

ST BRIAVELS PARISH COUNCIL

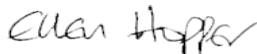
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To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 13th February 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

7th February 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 9th January 2023

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 – ST BRIAVELS COMMUNITY SHOP LIMITED (THE PANTRY) CBS

To consider a grant funding request for £500 to produce periodical communications leaflets promoting the community benefits society village shop during 2023.

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

To consider a further funding request from the Trustees of SBAR for £897 being 50% of income forgone by SBAR as the facilities are offered free of charge to the Hub (a non SBAR initiative). The parish council are being asked to share the financial load of hosting the Hub for a further 26 meetings.

12 PLANNING

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

	Reference	Location	Proposal
12.1.1	P0458/22/FUL Planning Inspectorate	Tintern View (also Known as Land to the	To note Formal Appeal re Proposed holiday lodge cabin with associated parking and

Signed.....Date/2023

	Appeal ref: APP/P1615/W/22/3311165	North of), Hollywell Lane, Brockweir,	access and landscaping.
12.1.2	P0004/23/DISCON	Tintern View, Hollywell Lane, Brockweir	Discharge of Condition 3 (surface water drainage scheme) and Condition 9 (planting scheme) relating to planning permission P0881/22/FUL
12.1.3	P0043/23/FUL	Sunnycroft , Coleford Road, St Briavels	Proposed single storey rear extension and installation of solar panels with associated works
12.1.4	P0103/23/FUL	Pleasant View, Lower Cinder Hill, St Briavels	Variation of Condition 2 (approved plans) revisions to garage/workshop and track of planning permission P1001/22/FUL

13 FINANCE – INCOME & EXPENDITURE

13.1 INCOME RECEIVED: **Total £27,176.69** (£24k Precept, £1,058.50 BA, £609.60 VAT, £1,000 grant, £508.59 other)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/082	E Hopper	Salary December Allowable Expenses Travel claim + stamps ink/paper/stationary	s.112 (2), LG(FP)A1963s.5 LG(FP)A1963s.5 s. 111	595.83 27.33 93.05 141.66		830.54
22/083	HMRC	PAYE & NIC	s.112 (2)	142.00		142.00
22/076	Roadware	4 grit bins INV 11672	s.137	387.80	77.56	465.36
22/077	Mr J D Morris	grit duty as directed	s.137	100.00		100.00
22/079	Ben Hillary	Handyman inv SB006 JAN 23	s.111, HA 1980S.96(5), PHA 1936S.260(1)	132.25		132.25
22/080	Complete Land- scape Gdnrs	Dec+Jan Bins NT2696+2693	HA1980 s.96	120.00	24.00	144.00
22/081	1 st Rescue Train- ing & Supplies	inv DW84367 Defib cab- inet	PHA 1936 s.234	460.00	92.00	552.00
22/084	SLCC	Subscription due 1/2/2023	s. 143	146.00		146.00
			Subtotal	2,510.59	193.56	2,512.15
22/078	SBAR	inv 1447 FEB mtg	s.134 (4)	33.00		33.00
			TOTALS	2,351.59	193.56	2,545.15

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

13.4 FINANCIAL CONTROLS: to note the verification of the January bank reconciliation by Lead Cllr

14 CHRISTMAS 2022 EVENT – (Cllr Slaughter)

To approve payments to include outstanding Christmas tree invoice £320, and to propose a donation of £10 for the family craft event materials and £20 to Cllr Burley for electricity costs for tree lights. All agreed payments to be added to the schedule for immediate payment.

15 INTERNAL AUDIT ARRANGEMENTS 2022/23

15.1 To propose GAPTC be appointed as internal auditors for 2022/23 on the basis the council has assured itself that the auditor is independent and competent and authorise the Clerk to send the letter of appointment. Approximate cost £215-250.

15.2 To note the appointment of PKF Littlejohn LLP as External Auditor to conduct this councils Assurance reviews from 2022/23 to 2026/27 by the Smaller Authorities Audit Appointments (SAAA) independent organisation.

16 REVIEW OF RISK MANAGEMENT POLICY

To consider proposed updated Risk Management Policy following Internal Audits recommendation a review was due.

17 CHURCHYARD WALL SURVEY REPORT & TREE MANAGEMENT – (Cllr McFarling)

To update and agree next steps following reports and inspections of the church wall, and progress re contracted tree work and clearance.

18 SPEED DETTERENT FUNDING – (Cllr Chivers)

To note progress re purchase of mobile VAS sign, update re likely increased costs, and any update from Gloucestershire County Highways re installation approval.

19 CORONATION CELEBRATIONS – (Cllrs Chivers and Smith)

To propose a working group be established with circulated terms of reference working with volunteers who came forward and assessing various suggestions received to produce a plan for council approval to mark the Kings coronation in May.

20 SUMMER MUSICAL ENTERTAINMENT – (Cllr Stadhams)

Signed.....Date/2023

To provide update re investigations into a free outdoor Summer musical entertainment event to celebrate life in St Briavels and to promote community cohesion in the parish.

21 DEFIBRILLATOR – (Cllr Chivers)

21.1 To propose the purchase of necessary replacement pads for the Defibrillator units at the Pavilion and School.

21.2 To propose standing delegation arrangements to the Chair and Clerk for timely purchase of necessary replacement or consumable parts for the council’s defibrillator units to avoid delays compromising their effective use.

22 NEW YOUNG TREE GUARDS – (Cllr McFarling)

To propose immediate purchase of 12 suitable strimmer guards for the bigger trees recently donated under the GCC Ash Dieback programme and planted in the playing fields. Approximate price £30 plus VAT, to be reimbursed in March.

23 REVIEW OF THE COUNCILS CODE OF CONDUCT - (Cllrs Stadhams & Chivers)

To propose adopting the circulated draft updated Code of Conduct produced using the latest NALC template.

24 COUNCILLOR UPDATE REPORTS

- FINANCE –
- STAFFING –
- FOOTPATHS -
- HIGHWAYS –
- PLANNING –
- EMERGENCY PLANNING/SNOW WARDEN –
- CEMETERY –
- AMENITIES/GRASS CUTTING –
- GOVERNANCE –
- PLAYING FIELDS COMMITTEE –
- ATTENDANCE AT PRODUCE MARKET –*To note the closure of the Produce Market (and subsequent loss of PC surgery facility) and to consider any action required by the council.*

25 ITEMS FOR FUTURE MEETINGS

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

- Review of Financial Regs purchasing thresholds
- Village Gateway & Planters
- Purchase of Public Address System
- Election May 2023 update and promotion
- Annual Parish Meeting planning
- Quarry update and query raised re accounts
- Apple Day Planning & Risk Assessment
- Insurance contract renewal options
- Civility & Respect pledge
- Appointment of Additional Handyperson
- BT Phone Boxes renovation project
- Playing Field Wildflower management
- Communications re Projects/Volunteer opportunities /consultations
- Parish Priority Focus re Children & Young People post Covid
- Clerks Report re “.gov.uk” usage
- Councillor Training requirements (after May elections)

26 PUBLIC COMMENT

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

27 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 by:
13 th March	19.00	Parish Council Meeting	Assembly Rooms	3 rd March
TBC 17th April	19.00	Parish Council Meeting	Assembly Rooms	TBC
TBC 15 th May	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

28 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS AND CHECKS

Councillors Checking	Meeting to Report	Period Covered
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/2023