

ST BRIAVELS PARISH COUNCIL

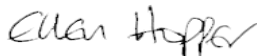
Clerk Ellen Hopper
2 Abbott Road, Severn Beach, South Gloucestershire BS35 4PU
T 01454 631457 (+ answerphone)
E stbriavelsclerk@outlook.com
W stbriavels-pc.gov.uk

To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 11th April 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

5th April 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 March 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 QUEENS JUBILEE CELEBRATIONS UPDATE (*Working Group*)

To receive an update about the parish Jubilee celebrations being progressed by the Working Group

11 PLANNING

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

	Reference	Location	Proposal
11.1.1	P0021/22/DISCON	The Old Shoe Shop (Also Known as The Boot Shop), East Street, St Briavels	Discharge of conditions 03 (sample of mortar repointing) relating to P0734/21/FUL
11.1.2	P0386/22/FUL	Rocks Bungalow, Barn Conversion, The Common, St Briavels	Conversion of agricultural outbuilding to storage building/games rooms with associated works

12 ANNUAL SUBSCRIPTIONS AND CHARGES for 2022/23

To resolve to continue and authorise payment of the following as falling due for the new financial year:

Signed.....Date/2022

- Gloucestershire Association of Parish & Town Councils (GAPTC) subscription £356.97 (£355.92 in 2021/22)
- C M Packham provision of PAYE services (monthly payslips, HMRC RTI returns) annual charge £70 (£60 2017/18 to 2021/22)
- Others presenting to come to future meetings for approval as arising

13 PREAUTHORISATION OF REGULAR CONTRACTURAL PAYMENTS RE 2022/23

To resolve to authorise payment of the councils' regular contractual commitments re Clerks pay and HMRC deductions, Parish Handyman payments, Parish Litter picker and monthly invoices re the grass cutting contract, for months where no council meeting takes place.

14 FINANCE – INCOME & EXPENDITURE

14.1 INCOME RECEIVED: Total £26,833.84 (£24k Precept, £2,573.50 BA, £228.64 Highways, £31.70 Other)

14.2 ACCOUNTS PAID: To note and ratify late payments made in March as agreed at the March meeting. Authorised by Cllr Chivers (Chairman) and Cllr Slaughter (Lead Councillor - Finance)

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
21/085 <i>(note paid in April 202/23)</i>	St Briavels War Memorial and Playing Fields Committee	Community grant – Tennis court refurb	LG(MP)A 1976 s.19(3)	2,500.00	0	2,500.00
21/086	CardiAid	Defib Service complete	PHA 1936 s.234	250.00	50.00	300.00
21/087	ARH Electrical	Install 2 Defib cabinets	PHA 1936 s.234	140.00	0	140.00
20/088	Ellen Hopper	Reimburse re 5 x green Bin Licences	Litter Act 1963 Ss5,6	225.00	0	225.00
21/089	R Chuter	Handyman inv nos: 49,-56, 58-60, 62,63 April to Nov plus Jan & Feb 2021/22 (Note Dec & March to be resubmitted re errors)	LGA 1972 s.137	£1,559.25 Agreed to pay (£1,875.50 submitted)	0	1,559.25
			Total Paid	4,674.25	50.00	4,724.25

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/001	C Packham	2022/23 Payroll service	s.111	70.00	0	70.00
22/002	GAPTC	2022/23 subscription	s.143	356.97	0	356.97
22/003	NT Sargent	Grass- March inv 2569	HA 1980 s.96	570.00	0	570.00
22/004	Giles SV Davis	Parish Noticeboards inv 280322	s.111	1,200.00	0	1,200.00
22/005	E Hopper	Salary-March Allowable Expenses	s.112 (2), LG(FP)A1963s.5	528.50 27.33		555.83
22/006	HMRC	PAYE & NIC	s.112 (2)	132.00		132.00
			Subtotal	5,384.80	0	5,384.80
22/007	SBAR	Staffing Cttee inv 1322	s.134 (4)	16.50	0	16.50
22/008	SBAR (see note)	April Council inv 1318	s.134 (4)	43.00	0	43.00
Note:	Above invoice MAY be replaced	(Covid cleaning not required by SBAR costing £10)	Subtotal	59.50	0	59.50
			TOTALS	5,444.30	0	5,444.30

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

14.5 FINANCIAL CONTROLS: to note the verification of the March year end bank reconciliation by Lead Cllr

14.6 FINANCIAL CONTROLS: to note the verification of Januarys in-house controls and checks (Cllrs Hurley & Chivers)

15 FINANCIAL CLOSING POSITION 2021/22 (Cllr Lucy Slaughter)

To consider and agree the final closing position to be used to prepare the AGAR Accounts Statement including proposals for transfers to Earmarked Reserves.

Signed.....Date/2022

16 BURIAL CHARGES REVIEW 2022/23 (Cllr Dot Burley)

To consider increasing the schedule of charges which have been in place since 2017/18

17 QUARRY UPDATE (Cllr Chris McFarling)

To note any updates or actions required re the Quarry extension

18 DOG FOULING – LOWER ROAD

To propose to purchase 6 new signs - 2 to erect in this area and have 4 additional spares in stock to tackle any further such arising issues promptly. The Clerk to seek best value and arrange purchase up to £50.

19 VERGE CUTTING – HIGH GREEN

To propose a formal amendment to the current contract and price to add the area identified at High Green as Amenity cut. The annual cost of the additional cut would be approximately £360.

20 ANNUAL PARISH COUNCIL MEETING & ANNUAL PARISH MEETING 2022/23 (Cllr Piers Chivers)

To consider proposed formats and logistics and agree steps to finalise arrangements (info to be circulated)

21 COUNCILLOR UPDATE REPORTS

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

22 ITEMS FOR FUTURE MEETINGS

- September – Project Budget Discussions to commence
- October - 6 monthly Quarry update
- 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

23 PUBLIC COMMENT

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

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

Dates 2019	Time	Meeting	Venue	Agenda items (& Dispensation requests) by:
9 th May	19.00	Annual Parish Council Meeting	Assembly Rooms	29th April (6th May)

25 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS AND CHECKS

To approve the following suggested rota for 2022/23:

Councillors Checking	Meeting to Report	Period Covered
Lounds & Slaughter	July	April, May, June
Smith & McFarling	October	July, August, September
Chivers & Worgan	January	October, November, December
Hurley & Slaughter	April	January, February, March

Any Councillors unable to conduct their checking should arrange a swap with another Councillor and advise the Clerk.