

# ST BRIAVELS PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL held on 13<sup>th</sup> March 2023 at 19:00 at St Briavels Assembly Rooms

### PRESENT

Cllrs Chivers (Chairman), McFarling, Smith, Burley, Thomas, Lounds, Hurley, and Stadhams  
Also in attendance: Clerk (Ellen Hopper), plus 10 members of the public

### 1004 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Slaughter and were accepted.

### 1005 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Declarations made per Code of Conduct and defined regulations:

Cllr	Minute	Interest	Reason
Cllr Stadhams	1013 - Grant Request – Eye Know Productions	Other	Creative Director (not for profit community arts organisation)
Cllr Hurley	1017.4 - SBAR Invoice payment 22/095	Other	SBAR Trustee
Cllr McFarling	1014 - Grant Request – Childrens Garden 1017.5 –Tree Guard Reimbursement 22/097	Other Pecuniary	School Governor Reimbursement Payment recipient

### 1006 DISPENSATION REQUESTS – none received

### 1007 MINUTES OF PREVIOUS MEETING HELD 13th FEBRUARY 2023

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

### 1008 MATTERS ARISING FROM THE LAST MEETING – none

### 1009 CLERK'S REPORT

- The Clerk briefed re timetable and details regarding Elections on May 4<sup>th</sup> as distributed from FODDC, reminding all official notifications will be posted on the parish councils noticeboards, website and Facebook pages as available
- Nomination packs are now available from FODDC
- It was reminded Photo ID will be required to vote in person at the Elections – see FODDC website for details.

### 1010 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*).

### 1011 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*).

### 1012 PUBLIC PARTICIPATION ITEM – none

### 1013 COMMUNITY GRANT REQUEST – EYE KNOW PRODUCTIONS - 2 IMMERSIVE EXHIBITIONS

It was **resolved** to fund a grant request for £1,000 as contribution towards 2x 3-5 day immersive sensory exhibitions planned to be held during Winter 2023/24 and Summer 2024. Evidence of £1,000 spend and quantitative and qualitative feedback must be provided. Payment to be added to the schedule for immediate payment (*see 1017.6*) (*Cllr Stadhams excluded from vote*)

### 1014 COMMUNITY GRANT REQUEST – CHILDRENS RHS MALVERN GARDEN PROJECT

It was **resolved** to fund a grant request for £1,650 as contribution towards an extra-curricular activity by St Briavels school children to be used for transport and materials to build the project garden and then re use appropriate plants and materials to make the new garden gateway planters. Caveat that evidence of spend such as invoices to this amount, and project

feedback must be provided. Payment to be added to the schedule for immediate payment (see 1017.6) (Cllr McFarling excluded from vote)

### 1015 CORONATION CELEBRATIONS

It was **resolved** to progress as time critical and delegate approval to spend within the set budget as per the proposals developed and updated as discussed. The working group to liaise with the Clerk to place official orders and all purchases made in line with councils Standing Orders and Financial Regulations.

### 1016 PLANNING

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

	Reference	Location	Proposal	Response
1016.1	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	No Objection
1016.2	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).	No Objection

(Cllr Thomas left the meeting at 20.15)

### 1017 FINANCE – INCOME & EXPENDITURE

1017.1 INCOME RECEIVED: It was **noted**: 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)

1017.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

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 27.33		709.33
22/091	HMRC	PAYE & NIC	s.112 (2)	170.60		170.60
22/092	St Briavels WI	Poppy project payments	s. 144	73.44		73.44
22/093	Ben Hillary	Handyman inv SB007 Feb 23	s.111, HA 1980S.96(5), PHA 1936S.260(1)	226.51		226.51
22/094	Complete Landscape Gardeners	Feb Bins NT2699	HA1980 s.96	60.00	12.00	72.00
22/096	Tim Powell Tuck	Litter picker inv45-51 14OCT 2022	LA 1983 ss.5,6, and HA1980 s.301	133.00		133.00
			<b>Subtotal</b>	<b>1,372.88</b>	<b>12.00</b>	<b>1,384.88</b>
22/095	SBAR	inv 1459 March mtg	s.134 (4)	<b>33.00</b>		<b>33.00</b>
22/097	Cllr Chris McFarling	Tree guard reimbursement	s.137	<b>36.00</b>		<b>36.00</b>
			<b>TOTALS</b>	<b>1,441.88</b>	<b>12.00</b>	<b>1,453.88</b>

1017.3 Transactions 22/090-94 and 22/096 totalling £1,384.88 were **resolved**.

1017.4 Transaction 22/095 for £33.00 was **resolved**. (Cllr Hurly Excluded from vote)

1017.5 Transaction 22/097 for £36.00 was resolved. (Cllr McFarling Left the room and Excluded from vote)

1017.6 GRANTS FOR PAYMENT: **Noted** per approval (**resolved** during meeting ref 1013 & 1014) for immediate payment:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
22/098	Eye Know Productions	Grant re 2 Immersive events	s.144	1,000		1,000
22/099	St Briavels School Association	Grant re Childrens RHS Garden	s.137	1,650		1,650

1017.7 FINANCIAL CONTROLS: It was agreed Cllrs Smith & Chivers would action these bank transactions as Authorising Councillors and be required to sign the invoice vouchers.

1017.8 FINANCIAL CONTROLS: It was **noted** the February bank reconciliation had been actioned and checked and signed off by Cllr Slaughter with no issues.

#### 1018 NOTE OF EXPENDITURE DELAYS/SLIPPAGE IMPACTING OUTTURN

1018.1 Approved expenditure items where projects currently in progress have not quite completed to payment or delays in delivery but required to be paid by the end of March were **noted**. Where appropriate these known transactions to be paid as late payments and reported to the next meeting.

