

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING held on 11th APRIL 2022 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Chivers (Chairman), McFarling, Slaughter, Thomas, Hurley and Burley
Also in attendance: Clerk (Ellen Hopper), plus 5 members of the public

792 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Worgan, Smith, Lounds, and accepted

793 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr	Minute	Interest	Reason
Arthur Thomas	802.1.2 planning	Other	Knows the applicant
John Hurley	805.3 payments, 797 point re SBAR A of CV	Other	SBAR Trustee

794 DISPENSATION REQUESTS – none received

795 MINUTES OF PREVIOUS MEETING HELD 14 MARCH 2022

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

In 777 – deleted "storage to protect the banners" and replaced with "expenses not covered by donations, to be paid against invoices", to correct the sentence

In 780.2.1 – corrected the erroneous sum total from "£7,254.32" to "£7,211.32"

In 784.1 amended "to pay for a Jubilee monument, its placement on the Tump" to be "to pay towards a Jubilee monument on the Tump"

In 785 – removed the word "temporarily"

In 787.5 – corrected "East Road" to "East Street"

796 MATTERS ARISING

796.1 Cllr Slaughter to take on the action agreed in March re Clerk contacting the Playing Field Association for organisation structure and information as will be liaising with them.

796.2 Cllr Hurley suggested a possible future proposal to consider a Lead Cllr for Engagement role

797 CLERK'S REPORT

The Clerk updated:

- Annual Renewal Information Request had been received from the councils Insurance company – initial basis of quote re required cover to be completed and returned this month
- The Pension Regulator Auto Enrolment declarations process required for councils 3 year renewal had been received and will be processed per Staffing Committee instruction
- Formal confirmation had been advised that FODDC have listed SBAR as an Asset of Community Value recognising the importance of its status to this parish.

798 REPORT BY DISTRICT COUNCILLOR CHRIS MCFARLING

- Cabinet approved new Homelessness Prevention Hardship Grant 2022-2023 policy to reduce the number of people becoming homeless through financial difficulties
- Full Council meeting Thursday 14th (recording/available online), includes one matter of exempt business involving property investment by the Council in line with the Medium Term Financial Strategy

799 REPORT BY COUNTY COUNCILLOR CHRIS MCFARLING

- Sponsored Ukrainian Refugees are starting to arrive. District and County councils are working in partnership to ensure that sponsors are checked for safeguarding purposes and properties fit for purpose.
- The Highways Local fund has been renewed and discussions re parish's shares started
- A Question was asked re potholes outside Aydon Barn, Horsepool Lane and will be raised with Highways. It was reminded potholes should be reported to GCC using their website.

800 PUBLIC PARTICIPATION ITEM

- A parishioner thanked the council for listening and considering the verge grass cutting proposal to improve the entrance to the village and complement their work done to maintain the area. The PC was asked to consider championing a better recycling scheme and influence the council to adopt high standards and processes used in Monmouthshire. Also asked for the verge to be considered when future tree replacement scheme opportunities arise.
- A 2nd parishioner noted that the Jubilee events coincide with the week of Pentecost, with Evensong on the Thursday evening, and St Briavels Bread and Cheese Dole on Sunday.
- A 3rd parishioner noted the District Council records meetings, yet the PC decided not to do this

801 QUEENS JUBILEE CELEBRATIONS UPDATE (Working Group)

A brief update about the parish Jubilee celebrations being progressed by the Working Group was received. Queries raised re SBAR refreshments to be taken forward as appropriate.

802 PLANNING

802.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED – The following were **resolved**:

Min no	Ref & applicant	Location	Proposal	Response
802.1.1	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	No Objection
802.1.2	P0386/22/FUL	Rocks Bungalow, Barn Conversion, The Common, St Briavels	Conversion of agricultural outbuilding to storage building/games rooms with associated works	No Objection (support) <i>(Cllr Thomas excluded from vote)</i>
802.1.3	P0027/22/DISCON	Rodmore Lodge, Rodmore Farm, St Briavels	Discharge of conditions 04 (proposed windows, eave and verge) relating to planning permission P0029/22/FUL	No Objection

803 ANNUAL SUBSCRIPTIONS AND CHARGES for 2022/23

803.1 It was **resolved** to authorise payment of the following as falling due for the new financial year:

- 803.1.1 Gloucestershire Association of Parish & Town Councils (GAPTC) subscription £356.97
- 803.1.2 C M Packham provision of PAYE services (monthly payslips, HMRC RTI returns) annual charge £70
- 803.1.3 Others presenting to come to future meetings for approval as arising

804 PREAUTHORISATION OF REGULAR CONTRACTUAL PAYMENTS RE 2022/23

It was **resolved** to authorise payment of the councils' regular contractual commitments re Clerks pay and HMRC deductions, and monthly invoices re the grass cutting contract, for months where no council meeting takes place for the council financial year 2022/23.

805 FINANCE – INCOME & EXPENDITURE

805.1 INCOME RECEIVED: It was **noted**: £26,833.84 has been received. (precept £24k, BA income £2,573.50, H/ways re grass £228.64, Other £31.70)

805.2 ACCOUNTS PAID: It was **noted** to **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

805.3 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments 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
22/005	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	1,684.80	0	1,684.80
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)	33.00	0	33.00
			Subtotal	49.50	0	49.50
			TOTALS	1,734.30	0	1,734.30

805.3.1 Transactions 22/001-3 and 22/005-6 totalling £1,684.80 were **resolved**.

805.3.2 Transactions 22/007-8 for £49.50 re SBAR was **resolved** (Cllr Hurley excluded from vote)

805.3.3 Transaction 22/004 was withheld pending final installation and backing board repair. Clerk to progress

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

805.5 The March year end bank reconciliation was confirmed in order by Cllr Slaughter.

805.6 FINANCIAL CONTROLS: the verification of Januarys in-house controls and checks to the satisfaction of Cllrs Hurley & Chivers was **noted**

806 FINANCIAL CLOSING POSITION 2021/22

806.1 The final closing position of £58,538.66 to be used to prepare the AGAR Accounts Statement was presented. Potential transfers to Earmarked Reserves re underspent slipped projects were identified and discussed.

