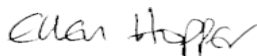


ST BRIAVELS PARISH COUNCIL

Clerk Ellen Hopper
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To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 12th June 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

6th June 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 12th June 2023

Chairs Welcome

1 APOLOGIES

To receive apologies from members for absence.

2 DECLARATIONS OF ACCEPTANCE OF OFFICE

To confirm receipt of completed and witnessed Declaration of Acceptance of Office previously outstanding from 2 members not present at the May meeting. Failure to comply by this date means such office shall thereupon become vacant.

(Min ref 1057.3 It was **resolved** permission for outstanding Declarations to be signed before/at the next meeting (LGA 1972s.83(4)))

3 DECLARATIONS OF INTEREST

To receive declarations of interest from members in relation to matters on this Agenda

4 DISPENSATION REQUESTS

To note any dispensation requests received by the Clerk in respect of interests declared

5 MINUTES OF PREVIOUS MEETING

To approve the minutes of the last meeting held 15th May 2023

6 MATTERS ARISING

To receive update re actions from previous meeting

7 CLERK'S REPORT

To receive Clerk's update

8 REPORT FROM DISTRICT COUNCILLOR – Cllr Chris McFarling (*circulated report to be available on the web*)

9 REPORT FROM COUNTY COUNCILLOR – Cllr Chris McFarling (*circulated report to be available on the web*)

10 PUBLIC PARTICIPATION

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

11 CORONATION PROJECT – REMAINING PAYMENT APPROVALS

To approve any final payments due re this project including the locally commissioned bench £1,200 (£1,000 + VAT)

6th June 2023

12 VILLAGE GATEWAYS PROJECT UPDATE – (Cllr Lounds)

To propose that the council acknowledge and reward with a donation for the efforts to transport plant and construct the village gateways.

13 PLANNING

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

	Reference	Location	Proposal
13.1.1	P0627/23/LD1	Bream Cross Farm, Calf Cottage , Coleford Road	Application under section 191 to establish whether the occupation of Calf House (Barn conversion) without complying with condition 4 and 7 of P/1678/10/COU (requiring adjoining building to be used as a light industrial unit) is lawful
13.1.2	P0642/23/FUL	Cherry Hill House, The Common, Brockweir	Change of use from existing detached self-contained annexe to holiday let. (Retrospective)

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:

- Annual website hosting BWP Creative Ltd (Parish Council Websites) £273.60 to June 2024 (£216.00 for last 3 years)
- Others presenting to come to future meetings for approval as arising

15 FINANCE – INCOME & EXPENDITURE

15.1 INCOME RECEIVED: **Total £13,080.24** (£12,324 Precept, £621.24 PROW Refund, £135 BA) (same as last month)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/020	E Hopper	Salary May, O/T, Allowable Expenses, +mileage +APM + Msoft licence	s.112 (2), LG(FP)A1963s.5, s.111			TBC
23/021	HMRC	PAYE & NIC	s.112 (2)			TBC
23/022	Ben Hillary	Handyman inv SB010 May 23	s.111, HA 1980S.96(5), PHA 1936S.260(1)	140.92		140.92
23/023	Complete Landscape Gardeners	Inv NT2732 Grass cutting contract for May	HA1980 s.96	700.00	140.00	840.00
23/024	SBAR	inv 1503 June 2023 mtg	s.134 (4)	33.00		33.00
23/025	BWP Creative Ltd	website hosting to16/6/24	s.142	228.00	45.60	273.60
23/026	Cimex Store (R Naylor)	Kings Coronation Bench	s.144	1,000.00	200.00	1,200.00
23/027	Cllr Paul Lounds	Reimburse re planter	s.144	39.99		39.99
23/028	AJGIBL (Gallaghers)	Annual Insurance to 31/05/2024	s.111	560.36		560.36
			TOTALS			TBC

15.3 FINANCIAL CONTROLS: to note Cllrs Robinson & Lounds to approve the above bank transactions ASAP

15.4 FINANCIAL CONTROLS: to note the verification of the cumulative bank reconciliation at end May by Lead Cllr

16 INTERNAL AUDITORS REPORT 2022/23

To receive the Internal Auditors report for year ending 31st March 2023, to note the comments and recommendations made and resolve to take appropriate action to address them.

