

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

held on 9th May 2022 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Chivers (Chairman), McFarling, Slaughter, Thomas, Smith, Lounds, Hurley and Burley
Also in attendance: Clerk (Ellen Hopper), plus 3 members of the public

817 ELECTION OF CHAIRMAN

Cllrs Chivers was proposed and following a unanimous vote **Cllr Piers Chivers was elected.**

818 CHAIRMANS STATEMENT

- Cllr Chivers advised the meeting that Cllr Jess Worgan had resigned from her position on the Parish Council due to feeling she didn't have the time to do the Cllr role justice anymore and didn't want to let the parish council down. The Clerk was asked to write a letter of thanks for all of Jess's hard work in the parish and commitment, energy and enthusiasm she had brought to the council. The process to fill the Casual Vacancy had commenced and details would be formally published.
- The 2021/22 Internal Audit report has just been received and again is a very good report with feedback as having very good processes and systems in place. The Chairman thanked the Clerk for her work on this – gold star – and also to all Cllrs as all are involved in achieving this. The only minor comments were suggestion that payment authorising Cllrs start initialling the invoices paid and not just approved on line, and also the risk assessment statement needs to be refreshed.
- Invites had been sent to Councillors re the Jubilee Stone Unveiling event and he hoped all Councillors will attend this special ceremony.
- Finally in this last year before the next local council elections its hoped to handover to the next council a council in good order and benefits to take forward.

819 APOLOGIES FOR ABSENCE – None

820 ELECTION OF VICE-CHAIRMAN

Cllr Slaughter was proposed. and following a vote **Cllr Lucy Slaughter was elected.** It was suggested she attend the next Chairmans Skills Course at GAPTC as highly beneficial which the Clerk can arrange

821 DECLARATIONS OF ACCEPTANCE OF OFFICE

The Declarations of Acceptance of Office forms were **formally signed** for positions of Chair and Vice Chair.

822 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr	Minute	Interest	Reason
John Hurley	837.2.3 payment to SBAR	Other	SBAR Trustee
Piers Chivers	839 re Bus Shelter works	Other	Has used services of one of the contractors
Arthur Thomas	839 re Bus Shelter works	Other	Works site is adjacent to his property

823 DISPENSATION REQUESTS - None received

824 MINUTES OF PREVIOUS MEETING HELD 11th APRIL 2022

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

In 798 – "recording/available online," moved to earlier in the sentence for clarification exempt business is not available

In 809 – " to High Street footpath" added after Lower Road to better describe the location

825 PUBLIC PARTICIPATION ITEM

- A parishioner was concerned the cemetery grass was not being fully cut or properly cleared and is untidy, also the area at the far end not done yet, plus gates are being left open.
- A 2nd parishioner said the District Council records meetings (awash with technology) comparing the PC decision against this, plus asked again if the PC trying to buy the Assembly Rooms. The Chairman again advised the parish council were not and had no intentions to buy SBAR or any property.
- A 3rd parishioner had phoned the Chairman to mention grass is too long and not being collected in the Cemetery, and that overgrown trees and brambles also need to be cleared. The Chair advised that the contractor is not contracted to collect on every cut due to cost, but this will be looked at again.

826 APPOINTMENT OF COUNCIL REPRESENTATIVES

826.1 War Memorial & Playing Fields Committee – **Cllr Lucy Slaughter was appointed**

826.2 William Whittington Charity & United Charity Trusts - **Cllr Chris McFarling to continue** per 4 year role to 2023 (copy document to be filed)

827 APPOINTMENT OF LEAD COUNCILLORS for 2022/23

827.1 FINANCE– **Cllr Lucy Slaughter was appointed**

827.2 GOVERNANCE– **Cllr Piers Chivers was appointed**

827.3 STAFFING– **Cllr Piers Chivers was appointed**

827.4 FOOTPATHS– **Cllr John Hurley was appointed**

827.5 HIGHWAYS– **Cllr Paul Lounds was appointed**

827.6 PLANNING– **Cllr Chris McFarling was appointed**

827.7 EMERGENCY PLANNING/SNOW WARDEN– **Cllr Mike Smith was appointed**

827.8 CEMETERY– **Cllr Dot Burley was appointed**

827.9 AMENITIES (including GRASS CUTTING) – **Cllr Dot Burley was appointed** to be supported as Leader by **informal working group of Cllrs** required to help as required with delegated tasks (noted as Cllrs Chivers, Smith, Hurley, Lounds, Slaughter)

828 REVIEW OF TERMS OF REFERENCE FOR STAFFING COMMITTEE

The Terms of Reference last reviewed 4th May 2021 were reviewed as still appropriate and **adopted** with next date of revision to be added for May 2023.

829 NOMINATIONS TO STAFFING COMMITTEE

Cllrs Chivers, Smith and McFarling were re-elected as Members of the Staffing Committee for 2022/23, with Cllr Chivers continuing as Committee Chairman.

