

# ST BRIAVELS PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 17<sup>th</sup> April 2023 at 19:00 at St Briavels Assembly Rooms

### PRESENT

Cllrs Chivers (Chairman), McFarling, Smith, Burley, Slaughter, Thomas, Lounds, Hurley, and Stadhams  
Also in attendance: Clerk (Ellen Hopper), plus 9 members of the public

### 1031 APOLOGIES FOR ABSENCE – none

### 1032 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Declarations made per Code of Conduct and defined regulations:

Cllr	Minute	Interest	Reason
Cllr Slaughter	1038– WM&PFA Grant scheme change 1039 - WM&PFA – Grant Request – Litter Bin emptying on playing fields	Other Other	PC Representative for WM&PFA PC Representative for WM&PFA
Cllr Stadhams	1044.3 – BT Box renovation- Reimbursement 23/008	Pecuniary	Recipient of reimbursement
Cllr Hurley	1044.3 - SBAR Invoice payment 23/007	Other	SBAR Trustee

### 1033 DISPENSATION REQUESTS – none received

### 1034 MINUTES OF PREVIOUS MEETING HELD 13th MARCH 2023

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

### 1035 MATTERS ARISING FROM THE LAST MEETING – none

### 1036 CLERK'S REPORT

The Clerk briefed:

- Parish Council Elections now notified as Uncontested therefore all 9 seats elected as stood, details published on the parish councils' noticeboards, website and Facebook pages. The new Council takes office on 9<sup>th</sup> May, until then the current Councillors preside
- Work of the independent internal auditor has started, and the council will receive her reports in due course
- The insurance pre quotation information has been completed and supplied to the councils' current insurers, and other quotes may be sought as the 3 year fixed term is now complete
- The review of the councils Risk Assessment will now defer for the new council to understand and consider.
- FODDC Election is on May 4<sup>th</sup>, reminding Photo ID will be required to vote in person at the Elections – see FODDC website for details.

### 1037 PUBLIC PARTICIPATION ITEM

The Chairman of the War Memorial & Playing Fields Committee spoke in support of and provided responses to Councillors regarding the following 2 Agenda items re Grant awards.

### 1038 COMMUNITY GRANT REQUEST UPDATE – WM & PFA -TENNIS COURT REFURBISHMENT

It was **resolved** to approve reallocation of existing grant within the project of £1,450.39 to be used for critical wall repairs. (Cllr Slaughter excluded from vote)

### 1039 COMMUNITY GRANT REQUEST – PLAYING FIELDS ASSOCIATION – BIN EMPTYING & LITTER PICKING

It was **resolved** to award grant funding of £1,200 to fund regular service of litter bin emptying, litter picking and disposal covering the playing field and children's play areas. The council attached a condition to encourage and advertise that users pick up their litter and take it home, or use the bins provided. (Cllr Slaughter excluded from vote)

### 1040 CORONATION CELEBRATIONS

1040.1 An update was received from the working group regarding the arrangements and publicity of events listed below. Pictures of the locally sourced and crafted commemoration bench were shown, and confirmed this will be sited amongst the newly planted trees in the Playing Field.

1040.2 Details of the Parish events to mark the King's Coronation were confirmed as:

- Saturday 6<sup>th</sup>: 10am meet at the Assembly Rooms to watch the coronation of King Charles III on a large screen. Free refreshments will be served.
- Sunday 7<sup>th</sup>: 12pm The St Briavels Big Meet Up at the Pavilion and Playing Fields will host games and treasure hunts, large and small, with celebration prizes, alongside a 'bring your own' picnic to have sitting with your family and friends. Free soft drinks will be available in the Pavilion.
- Sunday 7<sup>th</sup>: Evensong at 4pm in church to sing Andrew Lloyd Webber's coronation anthem.
- Monday 8<sup>th</sup>: HELP YOUR NEIGHBOURHOOD and meet at 10.30 at St Briavels school to volunteer for small jobs around our village. Spend an hour, or 5. Work alone or in groups.

1040.3 The village will be dressed in various bunting, flags and flower displays. Other events in the village include an Art Competition and a variety of specials being laid on by The George. Details to be publicised as widely as possible.

