AYLBURTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Tuesday 6 October, 6.30pm at Aylburton Memorial Hall

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

No/ Ref	Item/Notes	Action
01. 063. 26/27	**To receive any apologies for absence.** • Cllr Julie Tallis. Accepted.	
02. 064. 26/27	**To note declarations of interest relating to the agenda.** • None.	
03. 065. 26/27	**To approve the draft minutes of the Full Council meeting held on 01.09.2026.** • The minutes were approved as accurate and signed by Cllr FE.	
04. 066. 26/27.	**Public Forum.** • One resident in attendance to observe the meeting, in relation to item 8b.	
05. 067. 26/27	**Planning:** **a. To note any updates on planning matters.** • None. **b. To note application P1076/26/DISCON and consider a response.** **Mile Bridge Dairy, Stockwell Lane, Aylburton, Lydney; Discharge of condition 07 (Landscape and ecological management plan of P0497/26/FUL** • No comments to make. **c. To note revisions to application P0534/26/FUL and consider a response.** **Land Southeast Of, Pool Farm, Upper Common, Aylburton; Erection of new agricultural barn/workshop and associated landscaping** • Updated documentation/evidence had been added to the application. The parish council remains confident that the planning authority will make the correct decision and maintained their previous decision to not comment. • Cllr MT raised that the roof of the existing barn has been dismantled – this has been raised to planning and planning enforcement departments.	RH
06. 068. 26/27	**To receive any updates from district and county councillors.** • Cllr Mark Topping in his capacity as district council: the plan is a scoping consultation Jan – Feb 2027, Principles Plan Jul – Sep 2027, Draft Strategy Plan to be consulted May - July 2028 and then draft plan to be put together. Following this, district council will be asked to agree the plan in approximately January 2029. This will then come into force September 2029. • Local Government Reform has been paused for Gloucestershire and an update is expected in October.	
07. 069. 26/27	**Flood Prevention: to note any updates and discuss potential actions.** • The brook at Mill Brook Green has been cleared.	
08. 070.	**Parish:**	

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<table>
<tr><td>26/27</td><td>a. To review the draft document setting out the plan for Aylburton's Air Quality Monitoring Scheme and consider the next steps.
• The clerk explained the draft document and steps required of the parish council. Councillors are encouraged to provide feedback and any amendments and will return to the topic in November to continue the scheme.
b. Upper Common caravan site: to discuss reports of potentially unauthorised use, note any available information and consider possible actions.
• Cllr MT provided an update: he had spoken to planning enforcement regarding taking action and potentially issuing a stop notice; an enforcement case had been opened. Cllr MT had also spoken to the legal officer and executive officer; a new enforcement officer will be starting next week who will be able to work on the backlog of enforcement cases.
• Residents had also reported the issue to planning enforcement.
• Residents have raised concerns about rubbish building up, and sewage waste not being correctly disposed of. Noise from the generator. Cllr MT will contact ERS in his capacity as district councillor. The clerk will write on behalf of the parish council.
c. Upper Common wildflower meadow area: to consider requesting a quote for cutting and collecting a larger area.
• Cllr MT raised that the wildflower patch would be more effective if it was bigger and proposed a bigger size – approximately twice the size.
• It was agreed to ask Seb Adams for a quote.
d. To note any updates on live issues.
• Clerk to make enquiries regarding a sign for the allotments.</td><td>RH</td></tr>
<tr><td>09.
071.
26/27</td><td>Remembrance Day: to note arrangements and consider actions.
• Clerk confirmed that all arrangements are in progress. Cllr LH confirmed she will attend on behalf of the council; the clerk will arrange to get the wreaths to Cllr LH prior to Remembrance Day.</td><td></td></tr>
<tr><td>10.
072.
26/27</td><td>To consider the purchase of an online cloud subscription for the storage of digital documents. Ongoing subscription £42 + VAT annually, with Parish Online.
• The clerk outlined the benefits of online cloud storage, highlighting the ongoing cost which would need to be budgeted for. Cllr LH proposed the council purchase the subscription, Cllr FE seconded, unanimous vote in favour. Clerk to organise the purchase and transfer of all documents.</td><td></td></tr>
<tr><td>11.
073.
26/27</td><td>Road Safety:
a. ANPR camera: to note the AutoSpeedWatch camera is not currently capturing vehicles and note options for repair.
• It was noted this was the second time this had happened. Cllr MT had reset the camera, but noted the camera was weather-beaten and perhaps this was the reason it had stopped working. Clerk to disable ANPR, and send off for assessment to see how much it costs and potential options.
• Clerk to look at VAS options and costs.
b. to note any updates on live issues.
• Clerk to write to NC to ask if a warning of right turn sign is a possibility for A48/Sandford Road?
• Tree blocking bus stop sign and speed sign, clerk to report via fixmystreet.</td><td>RH</td></tr>
<tr><td>12.
074.
26/27</td><td>Highways: to note any updates on live issues.
• Clerk to report potholes in Upper Common.
• Clerk to report Laurel tree growing in the ditch by BT pole.</td><td></td></tr>
<tr><td>13.
075.
26/27</td><td>Finance
a. To approve this month's payments, as shown on the payment schedule.
<table>
<tr><th>Payee</th><th>Description</th><th>Amount (£)</th></tr>
<tr><td>R Hales</td><td>Clerk Pay</td><td>386.29</td></tr>
<tr><td>R Hales</td><td>Reimbursement – Printing sub</td><td>6.49</td></tr>
<tr><td>R Hales</td><td>Reimbursement – Purple Air - air quality monitors</td><td>866.38*</td></tr>
<tr><td>HMRC</td><td>Clerk PAYE</td><td>106.48</td></tr>
<tr><td>PATA</td><td>Payroll Q2</td><td>40.35</td></tr>
<tr><td>Zurich</td><td>Insurance renewal</td><td>300.00</td></tr>
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	Rise & Shine Window Cleaning	Bus Shelter Cleaning	75.00
	Community Heartbeat	Defibrillator Battery	361.20
	Lloyds	Bank Charges	4.25

- Approved.
- *Air quality monitors to be purchased at a later date.

b. To note income received in September.

From	Description	Amount (£)
14.09.26	Advert income - Apex	75.00
18.09.26	Precept 2 of 2	10245.50
25.09.26	Advert income - LPE	35.00
28.09.26	Advert income - Ferrino	225.00

- Noted.

c. To note the NJC pay scales for 2026/2027 have been agreed.

- Noted. Any pay increase/arrears and back pay would be paid in October.

d. To note the completion of the Q1 bank reconciliation.

- Noted. Cllr CS volunteered to carry out the bank reconciliation checks.

e. To note the completion of the Q1 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.** • Advertising 'advert' in the Ducktown	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. • Agreed.	
16. 078. 26/07	**Aylburton Parish Land** • *REDACTED*	RH
17. 079. 26/07	**Council** **a. Council: to note the date of the next meeting: November Full Council, Tuesday 3 November 2026 at Aylburton Memorial Hall.** • Noted.	

Meeting ended 8.01 pm

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

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