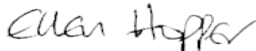


ST BRIAVELS PARISH COUNCIL

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 10th July 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

4th July 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 10th July 2023

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 12th June 2023

5 MATTERS ARISING

To receive update re actions from previous meeting

6 CLERK'S REPORT

To receive Clerk's update

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

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

9 PUBLIC PARTICIPATION

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

10 TRO PROPOSAL re DOUBLE YELLOW LINES for BARROWELL LANE – (Cllr Paul Lounds)

To consider whether the Traffic Restriction Order for Barrowell Lane (by the school) proposed by County Highways is still necessary following introduction of White H road markings. It is proposed that GCC Highways are asked to remove the DYL TRO for St Briavels from their plans and encourage public responses to the consultation, as advertised.

11 PLANNING

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

	Reference	Location	Proposal
11.1.1	P0660/23/FUL	Mavis Bank, Pettymarsh Lane, St Briavels	Conversion of existing garage into home office / annexe.

4th July 2023

11.2 To propose the Council delegates urgent planning consultation responses after this meeting until the next Council meeting to the Clerk after consultation with members, and responses be noted at that next meeting.

12 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 subscription to Clerks & Councils Direct (CommuniCorp) to June 2024 £14 (£12 for at least last 3 years)
- Others presenting to come to future meetings for approval as arising

13 FINANCE – INCOME & EXPENDITURE

13.1 INCOME RECEIVED: **Total £13,633.17** (£12,324 Precept, £621.24 PROW Refund, £440 BA, £247.93 interest)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/029	E Hopper	Salary June, Allowable Expenses	s.112 (2), LG(FP)A1963s.5, s	595.63		595.63
23/030	HMRC	PAYE & NIC	s.112 (2)	142.20		142.20
23/031	Ben Hillary	Handyman inv SB011 June 23	s.111, HA 1980S.96(5), PHA 1936S.260(1)	113.50		113.50
23/032	Complete Landscape Gardeners	Inv NT2?? Grass cutting contract for June	HA1980 s.96	780.00	156.00	936.00
23/033	SBAR	inv 1511 July 2023 mtg	s.134 (4)	33.00		33.00
23/034	Drybook Silver Band (AW Parker)	Carnival performance - June	s.145	350.00		350.00
23/035	CommuniCorp	Clerk & Councils Direct Subs	s.143	14.00		14.00
		TOTALS		2,014.33	156.00	2,170.33

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

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

13.5 To note the Council delegates any urgent or contracted regular payments to the Clerk in accordance with Standing Orders as there's no meeting next month and all payments made to be reported at the next meeting.

14 QUARTERLY FINANCE REPORT

To receive Quarter 1 income & expenditure budget variations for consideration and comment

15 ADDITIONAL HANDYMAN or MAINTENANCE RESOURCE - (Cllr Lounds)

To consider options and agree actions necessary to obtain additional resource to maintain the general upkeep of the village. In particular additional resource is required for strimming and weeding tasks to improve tidiness.

16 INTERNAL AUDITORS REPORT 2022/23

To consider the circulated Internal Auditors report for year ending 31st March 2023, noting any comments or recommendations made and resolve to take appropriate action to address them if required.

17 PURCHASE OF PUBLIC ADDRESS SYSTEM - (Cllr Lounds)

To propose purchase of a suitable portable Public Address (PA) System costing up to £600 plus VAT. The current suggested model is £569 incl VAT

18 LOWER MEEND TELEPHONE BOX RENOVATION & PROPOSED DEFIBRILLATOR – (Cllr McFarling)

To consider purchase and installation of a Defibrillator Unit to be installed in the former BT Phone Box at Lower Meend. To be funded in part by Defibrillator budget topped up from specific Earmarked Reserve as required. Broad estimate of cost £1,200-£1,500. (Note: Prior to specialist installation need volunteers for working party to renovate the council owned box asap working with councillors).

19 COUNCILLOR UPDATE REPORTS

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

20 ITEMS FOR FUTURE MEETINGS – (updated by Clerk post meeting to include latest information – subject to change)
To progress to Agenda, Cllrs contact the Clerk. Fully formed motions must be agreed with Clerk by strict Agenda deadlines.

- Bus Stop shelter roof repairs (Sept tbc)
- Investigation re Purchase of Microphone system (Sept tbc)
- Apple Day Planning & Risk Assessment (Sept)
- Phone Box renovation project
- Review Parish Plan
- Housing Needs Assessment
- Review of Risk Management Policy (Sept tbc)

21 PUBLIC COMMENT

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

22 DATES FOR FUTURE MEETINGS:

2023/24 Schedule - Any changes to these details will be advertised. Please adhere to necessary strict deadlines.

Dates 2023/24 Electoral Year	Time	Meeting	Venue (TBC)	Final Agreed Agenda items & Report Deadlines (& Dispensation requests):
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. Initial draft requests to Clerk asap and no later than midweek to work with and meet this fixed deadline. Dispensation requests ideally 3 days before meeting please

23 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.