

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL held on 13th June 2022 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs McFarling (Temporary Meeting Chairman), Thomas, Smith, Lounds, and Burley
Also in attendance: Clerk (Ellen Hopper), plus 7 members of the public

846 ELECTION OF MEETING CHAIRMAN

In accordance with Standing Order "3 p)" in the absence of the Chairman and Vice Chair, the Proper Officer asked for a nomination and resolution to elect a temporary Chairman. Following a unanimous vote **Cllr Chris McFarling was resolved as Chairman for this meeting**, and the meeting confirmed quorate.

847 APOLOGIES FOR ABSENCE

Apologies had been received and were accepted for Cllrs Slaughter, Chivers and Hurley

848 DECLARATIONS OF INTEREST IN AGENDA ITEMS – none declared

849 DISPENSATION REQUESTS - none received

850 MINUTES OF PREVIOUS MEETING HELD 9th MAY 2022

Subject to the following agreed amendments it was **resolved** to accept the minutes as a true record
In 832 – correction of sub -numbering

851 MATTERS ARISING - none

852 CLERK'S REPORT

The Clerk briefed:

- An Election confirmed for Thursday 14th July to fill the Casual Vacancy – nominations close 4pm 17th June and Notices advising details to be displayed on the Parish Noticeboards and council Website
- The councils' obligations and activities re The Pension Regulators auto enrolment declaration were now complete and fully compliant
- Contact received from a local Handyman who is interested in the role. He currently works for 2 other local parish councils and comes recommended. This will be followed up as a priority.

853 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

- Cabinet approved future designation of Forest of Dean as a biosphere reserve onto its project register and to be progressed by the forward planning team with its partners
- District Council is administering the energy cost rebate of £150 but the refund method will depend on individuals' payment methods for council tax. Anyone who pays by cash will need to contact the council to get the rebate as their bank details not held.

854 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

- County Council scrutiny panel report investigating the water quality and pollution of local rivers is due soon. Raw sewage recently discharged into the Wye at Redbrook and the natural ecosystem dying from pollution and climate change impact. PC urged to be aware of what's happening locally and seek to reduce pollution from phosphates and raw sewage discharges
- Environment scrutiny committee report re decarbonisation of transport report was reviewed. Both County Council and District Council have targets to be met and interventions and investments proposed to achieve this – predominantly re changing travel behaviour and public encouraged to view.
- Full Council 18th of May saw 4 motions proposed - Requested enquiry into GCCs handling of pandemic – lost, Need for more proactive road safety commitment in the county – passed as amended, and motions re "Knife Crime" and "Violence Against Women & Girls" were timed out.
- Question – what progress on potholes and cutting back of verges and hedges? Cllr McFarling to follow up. Reminder - to use the "Report It" facility online for potholes – exact location and comments can be added which can help Highways understand and prioritise the works

855 PUBLIC PARTICIPATION ITEM

- A parishioner repeated her views about microphones and recording meetings. She was advised to speak to Cllr Hurlley who proposed the failed motion to consider a future motion. - She felt the Asset of Community Value status for SBAR unnecessary and wanted it stated there are no financial problems. - She suggested not all people felt included and not all ideas were listened to re the Jubilee celebrations. Cllr Smith listed the opportunities for all to get involved, including appeals for ideas, open invites to meetings, volunteer appeals to join the groups and also the methods of communications used including Facebook, posters, leaflets through doors, and monthly village news articles.
- A 2nd parishioner suggested one big public open meeting re Jubilee celebrations should have been held for all to get involved and should happen in future circumstances. – She also complimented and thanked Cllr Burley for the improved condition of the Cemetery
- A 3rd parishioner asked what was being done about the sewage leak into the Wye as the origin is known. Cllr McFarling outlined the actions re County Council appointed scrutiny panel and water testing, witness evidence, actions of the group Save the Wye and other lobbying activities
- A 4th parishioner spoke re the Playing Field Committees wish to install an outdoor table tennis table between the Pavilion and tennis courts and provided brief overview of the project and asked whether the council would be willing to help fund this.

856 REQUEST FOR SUPPORT RE TABLE TENNIS PROJECT

The initial request from the Playing Field Committee to support a project for an external table tennis table outside of the Pavilion was commented on and questions asked about SBARs existing alternative, expected usage levels, security of the bats, other funding etc, and it was suggested if the group submit a grant application for consideration in July they take on board the comments and questions.

