

ST BRIAVELS PARISH COUNCIL

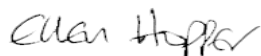
Clerk Ellen Hopper
2 Abbott Road, Severn Beach, South Gloucestershire BS35 4PU
T 01454 631457 (+ answerphone)
E stbriavelsclerk@outlook.com
W stbriavels-pc.gov.uk

To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 14th February 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 spacing and the room will be ventilated to ensure Covid safety advice can be followed.

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



ELLEN HOPPER, CLERK & RFO TO THE COUNCIL

8th February 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 10th January 2022

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 – ST BRIAVELS WM & PFA - TENNIS COURT REFURIBSHMENT

To consider a funding request received for £4,000 for resurfacing and refurbishment of the tennis courts

11 PLANNING

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

	Reference	Location	Proposal
11.1.1	P0036/22/TCA (date extension to respond granted to PC)	The Old Police House High Street St Briavels	Remove 1 x Goat Willow due the to presence of rot in main trunk, and dying branches which are causing a safety hazard (+ see info from PO)
11.1.2	P1642/21/FUL	Aylesmore Court, St Briavels	AMENDED DESCRIPTION Installation of new

Signed.....Date/2021

	(date extension to respond granted to PC)		outdoor pool and pool house together with associated ancillary development, including extension to residential curtilage to accommodate pool house (+ see info from PO)
11.1.3	P1643/21/LBC (date extension to respond granted to PC)	Aylesmore Court, St Briavels	AMENDED DESCRIPTION Installation of new outdoor pool and pool house together with associated ancillary development
11.1.4	P2101/21/FUL (date extension to respond granted to PC)	Sunnycroft , Coleford Road, St Briavels	Proposed single storey rear extension and installation of solar panels with associated works
11.1.5	P0063/22/TCA (date extension to respond granted to PC)	High View High Street St Briavels	Fell 1 X Silver Birch due to excessive size in proximity to the house and neighbouring Primary School, and causing damage to boundary wall. Replant with 1 x Silver Birch in the front garden
11.1.6	P0029/22/FUL	Rodmore Lodge, Rodmore, St Briavels	Erection of a first floor extension over existing holiday let with associated works
11.1.7	P2106/21/FUL	Fernleigh, The Common, Brockweir	Conversion, partial demolition and re-build of existing dilapidated outbuildings and garages to create a dual use of residential annexe and holiday let

12 FINANCE – INCOME & EXPENDITURE

12.1 INCOME RECEIVED: £26,677.26 (precept £24k, PFA £2.10, Interest £3.02, **BA income 2,443.50, H/ways gross £228.64**)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
21/073	E Hopper	Salary - January, Allowable Expenses Postage & stamps	s.112 (2), LG(FP)A1963s.5 LG(FP)A 1963 s.5	519.20 27.33 31.38		577.91
21/074	HMRC	PAYE & NIC	s.112 (2)	129.80		129.80
21/075	BWP Creative Ltd	2 year Domain name renewal to Jan 2024	s.142	88.00	17.60	105.60
21/076	SLCC	Membership to Feb 2023	s.143	144.00	0	144.00
21/077	Eye Know Productions	Grant – Community Art project	s.137	500.00	0	500.00
			Subtotal	1,439.71	17.60	1,457.31
21/0	SBAR	Jan+Feb inv1275+1291	s.134 (4)	86.00	0	86.00
			TOTALS	1,525.71	17.60	1,543.31

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

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

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

13 FINANCIAL REGULATIONS REVIEW

To propose the circulated Financial Regulations based on the latest template produced by NALC be adopted

14 INTERNAL AUDIT ARRANGEMENTS 2021/2

To propose to appoint GAPTC as internal auditors for the 2021/22 on the basis the council has assured itself that the auditor is independent and competent and authorise the Clerk to send the letter of appointment.

15 PIP PROJECT – ELECTRICITY SUPPLY TO THE TUMP

15.1 Following confirmation of full planning certification for this approved project, it is proposed this project proceeds asap as planned in the financial forecast. Two resolutions required:

15.2 Western Power Distribution be instructed to schedule the works in accordance with their terms, and authorise payment of £1,160.47 be added to Februarys schedule for immediate payment permitted per specific Financial Regulation re supply of Electricity

Signed.....Date/2021

15.3 An Electrical contractor be appointed from the 3 quotes received and official order placed for the works specified by WPD.

16 QUEENS PLATINUM JUBILEE

16.1 To propose to establish a Working Group to come up with a recommendation for the type and cost of a Platinum Jubilee Monument for consideration at the March meeting (see terms of reference draft)

16.2 To vote in principal for a location for the monument and seek any permissions required

16.3 To hear of projects being actioned or suggested by the community and consider what if any role the council should have

17 RECORDING MEETINGS

To consider in principle if the PC wishes to make recordings of parish council meetings available on the councils website, and if so to then agree to investigate the practicalities and cost of recording to determine value for money, understand relevant legal considerations and report back to a future meeting.

18 WHITTINGTON CLOSE RECREATION AREA

To resolve to write a letter to the District Council expressing dissatisfaction with the maintenance of the Whittington Close recreation area, and requesting an immediate improvement, and to open a channel to work with them to support the improvement.

19 DEFIBRILLATOR EQUIPMENT UPDATE

To receive update of actions previously resolved and agree subsequent actions required.

20 COUNCILLOR UPDATE REPORTS

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

21 ITEMS FOR FUTURE MEETINGS

- 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
- Communications re Projects/Volunteer opportunities /consultations/in a leaflet or newsletter
- Appropriate management of the wildflower area opposite the Pavilion
- Playing Field Wildflower management
- 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

22 PUBLIC COMMENT

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

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

Dates 2019	Time	Meeting	Venue	Agenda items (& Dispensation requests) by:
---------------	------	---------	-------	--

Signed.....Date/2021

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)

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

Cllrs	Due date
Hurley, Chivers	April

Signed.....Date/2021