

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 9th January 2023 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Chivers (Chairman), McFarling, Thomas, Smith, Burley, Hurley, Lounds and Stadhams
Also in attendance: Clerk (Ellen Hopper), plus 3 members of the public

CHAIRMANS WELCOME

The Chairman welcomed everyone and wanted to register a big Thank You to Cllr Lucy Slaughter for her work arranging the very successful Christmas events and how great the trees and lights had been. A lovely Thank you card has also been received from the WI for the councils support with their project.

949 APOLOGIES FOR ABSENCE

Apologies received from Cllr Slaughter were accepted

950 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr	Minute	Interest	Reason
John Hurley	959.3 re Invoice payment 22/072	Other	SBAR Trustee

951 DISPENSATION REQUESTS – none received

952 MINUTES OF PREVIOUS MEETING HELD 14th NOVEMBER 2022

With no amendments it was **resolved** to accept the minutes as a true and accurate record

953 MATTERS ARISING FROM THE LAST MEETING

Cllr Stadhams made a statement about the distressing conduct of some individuals at November's meeting. In summary this included "the way we do business is as important as the business we do", and suggested the council takes action and revise its code of conduct to include a definition of what constitutes unacceptable behaviour during its meetings, as the existing code does not address improper behaviour e.g., bullying and harassment, or recognise sector standards of what is considered out of order. It was suggested that an appropriate coordinated group could work on this revision and bring to a future Agenda and meeting. This was **noted** and the Chairman added this does tie in with the Civility and Respect requirements for councillors and parishioners.

954 CLERK'S REPORT

The Clerk briefed:

- Various reports of localised flooding worsening on roads at Petty Marsh, Wyeholm, Coldharbour, and The Common requiring urgent attention and resolution by Highways – see also Highways update
- 2 separate parishioners' correspondence received re Grit bins and replenishment, one included helpful maps – see specific agenda item
- Reminder of closure of Stowe Road 16/17 January – posters and media reminders provide details

955 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

The report circulated to members was noted, with no questions. (*To be added with the Minutes on the web*).

(*Required PC action noted re GCC Ash Dieback donated trees now delivered need to be planted with appropriate strimmer guards (25 need to be purchased under delegations)*)

956 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

The report circulated to members was noted, with no questions. (*To be added with the Minutes on the web*).

957 PUBLIC PARTICIPATION ITEM

A parishioner helpfully suggested an alternative source for tree guards for when planting the new trees

958 PLANNING

958.1 FOREST OF DEAN DISTRICT COUNCIL –The following was **noted responded** in December (no meeting ref Min 933.2)

	Reference	Location	Proposal	Response
958.1.1	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

958.2 FOREST OF DEAN DISTRICT COUNCIL – the following were **resolved**:

	Reference	Location	Proposal	Response
958.2.1	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	No Objection – and support the conservation officer's recommendations
958.2.2	P1682/22/FUL	Hilgay , Hilgay Road, Brockweir	Installation of a natural pond and borehole	No Objection
958.2.3	P1740/22/FUL	The Myrtles, Coldharbour Road, Brockweir	Conversion & extension of existing outbuilding to home office / studio	No Objection - so long as the bat mitigations are followed
958.2.4 NO VOTE	P0009/23/TCA	St Mary The Virgin Church Street St Briavels <i>(TO NOTE ONLY: application from Parish Council as Burial Authority re proposed works in Conservation Area)</i>	Remove lower branches of: 2 x Yew (T2 and T12 on accompanying tree survey), 3 x Western Red Cedar (T3, T4 and T14) and 4 x Cypress (T6, T13, T14 and T15) to give clearance of approximately 2.4 metres. Remove lower branches of 1 x Yew (T11) to give clearance of approximately 2.4 metres and reduce overall height to 5 metres. Remove 1 x Indian Bean Tree (T8), to be replaced with same species. Remove 1 x Western Red Cedar (T5), and replace with another tree (species tbc). G1 (Mixed Native Broadleaves) - remove lower limbs and suckers to improve access to graves. G3 (Mixed Native Broadleaves) - Dig up and replant 2 x Native Black Poplar saplings, and prune back Hawthorn stems that are too close to graves. 1 x Cypress (T10) remove regrowth along wall to gate. 2 x Ornamental Cherries next to main path - tidy up canopy and lower branches to avoid crossing branches.	Noted

959 FINANCE – INCOME & EXPENDITURE

959.1 INCOME RECEIVED: It was **noted: Total £27,174.59** received to date in 2022/23 accounts (£24k Precept, £1,058.50 BA, £609.60 VAT, £1,000 grant, £228.64 Highways, £275.75 interest, £2.10 rent)

959.2 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 Landscape Gardeners	Grass – NT2684 Re Nov (incl PF bins)	HA 1980 s.96	260.00	52.00	312.00
		TOTALS PAID RE	NOVEMBER	1,717.13	52.00	1,769.13

