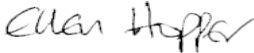


# ST BRIAVELS PARISH COUNCIL

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**To all members of the Parish Council:**

**You are summoned to attend the Annual Parish Council meeting to be held on Monday 15<sup>th</sup> May 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**

9<sup>th</sup> May 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.*

## **ANNUAL PARISH COUNCIL MEETING** **AGENDA for 15<sup>th</sup> MAY 2023**

*Welcome by outgoing Chairman*

**1 ELECTION OF NEW 2023 PARISH COUNCIL CHAIRMAN FOR 2023/24**

**2 ELECTION OF VICE-CHAIRMAN FOR 2023/24**

**3 DECLARATIONS OF ACCEPTANCE OF OFFICE**

3.1 To witness signing of Declarations of Acceptance of Office for Chairman and Vice Chairman if present and/ or if absent resolve permission for outstanding Declarations to be signed before/at a later meeting (LGA 1 972s.83(4))

3.2 To confirm receipt of completed and witnessed Declaration of Acceptance of Office from all members present

**4 REGISTER OF MEMBERS INTERESTS FORMS**

To confirm receipt of completed and witnessed Register of Members Interests Forms from all members present

**5 APOLOGIES**

To receive apologies from members for absence.

**6 DECLARATIONS OF INTEREST**

To receive declarations of interest from members in relation to matters on this Agenda, or to be declared as arising

**7 DISPENSATION REQUESTS**

To note any dispensation requests received by the Clerk in respect of Disclosable Pecuniary Interests declared

**8 MINUTES OF PREVIOUS MEETING**

To approve the minutes of the last meeting held 17th April 2023 (3 new Cllrs to abstain)

9<sup>th</sup> May 2023

## **9 APPOINTMENT OF COUNCIL REPRESENTATIVES**

- 9.1 War Memorial & Playing Fields Committee
- 9.2 William Whittington Charity & United Charity Trusts
- 9.4 Dementia Action Alliance

## **10 REVIEW & APPOINT LEAD COUNCILLORS for 2023/24**

- 10.1 FINANCE
- 10.2 HIGHWAYS
- 10.3 PLANNING
- 10.4 FOOTPATHS
- 10.5 EMERGENCY PLANNING/SNOW WARDEN
- 10.6 GOVERNANCE
- 10.7 CEMETERY
- 10.8 AMENITIES (including GRASS CUTTING)
- 10.9 STAFFING

## **11 REVIEW OF TERMS OF REFERENCE FOR STAFFING COMMITTEE**

To consider if the existing terms reviewed last May remain appropriate to meet the council's needs – see circulated terms

## **12 APPOINTMENTS TO STAFFING COMMITTEE**

To elect 2 further members to the Staffing Committee to join the Lead Councillor who will be the Committee Chairman

## **13 REVIEW OF DELEGATION ARRANGEMENTS**

13.1 To approve standing Delegations to the Lead Cllr Amenities allowing authorising additional cuts as included in the Grass cutting contract recently awarded January 2023.

13.2 To approve standing Delegations 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 (approved February 2023 Min ref: 997.2).

13.3 To approve standing Delegations re payment of the councils' regular contractual commitments including Clerks pay, 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. (approved February 2023 Min ref: 1043).

13.4 To note Delegations to the Clerk and Chairman as per current Standing Orders and Financial Regulations.

## **14 REVIEW OF PARISH COUNCIL GOVERNANCE DOCUMENTS**

To propose the following key adopted documents are approved as circulated with the next date of formal revision to be added for May 2024

- 14.1 STANDING ORDERS
- 14.2 CODE OF CONDUCT
- 14.3 FINANCIAL REGULATIONS
- 14.4 FREEDOM OF INFORMATION & PUBLICATION SCHEME
- 14.5 DATA PROTECTION POLICY
- 14.6 To authorise the Clerk to update the Councils records and website with these latest approved documents and recorded as the councils' key documents.
- 14.7 To note the proposed refreshed Risk Management documents to be fully reviewed at the June Meeting
- 14.8 To note other key policies are required to be considered in year as due for periodic review

## **15 REVIEW OF ASSET REGISTER**

To review and note the latest Asset Register as circulated, on which the latest insurance quote has been based.

## **16 REVIEW OF INSURANCE COVER**

16.1 To consider adequate arrangements for the council's insurance cover in respect of all insured risks

16.2 Subject to approval of the Asset Register and cover levels confirmed the quotation for the coming 1 year term be approved as annual increase less than inflation at £560.36 (June 2022 was £515.24) pending full review for 2024

## **17 REVISION OF BANK MANDATE**

17.1 To propose the 3 new councillors be set up as "View & Authorise" on the council's online bank system to replace the 3 former members. The 3 former Cllrs Chivers, Hurley & Smith to be officially removed from the system.