857 QUEENS JUBILEE CELEBRATIONS UPDATE

857.1 Cllr Smith said the celebrations were considered by most people to be successful. His believed the events were very well organised by the working group members and went smoothly re Jubilee stone and unveiling ceremony, and the cake competition and refreshments at SBAR, including the brass band and VIP guest.

857.2 The group reflected what went well and where could be improved in hindsight

- ✓ Dedicated working group from the start re memorial stone project
- ✓ Good working relationship with the parish council
- ✓ Social media used to get the word out quickly to start
- ✓ Which provided early donations saving a lot of money (ie stone, transport and installation logistics)
- ✓ Contact names and phone details re who to contact to get involved re various projects published from the start
- × Initial communications could have been better as initially only Facebook and village news - but posters and leaflet drops added when had resources
- × Events weren't joined up enough – some didn't come to fruition
- × Could have had a parish council group taking control centrally coordinating more events from the outset
- × ie Combined effort re Street Parties, the Carnival or other ideas bringing people in more

857.3 It was asked a Minute of a formal note of thanks to those who worked so hard and put a lot of effort to make this as successful as could be: Glenys Walker, Jean Saunders, Roger & Liz Stuart, and Cllr Smith, also Mrs Waycott and Julian Walker for their generous donations.

858 PLANNING

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

	Reference	Location	Proposal	
858.1.1	P0248/22/FUL	South Barn, Bream Road, St Briavels	Conversion of an existing building into a residential annexe for a dependent relative.	No Objection -subject to the application fulfilling the conditions of its previous submission for the use of a bat roost and helping support the protection of endangered species. Also that the conservation advisors' suggestions are mitigated, and ecological requirements upheld in full. The Grade 2 Listing must be respected.
858.1.2	P0396/22/FUL	Hope Farm, Cross Keys, St Briavels	Conversion of agricultural unit into a retail shop with associated works.	No Objection

859 ANNUAL SUBSCRIPTIONS AND CHARGES for 2022/23

The following were agreed for payment 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)
- and noted other items presenting to come to future meetings for approval as arising

860 FINANCE – INCOME & EXPENDITURE

860.1 INCOME RECEIVED: It was **noted**: Total **£13,268.10** received (£12k Precept, £658.50 BA, £609.60 VAT refund)

860.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments 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 Stone ceremony	s.145(1)(d)	75.00		75.00
22/022	Mrs JAW Saunders	Working group Reimbursement 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, 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 Landscaper Gardeners	Grass – NT2596 Re VAT	HA 1980 s.96	0	774.80	774.80
22/027	Complete Landscaper Gardeners	Grass – NT2609 Re May	HA 1980 s.96	692.00	138.40	830.40
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

860.2.1 Transactions 22/016-22/028 totalling £4,963.50 were **resolved**.

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

860.4 The bank reconciliation had been provided to Cllr Slaughter who had previously verified and agreed this by email.

861 INTERNAL AUDITORS REPORT 2021/22

The Internal Auditors detailed report for year ending 31st March 2022 was received. Only 2 minor comments:

- Suggestions where Section 137 powers (permitting certain activities or ability to spend) to be used less where alternative legislative powers available. The Clerk to seek to ensure only use as a “power of last resort”.
- that the Risk assessment should be refreshed annually. It is planned to bring this to the July meeting.

862 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2021/22

862.1 ANNUAL INTERNAL AUDIT REPORT – AGAR

The 2021/22 Annual Internal Audit Report (AIAR – AGAR) was **considered** and **approved**, noting there are no “NO” responses or recommendations on the completed statement and therefore another clean bill of health. A minute of thanks was recorded for the Clerk’s financial diligence.

862.2 ANNUAL GOVERNANCE STATEMENT

The 2021/22 Annual Governance Statement (Section1 – AGAR) was **reviewed** and **approved**. The council **reflected** on each statement and there were no “NO” responses ticked. Section 1 was **signed** by the Meeting Chairman and the Clerk.

862.3 ACCOUNTING STATEMENT

The certified 2021/22 Accounting Statements (Section 2 – AGAR) prepared and presented by the Responsible Finance Officer was **reviewed** and **approved**. Section 2 was **signed** by the Meeting Chairman

862.4 NOTICE OF PUBLIC RIGHTS

The dates of the Notice of Public Rights of Inspection were **formally noted** as being 20th June 2022 to 29th July 2022 and **agreed** will be formally **published** on the council's website and Parish Noticeboards.

