

ST BRIAVELS PARISH COUNCIL

DRAFT MINUTES OF VIRTUAL PARISH COUNCIL MEETING HELD ON 12th April 2021 at 19:00
[These minutes remain in draft form until approved at a subsequent meeting of the Council]

PRESENT

Cllrs Chivers (Chairman), Hurley, Thomas, Smith, Lounds, McFarling. Also Cllr Burley from 7.25pm
Also in attendance: County Cllr Molyneux (from 8.31pm), Clerk (Ellen Hopper), plus 5 members of the public

511 APOLOGIES Cllr Worgan

512 CHAIR'S STATEMENT

512.1 Deepest condolences were expressed to her Majesty the Queen and the whole Royal Family on the death of Prince Philip. The flag on the Tump will remain at half mast until the day after the funeral in line with protocol A silence was held as a mark of respect.

512.2 The Staffing Committee meeting of 1st April 2021 met but proper public notice had not been given due to an error and therefore was invalid and will be reconvened. Item 25 of this meeting's Agenda receiving Staffing Committee recommendations was withdrawn.

513 DECLARATIONS OF INTEREST

Cllr	Minute	Interest	Reason
J Hurley	524	Other	Involvement with Wayfarers Volunteer group
M Smith	521.1.8	Other	On Committee of village shop, the premises of which is owned by the planning applicant
C McFarling	521.1.8	Other	On Committee of village shop, the premises of which is owned by the planning applicant
P Chivers	524	Other	Involvement with Wayfarers Volunteer group
P Chivers	523.4	Disclosable Pecuniary	Recipient of proposed payment ref 21/015

514 DISPENSATION REQUESTS

Cllr	Minute - Subject	Adjudication	Reason
Written request received from Cllr J Hurley	Re 524 - Wayfarers insurance	The Clerk, under delegated authority granted the dispensation to speak to last for this meeting only	In accordance with Code of Conduct 2.4 part b. - in the interests of the inhabitants in the Council's area to allow the member to take part

515 MINUTES OF PREVIOUS MEETING HELD 8 MARCH 2021

Note: Cllr Hurley requested **Recorded Vote**:

For: Cllrs Chivers, Smith, Lounds, McFarling, Thomas **Against:** none / **Abstained** Cllr Hurley
– therefore majority **Approved**

Subject to the following agreed amendments it was **resolved** to accept the minutes as a true record:

489 – 3rd bullet – “contacts” changed to “contact”. “Copies” inserted after 6.

493.4 – final sentence deleted “has plans” and added “will consult in future on major issues and refresh of the Parish Plan”

495.2 – payment table re 20/097 replace “Jan” with “Feb” as correction

506.9 – replace “for 2” with “to”. Replace “to be done asap in March” with “for at least March”

516 MATTERS ARISING

Clerk action to write to Government in support of extension to the Regulations to enable Hybrid and Virtual meetings now superseded by need to respond to Call for Evidence issued by Govt to be returned in June.

517 CLERK'S REPORT

The Clerk updated the council:

- Invalid Staffing Committee meeting already mentioned by Chair
- Parishioner Contacts received and circulated re wild boar, speeding signs, litter increases
- Legal clarification and advice followed for unusual additional headstone inscription request

518 REPORT BY DISTRICT COUNCILLOR CHRIS MCFARLING

- Forest of Dean District placed in Tier 1 for Levelling Up Fund totalling £20m (bid system for areas deemed historically overlooked and in need of investment). Town and Parish Councils and the Public being asked by District Council for ideas for shovel ready strategic projects, completable in 2/3 yrs
- To mention in Village News and flag to public

519 REPORT BY COUNTY COUNCILLOR PATRICK MOLYNEUX None

520 PUBLIC QUESTIONS None

521 PLANNING

(Cllr Burley joined the meeting 7.25pm)

521.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED:

