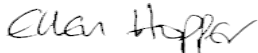


ST BRIAVELS PARISH COUNCIL

Clerk Ellen Hopper
2 Abbott Road, Severn Beach, South Gloucestershire BS35 4PU
T 01454 631457 (+ answerphone)
E stbriavelsclerk@outlook.com
W stbriavels-pc.gov.uk

To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 17th April 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

11th April 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 17th April 2023

Chairmans Welcome & Statement

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 March 2023

5 MATTERS ARISING

To receive update re actions from previous meeting

6 CLERK'S REPORT

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

7 REPORT FROM DISTRICT COUNCILLOR - NO REPORT- (Note - Item suspended re pre-Election period rules)

8 REPORT FROM COUNTY COUNCILLOR – NO REPORT - (Note - Item suspended re pre-Election period rules)

9 PUBLIC PARTICIPATION (RESTRICTED to Business matters on this Agenda ONLY re pre-Election period rules)

To invite members of the public to ask questions of the Council about business matters on this agenda.

10 COMMUNITY GRANT REQUEST UPDATE – WM & PFA -TENNIS COURT REFURIBSHMENT

To consider a request for permission to reallocate £1,049.61 of the previously awarded £2,500 community grant to be used for critical wall repairs to ensure the stability of the court is not compromised, following completion of stage 1 renovations, and stage 2 resurfacing now on hold as less urgent.

11th April 2023

11 COMMUNITY GRANT REQUEST – PLAYING FIELDS ASSOCIATION – BIN EMPTYING & LITTER PICKING

To consider a grant funding request for £1,200 to fund regular service of litter bin emptying, litter picking and disposal covering the playing field and children's play areas.

12 CORONATION CELEBRATIONS

To receive an update of parish plans for the Kings Coronation in May being progressed by the 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	P0386/23/TCA (for the record only)	St Mary The Virgin Church Street St Briavels	Fell and remove 1 x Cypress tree (T6 on Tree Survey Report); due to being out of scale with surroundings, covering gravestones, proximity to boundary wall and telegraph pole, and likelihood of toppling over in high winds. Replace with a smaller tree (to be noted – no vote)
13.1.2	P0019/23/DISCON	Catchmay Cottage East Street St Briavels	AMENDED DESCRIPTION ADVISED (previous no Objection) Discharge of Condition 3 (details of proposed replacement window) and Condition 4 (details of secure and covered cycle storage) relating to planning permission P1603/22/FUL
13.1.3	P0434/23/AG	Severn View Farm Bream Road	Agricultural and Forestry Development. Application for determination as to whether prior approval is required for further details. Proposed Grain Store Severn View Farm Bream Road Prior approval for the erection of a grain store building.
13.1.4	P0228/23/FUL	Park Farm, Park Lane, St Briavels	Change of use of outbuilding to office space and toilet with associated works

14 ANNUAL SUBSCRIPTIONS AND CHARGES for 2023/24

To resolve to continue and authorise payment of the following as falling due for the new financial year:

- Gloucestershire Association of Parish & Town Councils (GAPTC) subscription £365.02 (£356.97 in 2022/23)
- C M Packham provision of PAYE services (monthly payslips, HMRC RTI returns) annual charge £70 (£70 2022/23)
- Others presenting to come to future meetings for approval as arising

15 PREAUTHORISATION OF REGULAR CONTRACTURAL PAYMENTS RE 2023/24

To resolve to authorise as standing delegations' payment of the councils' regular contractual commitments re Clerks pay and HMRC deductions, parish Handyman payments, parish Litter picker and monthly invoices re the parish grass cutting contract, for months where no council meeting takes place. All such payments to be in accordance with the councils Financial Regulations and reported at the next full council meeting.

16 FINANCE – INCOME & EXPENDITURE

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

16.2 ACCOUNTS PAID: To note payments made by 31st March agreed at the March meeting or previously delayed. Authorised by Cllrs Smith and Slaughter.

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/098	Eye Know Productions	Grant - 2 x immersive events	s.144	1,000.00		1,000.00
22/099	St Briavels School Association	Grant - Childrens RHS Garden	s.137	1,650.00		1,650.00
22/100	E Hopper	Reimbursement -5 Bin Licences	Litter Act 1963 Ss5,6	250.00		250.00
22/101	Cllr Piers Chivers	Reimbursement -Defib parts	PHA 1936 s.234	75.76	15.16	90.92
22/102	Glos County Council	Highways PROW FSB36+FSB99	HA 1980 ss.43,50	3,727.44		3,727.44
22/089	Cllr Dot Burley	Donation – Christmas Tree hosting	s.144	20.00		20.00
			TOTALS	6,723.20	15.16	6,738.36

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/001	E Hopper	Salary March, Allowable Expenses +stamps+mileage+lead	s.112 (2), LG(FP)A1963s.5, s.111	669.53		669.53
23/002	HMRC	PAYE & NIC	s.112 (2)	142.00		142.00
23/003	Ben Hillary	Handyman inv SB008 March 23	s.111, HA 1980S.96(5), PHA 1936S.260(1)	71.50		71.50
23/004	Complete Landscape Gardeners	Inv NT2707 Grass cutting contract for March	HA1980 s.96	425.00	85.00	510.00
23/005	GAPTC	Subscription 1/4/23-31/3/24	s.143	365.02		365.02
23/006	CM Packham	Payroll PAYE administration re 2023/24	s.111	70.00		70.00
			Subtotal	1,743.05	85.00	1,828.05
23/007	SBAR	inv 1475 April 2023 mtg	s.134 (4)	33.00		33.00
			TOTALS	1,776.05	85.00	1,861.05

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

16.5 FINANCIAL CONTROLS: to note the verification of the March and 2022/23 year end bank reconciliation by Lead Cllr

16.6 FINANCIAL CONTROLS: to note the verification of Q4 in-house controls and checks (*independent audit in progress*)

17 FINANCIAL CLOSING POSITION 2022/23

To note the circulated final closing position to be used to prepare the AGAR Accounts Statement. To consider and agree proposals for transfers to Earmarked Reserves.

18 FINANCIAL REGULATIONS REVIEW

To propose an amendment to the Financial Regulations for Section 11.1 paragraph h using the circulated text.

19 CHURCHYARD WALL SURVEY REPORT & TREE MANAGEMENT

To provide update of progress re tree works and progress re specification and other activities to seek quotes re agreed schedule of wall repairs. To include confirmation re relevant church permissions and legislative positions re responsibilities.

20 BUS STOP SHELTER ROOF REPAIRS

To propose that quotes are obtained to repair the roofs of the Ross Turn and East Street Bus Stops.

21 COUNCILLOR UPDATE REPORTS – (VERY URGENT BUSINESS UPDATES ONLY per pre-Election period rules)

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

22 ITEMS FOR FUTURE MEETINGS – TO BE REVIEWED

- Election May 2023 update
- Councillor Training requirements (after May elections)
- Review of Risk Management Policy
- Insurance contract renewal options
- Vehicle Activated Speeding Sign Project Installation
- Purchase of Public Address System
- Apple Day Planning & Risk Assessment
- BT Phone Boxes renovation project
- Civility & Respect pledge
- 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
- Review Parish Plan

23 PUBLIC COMMENT

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

24 DATES FOR FUTURE MEETINGS:

2023/24 Schedule with dates and venue to be added after the May Election

25 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS AND CHECKS

2023/24 Schedule with names to be added after the May meeting and declarations of office completed

26 CONFIDENTIAL – CLERKS CONTRACT MATTERS

26.1 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 staffing activities of a confidential nature.

26.2 To consider Clerks contract matters requiring Full Council attention.