863 SPEED DETERRENT FUNDING

Consideration and debate was **deferred** to the July meeting as Cllr Chivers has been leading on this investigation, and options require further research.

864 HIGHWAYS LOCAL FUND

864.1 Cllr McFarling explained the £30,000 County Highways Local Fund for Sedbury division was to be shared across 6 parishes. Already allocated funds for PROW additional works e.g., re kissing gates and purchase of speed surveys to collect evidence where speeding was problematic. . Has c.£4,000 for St Briavels to be allocated re speeding and potholes as agreed worst issues.

864.2 Discussions summarised for progression:

- Most to be allocated to Hilgay Road repairs – with further phasing over a number of years to resolve worst sections.
- Also to improve broken up road surface from Windward House past Barn House to the bottom on the Common
- Drains need unblocking near the Castle, and drainage issues still not resolved at Pettymarsh, drain from Harpfield to outside Wyeholme
- It was pointed out that as road surfaces are improved the incidence of speeding may increase, and may need monitoring and further action

865 SUPPORT FOR UKRAINIAN REFUGEES

The support and efforts being provided by SBAR trustees and volunteers for Ukrainian Refugees in our community was recognised and appreciated. The Clerk was asked to write a letter to the Trustees to invite them to submit a grant application seeking financial support if required for this cause for consideration by the council.

866 COUNCILLOR REPORTS

866.1 FINANCE – no report

866.2 STAFFING– no report

866.3 FOOTPATHS – no report

866.4 HIGHWAYS – Cllr McFarling advised Highways Manager Stuart Budd is leaving GCC. Temporary cover arranged until replacement recruited is Nathan Choat cc to Brian Watkins.

866.5 PLANNING – Cllr McFarling – no report

866.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Smith - no report

866.7 CEMETERY – Cllr Burley – people seem happy with improved cuts – can see why contractor struggles to mow/cut tidy edges re amount of items and overhanging from some graves, and items discarded in grass e.g., broken vases, water bottles, old wreaths/dead plants and flowers. Will consider notices re keeping graves tidy policy to go on gates.

866.8 AMENITIES / GRASSCUTTING – Cllr Burley – received no complaints re grass this month. Flower patches where daffodil leaves left to feed will be cut next month - queries re Mork corner weeds and patches on High Green to be checked.

866.9 GOVERNANCE – no report

866.10 PLAYING FIELDS COMMITTEE – no report

866.11 PRODUCE MARKET ATTENDANCE – no report

866.12 DEMENTIA ACTION ALLIANCE – no report

867 ITEMS FOR FUTURE MEETINGS

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

- July – Speed Deterrent Funding
- July – Qtr 1 Financial Report
- July – In house Financial Controls & Checks
- September – 2023/24 Project Budget Discussions to commence
- September – Remembrance Sunday
- September – Christmas Celebrations
- Oct – Quarry 6 monthly update

- Approve Refresh of Risk Register
- 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
- Election 2023 promotion
- Green Bins re Moat Society
- Contracts for Insurance and Grass cutting to be prepared

868 PUBLIC COMMENT

- A parishioner thanked the council for the Jubilee Stone. She felt the project went very well and Cllr Smith worked really hard for the council ensuring the group did everything properly. The microphone system was the only let down, (Remembrance service same). Asked council to consider purchasing a system and make available for community event use. - Wanted to make clear it was the Queens Representative who spontaneously suggested and selected a person to help at the event not the parish council or the Memorial Stone Working Group. - Planning application at Hope Farm needs close look re traffic and lorries, and concerns re parking on junction – believed to be not just flowers also craft events/materials. - Suggested SBAR should look at specific government funding available for Ukrainian support and so not need parish community grant funding. - Observed a lack of cats eyes and white lines on the main Coleford Road from Bream Avenue and hedges overgrown right up to road edge, (Cllr Lounds agreed to add to Highways agenda). Need new signpost at Birchhill Rd and sign lettering dropping off outside Castle (Cllr McFarling to follow up)
- A second parishioner asked if the excess tarmac deposited at Cockshoot Hill Coldharbour junction could be removed as concerned cars park there. Cllrs agreed not attractive and had not asked Highways to do this but concluded provides benefits re filling uneven, muddy puddle, safer access to parish noticeboard, and whilst not pretty should weather in over time.

869 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:
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)

870 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 8.51 pm.