17.2 To instruct the Clerk to arrange the bank mandate changes to signatories as a matter of urgency.

**18 CORONATION CELEBRATIONS** - *(Standing Orders to be suspended to permit working group to report to council)*

To hear an update of parish events for the Kings Coronation from the Working Group including any outstanding actions, positives to build on, lessons learned, and financial summary if available, for immediate payment approval.

**19 PLANNING**

19.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:

	Reference	Location	Proposal
19.1.1	P0308/23/FUL  Deadline 30/5/2023	Forest And Wye Valley Campsite, The Bearse, St Briavels	Change of use of land to tourism and for the siting of 41 holiday (caravan) lodges in lieu of 60 touring caravan and glamping pitches and the demolition of all existing facilities buildings with environmental improvements throughout

**20 ANNUAL SUBSCRIPTIONS AND CHARGES for 2023/24**

To note and approve Direct Debit payment of the following statutory payment as falling due for the new financial year:

- ICO GDPR/Data Protection renewal fee – Mandatory - DD payment taken around 28/05/2023 - £35 (no increase)

**21 FINANCE – INCOME & EXPENDITURE**

21.1 INCOME RECEIVED: **Total £13,080.24** (being £12,324 Precept, £621.24 PROW Refund, £135 BA Income)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/010	E Hopper	Salary re April, Allowable Expenses +10hrs Overtime	s.112 (2), LG(FP)A1963s.5,	709.33		709.33
23/011	HMRC	PAYE & NIC	s.112 (2)	170.60		170.60
23/012	Ben Hillary	Handyman inv SB009 April 23	s.111, HA 1980S.96(5), PHA 1936S.260(1)	136.75		136.75
23/0	Complete Landscape Gardeners	Inv NT2719 Grass cutting contract for April	HA1980 s.96	700.00	140.00	840.00
23/0	SBAR	inv 1486 May 2023 mtg	s.134(4)	33.00		33.00
			<b>TOTALS</b>	<b>1,749.68</b>	<b>140.00</b>	<b>1,889.68</b>

21.3 FINANCIAL CONTROLS: to agree **Cllrs Slaughter & Lounds** to approve the above bank transactions ASAP

21.4 FINANCIAL CONTROLS: to note the verification of the April bank reconciliation by Lead Cllr will be actioned in June

**22 COUNCILLOR UPDATE REPORTS** *(Urgent updates only due to Council changes)*

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

**23 ITEMS FOR FUTURE MEETINGS – TO NOTE & BE REVIEWED FULLY IN JUNE**

To progress these – Cllrs contact the Clerk. Fully formed motions must be agreed with Clerk by deadline for Agenda contents. List to be reviewed by new council.

- June - Councillor Training requirements
- June - 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
- TBC – Future Attendance at Produce Market
- Invite Highways Manager to attend a council meeting

#### 24 PUBLIC COMMENT

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

**25 DATES FOR FUTURE MEETINGS:** To be agreed - Any necessary changes to these details will be advertised

Dates 2023/24 Electoral Year	Time	Meeting	Venue (TBC)	Final agreed Agenda items & Reports (Dispensation requests) by:
30 <sup>th</sup> May	19.00	Annual Parish Meeting	The Pavilion	Invited Reports by 25 <sup>th</sup> May
12 <sup>th</sup> June	19.00	Parish Council Meeting	Assembly Rooms	2 <sup>nd</sup> June (9 <sup>th</sup> June)
10 <sup>th</sup> July	19.00	Parish Council Meeting	Assembly Rooms	30 <sup>th</sup> June (7 <sup>th</sup> July)
August		No Meeting		
11 <sup>th</sup> Sept	19.00	Parish Council Meeting	Assembly Rooms	1 <sup>st</sup> Sept (8 <sup>th</sup> Sept)
9 <sup>th</sup> Oct	19.00	Parish Council Meeting	Assembly Rooms	29 <sup>th</sup> Sept (6 <sup>th</sup> Oct)
13 <sup>th</sup> Nov	19.00	Parish Council Meeting	Assembly Rooms	3 <sup>rd</sup> Nov (10 <sup>th</sup> Nov)
December		No Meeting		
8 <sup>th</sup> January	19.00	Parish Council Meeting	Assembly Rooms	29 <sup>th</sup> Dec (5 <sup>th</sup> Jan)
12 <sup>th</sup> Feb	19.00	Parish Council Meeting	Assembly Rooms	2 <sup>nd</sup> Feb (9 <sup>th</sup> Feb)
11 <sup>th</sup> March	19.00	Parish Council Meeting	Assembly Rooms	1 <sup>st</sup> March (8 <sup>th</sup> March)
8 <sup>th</sup> April	19.00	Parish Council Meeting	Assembly Rooms	28 <sup>th</sup> March (5 <sup>th</sup> April)
13 <sup>th</sup> May	19.00	Annual Parish Council Meeting	Assembly Rooms	3 <sup>rd</sup> May (10 <sup>th</sup> May)

#### 26 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