	Ref & applicant	Location	Proposal	Decision
521.1.1	P0501/21/PQ3PA - Mr T Ellsmore	Bulls Court, Bream Avenue, Bream	Part Q prior notification to change the use of an agricultural building to a dwelling house with associated building operations.	No Objection
521.1.2	P0605/21/TCA – Mr Matt Rees	Cross Keys Cottage, East Street, St Briavels	Leylandii x 4 (T1, T2, T3 and T7) Fell, as overhanging highway verge/pavement and shading property. Copper Beech (T4) Crown reduction 30% and minor thinning to improve growth. Crack Willow (T5) Fell, over-crowded and shading property. Prunus (A6) Fell, shades property and grows outwards overhanging pavement. Replacement planting with 2 x fruit trees.	Agree in Principle but ask Applicant and Tree Officer to reconsider whether the Willow needs to be felled completely or not
521.1.3	P0613/21/FUL - Mr S. Richards	Land North Of Tintern View, Hollywell Lane, Brockweir	Proposed 2 bed holiday lodge cabin with associated parking and access	Object as new build is not appropriate in this part of AONB
521.1.4	P0587/21/FUL – Mr T Adams	Rocks Bungalow, The Common, St Briavels	Conversion of barn to three bedroomed dwellinghouse.	Support
521.1.5	P0040/21/DISCON - Ms J Thompson	Hope Farm, Cross Keys, St Briavels	Discharge of conditions 05 (lighting), 06 (bio diversity) and 07 (landscaping) relating to planning permission P0228/20/FUL	Support
521.1.6	P0533/21/LBC - C & M Mackintosh	Church Farm, Mork Lane, St Briavels (Mork Road)	Listed building consent for the erection of a single storey extension to rear, general repairs and internal alterations, construction of railings and repairs to landing to external stone stairs to barn, landscaping work and the installation of flue to pellet boiler.	No Objection to works other than to ask that the Conservation Officer reports as the building has such historic and heritage value

521.1.7	P0532/21/FUL - C & M Mackintosh	Church Farm, Mork Lane, St Briavels (Mork Road)	Erection of a single storey extension to rear, general repairs and internal alterations, construction of railings and repairs to landing to external stone stairs to barn, landscaping work and the installation of flue to pellet boiler	No Objection other than to consider whether the stone slate roof tiles can be retained in the final building and the Conservation officer be consulted on this
521.1.8	P0557/21/FUL - Mr & Mrs N Flint	Cinderhill Farm, Lower Cinder Hill, St Briavels	Proposed single storey rear extension and loft conversion	No Objection with comment that roof lights are amended to reduce potential light pollution as area of parish is very dark and quiet (Note Cllrs Smith & McFarling excluded from vote)

522 ANNUAL SUBSCRIPTIONS AND CHARGES for 2021/22

522.1 It was resolved to continue membership subscription to Gloucestershire Association of Parish & Town Councils (GAPTC) and authorise 2021/22 Annual payment £355.92

522.2 It was resolved to continue the services of C M Packham re provision of PAYE services (monthly payslips, HMRC RTI returns) for an annual charge £60 for 2021/22

522.3 It was noted that other regular Annual payments arising will come to future meetings for approval

523 FINANCE

523.1 INCOME RECEIVED £29,431.63 (no change since March meeting) was noted

523.2 ACCOUNTS FOR PAYMENT. It was **resolved** to authorise the following payments:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
21/001	E Hopper	Salary re March Allowable Expenses	s.112 (2), LG(FP)A1963 s.5	417.60 27.33		444.93
21/002	HMRC	PAYE & NIC	s.112 (2)	104.40		104.40
21/003	SBAR	March meeting	s.134 (4)	43.00		43.00
21/004-11	T Powell Tuck	Invoices 13-18, 20-21 to 23/3	s.137	114.82		114.82
21/012	GAPTC	Annual Membership 21/22	s.143	355.92		355.92
21/013	CM Packham	PAYE Services 2021/22	s.111	60.00		60.00
21/014	First Rescue Training & Supplies Ltd	DeFib Cabinet	PHA 1936 s.234	450.00	90.00	540.00
21/016	NT Sargent	March grass cutting	HA1980 s.96	510.00		510.00
			subtotal	2,083.07	90.00	2,173.07
21/015	Cllr P Chivers	5 Green Bin Licences	s.111	210.00		210.00
			TOTALS	2,293.07	90.00	2,383.07

523.3 All payments excluding 21/015 - totalling £2,173.07 - **Approved**

523.4 Reimbursement payment to Cllr Chivers re Bin Licences 21/015 £210 - **Approved** (Note Cllr McFarling took the Chair for this item as Cllr Chivers excluded from vote)

523.5 It was agreed Cllrs Lounds & Hurley would action these bank transactions as Authorising Councillors.

523.6 Cllr McFarling confirmed he had checked the March and final year end bank reconciliation and confirmed all is correct and in order.

