

ST BRIAVELS PARISH COUNCIL

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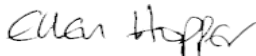
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To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 10th January 2022 at 19:00, at St Briavels Assembly Rooms for the transaction of business on the following Agenda.

Members of the public wishing to attend are advised numbers may be limited to allow social distancing and the room very well ventilated to ensure Covid safety advice can be followed including wearing of face masks

Councillors and members of the public are reminded that the meeting may be filmed and / or recorded



ELLEN HOPPER, CLERK & RFO TO THE COUNCIL

4th January 2022

AGENDA

1 APOLOGIES

To receive apologies from members for absence.

2 DECLARATIONS OF INTEREST

To receive declarations of interest from members in relation to matters on this Agenda

3 DISPENSATION REQUESTS

To note any dispensation requests received by the Clerk in respect of interests declared

4 MINUTES OF PREVIOUS MEETING

To approve the minutes of the last meeting held 8th November 2021

5 MATTERS ARISING

To receive update re actions from previous meeting

6 CLERK'S REPORT

To receive Clerk's update

7 REPORT FROM DISTRICT COUNCILLOR

8 REPORT FROM COUNTY COUNCILLOR

9 PUBLIC PARTICIPATION ITEM

To invite members of the public to ask questions of the Council.

10 COMMUNITY GRANT REQUEST – COMMUNITY ART EVENT

To consider a funding request received for an arts event planned for 25 June by Eye Know Productions £500

11 PLANNING

11.1 FOREST OF DEAN DISTRICT COUNCIL – TO NOTE APPLICATIONS RECEIVED & RESPONDED IN DECEMBER:

Ref & applicant	Location	Proposal	Response Sent <i>(no meeting -Councillor responses obtained via email/phone)</i>
P1854/21/LD1 – Mr & Mrs Leech	The Yard, Chapel Farm, Hudnalls	Application under section 191 to establish whether	No Objection - to this application for a Certificate of Lawful Development on the

Signed.....Date/2021

		Loop Road, St Briavels Common.	the use of land as a haulage vehicle company yard commercial premises with B1/B8/E use is lawful	basis that this site has been used as a "haulage site" for very many years. It does however have concerns whether any future change of use to include residential at this location, would be in keeping with the NPPF or exemplify sustainable development within an AONB, and this council would not agree with a residential application
	P1668/21/LD1 – (additional information submitted / amended description)	South Barn Bream Road St Briavels	Application under section 191 to establish that the use of the building and associated land surrounding the building have been used ancillary to the dwelling known as South Barn and is lawful	No Objection to this application for a Certificate of Lawful Development for building works. It does however consider that it is critical that the application fulfils the conditions for the use of a bat roost and helps support the protection of endangered species - Lesser Horseshoe Bats. It would ask whether bats have migrated across in sufficient numbers to make full use of this new roost
	P0631/21/FUL	Cinderhill Farm Lower Cinder Hill St Briavels	Creation of two vehicle accesses and staff parking area, with associated works.	Noted – Withdrawn
	P1472/21/FUL	Oak House Church Street St Briavels	Demolition of a rear modern lean-to extension	Noted - Withdrawn
	P1928/21/FUL - Mr & Mrs J & S Millar & Underwood	Yew Tree Cottage , The Fence, St Briavels	Erection of a two-storey side extension and new detached garage, with associated works	No Objection as long as this application takes mitigations to support the apparent bat populations and carry out fully the bat survey recommendations
	P1984/21/FUL– Mr M Wilkinson	Woodspring, Hilgay Road, Brockweir	Refurbish and extend existing house by linking garage/annexe with a single storey extension to create larger kitchen, dining area and home office	No Objection as long as this application takes mitigations to support the apparent bat populations and carry out fully the bat survey recommendations

11.2 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:

	Ref & applicant	Location	Proposal
	P1741/21/FUL - Mr S Cowley (date extension to respond granted to PC)	Beech House Park Lane St Briavels	Raising of roof height and replacement roof, erection of a two storey extension with decking and internal and external alterations with associated works. Additional information submitted

11.3 GLOUCESTERSHIRE COUNTY COUNCIL –TO NOTE APPLICATIONS RECEIVED & NOTIFIED IN DECEMBER:

	Ref & applicant	Location	Proposal	
	15/0108/FDMAJM (District Reference P0020/16/CPC) - Breedon Aggregates England	Clearwell And Stowe Hill Quarries, Stowe Green, St Briavels	Proposal: Extension of Stowe Hill Quarry, the phased relocation of the mineral processing plant from Clearwell Quarry to Stowe Hill Quarry including a coating and replacement concrete plants and a road access onto the B4228, increase in the maximum output of material leaving Stowe Hill Quarry and revised restoration of Clearwell Quarry.	Noted – Withdrawn

11.4 GLOUCESTERSHIRE COUNTY COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:

	Ref & applicant	Location	Proposal
	21/0089/FDS73M - Breedon Trading Ltd (date extension to respond granted to PC)	Clearwell And Stowe Hill Quarries, Stowe Green, St Briavels	Variation of condition 2(Duration) and 3 (Ancillary Nature of the Permission) relating to planning consent 20/0015/FDMAJM dated 22/12/2020 to retain the Concrete Plant and to continue the importation of limestone aggregates while the extension of Stowe Hill Quarry commences.

