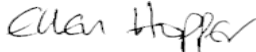


# ST BRIAVELS PARISH COUNCIL

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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 13<sup>th</sup> March 2023 at 19:00, at St Briavels Assembly Rooms for the transaction of business on the following Agenda.**



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

7<sup>th</sup> March 2023

*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 and Chairmans discretion) per Councils Standing Orders.*

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

## **COUNCIL MEETING AGENDA for 13<sup>th</sup> March 2023**

*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 13th February 2023

### **5 MATTERS ARISING**

To receive update re actions from previous meeting

### **6 CLERK'S REPORT**

To receive Clerk's update to include - Election May 2023 timetable confirmation

### **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 about matters on this agenda.

### **10 COMMUNITY GRANT REQUEST – EYE KNOW PRODUCTIONS - 2 IMMERSIVE EXHIBITIONS**

To consider a grant funding request for £1,000 as contribution towards 2x 3-5 day immersive sensory exhibitions focussing on community connection and environment, celebrating the beauty and history of the local area. The exhibitions are planned to be held across St Briavels and Brockweir & Hewelsfield parishes during Winter 2023/24 and Summer 2024.

### **11 COMMUNITY GRANT REQUEST – CHILDRENS RHS MALVERN GARDEN PROJECT**

To consider a grant funding request as contribution towards an extra-curricular activity by St Briavels school children. The grant would be used to transport children to Malvern to build the garden and for materials that could then be used to build the new garden gateway planters, proposed by the Parish Council.

7<sup>th</sup> March 2023

## 12 CORONATION CELEBRATIONS – (Cllrs Chivers and Smith)

To receive an update of parish plans for the Kings Coronation in May being progressed by the newly established Working Group comprising Councillors and Volunteer parishioners.

## 13 PLANNING

### 13.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:

	Reference	Location	Proposal
13.1.1	P0019/23/DISCON	Catchmay Cottage, East Street, St Briavels	Discharge of Condition 4 (details of secure and covered cycle storage) relating to planning permission P1603/22/FUL
13.1.2	P0214/23/FUL	Bulls Court, Coleford Road, Bream	Variation of Condition a (the building and land shall be used solely for the storage and distribution of fuel oil and for no other purpose within Class B8) to enable the building and yard to be used for other purposes within Class B8. Removal of Condition b (all facilities for the storage of oils, chemicals or toxic substances must be contained within a sealed bunded area) and Condition c (discharge of contaminated drainage) relating to planning permission P8572/03/FUL (DF3494/E).

## 14 FINANCE – INCOME & EXPENDITURE

14.1 INCOME RECEIVED: **Total £27,176.69** (£24k Precept, £1,058.50 BA, £609.60 VAT, £1,000 grant, £508.59 other) (no change)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/090	E Hopper	Salary February+10 O/T Allowable Expenses	s.112 (2), LG(FP)A1963s.5	682.00		709.33
22/091	HMRC	PAYE & NIC	s.112 (2)	27.33		170.60
22/092	St Briavels WI	Poppy project payments	s. 144	170.60		73.44
22/093	Ben Hillary	Handyman inv SB007 Feb 23	s.111, HA 1980S.96(5), PHA 1936S.260(1)	73.44		226.51
22/094	Complete Land-scape Gardeners	Feb Bins NT2699	HA1980 s.96	226.51		60.00
				60.00	12.00	72.00
			<b>Subtotal</b>	<b>1,239.88</b>	<b>12.00</b>	<b>1,251.88</b>
22/095	SBAR	inv 1459 March mtg	s.134 (4)	33.00		33.00
			<b>TOTALS</b>	<b>1,272.88</b>	<b>12.00</b>	<b>1,284.88</b>

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

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

## 15 NOTE OF EXPENDITURE DELAYS/SLIPPAGE IMPACTING OUTTURN (Cllr Slaughter)

To note main areas of the budget where projects have not yet completed to payment or delays in delivery which will impact in 2022/23 accounts and approve any late processing arrangements within Financial Regulations.

## 16 REVIEW OF THE COUNCILS CODE OF CONDUCT - (Cllr Chivers)

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

## 17 QUARRY UPDATE (Cllr McFarling)

To note any updates or actions required re the Quarry extension

## 18 GREEN BIN LICENCES 2023/24 (Cllr Chivers)

To propose to renew the 5 green bin licences, total purchase £250, to ensure continued collection. This is an online payment option only, which the Clerk will procure with reimbursement be added to the payment schedule.

## 19 VILLAGE GATEWAYS & PLANTERS PROJECT - (Cllr Lounds & Cllr Smith)

To consider proposals progressing the Village Gateways and Crossroads planting project in line with approved £1,000 budget, to include village planters requiring attention.

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

To consider tree works quotes received and select contractor to commence required activities asap, and to provide update of progress re specification and other activities to seek quotes re agreed schedule of wall repairs

## 21 PROW FOOTPATHS PROJECTS – COCKSHOOT HILL (FSB36) & LOWER ROAD (FSB99) (Cllr Hurley)

To receive update of works and approve payments due

## 22 ANNUAL PARISH MEETING 2023/24 - (Cllr Chivers)

To consider timing, propose format and agree steps to make arrangements with community groups

## 23 COUNCILLOR UPDATE REPORTS

- FINANCE –
- STAFFING –
- FOOTPATHS -
- HIGHWAYS –
- PLANNING –
- EMERGENCY PLANNING/SNOW WARDEN –
- CEMETERY –
- AMENITIES/GRASS CUTTING –
- GOVERNANCE –
- WM & PLAYING FIELDS COMMITTEE –

## 24 ITEMS FOR FUTURE MEETINGS

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

- 
- April - Q4 Financial Controls and Checks
- April - Q4 Final accounts closing position (incl Reserves)
- April - Preauthorisation of Regular Contractual Payments 2023/24
- April - Review of Financial Regs lower purchasing thresholds
- April - Review of Risk Management policy
- Vehicle Activated Speeding Sign Project Installation
- Civility & Respect pledge
- Apple Day Planning & Risk Assessment
- Purchase of Public Address System
- BT Phone Boxes renovation project
- Insurance contract renewal options
- Appointment of Additional Handyperson
- 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)

## 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 by:
17th April (moved)	19.00	Parish Council Meeting	Assembly Rooms	6th April (14th April)
15 <sup>th</sup> May (moved)	19.00	Parish Council Meeting	Assembly Rooms	5th May (12th May)

\* 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
Hurley & Slaughter	April	January, February, March

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