

# ST BRIAVELS PARISH COUNCIL

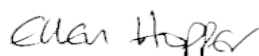
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## To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 14<sup>th</sup> March 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 of spacing and room ventilation 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 March 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 14th February 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 additional information provided re previously supported funding request for resurfacing and refurbishment of the tennis courts and agree a grant sum to be paid.

### 11 APPROVAL FOR ST BRIAVELS WI POPPY DISPLAY BANNERS (Cllr Piers Chivers)

To consider the offer from the WI to knit and crochet two red poppy display banner panels for the gates leading to the Pavilion for use during the Remembrance ceremony. They plan using donated or recycled red wool, but may require a small grant if funds don't cover materials for backing panels.

### 12 PERMISSION FOR THE TUMP AREA TO BE USED FOR COMMUNITY ARTS EVENT 25 JUNE

To consider a request from Eye Know Productions to use The Tump location as an alternative to the originally planned Castle moat – see explanation letter circulated

Signed.....Date ...../2022

### 13 PLANNING

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

	Reference	Location	Proposal
13.1.1	P0001/22/DISCON (date extension to respond granted to PC)	Brook Lea, Coldharbour Road, St Briavels	Discharge of condition 06 (external lighting) relating to planning permission P1328/18/FUL

### 14 FINANCE – INCOME & EXPENDITURE

14.1 INCOME RECEIVED: £26,677.26 – no change from previous month

14.2 ACCOUNTS FOR PAYMENT: To authorise payments to include the following schedule: **INCOMPLETE**  
(Final table to be updated before meeting due to late receipt of supporting documents)

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
21/079	E Hopper	Salary-February + NALC % Allowable Expenses Travel Stationary Office insurance	s.112 (2), LG(FP)A1963s.5 LG(FP)A1963s.5 s. 111 s. 111	TBC 27.33 46.71 20.54 39.27		TBC
21/080	HMRC	PAYE & NIC (TBC awaiting payslip)	s.112 (2)	TBC		TBC
			<b>Subtotal</b>	<b>TBC</b>		<b>TBC</b>
21/81	SBAR	March inv 1306	s.134 (4)	43.00		<b>43.00</b>
			<b>TOTALS</b>	<b>TBC</b>		<b>TBC</b>

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

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

### 15 NOTE OF EXPENDITURE DELAYS/SLIPPAGE IMPACTING OUTTURN (Cllr Lucy Slaughter)

To note main areas of the budget where projects have not yet completed to payment or delays in delivery which will impact in 2022/23 accounts due to cash-based accounting

### 16 2020/21 INTERNAL AUDIT REPORT REVIEW (Cllr Piers Chivers)

To review and note the completed actions agreed from last year's internal audit

### 17 WHITTINGTON CLOSE RECREATION AREA (Cllr Chris McFarling)

To receive update regarding correspondence with the District Council requesting an immediate improvement to the maintenance of the Whittington Close recreation area.

### 18 QUEENS JUBILEE CELEBRATIONS (Cllr Mike Smith & Working Group)

To consider the council authorise £815 for a Jubilee monument, its placement on the Tump in front of the flagpole, and an unveiling ceremony to mark the start of the parish Jubilee celebrations as proposed by the Working Group

### 19 REQUEST FOR LAND FOR DEVELOPMENT & INCLUSION IN FODDC LOCAL PLAN (Cllr Chris McFarling)

To consider the councils response to the letter sent from FODDC to all parish councils to take part in a process which requests land for potential development and inclusion in the FoDDC Local Plan

(Note: It is important that any site proposed has the support of the landowner(s) and it is also important to stress that this exercise is one that is intended to provide sites that may have potential to be included in the new Local Plan).

### 20 PIP PROJECT – ELECTRICITY SUPPLY TO THE TUMP (Cllr Paul Lounds)

20.1 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:

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

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

**21 APPOINTMENT OF COUNCIL REPRESENTATIVE - War Memorial & Playing Fields Committee**

To agree to appoint a replacement representative following Cllr Hurleys resignation as council representative

**22 COUNCILLOR UPDATE REPORTS**

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

**23 ITEMS FOR FUTURE MEETINGS**

- April - Burial Charges Review for 2022/23
- April - Annual Preauthorisation of Regular Payments re 2022/23
- 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

**24 PUBLIC COMMENT**

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

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

Dates 2019	Time	Meeting	Venue	Agenda items (& Dispensation requests) by:
11 <sup>th</sup> April	19.00	Parish Council Meeting	Assembly Rooms	1 <sup>st</sup> (8 <sup>th</sup> ) April
9 <sup>th</sup> May	19.00	Annual Parish Council Meeting	Assembly Rooms	29 <sup>th</sup> April (6 <sup>th</sup> May)

**26 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS AND CHECKS:**

Cllrs	Due date
Hurley, Chivers	April