

# ST BRIAVELS PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING held on 14<sup>th</sup> FEBRUARY 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 9 members of the public

### 742 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Worgan and Lounds.

### 743 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr	Minute	Interest	Reason
John Hurley	754.2 re 21/078	Other	SBAR Trustee
Mike Smith	753.1.7	Other	Architect relationship
Chris McFarling	758	Other	District Councillor

### 744 DISPENSATION REQUESTS – none received

### 745 MINUTES OF PREVIOUS MEETING HELD 10 JANUARY 2022

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

*In 735.6 - deleted “(now replaced with spare) and its been relocated to” and replaced with “A spare bin has been placed on”, to correct the sentence.*

### 746 MATTERS ARISING

The Clerk updated:

- the councils resolved response to the Hudnalls Hideout Licensing application was not considered by the regulation authority as no further grounds were given. The licence was approved.
- confirmed the parish precept demand has been sent to the District Council in accordance with legal requirements and official deadline

### 747 CLERK'S REPORT

The Clerk updated:

- feedback received from Wye Valley Music of the huge success of the 1<sup>st</sup> Music in Mind Dementia Café supported by the council and will attend a future meeting to update further
- Notified of a petition which has not yet been received re the recording of council meetings

### 748 REPORT BY DISTRICT COUNCILLOR CHRIS MCFARLING

- Budget approval meeting on Thursday 17<sup>th</sup> February, proposing £10.6 million budget – approx. £5 Band D increase for Council Taxpayers
- Cabinet meeting have already considered the Revenue and Capital Budgets and Council Tax proposals, plus planned expenditure including Homelessness Prevention Grant, Capital Investment and Treasury Management Strategies, allocation of the Community Housing Fund, continuation of the Gloucestershire Economic Growth Joint Committee, parking enforcement options and Covid 19 Additional Relief Fund

### 749 REPORT BY COUNTY COUNCILLOR CHRIS MCFARLING

- County budget due to be considered Wednesday with a number of amendments proposed re a Tip Shop for recycled goods, an increase to Biodiversity resources, Farmer's resource to increase capture of carbon, and more funding for Public Rights of Way to improve standards and accessibility and encourage usage
- Final grants being offered to Businesses who need to register, especially those recently impacted by Omicron - Covid Grants totalling £60m already given to businesses
- Members own Highways Funding pot of £30k for Sedbury Division planning for next year's allocation. Parish Council asked to identify priorities for its £5k share of fund. Drainage issues were mentioned and lines outside of school confirmed as already included in the current programme

### 750 PUBLIC PARTICIPATION ITEM

- A parishioner fed back various opinions she gathered regarding recent Whittington Close consultation with residents – most she heard want FODDC to clean the area and look after it properly and to not have allotments. >> The chairman confirmed this motion was on the agenda
- A 2nd parishioner asked if the Highways money includes parking as is a problem in the village – can there be public car park somewhere? >> Cllr McFarling advised not for building car parks but can use for restrictions, eg yellow lines, like planned for by the school. The suggested car park need was noted.
- A 3rd parishioner asked if the Highways fund could include litter removal on approaches to the village >> The Chairman advised the PC funded litter picker can only work inside the 30mph limit for safety reasons. Cllr McFarling explained DC street cleansing department periodically clean this but need safety vehicle closures to protect operators.
- A 4th parishioner representing SBAR Trustees confirmed happy to assist with use of facilities and direct involvement re Jubilee celebrations and plans but need to be kept informed to enable them to prepare, arrange volunteers, so need to know what's planned and estimated numbers for finance purposes etc. >> Jubilee later on agenda and agree need people in touch so fully informed and involved as SBAR key
- The 4th parishioner also briefed that SBAR plan to bring the Reading Rooms back into use and rename as the Jubilee Reading Rooms which will need funding. This requires improvements to access initially to allow a survey for works. >>The Chairman suggested to bring a future detailed proposal as sounds a key project – Clerk to supply grant applications form.
- A 5<sup>th</sup> parishioner asked Cllr McFarling if the Recycling centre shop could consider including Christmas cards as last year 30 sacks collected and raises important funds annually for the Cobalt Unit.

#### 751 COMMUNITY GRANT REQUEST –WM & PFA -TENNIS COURT REFURIBSHMENT - £4k

751.1 A proposal for the council to give £2k grant to the PFA towards the tennis court refurbishment was **not carried**.