830 REVIEW OF DELEGATION ARRANGEMENTS

It was **noted** Delegations to the Lead Cllr Amenities allowing authorising additional cuts under the Grass cutting contract to continue. Delegations to the Clerk and Chairman are as per current Standing Orders and Financial Regulations.

831 REVIEW OF PARISH COUNCIL GOVERNANCE DOCUMENTS

831.1. The following key documents were **adopted as circulated as is** with the next date of formal revision to be added for May 2023.

831.1.1 STANDING ORDERS

831.1.2 CODE OF CONDUCT

831.1.3 FINANCIAL REGULATIONS

831.1.4 COMPLAINTS PROCEDURE

831.1.5 FOI and DATA PROTECTION POLICIES

831.1.6 DEALING WITH THE PRESS POLICY

831.2 It was **resolved** that the Clerk be **authorised** to update the Councils records and website with these latest approved documents and recorded as the councils' key documents. It was **noted** other policies may be reviewed in year, including considering asking the Monitoring Officer to review the Complaints procedure.

832 REVIEW OF ASSET REGISTER

832.1 The circulated Asset Register inventory of land and assets was **reviewed** and **noted** with minor amendments agreed as follows:

832.1.1 Addition of SBAR Defibrillator unit and cabinet now adopted (DF4)

832.1.2 Amendment re Bus shelter noticeboards descriptions (N6 & N7), and delayed purchase removed

832.1.3 Location of light units being stored to be updated (E4)

833 REVIEW OF INSURANCE COVER

Confirmation of arrangements for the Councils insurance cover in respect of all insured risks as outlined in the circulated overview was **considered and noted** as appropriate, being the 3rd and final year of the contract. The premium for payment will be reported to the June meeting for payment authorisation as the renewal quote not received yet.

834 QUEENS JUBILEE CELEBRATIONS UPDATE

834.1 An update re the parish Jubilee Memorial Stone and associated celebrations being finalised by the Working Group was received. Invites to the unveiling ceremony had been sent and the plaque looks good in pictures. The Carnival preparations are believed to be going to plan.

834.2 No grant applications have been received from the Parties groups regarding the anticipated other projects. Street party road closure and grant deadlines were missed, and final plans not yet known with certainty.

834.3 The Clerk confirmed grant conditions apply and community grants are paid to groups. Payments cannot be made to individuals as the council has no Powers to do this. Retrospective grant applications can be considered, but not guaranteed, and expenditure invoices must have been made out to the group. Its understood the informal committee of individuals are in discussion with formal organisation groups. These need to understand risks if they submit retrospective applications as the council cant predetermine the outcome.

834.4 It was agreed the council want to be able to support these events so to accommodate this delay an Extraordinary Council Meeting could be arranged for 25th May if at least one Jubilee celebration grants bids are received from organisations to ensure funding is in place in time. Applicants re Street parties and the Tea Dance to be made aware of grant conditions and final deadlines for submissions to the Clerk.

835 PLANNING

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

Min no	Ref & applicant	Location	Proposal	Response
835.1.1	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.	in Support with No Objection
835.1.2	P0040/22/DISCON	Moat House, High Street, St Briavels	Discharge of condition 03(a scheme for biodiversity enhancement) relating to both P1004/21/LBC & P1003/21/FUL	No Objection
835.1.3	P0458/22/FUL	Tintern View (Also Known As Land To The North Of), Hollywell Lane, Brockweir,.	Proposed holiday lodge cabin with associated parking and access and landscaping. (REVISED SCHEME)	Objection – on the basis of the proposed new build being built in an Area of Outstanding Natural Beauty

836 ANNUAL SUBSCRIPTIONS AND CHARGES for 2022/23

The mandatory payment to the ICO re GDPR/Data Protection renewal fee to be taken as DD payment around 28/05/2022 for £35 was **noted**

837 FINANCE – INCOME & EXPENDITURE

837.1 INCOME RECEIVED: It was **noted**: Total income £13,139.60 has been received (£12k Precept, £530 BA, £609.60 VAT refund)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/009	E Hopper	Salary-April Allowable Expenses	s.112 (2), LG(FP)A1963s.5	528.30 27.33	0	555.63
22/010	HMRC	PAYE & NIC	s.112 (2)	132.20	0	132.20
22/012	GAPTC – Gloucestershire Assoc of Parish & Town Councils	Internal Audit 2021/22	s.111	241.30	0	241.30
22/013	Giles SV Davis	Parish Noticeboards inv 280322	s.111	1,200.00	0	1,200.00
			Subtotal	2,129.13		2,129.13
22/011	NT Sargent – TA Complete Landscape Gardeners	Grass- April inv 2587	HA 1980 s.96	760.00	0	760.00
22/014	SBAR – The St	May Council inv	s.134 (4)	33.00		33.00

	Briavels Assembly Rooms Ltd	1330				
			TOTALS	2,922.13		2,922.13

837.2.1 Transactions 22/009-10 and 22/012-13 totalling £2,129.13 were **resolved**.

837.2.2 Transaction 22/011 £760.00 re NT Sargent was **resolved** following discussion re access difficulties due to parked vehicles.