Signed.....Date/2021

12 ENVIRONMENTAL & REGULATORY

12.1 FOREST OF DEAN DISTRICT COUNCIL – PREMISES LICENCE APPLICATION RECEIVED:

Ref & applicant	Location	Proposal
F/21/00557/PRMA - Adrian Orchard	Hudnalls Hideout Hudnalls Loop Road St Briavels	APPLICATION FOR NEW PREMISES LICENCE – LICENSING ACT 2003 (Self catering adults only holiday accommodation - wish to sell alcohol to guests for consumption during their stay)

13 FINANCE – INCOME & EXPENDITURE

13.1 INCOME RECEIVED: £25,918.62 –(full precept £24k, PFA £2.10, **Interest £3.02**, BA income £1,913.50)

13.2 ACCOUNTS PAID: To note regular payments made in December (no meeting). Authorised by Cllr Chivers (Chairman) and Cllr Slaughter (Lead Councillor - Finance)

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
21/062	E Hopper	Salary November, Allowable Expenses,	s.112 (2), LG(FP)A1963s.5	417.60 27.33		444.93
21/063	HMRC	PAYE & NIC	s.112 (2)	104.40		104.40

13.3 ACCOUNTS FOR PAYMENT: To authorise payments to include the following schedule:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
21/064	E Hopper	Salary December, Allowable Expenses	s.112 (2), LG(FP)A1963s.5	417.60 27.33		444.93
21/065	HMRC	PAYE & NIC	s.112 (2)	104.40		104.40
21/066 (A&B)	E Hopper	Reimbursement - Printer & Inks	s.111 s.111	35.22 236.58	7.04 47.32	326.16
21/067	Geosphere Ltd	Parish Online Nov 2021 to Nov 2022	s.111	45.00	9.00	54.00
21/068	Flying Colours Ross Ltd	Printing 120 Flyers re Whittington Close survey	s. 111	31.67	6.33	38.00
21/070	First Rescue Training & Supplies Ltd	DeFibrillator cabinet	PHA 1936 s.234	450.00	90.00	540.00
21/071	Lydney Settled Estate	3 Christmas trees including delivery	s.137	195.83	39.17	235.00
			Subtotal	1,543.63	198.86	1,742.49
21/069	Cllr Mike Smith	Reimbursement - Ballot boxes POS Display shop	s.111	34.69	6.94	41.63
21/072	Cllr Lucy Slaughter	Reimbursement – Christmas Lights	s.137	20.00		20.00
			TOTALS	1,598.32	205.80	1,804.12

13.4 FINANCIAL CONTROLS: to agree 2 Councillors to approve the above bank transactions ASAP

13.5 FINANCIAL CONTROLS: to note the verification of the monthly bank reconciliation x2 by Lead Cllr

13.6 FINANCIAL CONTROLS: to note the verification of Januarys in-house controls and checks

14 QUARTERLY FINANCE REPORT

To receive Quarter 3 income & expenditure projected budget variations for consideration and comment

Signed.....Date/2021

15 FINANCE - BUDGET 2022/23

- 15.1 To agree and set the 2022/23 budget
- 15.2 To agree and set the level of Precept for 2022/23
- 15.3 To authorise the Clerk to issue the Precept demand for the agreed value to the District Council

16 FINANCIAL REGULATIONS REVIEW

To note the proposed new Financial Regulations as circulated, based on the latest template produced by NALC for adoption at a future meeting

17 DEFIBRILLATOR CABINET FITTING & CONNECTION

To consider and approve Electricians quotes to install and connect defibrillators in new cabinets asap

18 COUNCILLOR UPDATE REPORTS

- FINANCE –
- STAFFING –
- FOOTPATHS
- HIGHWAYS –
- PLANNING –
- EMERGENCY PLANNING/SNOW WARDEN –
- CEMETERY –
- AMENITIES/GRASS CUTTING –
- GOVERNANCE –
- PLAYING FIELDS COMMITTEE –
- ATTENDANCE AT PRODUCE MARKET -

19 ITEMS FOR FUTURE MEETINGS

- February – Review and adopt new Financial Regulations
- February – Appoint internal Auditors
- March/April - Burial Charges Review for 2022/23
- March/April - Annual Preauthorisation of Regular Payments re 2022/23
- March – 6 monthly reminder of quarry item on agenda
- September – Project Budget Discussions to commence
- PIP Project Update – Electricity Supply to The Tump
- Communications re Projects/Volunteer opportunities /consultations/in a leaflet or newsletter
- Playing Field Wildflower management
- Queens Jubilee Celebrations for the Parish
- Parish Priority Focus re Children & Young People post Covid
- Clerks Report re “.gov.uk” usage
- Councillor Training requirements
- Ask Highways Manager Stuart Budd to attend and present re area plans

20 PUBLIC COMMENT

To allow members of the public to comment on what has been said during the meeting

21 DATES FOR FUTURE MEETINGS: Any necessary changes to these details will be advertised

Dates 2019	Time	Meeting	Venue	Agenda items (& Dispensation requests) by:
14 th February	19.00	Parish Council Meeting	Assembly Rooms	4 th (11 th) February
14 th March	19.00	Parish Council Meeting	Assembly Rooms	4 th (11 th) March
11 th April	19.00	Parish Council Meeting	Assembly Rooms	1 st (8 th) April
9 th May	19.00	Annual Parish Council Meeting	Assembly Rooms	29 th April (6 th May)

22 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS AND CHECKS:

Cllrs	Due date
McFarling, Worgan	January
Hurley, Chivers	April

23 CONFIDENTIAL – TO CONSIDER PARISH HANDYPERSON APPOINTMENT MATTERS

23.1 It is proposed that the press and public be excluded from the meeting for the purposes of this Agenda AND the subsequent Agenda item, on the grounds that the business to be transacted relates to Employment activities of a confidential nature.

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**24 CONFIDENTIAL–TO CONSIDER STAFFING COMMITTEE RECOMMENDATIONS - PARISH CLERKS
ROLE GRADE**

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