1040.4 The working group were thanked by name for all of their hard work and time to bring these events together.

### 1041 PLANNING

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

	Reference	Location	Proposal	Response
1041.1	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	Noted
1041.2	P0019/23/DISCON	Catchmay Cottage East Street St Briavels	AMENDED DESCRIPTION ADVISED 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	No Objection
1041.3	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.	No Objection
1041.4	P0228/23/FUL	Park Farm, Park Lane, St Briavels	Change of use of outbuilding to office space and toilet with associated works	No Objection

### 1042 ANNUAL SUBSCRIPTIONS AND CHARGES for 2023/24

It was **resolved** 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)
- Note others presenting will come to future meetings for approval as arising

### 1043 PREAUTHORISATION OF REGULAR CONTRACTURAL PAYMENTS RE 2023/24

It was **resolved** to authorise as standing delegations' payment of the councils' regular contractual commitments including 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.

### 1044 FINANCE – INCOME & EXPENDITURE

1044.1 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)

1044.2 ACCOUNTS PAID: It was **noted** 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
			<b>TOTALS</b>	<b>6,723.20</b>	<b>15.16</b>	<b>6,738.36</b>

1044.2.1 A query raised re the VAT treatment and values re 22/102 would be investigated and followed up by the Clerk.

1044.3 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

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
			<b>Subtotal</b>	<b>1,743.05</b>	<b>85.00</b>	<b>1,828.05</b>
23/007	SBAR	inv 1475 April 2023 mtg	s.134 (4)	33.00		<b>33.00</b>
23/008	Dr Dianne Stadhams	Reimbursement: Materials Telephone box refurbish	s.144	31.75		<b>31.75</b>
			<b>TOTALS</b>	<b>1,807.80</b>	<b>85.00</b>	<b>1,892.80</b>

1044.4 Transactions 23/001-6 totalling £1,828.05 were **resolved**.

1044.5 Transaction 23/007 for £33.00 was **resolved**. (Cllr Hurly Excluded from vote)

1044.6 Transaction 23/008 for £31.75 was resolved. (Cllr Stadhams Left the room and Excluded from vote)

1044.7 GRANTS FOR PAYMENT: **Noted** per approval (**resolved** during meeting ref 1039) for immediate payment:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/009	St Briavels War Memorial and Playing Fields Committee	Grant re PF Bin Emptying	HA1980 s.96	1,200		1,200

1044.8 FINANCIAL CONTROLS: It was agreed Cllrs Slaughter & Chivers would action these bank transactions as Authorising Councillors.

1044.9 FINANCIAL CONTROLS: It was **noted** the March and financial year end bank reconciliation had been actioned and checked and signed off by Cllr Slaughter with no issues.

#### 1045 FINANCIAL CLOSING POSITION 2022/23

1045.1 The circulated final closing position to be used to prepare the AGAR Accounts Statement was **noted**.

<b>2022/23 FINAL ACCOUNTS:</b>	<b>BUDGET</b>		<b>CLOSING</b>		<b>(- UNDER) +OVER SPEND</b>
TOTAL INCOME	-£	26,232	-£	27,407	-£ 1,175
EXPENDITURE:					
TOTAL STAFF	£	8,488	£	8,902	£ 415
TOTAL OFFICE COSTS	£	1,051	£	1,130	£ 79
TOTAL ADMIN COSTS	£	3,439	£	2,126	-£ 1,313
TOTAL COMMUNITY COSTS	£	23,885	£	21,902	-£ 1,983
PROJECT COSTS	£	8,500	£	5,064	-£ 3,436
VAT paid (to be reclaimed)			£	2,435	£ 2,435
TOTAL EXPENDITURE	£	45,363	£	41,559	-£ 3,804
<b>- SURPLUS / + DEFICIT</b>	<b>£</b>	<b>19,131</b>	<b>£</b>	<b>14,151.18</b>	<b>-£ 4,980</b>

1045.2 The proposed transfers arising from project slippage or underspends and known future provisions were considered and the final closing Earmarked Reserves requirement agreed and **resolved**.

<b>SUMMARY REVISED REQUIRED EARMARKED RESERVES for 2023/24</b>		
Elections set aside towards 2027	1,815	ongoing
Training for New Council	526	use 2023
Slipped Cemetery Trees project to complete in 2023	2,280	use 2023
Slipped VAS project to complete in 2023	1,000	use 2023
Footpath steps re 2023 project	1,273	use 2023
Unspent Jubilee to Coronation project	1,731	use 2023
Cemetery Wall Works Project	18,000	ongoing
Defibrillator Replacement Fund	1,964	ongoing
	<b>28,589</b>	

#### 1046 FINANCIAL REGULATIONS REVIEW

It was **resolved** to agree an amendment to the Financial Regulations Section 11.1 paragraph h, so the threshold changes from £1,000 to £2,000 to reflect the difficulties obtaining 3 contractors quotes for goods and services. The penultimate sentence was amended to read:

*“where the value is £2,000 or below and above £100 the Clerk or RFO shall strive to obtain 2 estimates unless the Council considers the work can be undertaken competitively and efficiently by a regular contractor.”*

#### 1047 CHURCHYARD WALL SURVEY REPORT & TREE MANAGEMENT

1047.1 The latest report incorporating feedback from the Conservation Advisor re proposed scheduling, standard of works and lime mortar specification was **noted**. The council to work with the Conservation Adviser and Church authorities to satisfy technical requirements, Diocese permissions, and funding requirements as full costs are not yet known.

