AYLBURTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Tuesday 3 November, 6.30pm at Aylburton Memorial Hall

PRESENT:	**ATTENDING:**	**ABSENT:**
Cllr Frankie Evans (Chair)	Rachel Hales (Clerk)	
Cllr Lorraine Haddrell		
Cllr Mark Harvey		
Cllr Claire Shirley		

No/ Ref	Item/Notes	Action
01. 080. 26/27	**To receive any apologies for absence.** • Cllr Mark Topping. Accepted	
02. 081. 26/27	**To note declarations of interest relating to the agenda.** • None.	
03. 082. 26/27	1. **To approve the draft minutes of the Full Council meeting held on 06.10.2026.** • The minutes were approved as accurate, subject to an amendment to item 7, to clarify who cleared the brook at Mill Brook Green (Two Rivers Housing.) and signed by Cllr Frankie Evans.	
04. 083. 26/27.	**Public Forum.** • None.	
05. 084. 26/27	**Planning:** **a. To note any updates on planning matters.** • None. **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)** • The parish council had no comments to make.	RH
06. 085. 26/27	**To receive any updates from district and county councillors.** • Cllr Mark Harvey, in attendance in his role as county councillor. He confirmed he was still trying to get a crossing for Aylburton and confirmed the cost to be approximately £170000; he is pursuing multiple avenues including S106 funding. • He has also communicated with Nathan Choat regarding flooding issues. Discussions have been had with Lydney Park Estate regarding potential diversion of flood waters using the weir/open ditches to redirect flood waters. • Cllr CS raised the allegedly unauthorised caravan site in Upper Common. Cllr Howard highlighted it is likely a district responsibility but will help where he can.	
07. 086. 26/27	**Flood Prevention: to note any updates and discuss potential actions.** • None.	
	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. • The Clerk explained the previously circulated report and recommended transferring unspent funds from specified 2025/26 budget lines into allocated reserves before budget decisions were made.Cllr LH proposed, Cllr MH seconded, unanimous vote in favour.	

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08. 087. 26/27	**Budget 2027-28: to consider and review the first draft of the 2027/28 budget.** • Budget amendments were made. It was agreed to make final amendments and potentially agree the 2027/28 budget at the December meeting.	
	Clerk Vacancy: to note the resignation of the current clerk, agree a recruitment panel and agree the process of shortlisting and interview arrangements. • Noted. • The clerk had previously circulated and then advertised the job vacancy, and several applications had been received. • The recruitment panel was confirmed to be Cllrs FE, MH, LH and a suitable interview date agreed. Following interviews, the most suitable candidate will be recommended for appointment at the December meeting. • The applications were handed to the panel, who would go through the applications and each submit 3-4 strongest to the clerk. • The clerk to book a venue and contact candidates.	FE MH LH RH
09. 088. 26/27	**Air Quality Monitoring Scheme:** **a. To consider and approve the implementation of the parish air quality monitoring scheme.** • No changes had been made to the previous circulated action plan for the air quality monitoring scheme • Cllr FE proposed, Cllr LH seconded, Unanimous vote in favour. **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.** • It was resolved under Section 137 of the Local Government Act 1972 to purchase three PurpleAir monitors and associated equipment. The Council considered that the expenditure would directly benefit the community by enabling local air-quality monitoring, identifying pollution trends and informing future action. The £803.84 GCC grant would be applied to the purchase, with any shortfall funded from the budget shortfall reserve. The shortfall cannot yet be confirmed, as the monitors are being purchased from USA and currency conversions vary, plus any import charges must be considered; the clerk will confirm the exact cost at December's meeting. Proposed by Cllr MH, seconded by Cllr LH and approved unanimously.	
10. 089. 26/27	**Parish:** **a. Upper Common caravan site: to note any updates.** • This item had previous been discussed in item 6 with the County Councillor. **b. To note any updates on live issues.** • It was noted that the brief for the allotment sign needed to be discussed, but time did not allow at this meeting. The Clerk noted to add to the December agenda. • Noted.	
11. 090. 26/27	**Remembrance Day: to note arrangements and consider actions.** • Wreaths were delivered to meeting. Cllr LH will be attending on behalf on the parish council.	
12. 091. 26/27	**Road Safety:** **a. to note any updates on live issues.** • It was agreed to email Cllr Howard regarding Sandford Road/A48 measures.	RH
13. 092. 26/27	**Highways: to note any updates on live issues.** • Noted.	
14. 093. 26/27	**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

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	R Hales	Reimbursement once purchased, subject to receipt of evidence – Air Quality Monitors	862.99* *estimated*
	HMRC	PAYE	118.40
	Graphics Shack	Ducktown Echo Autumn 2026	395.00
	Lloyds	Bank Charges	4.25

- Approved.

** The estimated cost of the air-quality monitors was authorised in principle. The final amount may vary due to currency conversion and will be confirmed at the December meeting.*

b. To note income received in September.

From	Description	Amount (£)
01.10.26	Wayleave income	30.47

- Noted.

c. To note the 25-26 VAT claim has been submitted.

- Noted.

d. To note the completion of the Q2 bank reconciliation.

- Noted. Cllr CS had completed the Q1 and Q1 bank reconciliation checks – no queries raised.

e. To note the completion of the Q2 budget report.

- Noted

14. 076. 26/27	**Communications - To consider appropriate actions arising from this meeting, e.g. website, Facebook, Ducktown Echo, News Release, Notices, Leaflets.** • Remembrance Day; clerk to post on Facebook. • Advertise adverts, allotments.	RH
15. 077. 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	
16. 078. 26/07	**Aylburton Parish Land** • None.	
17. 079. 26/07	**Council** **a. Council: to note the date of the next meeting: December Full Council, Tuesday 1 December 2026 at Aylburton Memorial Hall.** • Noted.	

Meeting ended 19:49 pm

Signed:..... (Chair) Date:.....

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