

# ST BRIAVELS PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

held on 10<sup>th</sup> JANUARY 2022 at 19:00 at St Briavels Assembly Rooms

### PRESENT

Cllrs Chivers (Chairman), Smith, McFarling, Slaughter, Burley, Thomas and Hurley  
Also in attendance: Clerk (Ellen Hopper), plus 7 members of the public

### 718 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Worgan and Lounds.

### 719 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr	Minute	Interest	Reason
Mike Smith	730 re 21/069	Pecuniary	Reimbursement Payment Recipient
Lucy Slaughter	730 re 21/072	Pecuniary	Reimbursement Payment Recipient

### 720 DISPENSATION REQUESTS – none received

### 721 MINUTES OF PREVIOUS MEETING HELD 08 NOVEMBER 2021

It was **resolved** to accept the minutes as a true and accurate record

### 722 MATTERS ARISING

The Clerk updated:

- the “Certificate of Lawfulness of Proposed Development” had now been issued by the FODDC Planning Authority for proposed installation of an electrical supply to The Tump
- responses received re Whittington Close consultation had been forwarded to Members for next steps

### 723 CLERK’S REPORT – none received

### 724 REPORT BY DISTRICT COUNCILLOR CHRIS MCFARLING

- Discretionary rate relief and government grants still available to businesses re 2021/22 pandemic impact
- Fraud team performance highly effective re grant fraud detection
- 20 mph as a default policy approved and forwarded to the county council for consideration
- 70 trees are being purchased to plant to celebrate the Queens Platinum Jubilee
- A Domestic Abuse champion appointed reflecting increases in levels
- Draft budget out for consultation online, proposing £10.6 million budget – approx. £5 Band D increase

### 725 REPORT BY COUNTY COUNCILLOR CHRIS MCFARLING

- County budget consulting on £519 million draft budget – approx. £42 Band D increase
- County 20 mph proposal and costs being considered by the environment scrutiny committee
- also the environment scrutiny committee considering scooter trials
- Restoring Our Rivers task group considering how to improve waters quality

### 726 PUBLIC PARTICIPATION ITEM

- A parishioner stated their continued concerns regarding a planning application formerly objected to by the council on material planning grounds. The applicant has provided additional information which does not address the issues or their concerns. The PC were asked to maintain its objection to the application. Support was also added to the 20mph campaign
- A 2<sup>nd</sup> parishioner advised continuing water on the road at Wyeholm. Also concerns re visibility on Chepstow Road junction with Petty Marsh Lane. >The Chairman confirmed both have been raised with the County for action and will be raised again
- A 3<sup>rd</sup> parishioner mentioned concerns re payment of queried grass cutting invoices, and views meetings should be recorded by the council. Also, re potential Whittington Close project that the land is not owned by and should not be maintained by the Parish Council and proper upkeep should be pursued with responsible district authority as taxpayers already paying for this. >View to be added to recent feedback.

### 727 COMMUNITY GRANT REQUEST – COMMUNITY ART EVENT

It was **resolved** to award a £500 community grant to Eye Know Productions for an arts event planned for 25 June. The Clerk to liaise re grant conditions and evidence to be provided.

### 728 PLANNING

#### 728.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED RESPONDED IN DECEMBER - **RATIFIED**

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 Loop Road, St Briavels Common.	Application under section 191 to establish whether the use of land as a haulage vehicle company yard commercial premises with B1/B8/E use is lawful	No Objection - to this application for a Certificate of Lawful Development on the 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

#### 728.2 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED - **RESPONSE RESOLVED:**

Ref & applicant	Location	Proposal	Response
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. <b>Additional information submitted</b>	Objection - on material matters of overshadowing, overlooking and privacy impacting its neighbours, and also ecological insufficiencies.

#### 728.3 GLOUCESTERSHIRE COUNTY COUNCIL –APPLICATIONS RECEIVED NOTIFIED IN DECEMBER - **RATIFIED:**

Ref & applicant	Location	Proposal	
15/0108/FDMAJM (District Reference P0020/16/CPC) -	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	Noted – Withdrawn

Breedon Aggregates England		the maximum output of material leaving Stowe Hill Quarry and revised restoration of Clearwell Quarry.	
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728.4 GLOUCESTERSHIRE COUNTY COUNCIL – APPLICATIONS RECEIVED – RESPONSE **RESOLVED**:

Ref & applicant	Location	Proposal	Response
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.	No Objection

**729 ENVIRONMENTAL & REGULATORY**

729.1 FOREST OF DEAN DISTRICT COUNCIL – PREMISES LICENCE APPLICATION - RESPONSE **RESOLVED**:

Ref & applicant	Location	Proposal	Response
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)	Objection

**730 FINANCE – INCOME & EXPENDITURE**

730.1 INCOME RECEIVED: It was **noted** £25,918.62 – (full precept received (£24k), PFA £2.10, interest £3.02 plus BA income £1,913.50) has been received to date.

