

# ST BRIAVELS PARISH COUNCIL

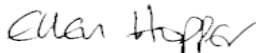
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## To all members of the Parish Council:

You are summoned to attend the **Annual Parish Council Meeting** to be held on Monday 9<sup>th</sup> May 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

3rd May 2022

## AGENDA

### 1 ELECTION OF CHAIRMAN

### 2 CHAIRMANS STATEMENT

### 3 APOLOGIES

To receive apologies from members for absence.

### 4 ELECTION OF VICE-CHAIRMAN

### 5 DECLARATIONS OF ACCEPTANCE OF OFFICE

To witness signing of Declarations of Acceptance of Office for Chairman and Vice Chairman

### 6 DECLARATIONS OF INTEREST

To receive declarations of interest from members in relation to matters on this Agenda

### 7 DISPENSATION REQUESTS

To note any dispensation requests received by the Clerk in respect of interests declared

### 8 MINUTES OF PREVIOUS MEETING

To approve the minutes of the last meeting held 11th April 2022

### 9 PUBLIC PARTICIPATION ITEM

To invite members of the public to ask questions of the Council.

### 10 APPOINTMENT OF COUNCIL REPRESENTATIVES

- 10.1 War Memorial & Playing Fields Committee
- 10.2 William Whittington Charity & United Charity Trusts
- 10.4 Others as required

### 11 APPOINTMENT OF LEAD COUNCILLORS for 2022/23

- 11.1 FINANCE
- 11.2 GOVERNANCE
- 11.3 STAFFING
- 11.4 FOOTPATHS
- 11.5 HIGHWAYS
- 11.6 PLANNING
- 11.7 EMERGENCY PLANNING/SNOW WARDEN

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

- 11.8 CEMETERY
- 11.9 AMENITIES (including GRASS CUTTING)

**12 REVIEW OF TERMS OF REFERENCE FOR STAFFING COMMITTEE**

**13 NOMINATIONS TO STAFFING COMMITTEE**

**14 REVIEW OF DELEGATION ARRANGEMENTS**

**15 REVIEW OF PARISH COUNCIL GOVERNANCE DOCUMENTS**

- 15.1 STANDING ORDERS
- 15.2 CODE OF CONDUCT
- 15.3 FINANCIAL REGULATIONS
- 15.4 COMPLAINTS PROCEDURE
- 15.5 FOI and DATA PROTECTION POLICIES
- 15.6 DEALING WITH THE PRESS POLICY
- 15.7 To authorise the Clerk to update the Councils records and website with these latest approved documents and recorded as the councils' key documents.
- 15.8 To note other policies to be reviewed in year

**16 REVIEW OF ASSET REGISTER**

**17 REVIEW OF INSURANCE COVER**

**18 QUEENS JUBILEE CELEBRATIONS UPDATE (Working Group)**

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

**19 PLANNING**

**19.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:**

	Reference	Location	Proposal
19.1.1	P0509/22/LBC	Oak House , Church Street, St Briavels	Listed building consent to repair rainwater downpipes/ gutters, removal of concrete exposed lintel and replacement with a stone lintel over the front door frame, re-build the rear chimney stack. Installation of 3 no. prefabricated steel purlin and wall-plate end supports in the roof space. Repair of joinery to front door frame. Replace existing UPVC casement windows and poorly detailed modern timber casement windows with three-light flush fitting casement windows integrating new slimline double glazed casement windows. Replace the garden out-house with a glass structure, lay a limecrete floor, and repair the privy, replacement of one window of the outhouse. Removal and replacement of a cement floor within ground floor former shop and with an insulated limecrete. Stone porch hood over front door-Exposed concrete lintol is to be replaced with stone and associated works.

**20 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:

- ICO GDPR/Data Protection renewal fee – Mandatory - DD payment will be taken around 28/05/2022 - £35
- Others presenting to come to future meetings for approval as arising

**21 FINANCE – INCOME & EXPENDITURE**

21.1 INCOME RECEIVED: Total £13,139.60 (£12k Precept, £530 BA, £609.60 VAT refund)

21.2 ACCOUNTS FOR PAYMENT: To authorise payments to include the following schedule: TO FOLLOW

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
Pending	E Hopper	Salary-April Allowable Expenses	s.112 (2), LG(FP)A1963s.5			
Pending	HMRC	PAYE & NIC	s.112 (2)			
Pending	NT Sargent	Grass- April inv ???	HA 1980 s.96			
Pending	Giles SV Davis	Parish Noticeboards inv 280322	s.111			
Pending	GAPTC	Internal Audit 2021/22				
			<b>Subtotal</b>			
	SBAR	May Council inv 1330	s.134 (4)	33.00		33.00
			<b>TOTALS</b>			

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

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

**22 BURIAL CHARGES REVIEW 2022/23 (Cllr Dot Burley)**

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

**23 MAINTENANCE WORK re BUS SHELTER on THE COMMON**

To consider 3 quotes obtained to complete the bus shelter maintenance tasks and agree official order be placed

**24 ANNUAL PARISH MEETING 2022/23 (Cllr Piers Chivers)**

To receive update of arrangements made

**25 COUNCILLOR UPDATE REPORTS**

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

**26 ITEMS FOR FUTURE MEETINGS**

- June - AGAR Documentation consideration and approval
- June - PIP Project - The Tump Annual Christmas Tree and Power Supply
- September – 2023/24 Project Budget Discussions to commence
- September – Remembrance Sunday
- September – Christmas Celebrations
- Oct – Quarry 6 monthly update
- Appointment of Handyperson
- PIP Project Update – Village Gateway & Planters
- PIP Project Update – BT Phone Boxes
- 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
- Election 2023 promotion
- Consider future requirement for Lead Councillor Community Engagement
- Green Bins re Moat Society

**27 PUBLIC COMMENT**

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

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

Dates 2022/23 Electoral Year	Time	Meeting	Venue	Final agreed Agenda items & Reports (& Dispensation requests) by:
13 <sup>th</sup> June	19.00	Parish Council Meeting	Assembly Rooms	3 <sup>rd</sup> June (10 <sup>th</sup> June)
11 <sup>th</sup> July	19.00	Parish Council Meeting	Assembly Rooms	1 <sup>st</sup> July (8 <sup>th</sup> July)
August		No Meeting		
12 <sup>th</sup> Sept	19.00	Parish Council Meeting	Assembly Rooms	2 <sup>nd</sup> Sept (9 <sup>th</sup> Sept)

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

10 <sup>th</sup> Oct	19.00	Parish Council Meeting	Assembly Rooms	30 <sup>th</sup> Sept (7 <sup>th</sup> Oct)
14 <sup>th</sup> Nov	19.00	Parish Council Meeting	Assembly Rooms	4 <sup>th</sup> Nov (11 <sup>th</sup> Nov)
December		No Meeting		
9 <sup>th</sup> January	19.00	Parish Council Meeting	Assembly Rooms	30 <sup>th</sup> Dec (6 <sup>th</sup> Jan)
13 <sup>th</sup> Feb	19.00	Parish Council Meeting	Assembly Rooms	3 <sup>rd</sup> Feb (10 <sup>th</sup> Feb)
13 <sup>th</sup> March	19.00	Parish Council Meeting	Assembly Rooms	3 <sup>rd</sup> March (10 <sup>th</sup> March)
TBC April	19.00	Parish Council Meeting	Assembly Rooms	Note 2 <sup>nd</sup> Monday = BH Easter 10 <sup>th</sup> (>17 <sup>th</sup> ??)

## 29 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.

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