

# ST BRIAVELS PARISH COUNCIL

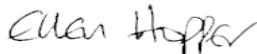
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## **To all members of the Parish Council:**

**You are summoned to attend the Parish Council meeting to be held on Monday 11<sup>th</sup> July 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**

5th July 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 13th June 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 COMMUNITY GRANT REQUEST – ST BRIAVELS WM & PFC - TABLE TENNIS PROJECT**

To consider a funding request from the Playing Field Committee for £600 towards an external Table Tennis table facility outside of the Pavilion to be made freely available and free to all.

### **11 COMMUNITY GRANT REQUEST – ST BRIAVELS ASSEMBLY ROOMS UKRAINIAN SUPPORT HUB**

To consider a funding request from the Trustees of SBAR for £897 being 50% of income forgone as the facilities are offered free of charge to the Hub (a non SBAR initiative). The parish council are being asked to share the financial load of hosting the Hub for 26 meetings.

### **12 PLANNING**

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

	<b>Reference</b>	<b>Location</b>	<b>Proposal</b>
12.1.1	P0786/22/FUL	Land At, Prospect Cottage, The Common, St Briavels.	Change of use of land to tourism and erection of a holiday let with associated amenity space, parking and works. Demolition of existing building.
12.1.2	P0056/22/DISCON	Aylesmore Court, St Briavels,	Discharge of conditions 03 (mortar mixes) relating to P1642/21/FUL

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

12.1.3	P0741/22/FUL	14 Castle Crescent, St Briavels	Erection of a two storey extension with associated works
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## 12.2 GLOUCESTERSHIRE COUNTY COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:

	Reference	Location	Proposal
12.2.1	22/0025/FDS73M Breedon Trading Ltd	Clearwell & Stowe Hill Quarries, Stowe Green, St Briavels, , GL15 6QH	Variation of condition 2(Approved working programme) relating to planning consent DF2238/X (03/00012/COUNTY) dated 05/01/2007

12.3 To propose the Council delegates urgent planning consultation responses after this meeting until the next Council meeting to the Clerk after consultation with members, and responses be noted at that next meeting.

## 13 FINANCE – INCOME & EXPENDITURE

13.1 INCOME RECEIVED: **Total £13,310.40** (£12k Precept, £658.50 BA, £609.60 VAT refund, £42.30 interest)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/029	E Hopper	Salary-June Allowable Expenses Travel, Postage Paper,	s.112 (2), LG(FP)A1963s.5 LG(FP)A1963s.5 and s.111	528.30 27.33 105.57		661.20
22/030	HMRC	PAYE & NIC	s.112 (2)			132.20
22/031	Complete Land-scaper Gardeners	Grass – NT2628 Re June	HA 1980 s.96	612.00	122.40	734.40
			<b>Subtotal</b>	<b>1,405.40</b>		<b>1,527.80</b>
22/032	SBAR	Re July - inv 1357	s.134 (4)	33.00		33.00
			<b>TOTALS</b>	<b>1,438.40</b>	<b>122.40</b>	<b>1,560.80</b>

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

13.4 FINANCIAL CONTROLS: to note the verification of the June bank reconciliation by Lead Cllr

13.5 FINANCIAL CONTROLS: to note the verification of Q1 in-house controls and checks (Cllrs Lounds & Slaughter)

13.6 To note the Council delegates any urgent or contracted regular payments to the Clerk in accordance with Standing Orders as there's no meeting next month and all payments made to be reported at the next meeting.

## 14 QUARTERLY FINANCE REPORT

To receive Quarter 1 income & expenditure budget variations for consideration and comment

## 15 PARISH IMPROVEMENT PROJECTS PROGRAMME REVIEW

To agree updated programme and action plan to progress and complete planned projects

## 16 THE TUMP ANNUAL CHRISTMAS TREE & POWER SUPPLY PROJECT – (Cllr Lounds)

To determine the revised scope and consider options to progress this project

## 17 SPEED DETTERENT FUNDING – (Cllr Chivers)

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 PLAYING FIELD LITTER BIN & LITTER PICKING – (Cllrs Lounds & Slaughter)

18.1 To consider support for sustainable options suggested by the PFC for the emptying of the Playing Field bins and for urgent resolution of current problems getting the bins emptied.

18.2 To propose the Councils existing contractor CLG, is asked to empty the litter bins at the Playing Field and Pavilion from July until the new Handyman can do it as part of his role

18.3 To propose adding the Playing Field area to the councils Litter pickers list of areas to litter pick from July.

## 19 BIKE LOCK PLANTER – (Cllr Smith)

To propose purchase of a combined bike rack and planter to be sited outside The George. Total proposed budget, including the unit, compost and plants: a maximum of £385. Approval to proceed and purchase as soon as possible is sought.

## 20 COUNCILLOR UPDATE REPORTS

- FINANCE –
- STAFFING –

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

- 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

- September – 2023/24 Project Budget Discussions to commence
- September – Remembrance Sunday
- September – Christmas Celebrations
- Oct – Quarry 6 monthly update
- 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
- Election 2023 promotion
- 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:
<b>August</b>		<b>No Meeting</b>		
12 <sup>th</sup> Sept	19.00	Parish Council Meeting	Assembly Rooms	2 <sup>nd</sup> Sept (9 <sup>th</sup> Sept)
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	TBC

\* Last date for submission of agreed finalised agenda items, written reports for circulation, proposed amendments to previous minutes – 10 days prior to meeting Dispensation requests ideally 3 days before

## 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 & TBC	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.

## 25 CONFIDENTIAL – PARISH HANDYPERSON APPOINTMENT MATTERS

25.1 It is proposed that the press and public be excluded from the meeting for the purposes of this Agenda item, on the grounds that the business to be transacted relates to Employment activities of a confidential nature.

25.2 To consider the appointment of proposed additional handyman to be asked to do jobs as and when required

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