

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING held on 14th MARCH 2022 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Chivers (Chairman), Smith, McFarling, Slaughter, Thomas, Hurley and Lounds
Also in attendance: Clerk (Ellen Hopper), plus 13 members of the public

766 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Burley. (PMN: apology received from Cllr Worgan was sent before meeting but not seen).

767 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr	Minute	Interest	Reason
Chris McFarling	783 re Whittington Close	Other	District Councillor
John Hurley	780.2 re 21/084	Other	SBAR Trustee

768 DISPENSATION REQUESTS – none received

769 MINUTES OF PREVIOUS MEETING HELD 14 FEBRUARY 2022

It was **resolved** to accept the minutes as a true and accurate record with no changes

770 MATTERS ARISING – none reported

771 CLERK'S REPORT

The Clerk updated:

- Parishioner email concerning lack of progress re maintenance works to the Bus Shelter on The Common
- Parishioner email concerning substandard and incomplete pothole repairs on the Hudhalls Loop Road

772 REPORT BY DISTRICT COUNCILLOR CHRIS MCFARLING

- Review of protected Landscapes – The Glover Reviews suggestion that the Forest of Dean be designated an Area of Natural Beauty (AONB) along with Wye Valley was not included in the government's recent report. FODDC will respond its disappointment on this and inadequate Biodiversity plans and resources.
- Service Performance Report re Planning & Enforcement recognises rebuilding the team following a loss of experienced team resources will take time but plans in place to catch up work backlogs and improve the service.
- FODDC requesting suggestions of land for potential development and inclusion in the FoDDC Local Plan. Suggestions forwarded will be assessed re suitability. Requirement for 7,500 more homes by 2041

773 REPORT BY COUNTY COUNCILLOR CHRIS MCFARLING

- Meeting 24th includes motion re coordination of Ukrainian refugees housing and support in the County
- School street trial in Tewkesbury where roads next to schools prohibit vehicles to make entrances safer and healthier, encourage walking or cycling and reduce vehicle use. If trial successful will be rolled out.

774 The meeting took a moment of reflection for the suffering happening to people in Ukraine

775 PUBLIC PARTICIPATION ITEM

- A parishioner asked if the parish council planned to purchase Whittington Close recreation area for development. The Chairman clearly stated there are no plans or policy for any land to be purchased by the parish council in the St Briavels area.

- A 2nd parishioner spoke to explain the WI poppy project – the planned display, how it was being created, fixing considerations, how it was planned to be safely protected and stored and the expected costs c.£200 over any donations (predominantly red or purple wool donations - gratefully received)
- A 3rd parishioner supplied further detail to explain the 2 stage plans to refurbish the tennis court facility, so it became improved for immediate use and then the future resurfacing project as funds were secured
- A 4th parishioner expressed very grateful Thanks to the council for its support and grant funding of the highly successful Wye Valley Music Memory Cafes which have exceeded all expectations benefitting more than 50 people each session from the parish and surrounding villages bringing huge benefits
- A 5th parishioner thanked the parish council for support re the Jubilee Stone project. The group has had participation and feedback from 900 Facebook members, 2 village news articles, posters in the village and benefitted from the councils support forming a Working group to take this forward.

776 COMMUNITY GRANT REQUEST –WM & PFA -TENNIS COURT REFURIBSHMENT

It was **resolved** to award a community grant of £2,500 to the PFA to cover the 1st stage of the Tennis court refurbishment , and the remainder to go towards stage 2.

777 APPROVAL FOR ST BRIAVELS WI POPPY DISPLAY BANNERS

It was **resolved** to support the request to display the proposed banners on the War Memorial Gates and grant up to £200 to the WI for expenses not covered by donations, to be paid against invoices.

