

# ST BRIAVELS PARISH COUNCIL

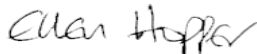
Clerk Ellen Hopper  
2 Abbott Road, Severn Beach, South Gloucestershire BS35 4PU  
T 01454 631457 (+ answerphone)  
E stbriavelsclerk@outlook.com  
W stbriavels-pc.gov.uk

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

**You are summoned to attend the Parish Council meeting to be held on Monday 10<sup>th</sup> October 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**

4th October 2022

## **AGENDA**

### ***WELCOME FROM THE CHAIRMAN***

#### **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 11th July 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 PLANNING**

10.1 FOREST OF DEAN DISTRICT COUNCIL –TO **NOTE APPLICATIONS RESPONDED** IN AUGUST & SEPT:  
(ref Min 882.3)

	<b>Ref &amp; applicant</b>	<b>Location</b>	<b>Proposal</b>	<b>Response sent (no meetings)</b>
10.1.1	P0783/22/LD1 – Mr R Sharp	Bearse Farm, The Bearse, St Briavels	Application under section 191 to establish whether the change of use of indoor sand arena to mixed-use for both equestrian and canine activities and the change of use of field to mixed-use for farm animal grazing and canine activities is lawful.	No objection
10.1.2	P0806/22/FUL – Mr J Morris	4 Barrowell Lane, St Briavels	Erection of single storey extension, internal alterations and additional parking space with improved vehicular access. Demolition of existing	No objection

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			porch.	
10.1.3	P0881/22/FUL - Mr PS Bradley	Tintern View , Hollywell Lane, Brockweir	Erection of dwelling and garage with associated works. Demolition of existing cottage and garage. Change of use of land to additional residential curtilage	No comment
10.1.4	P0997/22/FUL – Mr Whittington	The Old Stores, Coldharbour Rd, St Briavels	Conversion of Barn to dwelling with associated works	No objection
10.1.5	P1094/22/LD1 – Mr Jenkins	The Bungalow, Little Hoggins, The Bearse, St Briavels.	Application under Section 191 for the continued occupation of property in breach of occupancy condition relating to planning application F.3504/c.	No comment
10.1.6	P1001/22/FUL - Mr & Mrs N Condliffe	Pleasant View, Lower Cinder Hill, St Briavels	Change of use of land to additional residential curtilage. Conversion of existing garage to Gym/Hobbies room Erection of garage/workshop and carport. Erection of Veranda with alterations and associated works. Demolition of existing barn	No objection
10.1.7	P1097/22/FUL - Messrs N & R Johnson	Bushyard Court Farm, Coleford Road, St Briavels	Erection of a single storey extension with associated works. (retrospective)	No objection
10.1.8	P1181/22/FUL - Mr & Mrs Davies	Windward Cottage, The Common, St Briavels	Erection of a single storey front extension.	No objection
10.1.9	P1147/22/LD1 - Mr M Reeks	Bream Cross Farm, Coleford Road, Bream,	Application under Section 191 for the continued use of an existing access to serve approved caravan storage site in breach of conditions 1, 2 and 3 of P0116/10/FUL.	No objection
10.1.10	P1224/22/FUL - Mr & Mrs A & C Clarke	Birch Hill House , Birch Hill Road, The Common, St Briavels	Erection of a single storey rear extension	No objection
10.1.11	P0396/22/FUL	Hope Farm, Cross Keys, St Briavels	Conversion of agricultural unit into a retail shop with associated works (additional information submitted)	No objection

10.2 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE: TBC

Reference	Location	Proposal

**11 FINANCE – INCOME & EXPENDITURE**

11.1 INCOME RECEIVED: **Total £26,651.70** (£24k Precept, £923.50 BA, £609.60 VAT refund, £1,000 grant, £118.60 other)

11.2 ACCOUNTS PAID: To **note delegated payments made** in August & September (no meetings). August authorised by Cllr Chivers and Cllr Smith, and September by Cllrs Slaughter, Chivers and Lounds (ref Min 804 and 883.7)

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/035	E Hopper	Salary July, Allowable Expenses, Norton subs 2 years	s.112 (2), LG(FP)A1963s.5 s.111	528.50 27.33 49.99		605.82
22/036	HMRC	PAYE & NIC	s.112 (2)	132.00		132.00
22/037	Complete Landscape Gardeners	Grass – NT2637 Re July	HA 1980 s.96	562.00	112.40	674.40
		<b>TOTALS PAID RE</b>	<b>AUGUST</b>	<b>1,299.82</b>	<b>112.40</b>	<b>1,412.22</b>
22/038	E Hopper	Salary August Allowable Expenses	s.112 (2), LG(FP)A1963s.5	528.30 27.33		555.63
22/039	HMRC	PAYE & NIC	s.112 (2)	132.00		132.20
22/040	Darran Bagley	Bus Shelter clearance inv 61	LG(MP)A 1953 s.4/PCA 1957 s.1	50.00		50.00
22/041	Cllr Piers Chivers	reimburse Defib pads inv 78728	PHA 1936 s.234	499.98	100.00	599.98
22/042	Ben Hillary	Handyman inv SB001	s.111, HA 1980 s.96(5), PHA 1936 s.260(1)	82.25		82.25
22/043	The Frontyard Company	Bike Lock Planter	RTRA 1984 ss 57 + 63	275.00	55.00	330.00
22/044	Cllr Mike Smith	Reimburse compost re	RTRA 1984 ss 57 +	17.97		17.97

