Aylburton Parish Council

Parish Clerk: Rachel Hales ● Tel: 01594 540618 ● Email: clerk@aylburton-pc.gov.uk
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29 October 2026

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 November 2026 at Aylburton Memorial Hall

1. **To receive any apologies for absence.**
2. **To note declarations of interest relating to the agenda.**
3. **To approve the draft minutes of the Full Council meeting held on 03.11.2026**
4. **Public Forum.**
5. **Planning:**
    a. **To note any updates on planning matters.**
    b. **To note application P1117/26/FUL and consider a response**
        Pool Farm, Upper Common Aylburton, Lydney
        Proposed siting of static caravan for a temporary period of 2 years (Part-Retrospective)
6. **To receive any updates from district and county councillors**
7. **Flood Prevention: to note any updates and discuss potential actions.**
8. **Reserves report: to review the Council's current dedicated and budget shortfall reserves, and to consider and approved proposed amendments as per the prepared Reserves Report.**
9. **Budget 2027-28: to consider and review the first draft of the 2027/28 budget.**
10. **Clerk Vacancy: to note the resignation of the current clerk, agree a recruitment panel and agree the process of shortlisting and interview arrangements.**
11. **Air Quality Monitoring Scheme:**
    a. To consider and approve the implementation of the parish air quality monitoring scheme.
    b. To approve the purchase of three PurpleAir monitors and associated equipment, to determine the direct community benefit and to approve the expenditure under Section 137 of the Local Government Act 1972.
12. **Parish:**
    a. **Upper Common caravan site: to note any updates.**
    d. **To note any updates on live issues.**
13. **Remembrance Day: to note arrangements and consider actions.**
14. **Road Safety:**
    a. to note any updates on live issues.
15. **Highways: to note any updates on live issues.**
16. **Finance**
    a. To approve this month's payments, as shown on the payment schedule.

Payee	Description	Amount (£)
R Hales	Clerk Pay	473.97
R Hales	Reimbursement – Printing sub	6.49
R Hales	Reimbursement – Air Quality Monitors	862.99*
HMRC	PAYE	473.97
Graphics Shack	Ducktown Echo Autumn 2026	395.00
Lloyds	Bank Charges	4.25

**Final figure may vary due to currency conversions.*

b. To note income received in October.

From	Description	Amount (£)
01.10.26	Wayleave income	30.47

c. To note the 25-26 VAT reclaim has been submitted.
d. To note the completion of the Q2 bank reconciliation.
e. To note the completion of the Q2 budget report.

17. **Communications - To consider appropriate communications arising from this meeting (e.g. website updates, Facebook posts, Ducktown Echo articles, news releases, notices and leaflets)**
18. **Exempt Business:** To resolve that, under Section 100A of the Local Government Act 1972, the public 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 to the Act.
19. **Aylburton Parish Land**
20. **Council**
    a. **Council: to note the date of the next meeting: December Full Council, Tuesday 1 December 2026 at Aylburton Memorial Hall.**