1018.2 Items noted were:

Late or Supplementary item	Payee	Reason delayed	Value £ incl VAT
Defibrillator parts	Reimburse Cllr Chivers	Delayed supply (already paid online)	90.92
Green Bin Licences (pending)	Reimburse Clerk (TBC)	Agenda item for approval - online	250.00
PROW – FSB 36 & FSB 99	Gloucestershire CC	Work in Progress – must be complete	Up to £5,000
Cemetery Maintenance –Tree works	Agenda item (TBC)	To suggest ERM if slipped	Agenda item -TBC

#### 1019 REVIEW OF THE COUNCILS CODE OF CONDUCT

It was **resolved** to adopt the circulated draft Code of Conduct produced using the latest NALC template, with immediate effect.

#### 1020 QUARRY UPDATE

Cllr McFarling provided update of details re ongoing watching brief of the continuing trials and testing of water quality and conditions for restoration.

#### 1021 GREEN BIN LICENCES 2023/24

It was **resolved** to renew the 5 green bin licences, total purchase £250, to ensure continued collection. The Clerk was authorised to procure with immediate reimbursement added to the late payment schedule and reported at the next meeting.

#### 1022 VILLAGE GATEWAYS & PLANTERS PROJECT

1022.1 The previously approved School RHS Garden Project will create the planned village gateways planters at both ends of village, re-using Malvern display plants and materials – funded by grant and village gateways project budget. The Clerk to write to thank the team for village gateways planters once completed.

1022.2 Verge planting Licence to be checked with Highways who are also checking a potential visibility issue.

1022.3 It was **resolved** to purchase a replacement planter for the Bus stop where the original has been smashed. Cost anticipated to be £36.99 for same item and will be reimbursed at a future meeting.

#### 1023 CHURCHYARD WALL SURVEY REPORT & TREE MANAGEMENT

1023.1 It was **resolved** to select preferred Contractor A's quote in principal subject to final clarification regarding liability for the trees. The Clerk to investigate legislation further and the church authorities be contacted to discuss maintenance of their trees.

1023.2 An agreed schedule of works for the boundary wall repairs is being produced following Diocese advice and requirements. A Lime mortar specialist site visit has been arranged, and 3 quotes to be sought. Quotes to be based on both replacement capping and new coping stones options.

#### 1024 PROW FOOTPATHS PROJECTS – COCKSHOOT HILL (FSB36) & LOWER ROAD (FSB99)

1024.1 It was confirmed that both footpath schemes are due to be completed before the end of this month, and final checking arrangements by Cllr Hurley and the PROW officer agreed.

1024.2 It was **resolved** payment of the invoice would be made as a late payment in March subject to satisfactory sign off of completed works, up to the maximum £5,000 agreed.

#### 1025 ANNUAL PARISH MEETING 2023/24

The proposed format and arrangements with community groups was agreed and date set for Tuesday 30<sup>th</sup> May at the Pavilion with light refreshments. It was **resolved** to spend up to £50 on refreshments. The Clerk to progress and invite community groups.

#### 1026 COUNCILLOR REPORTS

1026.1 FINANCE - no report

1026.2 STAFFING– Cllr Chivers – no report

1026.3 FOOTPATHS – Cllr Hurley – Riverbank access query re signage on private land confirmed by PROW officer. Path clearing group to be run by others not Cllr Hurley in future and currently in discussions.

1026.4 HIGHWAYS –Cllr Lounds – Meeting with Highways imminent. Cllr McFarling confirmed Highways Local Fund will be used to smooth ruts on Barrowell Lane and funds also recommended for unstable wall at Coldharbour - may seek option to use lime mortar. Highways have cleared undergrowth near junction of Horsepool Lane and Cockshoot Hill to improve visibility. Need to request for removed footpath sign to be replaced by Highways.

1026.5. PLANNING – Cllr McFarling – Planning enforcement investigating a new driveway and felling of trees at Blueberry Cottage onto A466.

1026.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Smith – All new grit bins sited. Emergency Plan being updated.

1026.7 CEMETERY – Cllr Burley – all ok. Sinking grave plots now remedied for safety.

1026.8 AMENITIES / GRASSCUTTING – Cllr Burley – no grass cutting yet. Cllr Stadhams – Renovated Phone Box new mini gallery opening details shared and “Thinking Outside the Box” name adopted.

1026.9 GOVERNANCE – Cllr Chivers – Code of Conduct action complete

1026.10 PLAYING FIELDS COMMITTEE – no report.

#### 1027 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

- 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)
- Refresh of Parish Plan

**1028 PUBLIC COMMENT**

- A parishioner suggested Bunting could be made from donated material by local crafters and save money. Also felt the “7 Principles” cant be added to, and suggested a paper copy should be available at meetings. It was also felt Bouncy castles can be unstable so potentially safety issues. >>Response - a copy of the Councillors Code of Conduct containing the Nolan Principles is online and always at meetings with the Clerk, but a further printed copy of the new version will also be made available at council meetings.
- A 2nd parishioner raised concerns re area opposite Church by Castle entrance where growing numbers of items eg bins, bicycles, flags, boards, all looks very messy in AONB. >> Response - Is private land therefore no control but direct complaints may be helpful. The PC may revisit previous offer to Historic England and YHA to help with screening project at a future meeting. Highways may get involved if encroaching on Highways land.

**1029 DATES FOR FUTURE MEETINGS**

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

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

**1030 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 9.35 pm**