17 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2022/23

17.1 ANNUAL INTERNAL AUDIT REPORT – AGAR

To consider and approve the 2022/23 Annual Internal Audit Report (AIAR – AGAR) received, noting responses or recommendations on the completed statement.

17.2 ANNUAL GOVERNANCE STATEMENT

To review and approve the 2022/23 Annual Governance Statement (Section 1 – AGAR). The council must reflect on each statement and publish explanations for any “NO” responses. Section 1 to be signed by the Chairman and Clerk of the meeting.

17.3 ACCOUNTING STATEMENT

To review and approve the certified 2022/23 Accounting Statements (Section 2 – AGAR), prepared and presented by the Responsible Finance Officer. Section 2 to be signed by the Chairman of the meeting.

17.4 NOTICE OF PUBLIC RIGHTS

To formally note the dates of the Notice of Public Rights of Inspection as being 19th June 2023 to 28th July 2023, to be formally published on the council’s website and Parish Noticeboards

18 APPOINTMENT OF COUNCIL REPRESENTATIVES

To consider Dementia Action Alliance role outlined in circulated document and the councils future involvement.

19 REVIEW & APPOINT LEAD COUNCILLORS for 2023/24

19.1 To consider splitting Grass Cutting and Amenities Lead Councillor Roles and appoint as necessary

19.2 To consider the need for a new Lead Cllr Role re Community Liaison and appoint as necessary

19.3 To agree support task roles re Parish Notice Boards, Bus Shelter Posters, Defibrillator checks and management

20 COUNCILLOR TRAINING PLAN

To consider circulated proposed training plan for new and all Councillors and approve the Clerk use standing delegations with the Chairman as per current Standing Orders and Financial Regulations to book courses and venue hire as appropriate to facilitate as soon as practical .

21 MEMORIAL TREE REQUEST – (Cllr McFarling)

To consider a request received from a parishioner for a funded memorial tree in the village in memory of their partner.

22 PARK LANE SPEEDING ISSUE– (Cllr McFarling)

Following recent complaint received it is proposed a letter be sent to Ridgeway Research Ltd reminding them to take care and drive with awareness that pedestrians could be walking in the road.

23 REVIEW PROJECTS LIST

To review the list, classify and assign potential projects to Lead project Councillors to investigate or progress. The circulated form to be used for all new commencing projects as a basic form of business case or justification. (reference item 25)

24 COUNCILLOR UPDATE REPORTS

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

25 ITEMS FOR FUTURE MEETINGS – (UNDER REVIEW – see above item 23)

(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.

- Progress Apple Day Planning & Risk Assessment
- Progress Vehicle Activated Speeding Sign Project Installation
- Progress Bus stop shelter roof repairs
- Progress Churchyard & Cemetery Tree Management
- Progress Churchyard Wall Repairs Management
- Progress BT Phone Boxes renovation project
- Progress Review of Risk Management Policy *(Clerk to progress)*
- Consider Purchase of Public Address System (external)
- Consider Purchase of Microphone system (internal)
- Consider Review Parish Plan
- Consider Sign up to Civility & Respect pledge
- Consider Appointment of Additional Handyperson
- Consider Playing Field Wildflower management
- Consider Communications re Projects/Volunteer opportunities /consultations
- Consider Parish Priority Focus re Children & Young People post Covid
- Potential future Clerks Report re “.gov.uk” usage *(Clerk to progress if required)*
- Invite Highways Manager to attend a council meeting
- Quarterly Budget Monitor reports
- Quarterly Internal Controls – Independent Financial checks
- Biannual Internal Controls – Independent Asset checks
- Biannual Quarry update
- Regular arising events – Remembrance, Christmas

26 PUBLIC COMMENT

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

27 DATES FOR FUTURE MEETINGS:

2023/24 Schedule - Any necessary changes to these details will be advertised

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

28 DATES & ROTA RE IN HOUSE CONTROLS AND CHECKS 2023/24

Councillors Checking	Meeting to Report	Period Covered
FINANCIAL TRANSACTIONS:		
McFarling, Stuart	September	April, May, June, July
Stadhams, Watson	January	August, September, October, November
Lounds, Robinson	April	December, January, February, March
ASSETS INSPECTION:		
Collins	October	Biannual - September
Burley	March	Biannual - February

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