1047.2 It was **resolved** to take a phased approach to the maintenance of the church walls in principal over possibly 3 years using the £18,000 Earmarked Reserve set aside for this.

#### 1048 BUS STOP SHELTER ROOF REPAIRS

It was **resolved** that quotes are obtained for the repair of the roofs of the Ross Turn and East Street Bus Stops detailing the work required and prices fully itemised separately. Any repairs to be prioritised as appropriate re condition and safety.

#### 1049 COUNCILLOR REPORTS

1049.1 FINANCE – Cllr Slaughter - no further report

1049.2 STAFFING– Cllr Chivers – later item

1049.3 FOOTPATHS – Cllr Hurley – Path clearing group to be run by others hope volunteers to meet monthly. Potential for future expenditure consideration re lower part of Cockshoot Hill FSB36, and Hudnalls Wood “lost path” be reopened.

1049.4 HIGHWAYS – Cllr Lounds – Meeting with Highways not held and will update next time. Cllr McFarling updated re Hilgay/Coldharbour resurfacing scheme costing over £120k almost finished. Inspection by Highways requested to identify all potholes in area. Public urged to report on-line all potholes 7cm or more deep as high priority for repair. Issues re B4228 by school subbase exposed, and Wyeholm unsatisfactory patching both reported. VAS project is being progressed.

1049.5. PLANNING – Cllr McFarling – no report

1049.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Smith – no report

1049.7 CEMETERY – Cllr Burley – all ok no complaints

1049.8 AMENITIES / GRASSCUTTING – Cllr Burley – Issue with badly overflowing Litter bins on road dealt with by Handyman and excess taken away. Cllr Chivers - The Defib from the school was activated, but not used and returned.

1049.9 GOVERNANCE – Cllr Chivers –no further report

1049.10 PLAYING FIELDS COMMITTEE – Cllr Slaughter – Their AGM was held 4<sup>th</sup> April where they elected a new committee – all required details have been provided to the Clerk. There’s a new style monthly subscription and draw, a recent fundraiser event was held, and the Carnival will be in June,

1049.11 Note: DEMENTIA ACTION ALLIANCE – PCs position/ requirements to be re-evaluated as both trained “links” leaving. Monthly list needs to be sent to the Clerk and training investigated.

1049.12 Note: PRODUCE MARKET to be added back onto list if resume

**1050 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. List to be reviewed by new council.

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

#### 1051 PUBLIC COMMENT

- A parishioner drew attention to highly inefficient and frustrating pothole filling practices by Highways.
- A 2<sup>nd</sup> parishioner Thanked the outgoing Councillors for their work over last 4 years and knew its not an easy job
- A 3<sup>rd</sup> parishioner asked for clarification of technical issues re Tennis Court wall and re lime mortar in church walls
- A 4<sup>th</sup> parishioner does not agree with filling potholes and instead felt eroding roads need re-laying

#### 1052 DATES FOR FUTURE MEETINGS

It was reminded and **noted** the date for the May meeting would be moved by a week to the 15<sup>th</sup>. 2023/24 Schedule with dates and venue to be agreed at the May meeting. The Annual Parish Meeting is Tuesday 30<sup>th</sup> May at the Pavilion.

**1053 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.

*(Cllr Thomas left the meeting)*

**1054 CONFIDENTIAL – CLERKS CONTRACT MATTERS**

1054.1 It was **resolved** that the press and public be excluded from the meeting for the purposes of this Agenda item on the grounds that the business to be transacted relates to staffing activities of a confidential nature.

1054.2 It was agreed the outgoing Staffing Committee would conduct the Clerks appraisal before the current council ends.

1054.3 Handover arrangements to the new appointed Staffing Committee will need to be arranged and support offered.

1054.4 It was **resolved** the Clerk could carry forward 5 days unused Annual Leave into the new 2023/24 leave year

1054.5 A formal note of Thanks was recorded for the Clerks work in supporting the outgoing council in the past 2.5 years

*The outgoing Chairman was also Thanked for carrying out the chairing role so skilfully often in challenging circumstances*

**The meeting closed at 9.19pm**