

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 11th July 2022 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Chivers (Chairman), McFarling, Thomas, Smith, Lounds, Burley, Slaughter, and Hurley
Also in attendance: Clerk (Ellen Hopper), plus 8 members of the public

871 APOLOGIES FOR ABSENCE – none received

872 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr	Minute	Interest	Reason
John Hurley	881 re Community Grant request	Other	SBAR Trustee
John Hurley	883 re Invoice payment 22/032	Other	SBAR Trustee

873 DISPENSATION REQUESTS - none received

874 MINUTES OF PREVIOUS MEETING HELD 13th JUNE 2022

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

In Title – removal of word “Annual” as error

Councillor McFarling was thanked for standing in as Chairman at short notice for the June meeting

875 MATTERS ARISING - none

876 CLERK’S REPORT

The Clerk briefed:

- 3 candidates standing for By-Election on Thursday 14th July to fill the Casual Vacancy. Notices advising candidate and polling station details are displayed on the Parish Noticeboards and council Website.
- Ash Die Back replacement whips being offered - the Clerk will register interests in the scheme by end of July
- GAPTC AGM – 23/7 any members who wish to attend to let the Clerk know to book places

877 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

- The Local Plan Strategy and Options will go to Cabinet Thursday 14th and out for public consultation later this month. Provides a guide re new housing areas, industrial sites, and areas for conservation in the district – responses encouraged
- The Shared Prosperity Fund of £1m for investments re Levelling up Agenda projects – indicative awards of £119k for the 1st years projects now made
- Thursdays Cabinet meeting will also consider the Playing Pitch strategy, and Cyber security costs
- Question - if any plans for more LA/HA Housing to be built in St Briavels? – Cllr McFarling thought not but would check

878 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

- Investigation whether to retain 7,000 acres of county farms or sell them off has been referred to a task and finish group to assess and report back
- The Planning Committee recently approved a new Primary school at Bishops Cleeve (630 pupils) which notably will have no drop off facilities only active travel lanes
- The Restoring Our Rivers report will go to a Scrutiny Panel the following week re quality of water and restoring of rivers under threat
- Decarbonising transport forum being held this month looking at both urban and rural areas to help meet targets

879 PUBLIC PARTICIPATION ITEM

- A parishioner repeated her views about recording meetings and cited support she has for this.

880 COMMUNITY GRANT REQUEST – ST BRIAVELS WM & PFC - TABLE TENNIS PROJECT

It was **resolved** to award the Playing Field Committee a community grant of £600 towards an external Table Tennis table facility outside of the Pavilion.

881 COMMUNITY GRANT REQUEST – ST BRIAVELS ASSEMBLY ROOMS UKRAINIAN SUPPORT HUB

It was **resolved** to award the St Briavels Assembly Rooms a community grant of £897 being 50% of income forgone for 26 meetings as the facilities are offered free of charge to the Hub. This with a caveat if less than 26 meetings then £69 per non meeting is returned to the council. *(Cllr Hurly Excluded from vote)*

882 PLANNING

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

	Reference	Location	Proposal	
882.1.1	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.	No Objection
882.1.2	P0056/22/DISCON	Aylesmore Court, St Briavels,	Discharge of conditions 03 (mortar mixes) relating to P1642/21/FUL	Ni Objection
882.1.3	P0741/22/FUL	14 Castle Crescent, St Briavels	Erection of a two storey extension with associated works	No Objection – Some concerns aired this will be a very tight fit to the wall, but equally acknowledged its a small extension

882.2 GLOUCESTERSHIRE COUNTY COUNCIL – APPLICATIONS RECEIVED – The following were **resolved**:

	Reference	Location	Proposal	
882.2.1	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	Objection to variation of this condition – The council want the best restoration possible. If this needs extra local limestone to recreate the epikarst integrity it suggests the applicant waits until the Lysimeter trials are completed before fulfilling the original restoration conditions. to complete the quality restoration this site deserves.

882.3 It was **resolved** 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.

883 FINANCE – INCOME & EXPENDITURE

883.1 INCOME RECEIVED: It was **noted**: Total **£13,310.40** (£12k Precept, £658.50 BA, £609.60 VAT, £42.30 interest)

883.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments 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 Landscaper Gardeners	Grass – NT2628 Re June	HA 1980 s.96	612.00	122.40	734.40
			Subtotal	1,405.40		1,527.80
22/032	SBAR	Re July - inv 1357	s.134 (4)	33.00		33.00
			TOTALS	1,438.40	122.40	1,560.80

883.2.1 Transactions 22/029-22/031 totalling £1,527.80 were **resolved**.

883.2.2 Transaction 22/032 for £33.00 was **resolved**. (Cllr Hurly Excluded from vote)

883.3 GRANTS FOR PAYMENT: Noted as per approved earlier in meeting - Grants for immediate payment:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/033	WM&PFC	Grant re Table Tennis Table	LG (MP) Act 1976 s.19(3)	600.00	0	600.00
22/034	SBAR	Grant re Hosting Ukraine HUB	S.137	897.00	0	897.00

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

883.5 FINANCIAL CONTROLS: The bank reconciliation had been provided to Cllr Slaughter who verified all is in order.

883.6 FINANCIAL CONTROLS: It was noted the verification of Q1 in-house controls and checks by Cllr Slaughter were completed to her satisfaction. Cllr Lounds to confirm his review as delayed due to timing issues.