730.2 ACCOUNTS PAID: The following Regular payments made in December (no meeting) with bank authorisation by Cllr Chivers (Chairman) and Cllr Slaughter (Lead Councillor - Finance) were **noted RATIFIED**

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

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

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
			<b>Subtotal</b>	<b>1,543.63</b>	<b>198.86</b>	<b>1,742.49</b>
21/069	Cllr Mike Smith	Reimbursement - Ballot boxes POS Display shop	s.111	34.69	6.94	<b>41.63</b>
21/072	Cllr Lucy Slaughter	Reimbursement – Christmas Lights	s.137	20.00		<b>20.00</b>

			<b>TOTALS</b>	<b>1,598.32</b>	<b>205.80</b>	<b>1,804.12</b>

730.3.1 Transactions 21/064 to 21/068, 21/070 to 21/071 totalling £1,742.49 were **resolved**

730.3.2 Transaction 21/069 for £41.63 reimbursement was **resolved** (Cllr Smith excluded from vote)

730.3.3 Transaction 21/072 for £20.00 reimbursement was **resolved** (Cllr Slaughter excluded from vote)

730.4 It was agreed Cllrs Chivers & Hurley would action these bank transactions as Authorising Councillors

730.5 Cllr Slaughter confirmed November and December's bank reconciliations were in order

730.6 FINANCIAL CONTROLS: Cllr McFarling confirmed his review of in-house controls and checks of financial transactions found no queries and happy with information provided. Cllr Worgan's review will be actioned for February

### 731 QUARTERLY FINANCE REPORT

The previously circulated report to members was considered, potential variations and slippage discussed, and the need to focus on projects completing this year. It was agreed the Quarter 3 income & expenditure statement and projected budget variations be **noted** and referenced when considering next years budget.

### 732 FINANCE - BUDGET 2022/23

732.1 It was **resolved** to approve the draft budget presented and it be adopted for 2022/23 – see summary table below

<b>ST BRIAVELS PARISH COUNCIL - 2022/23 BUDGET SUMMARY - APPROVED 10th JANUARY 2022</b>			
<u>2021/22</u>			<u>2022/23</u>
<u>APPROVED</u>			<u>APPROVED</u>
<u>BUDGET</u>			<u>BUDGET</u>
	APPROVED BUDGETED INCOME & EXPENDITURE:		
- 3,232	Income (excluding Precept)		- 2,232
10,628	Running Costs (staff/office/admin)		12,978
19,950	Community Costs (events/maintenance)		23,885
23,000	Project Costs		8,500
50,346	TOTAL BUDGETED NET SPEND TO BE FUNDED		43,131
	FUNDED USING COUNCIL RESOURCES OF:		
- 14,058	Earmarked Reserves to be spent on Projects		- 2,700
- 12,288	General Reserves used up to permitted limit		- 16,431
- 26,346	TOTAL USE OF RESOURCES TO FUND NET SPEND/ DEFICIT		- 19,131
<b>24,000</b>	<b>SHORTFALL WHICH NEEDS TO BE FUNDED BY PRECEPT:</b>		<b>24,000</b>

732.2 It was **resolved** to set the level of Precept for 2022/23 at £24,000, remaining unchanged from 2021/22

732.3 It was **resolved** to authorise the Clerk to issue the Precept demand for £24,000 to the District Council

### 733 FINANCIAL REGULATIONS REVIEW

The proposed new Financial Regulations based on the latest template produced by NALC was circulated. Members comments to be supplied to the Chairman asap for agreement and adoption at the next meeting in line with internal audits recommendation.

### 734 DEFIBRILLATOR CABINET FITTING & CONNECTION

734.1 It was **resolved** to approve in principle the Clerk to raise an order based on quote received to wire and fit

3 cabinets asap up to max spend of £300. Actions to be completed asap

734.2 It was **resolved** to have the Defib unit by Syd Wheelers serviced by CardiAid at a cost of £300 incl VAT

### **735 COUNCILLOR REPORTS**

735.1 FINANCE – Cllr Slaughter – no further report

735.2 STAFFING – Cllr Chivers – Clerks appraisal held in December – comments fed back – other comments later on Agenda

735.3 FOOTPATHS – Cllr Hurley – Public raising footpath clearing group need to start again as overgrown – John Hurley to progress when practical – Restricted Bye way FSB19 project reported as completed needs inspection as are still some issues with loose stones. Cllr Thomas was reminded the 3 Post Lane resurfacing project was funded by the county not the parish council

735.4 HIGHWAYS – Highways minutes in progress – Web page creation to do – Wyeholme issue to be added to Highway's list. Broadband works over Mork Brook - concerns that can't use normal trench method raised with Highways

735.5 PLANNING - Cllr McFarling - no report

735.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Smith - 10 grit bins due to be filled by County. Redrawn the grit bin map and re numbered each bin. A crushed bin on B4228 was from Sandy Lane . A spare bin has been placed on Castle Crescent.

