

ST BRIAVELS PARISH COUNCIL

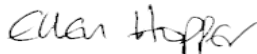
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To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 13th June 2022 at 19:00, at St Briavels Assembly Rooms for the transaction of business on the following Agenda.

Members of the public who wish to attend to observe council business may comment in the public agenda items per the Councils Standing Orders.

Councillors and members of the public are reminded that the meeting may be filmed and / or recorded



ELLEN HOPPER, CLERK & RFO TO THE COUNCIL

7th June 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 9th May 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 REQUEST FOR SUPPORT RE TABLE TENNIS PROJECT

To discuss an initial request from the Playing Field Committee to support a project for an external Table Tennis table outside of the Pavilion and decide if suitable for a grant application to be considered in July.

11 QUEENS JUBILEE CELEBRATIONS UPDATE (Working Group)

To review the Jubilee celebrations by the Working Group including lessons learned and final costs approved

12 PLANNING

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

	Reference	Location	Proposal
12.1.1	P0248/22/FUL	South Barn, Bream Road, St Briavels	Conversion of an existing building into a residential annexe for a dependent relative.
12.1.2	P0396/22/FUL	Hope Farm, Cross Keys, St Briavels	Conversion of agricultural unit into a retail shop with associated works.

Signed.....Date/2022

13 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:

- Annual subscription to Clerks & Council Direct £12.00 (no increase) – to June 2023
- Annual website hosting BWP Creative Ltd (Parish Council Websites) £216.00 (no increase) – to June 2023
- Annual Insurance fee based on revised asset value £51,546 for £515.84 continued cover assured (2021/22 £439.09)
- Other items presenting to come to future meetings for approval as arising

FINANCE – INCOME & EXPENDITURE

14.1 INCOME RECEIVED: **Total £13,268.10** (£12k Precept, £658.50 BA, £609.60 VAT refund)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/016	E Hopper	Salary-May+ 10 hrs O/T Allowable Expenses Ink, annual MSoft 365	s.112 (2), LG(FP)A1963s.5 s.111	634.20 27.33 156.98		818.51
22/017	HMRC	PAYE & NIC	s.112 (2)	158.40		158.40
22/018	CommuniCorp	Annual Subs C&C Direct	s.111	12.00		12.00
22/019	BWP Creative Ltd	Annual website hosting for 2022/23	s.142	180.00	36.00	216.00
22/020	ME Damsell Ltd	Jubilee Stone Plaque	s.137	500.00	100.00	600.00
22/021	Lydney Training Band	Jubilee ceremony	s.145(1)(d)	75.00		75.00
22/022	Mrs JAW Saun- ders	Working group Reim- bursement re Bunting	s.137	154.32		154.32
22/023	Richard Chuter	Handyman inv 70-74 Dec March Apr+Exp	s.111, HA 1980 s.96(5), PHA 1936 s.260(1)	541.49		541.49
22/024	Tim Powell-Tuck	Litter picker inv 34-44 to Apr 2022	LA 1983 ss.5,6, and HA1980 s.301	200.74		200.74
22/025	AJGIBL (re Gallaghers)	Annual Insurance to 31/5/2023	s.111	515.84		515.84
22/026	Complete Land- scaper Gardeners	Grass – NT2596 Re VAT	HA 1980 s.96	0	774.80	774.80
22/027	Complete Land- scaper Gardeners	Grass – NT2609 Re May	HA 1980 s.96	692.00	138.40	830.40
			Subtotal	3,848.30	1,049.20	4,897.50
22/028	SBAR	Annual Parish Mtg 25/5 & June inv 1334+1345	s. 150(2) s.134 (4)	66.00		66.00
			TOTALS	3,914.30	1,049.20	4,963.50

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 April & May bank reconciliation by Lead Cllr

15 INTERNAL AUDITORS REPORT 2021/22

To receive the Internal Auditors report for year ending 31st March 2022, to note the comments and recommendations made and resolve to take appropriate action to address them

16 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2021/22

16.1 ANNUAL INTERNAL AUDIT REPORT – AGAR

To consider and approve the 2021/22 Annual Internal Audit Report (AIAR – AGAR) received, noting there are no “NO” responses or recommendations on the completed statement.

16.2 ANNUAL GOVERNANCE STATEMENT

To review and approve the 2021/22 Annual Governance Statement (Section 1 – AGAR). The council must reflect on each statement and publish explanations for any “NO” responses. Section 1 to be signed by the Chairman and Clerk of the meeting.

16.3 ACCOUNTING STATEMENT

To review and approve the certified 2021/22 Accounting Statements (Section 2 – AGAR), prepared and presented by the Responsible Finance Officer. Section 2 to be signed by the Chairman of the meeting.

16.4 NOTICE OF PUBLIC RIGHTS

To formally note the dates of the Notice of Public Rights of Inspection as being 20th June 2021 to 29th July 2022, to be

Signed.....Date/2022

formally published on the council's website and Parish Noticeboards

17 SPEED DETERRENT FUNDING

To consider making an application to the Community Speed watch Safety Fund for either the mobile VAS sign or a community speed watch camera.

18 HIGHWAYS LOCAL FUND

To consider and decide what Highways issues can be pursued and feasible scheme requests to be made to the County Highways Local Fund

19 SUPPORT FOR UKRAINIAN REFUGEES

To discuss options to support Ukrainian refugees locally

20 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 -

21 ITEMS FOR FUTURE MEETINGS

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

- July – Quarterly Finance Report
- July – Financial Controls and Checks
- July – Asset Controls & Inspection
- July – PIP Programme Management Review
- 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
- Contracts for next years Insurance and Grass cutting to be prepared

22 PUBLIC COMMENT

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

23 DATES FOR FUTURE MEETINGS:

2nd Monday of the month at SBAR. 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 th June	19.00	Parish Council Meeting	Assembly Rooms	3 rd June (10 th June)
11 th July	19.00	Parish Council Meeting	Assembly Rooms	1 st July (8 th July)
August		No Meeting		

12 th Sept	19.00	Parish Council Meeting	Assembly Rooms	2 nd Sept (9 th Sept)
10 th Oct	19.00	Parish Council Meeting	Assembly Rooms	30 th Sept (7 th Oct)
14 th Nov	19.00	Parish Council Meeting	Assembly Rooms	4 th Nov (11 th Nov)
December		No Meeting		
9 th January	19.00	Parish Council Meeting	Assembly Rooms	30 th Dec (6 th Jan)
13 th Feb	19.00	Parish Council Meeting	Assembly Rooms	3 rd Feb (10 th Feb)
13 th March	19.00	Parish Council Meeting	Assembly Rooms	3 rd March (10 th March)
TBC April	19.00	Parish Council Meeting	Assembly Rooms	TBC

* 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)

24 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