959.3 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

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	568.30 27.33		595.63
22/069	HMRC	PAYE & NIC	s.112 (2)	142.20		142.20
22/070	Steve Morgan Associates Ltd	Church wall survey + report inv 9758	s.215(1) & (2)	500.00	100.00	600.00
22/073	Ben Hillary	Handyman inv SB005 re Dec	s.111, HA 1980 s.96(5),PHA 1936 s.260(1)	42.00		42.00
22/074	Tindle Newspapers	Grass Tender advert Inv 400076723	s.111	100.00	20.00	120.00
22/075	Parish Online (Geosphere Ltd)	Parish online Nov 22 to Nov23		50.00	10.00	60.00
			Subtotal	1,429.83	130.00	1,559.83
22/072	SBAR	Re – inv 1429 Jan mtg + inv 1434 Annual storage	s.134 (4)	33.00 100.00		133.00
			TOTALS	1,562.83	130.00	1,692.83

959.4 Transactions 22/068,69,70,73,74,75 totalling £1,559.83 were **resolved**.

959.5 Transaction 22/072 for £133.00 was **resolved**. (Cllr Hurly Excluded from vote)

959.6 Transaction 22/071 for £350.00 was **not approved** pending further discussion.

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/071	Lydney Settled Estate	3 Christmas Trees incl delivery inv 1175	s.144	266.67	53.33	320.00

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

959.8 FINANCIAL CONTROLS: It was **noted** the bank reconciliations for November and December had been actioned and signed off by Cllr Slaughter.

960 QUARTER 3 FINANCE REPORT

The circulated Quarter 3 income & expenditure report was **considered**, and budget variations **discussed**. It was **noted** most outstanding actions re expenditure currently showing variances are project related and already in hand to ensure progression to payment before year end and outturn close to budget. It was suggested training be on hold until after elections

961 FINANCE - BUDGET 2023/24

13.1 It was **resolved** to approve the draft budget presented and it be adopted for 2023/24 – summary table provided below

ST BRIAVELS PARISH COUNCIL - 2023/24 APPROVED BUDGET SUMMARY		
	<u>2022/23</u>	<u>2023/24</u>
	APPROVED INCOME & EXPENDITURE:	
- 2,232	Income (excluding Precept)	- 2,232
12,978	Running Costs (staff/office/admin)	13,577
23,885	Community Costs (events/maintenance)	21,471
8,500	Project Costs Funded in year	1,000
-	Election costs (funded from specific Reserves)	2,811
43,131	TOTAL NET SPEND TO BE FUNDED	36,627
- 19,131	USE OF OTHER RESOURCES TO FUND NET SPEND	- 11,979
24,000	SHORTFALL WHICH NEEDS TO BE FUNDED BY PRECEPT:	24,648

13.2 It was **resolved** to set the level of Precept for 2023/24 at £24,648. The £648 rise being an increase of 2.7%, or £1.33 per Council Tax Band D equivalent.

13.3 It was **resolved** to authorise the Clerk to issue the Precept demand for £24,648 to the Forest of Dean District Council by the official deadline.

962 IN HOUSE ASSET CONTROLS & CHECKS

Cllr Chivers reported the internal independent inspection of parish assets and the Asset Register and latest inspection sheet updated. The noted minor tasks to be progressed with Cllr Burley (Amenities lead) for the Handyman, or quotes obtained.

963 THE TUMP CHRISTMAS TREE & POWER SUPPLY PROJECT

Cllr Lounds updated Western Power Distribution and 3 specialist Electrical contractors' quotes will need updating if the project progresses. He made it clear there would be no concrete lined hole and a living planted tree most favourable. The project will be shelved until after the local elections.

964 DEFIBRILLATOR CABINET – SBAR

It was **resolved** to purchase an external cabinet for the Defibrillator unit located at SBAR at a cost of approximately £495+VAT, and fitting.

965 GRIT BIN REPLACEMENT

965.1 Cllr Smith advised on the level of grit stocks and bin conditions following recent bad weather, outlining most urgent needs. It was **resolved** to ask the PCs regular supplier to replenish empty bins as advised, up to a maximum value of £100.

965.2 It was **resolved** to purchase 4 Lidded Grit bins as identified in details previously circulated costing £387.80 plus VAT, (3 are replacement and 1 is extra), and the asset register to be amended as agreed. Planned locations are:

- 1 to replace a broken bin on the Hudnall's Loop Road
- 1 to replace a broken bin near the phone box on The Common
- 1 new bin at the bus shelter on The Common
- 1 to replace an inadequate one at St Bruel's Close

966 SPEED DETERRENT FUNDING

It was **resolved** to fully investigate a mobile VAS sign installation, obtain formal quotes and bring back to Februarys meeting.

