

# ST BRIAVELS PARISH COUNCIL

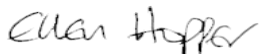
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## **To all members of the Parish Council:**

**You are summoned to attend the Parish Council meeting to be held on Monday 14<sup>th</sup> November 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 only comment in the public agenda items per the Councils Standing Orders. The time period designated for public participation is 15 minutes, maximum 3 minutes per person*

*Councillors and members of the public are reminded that the meeting may be filmed and / or recorded.*



**ELLEN HOPPER, CLERK & RFO TO THE COUNCIL**

8th November 2022

## **AGENDA**

*Chairmans Welcome*

### **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 10th October 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 – WYE VALLEY MUSIC IN SCHOOLS COMMUNITY ENGAGEMENT PROJECT**

To consider a grant funding request from Wye Valley Music in Schools to contribute towards the training of young professional musicians to deliver workshops tailored for primary school children. Its proposed to develop this centring on St Briavels Primary School and then roll out to the Wye Valley (see full application details and funding range submitted)

### **11 PLANNING**

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

|        | <b>Reference</b> | <b>Location</b>                         | <b>Proposal</b>   |
|--------|------------------|---|---|
| 11.1.1 | P0248/22/FUL     | South Barn, Bream Road, St Briavels     | Relocation and conversion of an existing building into a residential annexe for a dependent relative (revised description). |
| 11.1.2 | P1428/22/FUL     | Old Boot Shop, East Street, St Briavels | Erection of single storey rear extension, alterations and associated works  |

11.2 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.

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

## 12 FINANCE – INCOME & EXPENDITURE

12.1 INCOME RECEIVED: **Total £26,880.34** (£24k Precept, £923.50 BA, £609.60 VAT, £1,000 grant, £228.64 £116.50 interest, £2.10 rent)

12.2 ACCOUNTS FOR PAYMENT: To authorise payments to include the following schedule: *(Note 2 late updates due)*

| Ref    | Payee                             | Purpose   | Auth (LGA 1972, or)                         | Net £                     | VAT £  | Payment £  |
|--------|-----------------------------------|---|---|---------------------------|--------|------------|
| 22/056 | E Hopper                          | Salary August<br>Allowable Expenses +<br>Zoom reimbursement | s.112 (2),<br>LG(FP)A1963s.5<br>s.111       | 555.63<br>27.33<br>119.90 | 23.98  | 699.51     |
| 22/057 | HMRC                              | PAYE & NIC  | s.112 (2)                                   | 132.20                    |        | 132.20     |
| 22/058 | Ben Hillary                       | Handyman inv SB003 re<br>October                            | s.111, HA 1980<br>s.96(5),PHA 1936 s.260(1) | 113.50                    |        | 113.50     |
| 22/059 | Complete Land-<br>scape Gardeners | Grass – NT2?? Re Oct<br>(incl PF Bins)                      | HA 1980 s.96                                | 682.00                    | 136.40 | 818.40     |
| due    | X2Connect Ltd                     | BT Box renovation 2x<br>paint kits                          | LGA 1892 s.8 (1)(i)                         |                           |        | TBC        |
| due    | WI                                | Re grant poppy project                                      | s.144                                       |                           |        | TBC        |
|        |                                   |   | <b>Subtotal</b>                             |                           |        | <b>TBC</b> |
| 22/061 | SBAR                              | Re - inv 1404   | s.134 (4)                                   | 33.00                     |        | 33.00      |
|        |                                   |   |   |                           |        |            |
| 22/060 | Cllr Piers Chivers                | Reimbursement re RBL<br>wreaths payment                     | s.144                                       | 100.00                    |        | 100.00     |
|        |                                   |   |   |                           |        |            |
|        |                                   |   | <b>TOTALS</b>                               | <b>TBC</b>                |        | <b>TBC</b> |

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

12.4 FINANCIAL CONTROLS: to note the verification of the October bank reconciliation by Lead Cllr

12.5 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.

### 13 2023/24 BUDGET – DRAFT *(Cllr Slaughter)*

To consider the draft of next year's base budget and propose final version for adoption in January

### 14 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

### 15 PURCHASE OF PUBLIC ADDRESS SYSTEM *(Cllr Lounds)*

To propose purchase of a suitable portable Public Address (PA) System costing up to £600

### 16 BT PHONE BOX RENOVATION PROJECT *(Cllr Slaughter & Cllr Stadhams)*

16.1 To update on renovation of BT owned Phone Kiosk located at The Fence

16.2 To update re completion of the box on The Common and next steps for renovation of the remaining 2 adopted boxes

16.3 To consider a proposal for a "mini gallery" to display creativity using part of the box space on The Common (circulated).

### 17 VILLAGE GATEWAYS PROJECT *(Cllr Lounds & Cllr Smith)*

To consider proposals progressing the stalled Village Gateways and Crossroads planting project in line with approved £1,000 budget.

### 18 LITTER BIN EMPTYING – PLAYING FIELDS *(Cllr Slaughter)*

To consider a request for the parish council to fund litterbin emptying on the Playing Fields as temporary cover now ended

### 19 CHURCHYARD WALL SURVEY REPORT

To agree next steps following receipt of the Churchyard Wall/Trees report

### 20 GRASS CUTTING CONTRACT PROCESS

To consider and approve circulated draft contract and process for tender for the next grass contract.

### 21 CHRISTMAS TREES & CELEBRATIONS *(Cllr Slaughter)*

To receive update re the parish Christmas tree arrangements and celebrations for 2022 and agree any budget approvals

### 22 COUNCILLOR UPDATE REPORTS

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

- FINANCE –
- STAFFING –
- FOOTPATHS -
- HIGHWAYS –
- PLANNING –
- EMERGENCY PLANNING/SNOW WARDEN –
- CEMETERY –
- AMENITIES/GRASS CUTTING –
- GOVERNANCE –
- PLAYING FIELDS COMMITTEE –
- ATTENDANCE AT PRODUCE MARKET –
- DEMENTIA ACTION ALLIANCE -

**23 ITEMS FOR FUTURE MEETINGS**

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

- January - Internal Controls & Checks – Asset inspection
- January – New Grass contract
- January – Revised Risk assessment
- 2022/23 Audit assignment
- Approve Refresh of Risk Register
- Election 2023 promotion
- Coronation planning
- APM planning
- Respect protocol
- Summer entertainment events
- Apple Day Planning & Risk Assessment
- Insurance Renewal options
- Quarry update and query raised re accounts
- PIP Project Update - The Tump power supply and Christmas tree project
- PIP Project Update – Village Gateway & Planters
- PIP Project Update – BT Phone Boxes
- Appointment of Additional Handyperson
- 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

**24 PUBLIC COMMENT**

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

**25 DATES FOR FUTURE MEETINGS:**

2nd Monday of the month at SBAR. Any necessary changes to these details will be advertised.

| Dates<br>2022/23<br>Electoral Year | Time  | Meeting                | Venue          | Final agreed Agenda items<br>& Reports<br>(& Dispensation requests) by: |
|------------------------------------|-------|------------------------|----------------|---|
| 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

**26 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.