

ST BRIAVELS PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 13th February 2023 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Chivers (Chairman), McFarling, Smith, Burley, Hurley, Slaughter and Stadhams
Also in attendance: Clerk (Ellen Hopper), plus 25 members of the public

CHAIRMAN'S WELCOME

The Chairman welcomed the large audience and briefed there was a slight re-ordering of Agenda items for public benefit, re the Produce Market and Coronation Project to discuss earlier, and that the item re Code of Conduct was deferred due to the busy Agenda. Thanks were given to the Clerk for management of this Agendas workload and handling of technical enquiries.

976 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Lounds and Cllr Thomas and were accepted.

977 DECLARATIONS OF INTEREST IN AGENDA ITEMS

977.1 – Declarations made per Code of Conduct and defined regulations:

Cllr	Minute	Interest	Reason
Cllr Hurley	987 - Grant Request–SBAR Ukraine HUB 990.2 - Re SBAR Invoice payment 22/078	Other Other	SBAR Trustee SBAR Trustee
Cllr Smith	986 - Grant Request – The Pantry	Other	Committee Member of CBS
Cllr McFarling	986 - Grant Request – The Pantry	Other	Committee Member of CBS
Cllr Burley	991.2-Donation proposal -Electricity costs	Pecuniary	Donation recipient

977.2 The following councillors made voluntary statements regarding items on this Agenda i.e. - where no defined conflict of interest applies under the code, but wanted their relationship to be completely transparent:

- Cllr Hurley re 985 - Attendance re Produce market, as he is a Trustee of SBAR which received donated proceeds
- Cllr Slaughter re 989.1.5 - Planning consultation, as the applicant is a neighbour
- Cllr Slaughter re 985 - Attendance re Produce market, as married to the Pavilion Committee Chairman

978 DISPENSATION REQUESTS – none received

979 MINUTES OF PREVIOUS MEETING HELD 9th JANUARY 2023

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

980 MATTERS ARISING FROM THE LAST MEETING

The Clerk briefed re formal and legal completion of the following items:

- 2023/24 Precept Demand formally registered with FODDC by required deadline
- Grass Cutting Contract documentation and references fully satisfactory and final contracts signed and completed

981 CLERK'S REPORT

The Clerk briefed re correspondence received to be noted re:

- Request for Sites for potential development from FODDC
- Guidance re Coronation planning from Department for Levelling Up Housing & Communities Govt Office
- Parishioners re Coronation ideas and volunteering to be involved
- Parishioners concerns re Produce Market cancellation dispute
- Parishioners' questions re White H Road lines installed at the school

982 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*).

983 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*).

➤ **Important reminder reiterated re requirements for Photo ID to vote in person at the Elections**

984 PUBLIC PARTICIPATION ITEM

- A parishioner questioned legality and responsibility re proposal to change the councillors code of conduct. > The Chairman confirmed the intention is to upgrade to the latest National Association of Local Councils version.
- A parishioner who until recently ran the local monthly Produce Market provided a detailed statement outlining matters in dispute regarding hire of the Pavilion and why she had cancelled it, mentioning price increase and parking restriction issues, and asked the council to help resolve.
- The Chairman of the Pavilion Committee provided a detailed statement outlining reasons re recent changes re charging rates, hire duration and availability of facilities, and what options and terms had been previously offered to continue holding the market, and since withdrawn.
- A fourth parishioner felt the council should take a leadership role re above dispute. Also pleased to see the lesson learned from Jubilee celebrations and taking the lead re Coronation project.

985 (FROM COUNCILLOR UPDATE REPORTS) – ATTENDANCE AT PRODUCE MARKET

Re- ordered for expediency and public audience benefit

The closure of the Produce Market (and subsequent loss of PC surgery facility), and hearing of statements of the issues from both sides was noted. It was established this matter is between the individual organiser of the produce market and the venue management, as the parish council have no powers to intervene in this matter. However, in its role as community leaders it was concluded the Clerk to write a letter to both parties to encourage that a resolution is found.

986 COMMUNITY GRANT REQUEST – ST BRIAVELS COMMUNITY SHOP LIMITED (THE PANTRY) CBS

It was **resolved** to fund a grant request for £500 to produce periodical communications leaflets promoting the community benefits society village shop during 2023. Payment to be added to the schedule for immediate payment (*see 990.6*) (*Cllrs Smith & McFarling excluded from vote*)

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

It was **resolved** to fund a grant request for a further £897 being 50% of income forgone by SBAR as the facilities are offered free of charge to host the Hub (a non SBAR initiative) to share the financial load of hosting the Hub for a further 26 meetings. Payment to be added to the schedule for immediate payment (*see 990.6*) (*Cllr Hurley excluded from vote*)

988 CORONATION CELEBRATIONS

Re- ordered for expediency and public audience benefit

It was **resolved** to establish a working group per circulated terms of reference working with volunteers, to assess various suggestions received, produce a plan for council approval, and progress, to mark the Kings coronation in May. An initial meeting to be held asap.