967 CHURCHYARD WALL SURVEY REPORT & TREE MANAGEMENT

967.1 It was **resolved** to place an official order for £220 for initial clearance and pruning by the chosen contractor A, having striven to get 3 quotes but only 2 obtained. The works to be carried out asap before bird nesting season. Cllr McFarling's offer to voluntarily remove the Indian Bean Tree was accepted.

967.2 A specialist surveyor from the Gloucester Diocese will conduct a site visit on 10th January to advise on the wall condition, any likely repair work requirements and if permissions required.

968 CORONATION CELEBRATIONS

968.1 It was **resolved** to allocate £3,500 budget to cover the coronation celebrations and some sort of lasting memorial.

968.2 It was **resolved** to advertise to parishioners using all media to seek parishioners and community groups input and request ideas and suggestions be sent to the Clerk asap before 10th Feb. Cllr Smith to create the posters.

(Cllr Thomas left the meeting early during this discussion)

969 SUMMER MUSICAL ENTERTAINMENT

An outline proposal for a series of three outdoor Summer musical events catering for a range of tastes and ages was discussed to promote community cohesion in the parish. The initiative was widely supported, and various positive and constructive suggestions made. The Brass Band event could be part of Coronation celebrations. It was **noted** the detail and costs would be worked up for one of the other events and a proposal brought back to the February meeting.

970 COUNCILLOR REPORTS

970.1 FINANCE - no further report

970.2 STAFFING– Cllr Chivers – no report

970.3 FOOTPATHS – Cllr Hurley - no further report

970.4 HIGHWAYS – Cllr Lounds – Flooding issues notified by parishioners already passed to Highways and urgent site visit arranged for County Manager next day. Potholes worsening at Lower Rd and Coldharbour, and both County Cllr and PC are pressuring Highways who are having issues with resources. Reminder for parishioners to also report to GCC to go in VN.

970.5. PLANNING – Cllr McFarling – no report

970.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Smith – no further report

970.7 CEMETERY – Cllr Burley – need to investigate suitable markers for reserved plots

970.8 AMENITIES / GRASSCUTTING – Cllr Burley – no further report

970.9 GOVERNANCE – Cllr Chivers – no report. Discussion re public contributions during meetings.

970.10 PLAYING FIELDS COMMITTEE – no report

970.11 PRODUCE MARKET ATTENDANCE – no PC attendance in January as date brought forward (not told)

970.12 DEMENTIA ACTION ALLIANCE – Cllr Hurley – Memory Café has another year’s funding. This and Gentle Active Games sessions ongoing. “Thank you” event for volunteers held in December. DAA meetings via zoom.

971 ITEMS FOR FUTURE MEETINGS – updated by Clerk post meeting to include latest information

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

- Feb - Christmas Event related Payments
- Feb - Church Wall & Trees actions
- Feb - Defib related purchases (batteries pads etc)
- Feb - VAS sign purchase
- Feb - Coronation planning
- Feb - Summer Music event
- Feb - Village Gateway & Planters
- Feb - Approve Refresh of Risk Register
- Feb - Appointment of Auditors 2022/23
- Feb - Purchase of Public Address System
- Feb - Election May 2023 update
- Feb - Code of Conduct Review
- Civility & Respect pledge
- Review of Financial Regs lower purchasing thresholds
- Annual Parish Meeting planning
- Quarry update and query raised re accounts
- Appointment of Additional Handyperson
- Playing Field Wildflower management
- Communications re Projects/Volunteer opportunities /consultations
- Parish Priority Focus re Children & Young People post Covid
- Contract for Insurance
- Clerks Report re “.gov.uk” usage
- Councillor Training requirements (after May elections)

972 PUBLIC COMMENT

- A parishioner queried if code required to access defibrillators (=Chair confirmed emergency services advise details) and effective level of availability and locations discussed
- Also thought a concrete lined hole, a Christmas tree, or electricity supply are not wanted on The Tump, and also felt more parishioner interaction and opinions at meetings was needed. (=Chair restated project now shelved and councils Standing Orders re public participation are followed with 2 opportunities to speak).
- A 2nd parishioner had to leave earlier but wanted to know whether there is a maintenance plan for the defibrillators (=Chair confirmed there is and outlined brief details and will follow this up with parishioner)

973 DATES FOR FUTURE MEETINGS

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

Dates 2022/23	Time	Meeting	Venue	Final agreed Agenda items & Reports
------------------	------	---------	-------	--

Electoral Year				(& Dispensation requests) by:
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	<i>Clerk to circulate proposed date and advice re permitted May dates post-election</i>

* 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)

974 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
Hurley & Slaughter	April	January, February, March

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

975 CONFIDENTIAL – NEW GRASS CUTTING CONTRACT

975.1 It was **resolved** 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.

975.2 It was **resolved** to award the Grass Cutting Contract for March 2023 to Contractor B subject to production of the next stage documents re Insurance cover, Health & Safety policy, and acceptable References.

The meeting closed at 9.59 pm