735.7 CEMETERY – Cllr Burley– grave sizes discussed with Reverend Rees re submitted consultation response

735.8 AMENITIES / GRASSCUTTING – no report

735.9 GOVERNANCE – Cllr Chivers – no report – reminder Financial Regulations at next meeting

735.10 PLAYING FIELDS COMMITTEE – Cllr Hurley – Litter bin cleaning issues unresolved as no volunteers – meeting 11th January. PFC is planning to resurface Tennis Courts and replace bent post, plus collapsing retaining wall repairs are needed soon. All Zip wire bolts replaced but still not yet in use – swing seat bolts also being checked.

735.11 PRODUCE MARKET ATTENDANCE – Cllr Smith attended. Parishioner comments re blocked footpaths and would join group when starts again. Cllr McFarling to attend February event.

### **736 ITEMS FOR FUTURE MEETINGS**

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

- 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 – next steps
- PIP Project Update – Village Gateway & Planters – progress re completion by March
- PIP Project Update - Bicycle Racks – progress re completion by March
- PIP Project Update – BT Phone Boxes – progress re completion by March
- PIP Project Update - Whittington Close consultation
- Queens Jubilee Celebrations for the Parish
- Consideration in principle re recording PC meetings
- Playing Field Wildflower management
- Clerks Report re “.gov.uk” usage
- Communications re Projects/Volunteer opportunities /consultations/in a leaflet or newsletter
- Parish Priority Focus re Children & Young People post Covid
- Councillor Training requirements
- Highways Manager to attend and present re area plans

### 737 PUBLIC COMMENT

A Parishioner asked:

- What was £500 for consultation in next years budget > Likely types of costs involved were advised
- Ballot box and printing costs queried as high > Colour leaflets more effective as want responses, and cleanable box required in Surgery and is re-useable. Will be a future Agenda item re Whittington Close responses and project next steps.
- Recorded meeting £750 potential costs previously mentioned > the need still to be debated and costed

### 738 KEY DATES FOR FUTURE MEETINGS

2<sup>nd</sup> Monday of the month at SBAR. Any necessary changes to these details will be advertised.

Dates 2021/22	Time	Meeting	Venue	* Agenda items and reports by latest:
14 <sup>th</sup> February	19.00	Parish Council Meeting	Assembly Rooms	4 <sup>th</sup> February
14 <sup>th</sup> March	19.00	Parish Council Meeting	Assembly Rooms	4 <sup>th</sup> March
11 <sup>th</sup> April	19.00	Parish Council Meeting	Assembly Rooms	1 <sup>st</sup> April
9 <sup>th</sup> May	19.00	Annual Parish Council Meeting	Assembly Rooms	29 <sup>th</sup> April

\* Last date for submission of finalised agenda items, written reports for circulation, proposed amendments to previous minutes – 10 days prior to meeting (previous Friday week). Dispensation requests ideally 3 days before (previous Friday)

### 739 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS & CHECKS

The Agreed Rota for undertaking in-house checks prior to these meetings includes if a nominated Councillor is unable to undertake the checks, please arrange a substitute where possible

Cllrs	Due date
Worgan re January	February
Hurley, Chivers	April

### 740 CONFIDENTIAL –PARISH HANDYPERSON APPOINTMENT MATTERS

740.1 It was **resolved** that the press and public be excluded from the meeting for the purposes of this AND the subsequent Agenda items, on the grounds that the business to be transacted related to Employment activities of a confidential nature.

740.2 The status and confidential handling of appointment was clarified. A decision will be brought to the next meeting (>See Confidential Appendix A for information supporting this Minute)

### 741 CONFIDENTIAL–STAFFING COMMITTEE RECOMMENDATIONS - PARISH CLERKS ROLE GRADE

741.1 It was **resolved** to accept the Staffing Committee recommendations re the role of Parish Clerk pay grade (> See Confidential Appendix A for information supporting this Minute)

**The meeting closed at 9.18 pm.**