns to meeting on the second Tuesday of each month, and Cllr MH seconded. All in favour.	

	As meetings for the rest of the year had already been booked, it was agreed for this to take place from January 2027. b. to note the replacement of 3 x flower tubs in the village at a cost of £24.99 each and consider plan of action to remove/replace others. • Clerk confirmed that 2 flower tubs had been replaced, with the third to be replaced in due course. • It was agreed to write to the George about the planter outside the pub. c. to note any updates on live issues. • Clerk had received litter picking SLA from FODDC. Signed by Cllr LH and the clerk • Allotments: complaint raised by resident regarding potential fly tipping into the access lane. It was agreed to ask Cllr JT (allotment rep) to investigate this further • Churchyard: Cllr MT questioned whether the green bin was needed? Something to consider when doing the budget. • Flower tubs – residents have started to plant up flower tubs and costs will be reimbursed. Clerk to write a thank you in the next issue of the Ducktown. • Clerk to add sections for Litter picking & weeding to live issues list	
09. 023. 26/27	Road Safety: to note any updates on live issues. • ANPR signs: ordered and still waiting for these to be ready. • High Street: scaffolding preventing a resident on a mobility scooter getting into Lydney. Cllr LH contacted Highways two weeks ago, but no change. • Clerk to merge community 20s/TRO sections. • Cllr MT putting together a vulnerable road users report. • Sandford Road: on Highways list to action. • Clerk to renew AutoSpeedWatch data plan. With the sunny weather, an increase of vehicles was being captured, Cllr MT to help with verifying vehicles.	
10. 024. 26/27	Highways: to note any updates on live issues. • Upper common and Chapel Hill: potholes on list for repair. • Stockwell Lane: potholes on list for repair.	
11. 025. 26/27	Annual Return 2025/26 a. To note the Annual Internal Audit Report and any recommendations (if received prior to meeting. • The clerk advised that the internal auditor had sent the internal auditors report, but they had not sent the AGAR internal audit report form. The clerk had chased for this prior to the meeting. With the deadline for submission being 30 June, it was agreed to approve the upcoming items and note the report, in the event the External Auditor would accept this. Clerk to contact external auditor (PKF Littlejohn) to confirm or request an extension if necessary. • The clerk shared the recommendations highlighted by the internal auditor and actions to be carried out, as shown in the attached report. b. To approve Section 1: Annual Governance Statement. • Cllr MT proposed, Cllr LH seconded, all in favour of approving. c. To approve Section 2: Accounting Statements. • Cllr MT proposed, Cllr MH second, all in favour of approving. d. To approve Certificate of Exemption. • Cllr MT proposed, Cllr MH seconded, all in favour of approving. e. To note the dates for the exercise of public rights; Thursday 4 June – Wednesday 15 July 2026. Noted.	
12. 026. 26/27	Finance a. a. To consider options for a new bank account. • Cllr MT asked why the clerk recommended Unity Trust. The clerk explained the account is tailored for parish councils, offering secure payment controls and a higher interest instant access savings account. The monthly fee is higher, but could be offset by keeping the majority of funds in the instant access savings account. It was also highlighted that the current banking provider was difficult to deal with, particular when changes needed to be made.	

	- Cllr LH proposed switching changing, Cllr MH seconded, all in favour. The clerk to facilitate opening the account. b. 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>HMRC</td><td>106.48</td></tr> <tr> <td></td><td>Reimbursement – Printing Sub</td><td>6.49</td></tr> <tr> <td></td><td>Paper</td><td>4.90</td></tr> <tr> <td></td><td>Refreshments APA</td><td>11.35</td></tr> <tr> <td></td><td>Flower tubs</td><td>49.98</td></tr> <tr> <td>HMRC</td><td>Clerk PAYE</td><td>106.48</td></tr> <tr> <td>Lydney Town Council</td><td>Cemetery Contribution</td><td>417.57</td></tr> <tr> <td>Glos PCC</td><td>CSW Letters</td><td>19.60</td></tr> <tr> <td>Forest Equipment Services</td><td>Dog Bin Installation</td><td>318.61</td></tr> <tr> <td></td><td>Dog Bin Emptying</td><td>368.93</td></tr> <tr> <td>DM</td><td>Flower Tubs</td><td>32.00</td></tr> <tr> <td>PP</td><td>Flower Tubs</td><td>65.47</td></tr> <tr> <td>Lloyds</td><td>Bank Charges</td><td>4.25</td></tr> </table> - Approved. The clerk highlighted the payments to Forest Equipment Services and Flower Tub reimbursements were not listed on the agenda as the invoices/requests arrived after publishing. b. To note any income received <table> <tr> <td>30.04.26</td><td>Parish Patch Rent</td><td>20.00</td></tr> <tr> <td>01.05.26</td><td>Allotment Rent</td><td>24.00</td></tr> <tr> <td>01.05.26</td><td>Ad Payment – Apex Arc</td><td>75.00</td></tr> <tr> <td>05.05.26</td><td>Allotment Rent</td><td>12.00</td></tr> <tr> <td>21.05.26</td><td>Ad payment- LPE</td><td>35.00</td></tr> </table> - Noted.	R Hales	Clerk Pay	386.29		HMRC	106.48		Reimbursement – Printing Sub	6.49		Paper	4.90		Refreshments APA	11.35		Flower tubs	49.98	HMRC	Clerk PAYE	106.48	Lydney Town Council	Cemetery Contribution	417.57	Glos PCC	CSW Letters	19.60	Forest Equipment Services	Dog Bin Installation	318.61		Dog Bin Emptying	368.93	DM	Flower Tubs	32.00	PP	Flower Tubs	65.47	Lloyds	Bank Charges	4.25	30.04.26	Parish Patch Rent	20.00	01.05.26	Allotment Rent	24.00	01.05.26	Ad Payment – Apex Arc	75.00	05.05.26	Allotment Rent	12.00	21.05.26	Ad payment- LPE	35.00	
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13. 027. 26/27	Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets. - Ducktown: updated contact/chair info etc. District/county/MP who to contact and what they do. - Fix My Street article - Thank you to flower tub planters																																																										
14. 028. 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. 029. 26/27	Aylburton Parish Land None.																																																										
16. 030 26/27	Council a. Council: Council: To note the date of the next meeting: Tuesday 7 July 2026 at Aylburton Memorial Hall. Noted.																																																										

Meeting ended 7.30 pm

Signed:..... (Chair)

Date:.....