806.2 It was **resolved** to transfer the following resources to Earmarked Reserves for project completion 2022/23:

Reserve	Project /Defined Expenditure	Actions agreed to take forward in 2022/23
£300	Election Cost set aside	Annual set aside towards 4 yearly election costs - to existing Reserve
£1,000	Defibrillator & Cabinet - SBAR	Agreed adoption and replacement of Defib unit & cabinet –New EMR
£2,500	Tennis Court Renovation Grant	Grant Payment made but bank date 1 st April (Technical) – New EMR
£1,000	Village Gateway Planters Project	Slipped - progress asap now growing season/Jubilee –New EMR
£14,000	Cemetery Wall Works Project	Awaiting Structural report and progress as required –New EMR
£1,500	BT Phone Box Project	Slipped – Progress asap with volunteers – New EMR (Cllr Slaughter offered to progress the BT phone box project)

807 BURIAL CHARGES REVIEW 2022/23

The motion to consider increasing the schedule of charges was **deferred** to the May meeting. The Clerk to seek cost breakdown re grass cutting for this area.

808 QUARRY UPDATE

The following update was **noted**:

- The Quarry is currently closed to limestone extraction whilst tests are made to the quarry restoration work. Hydrogeology testing of the Slade Brook SSSI will continue until there is sufficient data to enable the monitoring panel to decide if the restoration work is effective, and if further quarrying can continue.
- The concrete batching plant is operational, with limestone aggregate imported from Wickwar Quarry. The sustainability of this operation, which produces many tonnes of haulage carbon emissions, and the carbon intensive production of concrete has been challenged.
- The application to continue concrete production at Stowe Hill has been called in waiting for the Senior Planning Officer at GCC to respond.

809 DOG FOULING – LOWER ROAD TO HIGH STREET FOOTPATH

It was **resolved** 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.

810 VERGE CUTTING – HIGH GREEN

It was **resolved** to extend the grass verge indicated area 16 to W4 on map outside High Green and add to the schedule as Full cut at £20 per cut. Should the contractor not need to cut this area the council won't be invoiced.

811 ANNUAL PARISH COUNCIL MEETING & ANNUAL PARISH MEETING 2022/23

It was **resolved** to hold the APM meeting at SBAR at 7pm on 25th May using the proposed draft arrangements re organisations and grant applicants.

812 COUNCILLOR REPORTS

812.1 FINANCE – Cllr Slaughter – no further report

812.2 STAFFING – Cllr Chivers –Staffing Committee meeting 6th April discussions included legal process re Pensions re enrolment, and CILCA training update

812.3 FOOTPATHS –Cllr Hurley – no report

812.4 HIGHWAYS – Cllr Hurley - next meeting Agenda will include ongoing unresolved issues and add potholes at Aydon Barn. Part of Cockshoot Hill resurfacing works now done and seem to have been done well. It was noted the area by Parish Noticeboard improved. Cllr Chivers shared VAS promotional road safety information received and will be useful when VAS project progresses.

812.5 PLANNING – Cllr McFarling – no report

812.6 EMERGENCY PLANNING / SNOW WARDEN – no report

812.7 CEMETERY – Cllr Burley –Cemetery and Churchyard looking nice. Small oak tree rooted through pot needs to be moved. Cemetery wall report imminent.

812.8 AMENITIES / GRASSCUTTING – Cllr Chivers updated new Handyman still not resolved and will be advertised wider, and 3 quotes still being sought re works required on the bus shelter on The Common. Soil samples re wildflower areas currently remain outstanding. Cllr Burley advised green bins being filled and also used by Moat Society volunteers. This will be investigated and may require future council meeting decision.

812.9 GOVERNANCE – Cllr Chivers – no report

812.10 PLAYING FIELDS COMMITTEE – Cllr Slaughter to attend meeting 26th April - Cttee struggling to get the litter bins emptied by volunteers and complaint issue raised by grass contractor. Future responsibility and funding to be discussed to improve area and reduce complaints.

812.11 PRODUCE MARKET ATTENDANCE – Cllr Chivers had received very good comments re display from visitors to area. No comments from parishioners were raised. Cllr Hurley to attend the May Market.

812.12 future meetings to include DEMENTIA ACTION ALLIANCE update reports and further activities.

813 ITEMS FOR FUTURE MEETINGS

To progress these – contact the Clerk. Fully formed motions must be agreed by deadline for Agendas

- May – Annual Governance Requirements including Election of Chair
- May - Queens Jubilee Celebrations Working group final update
- May - Burial Charges Review for 2022/23
- June - AGAR Documentation consideration and approval
- 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 – Options to power a Christmas tree on The Tump
- 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

814 PUBLIC COMMENT

- A parishioner sought and was given clarification re parish noticeboard replacement and repairs
- A 2nd parishioner agreed action needed to reduce dog fouling and will resurrect the dog poo fairy article

815 DATES FOR FUTURE MEETINGS

2nd 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:
Next dates to be set at APCM				
9 th May	19.00	Annual Parish Council Meeting	Assembly Rooms	29 th 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)

816 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS & CHECKS

The approved rota for undertaking in-house checks 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.

The meeting closed at 9.05 pm.