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		bike planter (receipt)	63			
22/045	Complete Land- scape Gardeners	Grass – NT2656 Re Au- gust (incl PF Bins)	HA 1980 s.96	742.00	148.40	890.40
22/046	SBAR	Re - inv 1364 re Jubilee	s.134 (4)	40.00		40.00
		<b>TOTALS PAID RE</b>	<b>SEPTEMBER</b>	<b>2,395.03</b>	<b>303.40</b>	<b>2,698.43</b>

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/047	E Hopper	Salary August Allowable Expenses + stamps	s.112 (2), LG(FP)A1963s.5	528.50 27.33 15.20		571.03
22/048	HMRC	PAYE & NIC	s.112 (2)	132.00		132.00
22/049	PKF Littlejohn LLP	Ext Audit fees 2021/22	s.111	200.00	40.00	240.00
22/050	R Chuter	inv 76-79 May-July+Exp	s.111, HA 1980S.96(5), PHA 1936S.260(1)	386.58		386.58
22/051	Complete Land- scape Gardeners	Grass – NT2?? Re Sept (incl PF Bins)	HA 1980 s.96	682.00	136.40	818.40
22/052	Ben Hillary	Handyman inv SB002 re September TBC	s.111, HA 1980 s.96(5), PHA 1936 s.260(1)	TBC		TBC
			<b>Subtotal</b>	<b>TBC</b>	<b>176.40</b>	<b>TBC</b>
22/053	SBAR	Re - inv 1385 re Oct Inv 1388 Queens funeral	s.134 (4) s.145	33.00 215.04		33.00 215.04
			<b>Subtotal</b>	<b>248.04</b>		<b>248.04</b>
			<b>TOTALS</b>	<b>TBC</b>	<b>176.40</b>	<b>TBC</b>

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

11.5 FINANCIAL CONTROLS: to note the verification of the July, August & September bank reconciliations by Lead Cllr

11.6 FINANCIAL CONTROLS: to note the verification of Q2 in-house controls and checks (Cllrs Smith & McFarling )

## 12 EXTERNAL AUDIT REPORT OF AGAR 2021/22

To note the conclusion of the External Audit of the Annual Governance & Accountability Return 2021/22 and receipt of the Auditors report where no matters have been raised for action. To note documents published in accordance with deadlines.

## 13 QUARTERLY FINANCE REPORT

To receive Quarter 2 income & expenditure budget variations for consideration and comment and agree actions

## 14 2023/24 BUDGET - INITIAL BASE DRAFT

To consider the initial drafting of next year's base budget and agree required amendments or updated spending requirements for Clerk to include.

## 15 SPEED DETTERENT FUNDING – (Cllr Chivers)

To receive outcome of application to the Community Speed watch Safety Fund for the mobile VAS sign and next steps

## 16 FOOTPATHS PROJECTS – COCKSHOOT HILL (FSB36) (Repairs) & LOWER ROAD (FSB99) (Handrail) (Cllr Hurley)

To receive update of reports and quotes from PROW Officer to progress these 2 projects asap this year

## 17 APPLE DAY 25<sup>th</sup> September 2022 (Cllr McFarling)

To approve Apple Day reimbursement to Cllr Chris McFarling of £269.38 re costs incurred and approve the proposed donation of £50.00 be made to the Pavilion - both for immediate payment.

## 18 HANDYMAN UPDATE (Cllr Burley)

To propose a formal letter of Thanks to the outgoing Handyman, and also to receive update and agree priorities, including sign cleaning etc for the new Handyman.

## 19 WILDFLOWER AREA on B4228 OPPOSITE PAVILION (Cllr Chivers & Burley)

To consider and decide appropriate cultivation and management for safety and wildlife

## 20 BT PHONE BOX RENOVATION PROJECT (Cllr Slaughter)

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

To propose a date and advertise for volunteers to help renovate the BT phone box on The Common. Approval sought for the Handyman to be asked to carry out the work should no volunteers come forward.

**21 REMEMBRANCE SUNDAY (Cllr Chivers)**

To agree Remembrance Sunday arrangements for 2022 to include:

- 1) to determine post event location (SBAR or Pavilion) and refreshments arrangements
- 2) to instruct Cllr Chivers to obtain 3 wreaths with the option of a £100 donation to the Royal Legion
- 3) to decide who to lay the wreaths

**22 CHRISTMAS TREE & CELEBRATIONS (Cllr Slaughter)**

To agree the parish Christmas tree arrangements and celebrations for 2022

**23 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 -

**24 ITEMS FOR FUTURE MEETINGS**

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

- PIP Project Update – Village Gateway & Planters
- PIP Project Update – BT Phone Boxes
- Playing Field Wildflower management
- “.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

**25 PUBLIC COMMENT**

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

**26 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:
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

**27 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS AND CHECKS**

Councillors Checking	Meeting to Report	Period Covered
Chivers & Stadhams	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