Cllr Hurley requested the vote be RECORDED:

*Cllrs Chivers, McFarling, Burley, Slaughter, Smith, Lounds, Thomas voted **FOR***

*Cllr Hurley voted **AGAINST***

*No one **ABSTAINED***

837.2.3 Transaction 22/014 £33.00 re SBAR was **resolved** (Cllr Hurley excluded from vote)

837.3 It was agreed Cllrs Lounds & Slaughter would action these bank transactions as Authorising Councillors and be required to sign the invoice vouchers.

837.4 The April bank reconciliation would be provided for verification by Cllr Slaughter and reported next month.

838 BURIAL CHARGES REVIEW 2022/23

It was **resolved** to increase the fee prices by 4% across all Burial charges from 1st June 2023. Arrangements already in progress to be charged at the old rate. The Clerk to update the web page and respective parties.

839 MAINTENANCE WORK re BUS SHELTER on THE COMMON

Cllr Chivers temporarily left the meeting. Cllr Slaughter took over as Vice Chair to conduct this vote only.

Following consideration of 3 quotes obtained it was **resolved** to accept the quote of **contractor B for £50.00** to "Clear ivy from shelter roof and walls, cut back hedge, strim weeds & grass, remove all waste at the Bus Shelter on the Common" as soon as possible. The Clerk was authorised to send an official order. (Cllrs Chivers & Thomas excluded from vote).

840 ANNUAL PARISH MEETING 2022/23

A brief update was received re the arrangements including organisations and speakers from grant applicants invited for the APM meeting confirmed to be at SBAR at 7pm on 25th May 2023.

841 COUNCILLOR REPORTS

841.1 FINANCE – Cllr Slaughter – no report

841.2 STAFFING – Cllr Chivers – no report

841.3 FOOTPATHS –Cllr Hurley – 2 issues being investigated – Restricted Byway FSB94 - alerted by Parishioner re an illegal gate erected - PROW to do a site visit and report. Clerk to update parishioner. Bridleway FSB29 - PROW not aware of rerouting near polish scout hut and will investigate.

841.4 HIGHWAYS – Cllr Lounds – met with GCC Highways last Wednesday. Hilgay Rd potholes had been removed from programme list by structural maintenance officers following assessment as falling short of criteria required however alternative budget funding sources being pursued by Highways manager and County Cllr McFarling using Highways Local Fund, hopeful will know mid June. The muddy layby outside The Pantry is to be resurfaced. Various drains have now been cleared and some issues with Gigaclear works being pursued at Stowe Rd. Still waiting for sign off re designs for school parking double pink lines, and TRO being agreed.

The Highways Manager has since advised hes progressing additional Bollards near the school, also on New Barrowell Lane some new fencing by tarmac pathway, ordered new directions signs at Horsepool Lane and Pettymarsh, looked at defective tarmac Stowe Grange where flooding, raised a work order for the gully joining at Wyeholm. Also in response to a complaint re Cockshoot Hill potholes advised is implementing a new policy to use up all excess tarmac in potholes wherever appropriate. Meeting Minutes to go on PC website when new page created.

841.5 PLANNING – Cllr McFarling – no report

841.6 EMERGENCY PLANNING / SNOW WARDEN – no report

841.7 CEMETERY – Cllr Burley – speak to the contractor re Cemetery and Churchyard looking untidy re excess grass cuttings as also expressed by parishioner.

841.8 AMENITIES / GRASSCUTTING – no further report

841.9 GOVERNANCE – Cllr Chivers – EU regulations conversion to UK in next NALC template review update next May

841.10 PLAYING FIELDS COMMITTEE – Cllr Slaughter to obtain overview of organisation information for Clerk to add to website. A disability access review to be conducted – to ask FODDC. A quote for litter bins to be emptied now obtained – Cllr Lounds mentioned the Councils litter picker willing to litter pick but not empty bins. Cllr Hurley mentioned a willing volunteer to empty bins. Possible future meeting item depending on PFC discussions.

841.11 PRODUCE MARKET ATTENDANCE – Cllr Hurley attended. No comments from parishioners were raised as the event had low attendance.

841.12 DEMENTIA ACTION ALLIANCE – Cllr Hurley updated following success of the Music Memory Café further light activities sessions open to all are being trialled providing company and gentle exercise games both sitting and standing.

841.13 Additional Comment re Ukraine HUB – Cllr Hurley explained new HUB set up by SBAR for Ukrainian refugees to meet and get support every Sunday - includes refreshments, advice, and language lessons. Suggested the PC may want to support or publicise and add as item for future meeting.

(Cllr Lounds left the meeting at 9.20pm as notified in advance)

842 ITEMS FOR FUTURE MEETINGS

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

- 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
- Support for Ukrainian Refugees
- Filling the Casual Vacancy position – awaiting Democratic services update
- Contracts for Insurance and Grass cutting to be prepared

843 PUBLIC COMMENT - none

844 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)

845 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 9.30 pm.