778 PERMISSION FOR THE TUMP AREA TO BE USED FOR COMMUNITY ARTS EVENT 25 JUNE

It was resolved to support the request from Eye Know Productions to use The Tump location for 2 marquees and posts used as part of the event with a condition that the ground is made good re any holes etc

779 PLANNING

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

Min no	Ref & applicant	Location	Proposal	Response
779.1.1	P0001/22/DISCON (date extension to respond granted to PC)	Brook Lea, Coldharbour Road, St Briavels	Discharge of condition 06 (external lighting) relating to planning permission P1328/18/FUL	No Objection
779.1.2	P0279/22/FUL	Bearse Farm, The Bearse, St Briavels	Removal of condition c (occupancy) of planning permission DF.4638/B.	No Objection

780 FINANCE – INCOME & EXPENDITURE

780.1 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) (no change since February)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
21/079	E Hopper	Salary-February + NALC % Allowable Expenses Travel Stationary Office insurance	s.112 (2), LG(FP)A1963s.5 LG(FP)A1963s.5 s. 111 s. 111	617.83 27.33 46.71 20.54 39.27		751.68
21/080	HMRC	PAYE & NIC	s.112 (2)	154.97		154.97
21/081	SLCC	CILCA Qualification	s. 111	410.00		410.00
21/082	Glos CC	Speed Reduction scheme Contributions	LGRA 1997 S.30 /HA 1980 S 274A	5,000.00		5,000.00
21/083	Glos CC	PROW Mork Contributions	HA 1980 ss.43,50	894.67		894.67
			Subtotal	7,211.32		7,211.32
21/084	SBAR	March inv 1306	s.134 (4)	43.00		43.00
			TOTALS	7,254.32	0	7,254.32

780.2.1 Transactions 21/079 to 21/083 totalling £7,211.32 were **resolved**

780.2.2 Transaction 21/084 for £43.00 re SBAR was **resolved** (Cllr Hurley excluded from vote)

780.3 It was agreed Cllrs Lounds & Slaughter would action these bank transactions as Authorising Councillors

780.4 February's bank reconciliation was confirmed in order by Cllr Slaughter. An update will be provided re additional payments schedule.

781 NOTE OF EXPENDITURE DELAYS/SLIPPAGE IMPACTING OUTTURN

781.1 Slippage previously predicted in Community costs and Project costs was explained. Final closing figures will be brought to the April meeting and decisions re transfer to specific Reserves required.

781.2 It was **resolved** the Handyman invoices presented prior to the meeting be fully verified by Cllrs Chivers and Worgan and subject to all due diligence being satisfied then the Clerk be authorised to make payment before the end of March c £1,857.50. The Handyman to be reminded regular invoices must be submitted more frequently in future.

781.3 Other known formally resolved late invoices where goods and services have been confirmed delivered before the end of March to be processed in line with Financial Regulations eg CardiAid. Other urgent payments below £500 may be agreed by the Clerk and Chairman in line with Financial Regulation 4.1.

781.4 All late payments to be fully checked and approved by Cllrs Chivers and Slaughter and those agreed payments made reported to the next meeting.

782 2020/21 INTERNAL AUDIT REPORT REVIEW

The completed actions agreed from last year's internal audit were confirmed and noted, with a note of thanks to the Clerk for a gaining a good audit report and follow up actions.

783 WHITTINGTON CLOSE RECREATION AREA

Following the letter sent by the PC requesting an immediate improvement to the maintenance of the Whittington Close recreation area, Cllr McFarling provided update of his latest discussions with the District Council Manager. From March the grass cuts will increase from 8 to 16 per year at that site and the PC will monitor this and press for further improvements if needed.

784 QUEENS JUBILEE CELEBRATIONS

784.1 It was **resolved** to authorise up to £815 to pay towards a Jubilee monument on the Tump in front of the flagpole, and an unveiling ceremony to mark the start of the parish Jubilee celebrations as proposed by the Working Group.

784.2 The Clerk to place official orders asap and payment due when delivered in next financial year. The group was thanked for their hard work on this.