751.2 It was **resolved** to write a letter of support in principle as the council is willing to provide a grant towards refurbishing the tennis court but that additional cost information is required to put a monetary value on the grant award.

#### 752 QUEENS PLATINUM JUBILEE

752.1 Councillors agreed the project needs to ensure inclusivity for the whole parish area, residents old and new, including all age groups, and appropriate communication channels must be used to reach out. There is a lot of work to do and a short timescale

752.2 It was **resolved** to establish an inclusive Working Group for as many parishioners as possible to come back in March with a recommendation to the council to fund - or not - a Queens Platinum Jubilee monument.

752.3 It was **resolved** that the pc is willing to consider the Tump as location for a monument stone.

752.4 It was **resolved** the council keep a watching brief on other working groups ensuring various parties are communicated and with bring back recommendations to a future meeting. Cllr Smith to be the representative.

#### 753 PLANNING

753.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED - RESPONSES **RESOLVED**:

Min no	Ref & applicant	Location	Proposal	Response
753.1.1	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)	No Objection
753.1.2	P1642/21/FUL (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, including extension to residential curtilage to accommodate pool house (+ see info from PO)	No Objection providing the conservation officer supports the works and the impact on the ecology is clarified
753.1.3	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	No Objection providing the conservation officer supports the works and the impact on the ecology is clarified
753.1.4	P2101/21/FUL (date extension	Sunnycroft , Coleford Road, St Briavels	Proposed single storey rear extension and installation of solar panels with associated	No Objection

	to respond granted to PC)		works	
753.1.5	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	No Objection
753.1.6	P0029/22/FUL	Rodmore Lodge, Rodmore, St Briavels	Erection of a first floor extension over existing holiday let with associated works	No Objection so long as take note of the conservation advisers recommendations and ecology advice in particular re the existing bat population
753.1.7	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	Object on grounds of change of use to holiday let, as have concerns of impact on the proportion holiday lets, increased traffic and parking issues  (Cllr Smith excluded from vote)

#### 754 FINANCE – INCOME & EXPENDITURE

754.1 INCOME RECEIVED: It was **noted**: £26,677.26 has been received to date. (precept £24k, PFA £2.10, Interest £3.02, BA income 2,443.50, H/ways grass £228.64)

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

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 27.72		574.25
21/074	HMRC	PAYE & NIC	s.112 (2)	129.80		129.80
21/075	BWP Creative Ltd	2year 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
			<b>Subtotal</b>	<b>1,436.05</b>	<b>17.60</b>	<b>1,453.65</b>
21/078	SBAR	Jan+Feb + Doc storage inv1275+1291+1294	s.134 (4)	186.00	0	186.00
			<b>TOTALS</b>	<b>1,622.05</b>	<b>17.60</b>	<b>1,639.65</b>

754.2.1 Transactions 21/073 to 21/077 totalling £1,453.65 were **resolved**

754.2.2 Transaction 21/078 for £186.00 re SBAR was **resolved** (Cllr Hurley excluded from vote)

754.3 It was agreed Cllrs Chivers & Slaughter would action these bank transactions as Authorising Councillors

754.4 January's bank reconciliation will be updated and sent for Cllr Slaughters review following 2 approved changes to payments schedule

754.5 FINANCIAL CONTROLS: Cllr Lounds was substituted for Cllr Worgan's review and had confirmed by email his successful in-house checks of financial transactions but as absent this email will be forwarded to Cllr Slaughter as evidence satisfactorily completed.

#### 755 INTERNAL AUDIT ARRANGEMENTS 2021/22

It was **resolved** to appoint GAPTC as internal auditors for the 2021/22 on the basis the council had assured itself that the auditor is independent and competent, and authorised the Clerk to send the letter of appointment. (post meeting confirmation note: GAPTC is independent, not part of any councils structure and is a not-for-profit membership organisation. The association covers the geographical area of the Gloucestershire County).

**756 TO NOTE - PIP PROJECT – ELECTRICITY SUPPLY TO THE TUMP** – this item was withdrawn for a future meeting

### 757 RECORDING MEETINGS

A proposal to consider in principle if the PC wished to make recordings of parish council meetings available on the council's website was debated. A proposal was made to investigate the practicalities, legalities and cost of recording. *This motion was **not seconded** and therefore unsupported with no vote and **motion rejected**.*

### 758 WHITTINGTON CLOSE RECREATION AREA

It was **resolved** to write a letter to the District Council expressing dissatisfaction with the maintenance of the Whittington Close recreation area and request an immediate improvement. Also ask the FODDC Property Manager attend a future meeting asap to confirm Whittington Close play area is land owned by the DC- and therefore the DCs responsibility to maintain it properly.