523.7 The Clerk displayed the year end bank reconciliation statement and confirmed the closing bank balance as £63,549.49.

523.8 Q4 Final closing figures for 2020/21 were briefly presented by the Clerk, who advised that they will be used to produce the official Final Accounting statements and formal returns for Audit. Both documents to be circulated, but brief overview indicated income was higher and all budget areas of expenditure except staff costs were underspent in particular projects. Final Accounts to be formally presented and minuted at the next meeting along with full RAG variance analysis and narrated analytical review of the outturn and movement in Reserves.

524 CONSIDERATION OF WAYFARERS VOLUNTARY GROUP FOR INSURANCE PURPOSES

It was **resolved** that the St Briavels 'Wayfarers' are recognised as a volunteer group managed on a 'day-to-day' basis by the Lead Councillor for Footpaths, and under appropriate "supervision and control" of the Council for insurance purpose, and we clarify the insurance cover as stated.

(Note Cllr McFarling took the Chair for this item as Cllr Chivers and also Cllr Hurley excluded from vote. Cllr Hurley had dispensation to speak)

525 RISK MANAGEMENT REVIEW OF INSURANCE COVER

525.1 The first part of the annual review of cover and the insurance information requested at "pre-renewal" stage was discussed. Updated list of assets shown for insurance purposes had been distributed for checking by members.

525.2 Details of existing insurance cover for Councillors was not presented but would be provided to Councillors offline and it was proposed not to change levels of existing cover. It was confirmed that the list and cover could be changed or added to within the year.

525.3 It was **resolved** to accept the information on the spreadsheet showing reviewed assets to be insured.

526 ARRANGEMENTS RE ANNUAL PARISH COUNCIL AND ANNUAL PARISH MEETINGS

526.1 It was **resolved** to hold the Annual Parish Meeting on Saturday 1st May at 11am via Zoom inviting normal list of organisations. Draft Agenda suggested, and it was proposed to invite The Pantry and WVP Surgery to give a report, and take feedback from individuals and organisations who wish to attend.

526.2 Clerk to write to English Heritage asking for progress update on use of the castle and when and whether the repairs at the castle wall will be done as this reflects on other assets.

526.3 It was **resolved** to hold the Annual Parish Council Meeting on Tuesday 4th May via Zoom (full range of policy reviews this year)

526.4 It was **resolved** to hold May's Standard Monthly meeting on Monday 10th May at 7pm – physically at SBAR unless circumstances change.

(Cllr Molyneux had joined the meeting 8.31pm)

527 PERMISSION FOR BONFIRE - ST BRIAVELS PLAYING FIELDS

The Council as landowners resolved to give permission to the Playing Fields Committee to light a bonfire, on condition they follow the list of safety conditions supplied by the District Council. Conditions include Notification of Neighbours, keeping it far away from other residents, keeping someone there to make sure it is put out properly late afternoon etc. Cllr Hurley to liaise with the Playing Fields Committee with copy to the Clerk.

528 PIP PROJECT BT PHONE BOXES REFURBISHMENT REMAIN RED OR ?

Following the overwhelming result of the public consultation to keep the boxes classic red, along with other positive feedback, it was **resolved** Cllr Worgan to get 2 quotes from electricians towards making the electrics safe and bring back to a future meeting.

529 PUBLIC RIGHT OF WAY – 3 POSTS LANE

Cllr Lounds updated progress re options and specifications and is in process of obtaining 3 quotes for wooden fence rails to bring to a future meeting. Cllr Smith investigating options re 3 posts.

530 PIP PROJECT – BIKE RACKS

Cllr Smith updated latest designs and location options following feedback received and will be progressing quotes after receiving comments by Cllr Hurley.

531 PIP PROJECT - ELECTRICAL SUPPLY TO THE TUMP

Cllr Lounds updated that he had obtained 3 quotes and had previously circulated briefing document for questions. Further questions were raised at the meeting requiring answers and therefore the proposal was postponed to a future meeting.