989 PLANNING

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

	Reference	Location	Proposal	Response
989.1.1	P0458/22/FUL Planning Inspectorate Appeal ref: APP/P1615/W/22/3311165	Tintern View (also Known as Land to the North of), Hollywell Lane, Brockweir,	To note Formal Appeal re Proposed holiday lodge cabin with associated parking and access and landscaping.	Reiterate original Objection - unsustainable location, and in AONB
989.1.2	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	No Comment
989.1.3	P0043/23/FUL	Sunnycroft , Coleford Road, St Briavels	Proposed single storey rear extension and installation of solar panels with associated works	No Objection
989.1.4	P0103/23/FUL	Pleasant View,	Variation of Condition 2 (approved	No Objection

		Lower Cinder Hill, St Briavels	plans) revisions to garage/workshop and track of planning permission P1001/22/FUL	
989.1.5	P0113/23/FUL	Cuckoo Hill House, Hudnalls Loop Road, St Briavels	Erection of a two storey extension and first floor extension with associated works	No Objection

990 FINANCE – INCOME & EXPENDITURE

990.1 INCOME RECEIVED: It was **noted**: **Total £27,176.69** (£24k Precept, £1,058.50 BA, £609.60 VAT, £1k grant, £508.59 other)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/082	E Hopper	Salary January Allowable Expenses Travel claim + stamps ink/paper/stationary	s.112 (2), LG(FP)A1963s.5 LG(FP)A1963s.5 s. 111	568.50 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 Landscape Gdnrs	Dec+Jan Bins NT2696+2693	HA1980 s.96	120.00	24.00	144.00
22/084	SLCC	Subscription due 1/2/2023	s. 143	146.00		146.00
22/085	Lukes Tree & Garden Services	Cemetery clearance and removal	s. 214 s..215 (1)&(2)	220.00		220.00
			Subtotal	2,078.59	101.56	2,180.15
22/078	SBAR	inv 1447 FEB mtg	s.134 (4)	33.00		33.00
			TOTALS	2,111.59	101.56	2,213.15

990.3 Transactions 22/076,77,79,80,82-85 totalling £2,180.15 were **resolved**.

990.4 Transaction 22/078 for £33.00 was **resolved**. (Cllr Hurly Excluded from vote)

990.5 It was **resolved** the following invoice to be paid following receipt of goods as delayed:

22/081	1 st Rescue Training & Supplies	inv DW84367 Defib cabinet	PHA 1936 s.234	460.00	92.00	552.00
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990.6 GRANTS FOR PAYMENT: **Noted** as per approval (**resolved** during meeting ref 986 & 987) for immediate payment:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/086	St B Community Shop (Pantry)	Grant re Leaflets	s.137	500.00		500.00
22/087	SBAR	Grant re hosting Ukrainian HUB	s.133	897.00		897.00

990.7 CHRISTMAS EVENT PAYMENTS: **Noted** as per approval (**resolved** during meeting ref 991) - for immediate payment:

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
22/088	Glenys Walker	Donation – craft event	s.144	10.00		10.00
22/089	Cllr Dot Burley	Donation – Tree hosting	s.144	20.00		20.00

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

990.9 FINANCIAL CONTROLS: It was **noted** the January bank reconciliation had been actioned, and checked and signed off by Cllr Slaughter with no issues.

991 CHRISTMAS 2022 EVENT

991.1 It was **resolved** to pay the outstanding Christmas tree invoice £320 and pay a donation of £10 for the family craft event materials. A special Note of Thanks to Glenys Walker was noted for the popular Christmas Craft Event.

991.2 It was **resolved** to pay £20 to Cllr Burley for electricity costs for tree lights. *(Cllr Burley left the room and excluded from vote).*

991.3 All agreed payments to be added to the schedule for immediate payment (see 990.7).

992 INTERNAL AUDIT ARRANGEMENTS 2022/23

992.1 It was **resolved** GAPTC be appointed as internal auditors for 2022/23 the council having assured itself that the auditor is independent and competent. The Clerk was authorised to send the letter of appointment. Approximate cost £215-250.

992.2 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 was **noted**.

993 REVIEW OF RISK MANAGEMENT POLICY

The Clerk advised the Risk Management Policy was currently being updated and improved following Internal Audits recommendation a review was due. A Draft will come to a future meeting for approval then reviewed annually, and also a new event risk assessment template will be introduced.

994 CHURCHYARD WALL SURVEY REPORT & TREE MANAGEMENT

994.1 The Gloucester Diocese surveyor has advised on the wall condition and suggested a tree management plan to manage the risk of trees further impacting on foundations and structure. Quotes from tree surgeons are being sought based on a specification created from recent inspections and planning approval. Works to be carried out as soon as possible once contractor formally decided and subject to protection of nesting birds.

994.2 A wall maintenance plan will address required remedial and prevention works in particular priority attention to Mork Road side. Works to include capping and re mortaring joints using lime mortar, to prevent water ingress and square stones on pillars require attention. Works may need to be completed in phases based on priority and costs.

