

# ST BRIAVELS PARISH COUNCIL

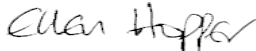
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## To all members of the Parish Council:

**You are summoned to attend the Parish Council meeting to be held on Monday 9<sup>th</sup> January 2023 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 participation agenda items (Councils Standing Orders). The maximum total time designated for public participation at this evening's meeting is 15 minutes, maximum 3 minutes each (numbers permitting)*

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



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

3rd January 2023

## 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 14th November 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 DECEMBER: (ref Min 933.2)

	<b>Reference</b>	<b>Location</b>	<b>Proposal</b>	<b>Response</b>
10.1.1	P1603/22/FUL	Catchmay Cottage, East Street, St Briavels	Change the use from a mixed use comprising self-contained flat at first floor level with gallery/studio workshop and ancillary facilities at ground floor level to a dwellinghouse	No Objection

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

	<b>Reference</b>	<b>Location</b>	<b>Proposal</b>
10.2.1	P0100/22/DISCON	Aylesmore Court, St Briavels	Discharge of Condition 4 (extent and nature of the repairs to pavilion) relating to planning application P1642/21/FUL FUL and Discharge of Condition 5 (extent and nature of the repairs to pavilion) relating to planning application P1643/21/LBC

Signed.....Date ...../2023

10.2.2	P1682/22/FUL	Hilgay , Hilgay Road, Brockweir	Installation of a natural pond and borehole
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## 11 FINANCE – INCOME & EXPENDITURE

11.1 INCOME RECEIVED: **Total £27,174.59** (£24k Precept, £1,058.50 BA, £609.60 VAT, £1,000 grant, £228.64 Highways, £275.75 interest, £2.10 rent)

11.2 ACCOUNTS PAID: To **note** delegated payments **made** in December (no meeting). Authorised by Cllr Chivers and Slaughter (ref 934.9)

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/064	E Hopper	Salary re Nov +10 O/T NALC Backpay award Allowable Expenses	s.112 (2), LG(FP)A1963s.5	947.17 27.33		974.50
22/065	HMRC	PAYE & NIC	s.112 (2)	265.43		265.43
22/066	Ben Hillary	Handyman inv SB004 re Nov incl roof tiles etc	s.111, HA 1980 s.96(5),PHA 1936 s.260(1)	217.20		217.20
22/067	Complete Land- scape Gardeners	Grass – NT2684 Re Nov (incl PF bins)	HA 1980 s.96	260.00	52.00	312.00
<b>TOTALS PAID RE</b>				<b>1,717.13</b>	<b>52.00</b>	<b>1,769.13</b>

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/068	E Hopper	Salary December Allowable Expenses	s.112 (2), LG(FP)A1963s.5	TBC 27.33		TBC
22/069	HMRC	PAYE & NIC	s.112 (2)			TBC
22/070	Steve Morgan Associates Ltd	Church wall survey + report inv 9758	s.215(1) & (2)	500.00	100.00	600.00
22/071	Lydney Settled Estate	3 Christmas Trees incl delivery inv 1175	s.144	266.67	53.33	320.00
22/0??	Complete Land- scape Gardeners	Grass – NT2?? Re Dec (incl PF Bins)	HA 1980 s.96			TBC
22/0??	Ben Hillary	Handyman inv SB00? re Dec?	s.111, HA 1980 s.96(5),PHA 1936 s.260(1)			TBC
			<b>Subtotal</b>			<b>TBC</b>
22/072	SBAR	Re – inv 1429 Jan mtg + inv 1434 Annual storage	s.134 (4)	33.00 100.00		133.00
			<b>TOTALS</b>	<b>TBC</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 **email verification** of the November and December bank reconciliation by Lead Cllr

11.6 FINANCIAL CONTROLS: to note the verification of Q3 in-house controls and checks (Cllrs Chivers & Stadhams)

## 12 QUARTERLY FINANCE REPORT

To receive Quarter 3 income & expenditure projected budget variations for consideration and comment.

## 13 FINANCE - BUDGET 2023/24

13.1 To agree and set the 2023/24 budget

13.2 To agree and set the level of Precept for 2023/24

13.3 To authorise the Clerk to issue the Precept demand for the agreed value to the District Council

## 14 IN HOUSE ASSET CONTROLS & CHECKS (Cllr Chivers)

To note the internal independent inspection of parish assets and the Asset Register.

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

To provide project update and agree next steps

## 16 DEFIBRILLATOR CABINET – SBAR – (Cllr Chivers)

To propose to purchase an external cabinet for the Defibrillator unit located at SBAR at a cost of £495+VAT, and fitting.

## 17 GRIT BIN REPLACEMENT - (Cllr Smith)

Signed.....Date ...../2023

To approve purchase of 3 Grit bins and arrange top up of grit within budget of £526

**18 SPEED DETTERENT FUNDING – (Cllr Chivers)**

Following negative outcome of recent application to the Community Speed watch Safety Fund, to propose direct purchase of a mobile VAS sign and agree details for official order to be placed.

**19 CHURCHYARD WALL SURVEY REPORT & TREE MANAGEMENT**

To update and agree next steps following reports and inspections including actions re quotes for tree work and clearance

**20 CORONATION CELEBRATIONS**

To propose a working group and draft terms of reference for planning the marking of the Kings coronation in May

**21 SUMMER MUSICAL ENTERTAINMENT – (Cllr Stadhams)**

To propose a series of three free outdoor Summer entertainment events to celebrate life in the parish of St Briavels  
Three styles of music are suggested to cater for a range of tastes to include a Brass band, a Silent disco, and a Live band

**22 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 -

**23 ITEMS FOR FUTURE MEETINGS**

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

- 2022/23 Audit assignment
- Annual Review of Risk Management Policy
- Election 2023 promotion
- Purchase of PA System
- PIP Project - Village Gateways Project
- Coronation planning
- APM planning
- Respect Protocol
- 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 – 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 (May)

**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 2022/23 Electoral Year	Time	Meeting	Venue	Final agreed Agenda items & Reports (& Dispensation requests) by:
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**

<b>Councillors Checking</b>	<b>Meeting to Report</b>	<b>Period Covered</b>
Hurley & Slaughter	April	January, February, March

Any Councillors unable to conduct their checking should arrange a swap with another Councillor and advise the Clerk.

**27 CONFIDENTIAL – NEW GRASS CUTTING CONTRACT**

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

27.2 To consider the Tenders received, and award as appropriate the Grass Cutting Contract for March 2023