532 It was resolved the meeting be extended by no more than 30 mins in accordance with Standing Orders during the following discussion and before resolution was made

533 UPDATE re GRASS CUTTING CONTRACT FORMAL VARIATION

533.1 Cllr Hurley led a discussion about further potential changes raised by parishioners and particularly issues re wildflower areas. Concerns were raised that this was after the maps and proposals had been agreed at a previous meeting. It was agreed that clarity is required, and details should be finalised in May. A report should be brought back precisely detailing what is wanted so that the contractor can be asked to quote then the council can decide.

533.2 It was resolved until a future meeting at least to stick to existing arrangements with CLG at the prices quoted ie. 18 x £270 for everything (including cut and collect in churchyard and cemetery), or 18 x £170 which does not include collect in churchyard and cemetery.

534 COUNCILLOR REPORTS

534.1 FINANCE – Cllr McFarling – no report

534.2 STAFFING – Cllr Chivers – Committee meeting to be reconvened correctly – discussion all positive

534.3 FOOTPATHS – Cllr Hurley - 2 formal reports to PROW for repairs re bridge over Slade Brook and stile steps on Old Hewelsfield Lane

534.4 HIGHWAYS – Cllrs Lounds & Hurley - Highways meeting cleared 2 items; 40 remain on list – B4228 safety scheme nearing finish. 30mph Signs moved quickly. Liaise with Clerk re online and next meeting date. Waiting for road narrow signs by school. Road on The Common unlikely to be resurfaced for 2 years due to narrow lane technical difficulties Ownership of small wall at the top of Cockshoot Hill being clarified for repair.

534.5 PLANNING - Cllr McFarling - no report

534.6 EMERGENCY PLANNING / SNOW WARDEN – no report

534.7 CEMETERY – Cllr Burley - Favourable comments received about cemetery looking better. Meeting with David Rees re low space for cremation plots.

534.8 AMENITIES / GRASSCUTTING – no report – (see item in minutes above)

534.9 GOVERNANCE – Cllr Chivers – Refresh of policies in progress - will be brought to future meeting.

534.10 PLAYING FIELDS COMMITTEE – Cllr Hurley – Committee would like to know who owns the Pavilion – CLG's details to be passed on to quote re grass cutting Playing Field

535 ITEMS FOR FUTURE MEETINGS

To progress some of these – contact the Clerk with fully formed motions by deadline for Agendas

- Discuss youth notice board at the Playing Fields bus shelter
- Origins of Playing Fields Committee role v Playing Fields and Pavilion
- Clerk Report re Payment cards
- PIP Project – Electrical Supply to the Tump
- PIP Project - BT Boxes
- PIP Project – Bike Racks
- PIP Project – 3 Post Lane

- May - Annual Parish Council Meeting – statutory appointments, newly elected member, Key Docs
- May - Burial Charges Review
- May – Final accounts
- May – In house Financial Controls and Checks
- May – Further Risk & Insurance update
- May – Grass cutting contract formal variation sign off
- May – Staffing Committee recommendations
- September – 6 monthly reminder of quarry item on agenda

536 PUBLIC COMMENT

536.1 A Parishioner thanked the council for its response to her observation about the recent error in public notice for the Staffing Committee. Her further question concerning timings was agreed to be sent by email

536.2 A Parishioner noted and supported the council's decision to object to the Holiday Lodges Tintern View

537 KEY DATES FOR FUTURE MEETINGS

NOTE: submission deadlines added after the meeting – Please ensure they are respected as time is critical

Dates 2021	Meeting to start at 7.00 p.m	Venue TBC	Last date for submission to Clerk finalised agenda items, written reports to attach, proposed amendments to previous minutes – 10 days prior to meeting (previous Friday week) ,	Statutory Summons Dispatch	Written Dispensation Requests – 3 days before meeting (previous Friday)
1st May (FIO)	Annual Parish Meeting (not PC)	Virtual	n/a	n/a	n/a
4th May	Annual Parish Council Meeting	Virtual	Closed Agenda. Minute queries must be before 27th	on 27 April	by 30 April
10th May	May Parish Council Meeting	Physical at SBAR (tbc)	Limited Agenda. Before 30th April – Minute date TBA	on 4 May	by 7 May

538 IN HOUSE FINANCIAL CONTROLS AND CHECKS

To note future councillors to undertake Independent in house checking:

Councillors Checking	Report date
Hurley, Worgan	10 May

The meeting closed at 10pm.