883.7 It was noted the Council delegates any urgent or contracted regular payments to the Clerk in accordance with Standing Orders and Financial Regulations as there's no meeting next month All payments made to be reported at the next meeting – (ref Min 804).

884 QUARTERLY FINANCE REPORT

The circulated Quarter 1 budget variations were **considered**. The budget categories for income, staffing, office admin and community costs are closely on track for this stage in the year with no concerns. Underspend matters **to note** were new projects still to commence and those slipped projects still uncompleted, and where furtherance and effort will be focussed.

885 PARISH IMPROVEMENT PROJECTS PROGRAMME REVIEW

The draft programme drawn up by the Clerk was discussed and updated with **actions agreed** to progress and complete planned projects. Updated version including agreed actions to be circulated.

886 THE TUMP POWER SUPPLY AND CHRISTMAS TREE PROJECT

Cllr Lounds requested deferral of the proposal to September once final information and costs known re tree installation. He confirmed the options re battery power and domestic extension lead are not feasible options.

887 SPEED DETERRENT FUNDING

It was **resolved** to make an application to the Community Speed watch Safety Fund for:

- 100 x “20's plenty” wheely bin stickers and make them available to local residents (and ask GCC for road signs)
- a mobile Vehicle Activated Sign to be mountable onto existing streetlamp posts (Handyman to move it around)

888 PLAYING FIELD LITTER BIN & LITTER PICKING

888.1 It was **resolved** to add the Playing Field area to the Litter pickers list of permissible areas to litter pick from July.

888.2 It was **resolved** to ask the Councils existing contractor CLG, to empty the litter bins at the Playing Field at a price up to £360 as quoted from July until September should the latest volunteer option currently being investigated not be viable

888.3 It was **resolved** as a long term solution to add emptying the Playing Field litter bins to the remit of the Handyman

(Cllr McFarling left the meeting for 2 minutes and returned before the vote)

889 BIKE LOCK PLANTER

It was **resolved** to purchase the proposed combined bike rack and planter to be sited outside The George. Total agreed budget up to £385, including the unit, compost and plants, with purchase as soon as possible.

890 COUNCILLOR REPORTS

890.1 FINANCE – no further report

890.2 STAFFING– Cllr Chivers – The Pension Regulator has confirmed the councils re enrolment – all is now complete

890.3 FOOTPATHS – Cllr Hurley - no report

890.4 HIGHWAYS – Cllr Lounds advised Highways Manager Stuart Budd now left GCC. Temporary cover and next meeting with them to be confirmed. Stuart had made good progress and his final splurge of activity included getting the area outside the Pantry tarmacked, organised the drainage works in Horsepool Lane, the installation of extra bollards at the school, and new fencing added on Barrowell Lane. The existing broken fence on Barrowell Lane had been mended by the Handyman.

890.5 PLANNING – Cllr McFarling – no report

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

890.7 CEMETERY – Cllr Burley - no problems

890.8 AMENITIES / GRASSCUTTING – Cllr Burley – to speak to contractor re small triangle missed on The Common re parked cars restricting access. Whips re Ash die back will be applied for - locations to be decided once known if request has been successful. A future discussion was requested re adding edges of 3 post lane to the grass contract

890.9 GOVERNANCE – Cllr Chivers - no report

890.10 PLAYING FIELDS COMMITTEE – Cllr Slaughter - no further report

890.11 PRODUCE MARKET ATTENDANCE – Cllr Thomas – parishioners queried legality of candidates not publishing addresses (The Clerk confirmed candidates not obliged to disclose their home address in accordance with privacy laws). Cllr Chivers to attend the August event.

890.12 DEMENTIA ACTION ALLIANCE – Cllr Hurley – Memory Café continues to be well attended. Now have regular Gentle Active Games sessions.

891 ITEMS FOR FUTURE MEETINGS

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

- September – Ratification of August Planning & Finance activities
- September - Internal Controls & Checks – Asset inspection
- September – 2023/24 Project Budget Discussions to commence
- September – The Tump power supply and Christmas tree project
- September – Remembrance Sunday
- September – Christmas Celebrations
- Oct – Quarry 6 monthly update and query raised re accounts
- Approve Refresh of Risk Register
- Appointment of Handyperson
- 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

892 PUBLIC COMMENT

- A parishioner asked for formal record that she had never been asked to use her power supply for the Christmas tree and would not offer it. Also, her name should not have been mentioned at a previous council meeting.
- A second parishioner made representations in favour of speed cameras needed on the main road as preference to money being spent on a Christmas tree
- A 3rd parishioner spoke about the need to park safely and not park obstructing the pavements forcing people onto the road. And also that the grass contract should be followed.
- The 2nd parishioner added disabled parking requirements conflict with previous view shared as need to park as close as possible.

893 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:
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)

894 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
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.

895 CONFIDENTIAL – PARISH HANDYPERSON APPOINTMENT MATTERS

895.1 It was **resolved** 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 and contractual activities of a confidential nature.

895.2 It was **resolved** the proposed additional Handyman be contracted for services as per separate Confidential Appendix.

The meeting closed at 9.32 pm.