*(Cllr McFarling declared an interest and was excluded from the debate and vote)*

### 759 DEFIBRILLATOR EQUIPMENT UPDATE

759.1 A brief update of actions since the last meeting that the official order has been placed for the CardiAid service for the unit at Mork Corner. SBAR has agreed the council adopt the unit outside SBAR. There was no update re the electrical installations re replacement cabinets. All to be progressed.

759.2 Cllr Chivers to liaise with Cllr Worgan to advance the unit replacement programme.

### 760 COUNCILLOR REPORTS

760.1 FINANCE – Cllr Slaughter – no report

760.2 STAFFING – Cllr Chivers – no report

760.3 FOOTPATHS –Cllr Hurley – no report

760.4 HIGHWAYS – Highways – invoice due at last re speed reduction works. A recent accident happened on B4228 junction from Horsepool Lane despite previous safety improvements re signs etc. PC will put extra pressure on GCC Highways to escalate extension of 30mph previously requested.

760.5 PLANNING - Cllr McFarling - no report

760.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Smith – All 10 grit bins now filled by Highways

760.7 CEMETERY – Cllr Burley– Review of charges to be considered at next meeting

760.8 AMENITIES / GRASSCUTTING – no report

760.9 GOVERNANCE – Cllr Chivers – Internal Audit recommendations to be reviewed at next meeting

760.10 PLAYING FIELDS COMMITTEE – Cllr Hurley - confirmed the Carnival date moved to coincide with the Jubilee weekend. PFC is planning to resurface Tennis Courts

760.11 PRODUCE MARKET ATTENDANCE – Cllr McFarling attended February event – comment in book re legality and accessibility of path by the scout hut and concerns has been illegally re-routed. Legal process to be investigated with PROW officer. Cllr Slaughter to attend next market.

### 761 FINANCIAL REGULATIONS REVIEW

It was **resolved** to adopt the proposed new Financial Regulations based on the latest NALC template in line with internal audits recommendation incorporating minor changes circulated. The regulations take immediate effect.

### 762 ITEMS FOR FUTURE MEETINGS

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

- March -2020/21 Internal Audit report actions review
- March - Queens Jubilee Celebrations Working group update
- March –quarry 6 monthly update
- March/April - Burial Charges Review for 2022/23
- March/April - Annual Preauthorisation of Regular Payments re 2022/23
- September – Project Budget Discussions to commence
- Appointment of Handyperson
- 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 maintenance/ improvement
- 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

### 763 PUBLIC COMMENT

- A parishioner observed comments made on her planning application re holiday lets that consistency and consideration of sustainable tourism could be improved and better understood. Correct language and attracting tourism sustainably should be prioritised. Development guidance would be helpful.
- A 2<sup>nd</sup> parishioner thanked the meeting for clarification re Jubilee planning and looks forward to participating. Noted as the carnival is to be brought forward will need to reschedule the produce market. Left over refreshments from the afternoon’s funeral event at SBAR was “left for the hardworking parish council” . The Chairman asked that appreciation be passed back to the family.
- A 3<sup>rd</sup> parishioner asked if part of the playing field is used for carnival parking could this area be used to alleviate car parking problems and also attract visitors to promote tourism and businesses.
- A 4<sup>th</sup> parishioner expressed disappointment that making recordings of meetings available had been dismissed by the PC for those who cant attend. A suggestion was made that the council pay towards parishioners Dial a ride annual subscription as memberships have to be paid . The Chairman noted this support could also be considered as sustainable transport and help re tourism.
- A 5<sup>th</sup> parishioner asked if the council could look into hiring a minibus for trips e.g., shopping or visits if a collection of people
- A 6<sup>th</sup> Parishioner thanked the PC for its support with the Jubilee stone project and acknowledged it needs to be as inclusive as possible in the time available. Also asked re ownership of triangle of land opposite the vicarage on Church Rd as could be considered suitable site for a future coronation project.  
*(post meeting confirmation note: triangle of land is identified as belonging to the George Inn*

### 764 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> 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 agreed 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)

### 765 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
Hurley, Chivers	April

**The meeting closed at 9.35 pm.**