784.3 A minute of Thanks be recorded for Mrs Eileen Waycott for generously donating the stone to be used (which would have cost the council around £2,000), and Mr Julian Walker for his expertise and time re its transport and installation donated free of charge.

785 PIP PROJECT – ELECTRICITY SUPPLY TO THE TUMP

Councillor Lounds withdrew the motion pending return to a future meeting with additional options to power the Christmas tree so that the council can choose the best option.

786 APPOINTMENT OF COUNCIL REPRESENTATIVE - War Memorial & Playing Fields Committee

It was **resolved** Cllr Slaughter be appointed as parish council representative on the War Memorial & Playing Fields Committee replacing Cllr Hurley.

787 COUNCILLOR REPORTS

787.1 FINANCE – Cllr Slaughter – no report

787.2 STAFFING – Cllr Chivers – next Staffing Committee meeting 1st week of April. NALC Clerks pay award re inflation backdated to 1st April 2021 now agreed and will now be paid.

787.3 FOOTPATHS –Cllr Hurley – 1st January 2026 deadline to get all footpaths onto a definitive map is cancelled. The risk assessment has been drafted for the Wayfarers volunteers' group.

787.4 HIGHWAYS – Cllr Lounds - next meeting due. Cockshoot Hill works not carried out in February but is now marked up in preparation. Hudnalls Loop Road issues discussed and being chased. Exclamation signs on roadside are re Badger warnings. Parishioners and all be reminded to report potholes direct to Highways CC.

787.5 PLANNING – Cllr McFarling – Road Closure applications need to be submitted before deadline 31st March. It was **resolved as an urgent motion** to seek Road Closure Notices before 31st March re the Eye Know Productions event 25th June and Jubilee celebrations for East Street and The Tump. Applications to be submitted via the Clerk with Cllr McFarling to assist.

787.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Smith – no report

787.7 CEMETERY – no report

787.8 AMENITIES / GRASSCUTTING – 3 quotes being sought re works required on the bus shelter on The Common. Cemetery wall report to be chased. Green bin licences need applying for re 2022/23 as run out 31/3/2021. It was **resolved as an urgent motion** to renew the 5 bin licences, total purchase £225 to ensure collection.

787.9 GOVERNANCE – Cllr Chivers – no report

787.10 PLAYING FIELDS COMMITTEE – AGM held recently. Clerk to formally inform the PCs new representative is Cllr Slaughter and request summary overview info for bus shelter noticeboards, website etc, eg their contacts, structure, responsibilities.

787.11 PRODUCE MARKET ATTENDANCE – Cllr Slaughter fed back positive feedback re PC presence re accessibility, a parishioners concerns re potholes in layby by the Pavilion (Highways owned), plus request for notices re dog fouling issue on footpath from High Street to Lower Road. Cllr Chivers to attend April Market.

788 ITEMS FOR FUTURE MEETINGS

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

- April – Ratify payments made as agreed per March meeting previously resolved
- April - Queens Jubilee Celebrations Working group update
- April –quarry 6 monthly update
- April - Burial Charges Review for 2022/23
- April - Annual Preauthorisation of Regular Payments re 2022/23
- April – 2021/22 Closing Position including Reserves
- September – Project Budget Discussions to commence
- Appointment of Handyperson
- Dog Fouling – new signs for Lower Road
- PIP Project Update – Electricity & Alternative 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

789 PUBLIC COMMENT

- A parishioner suggested the PC needs to have a representative to get involved early to coordinate and lead future events in the parish eg future royal milestone events
- A 2nd parishioner provided her opinions re a village gathering needed, invoice payments, and suggested microphones needed. Cllrs and Clerk agreed will try to speak louder. Parishioner also asked about ownership of swaying trees. She was advised to ask the landlord or use Land Registry search to determine private land ownership and may have TPOs. The parishioner offered contact details re individual who uses car batteries to power Christmas lights.

790 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:
11 th April	19.00	Parish Council Meeting	Assembly Rooms	1 st April
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)

791 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 9.32 pm.