994.3 It was **resolved** to seek specialist Quotes based on the above specification requesting each element of wall repairs costs be itemised.

995 SPEED DETERRENT FUNDING

GCC Highways have finally agreed to fund a mobile VAS sign for installation on the B4228. Potential PC funding of fixings etc to be confirmed. Parish Council recommended locations (requiring Highways agreement) for the units rotation based on recent speed surveys were:

- By Castle Crescent (pointing up towards the school)
- By the Pavilion (around corner pointing towards Coleford)
- By Townsend Close, on the Bream Rd (pointing towards Bream)

996 SUMMER MUSICAL ENTERTAINMENT

It was **resolved** to hire Drybrook Brass Band at a cost of up to £350 to play on Carnival Day 10th June 2023. Cllr Stadhams to liaise re final details and the Clerk to place the official order.

997 DEFIBRILLATOR

997.1 It was **resolved** to purchase replacement pads for the Defibrillator units at the Pavilion and School costing £51.95 each asap to ensure all in working order.

997.2 It was **resolved** to approve specific **standing delegation** arrangements to the Chair and Clerk for timely purchase of replacement or consumable parts such as batteries and pads, and also servicing required for the council's defibrillator units to avoid delays compromising their effective use.

998 NEW YOUNG TREE GUARDS

It was **resolved** to purchase 12 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.

999 COUNCILLOR REPORTS

999.1 FINANCE – Cllr Slaughter - no report

999.2 STAFFING– Cllr Chivers – no report

999.3 FOOTPATHS – Cllr Hurley – PROW inspector has assured FSB 36 & 99 are the next jobs, aiming for completion asap

999.4 HIGHWAYS – White H lines at school junction now installed to improve safety for children and families. Now easier for buses to get through too. Cllr McFarling reminded some Member County Highways Local Funds available from £5,000 for 2023/24 financial year after funds earmarked for Hilgay & Cockshoot schemes planned.

999.5. PLANNING – Cllr McFarling – National review of National Local Planning Guidance Framework underway – looking at process and allocations. No changes yet re 7,500 extra houses required in the FoD district

999.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Smith – Grit supplies currently being replenished by contractor and have emergency stocks ready. 4 new grit bins being sited – St Bruels Close already done, further 3 to do.

999.7 CEMETERY – Cllr Burley – all looking ok. 1 or 2 grave plots sinking in churchyard and will be remedied for safety.

999.8 AMENITIES / GRASSCUTTING – Cllr Burley – Handyman to be asked to replace 5 rotting posts around The Tump.

999.9 GOVERNANCE – Cllr Chivers – Code of Conduct update to come to future meeting.

999.10 PLAYING FIELDS COMMITTEE – Cllr Slaughter - no report.

1000 ITEMS FOR FUTURE MEETINGS – *(updated by Clerk post meeting to include latest information – subject to change)*
To progress these – Cllrs contact the Clerk. Fully formed motions must be agreed with Clerk by deadline for Agenda contents

- March - Coronation planning – Working group report
- March – PROW works approval
- March - Approve Refresh of Risk Register
- March - Election May 2023 update
- March - Church Wall & Trees actions and update
- March - Village Gateway & Planters
- March - Annual Parish Meeting planning
- March - Code of Conduct Review
- Civility & Respect pledge
- Review of Financial Regs lower purchasing thresholds
- Apple Day Planning & Risk Assessment
- Insurance contract renewal options
- Quarry update and query raised re accounts
- Purchase of Public Address System
- BT Phone Boxes renovation project
- 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)

1001 PUBLIC COMMENT

- A parishioner suggested the councils Emergency Planning plan should include initial response or support where an incident such as a house fire occurs in the parish. Also, the low stone wall by the castle still needs fixing as some stones unstable and looks a mess. > Council striving to get quotes for repair and will try again to progress this.
- A 2nd parishioner asked if Highways funds are available for bottom of Horsepool to Sandy Lane re potholes drainage, gullies, as road edges are sinking. Recent minor repairs ineffective and uneconomical as still much to do.
- A 3rd parishioner raised issues re walkways on Barrowell Lane (outside 18) very uneven, dips and drops off. Springs are making it worse including a ridge in centre of road. >This will be added to next Highways meeting list.

1002 DATES FOR FUTURE MEETINGS

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

It was **noted** the dates for both the **APRIL & MAY** meetings would be moved forward a week due to 2 Bank Holidays

Dates 2022/23 Electoral Year	Time	Meeting	Venue	Final agreed Agenda items & Reports (& Dispensation requests) by:
13 th March	19.00	Parish Council Meeting	Assembly Rooms	3 rd March (10 th March)
17 th April (moved)	19.00	Parish Council Meeting	Assembly Rooms	6 th April (14 th April)
15 th May (moved)	19.00	Annual Parish Council Meeting	Assembly Rooms	5 th May (12 th May)

* 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)

1003 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.

The meeting closed at 9.10 pm