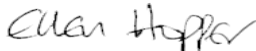


# ST BRIAVELS PARISH COUNCIL

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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 11<sup>th</sup> September 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**

5<sup>th</sup> September 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 11<sup>th</sup> September 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 10th July 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 COMMUNITY GRANT REQUEST – BAND FOR VILLAGE TRADITION EVENT – (Cllr McFarling)**

To consider a request to fund the cost of the band who accompany the unique village tradition Bread & Cheese event on Whit Sunday. The PCC currently pay £175 for this non church business related cost.

6<sup>th</sup> September 2023

## 11 PLANNING

### 11.1 FOREST OF DEAN DISTRICT COUNCIL –TO NOTE APPLICATIONS RESPONDED IN AUGUST: (ref Min 1119.2)

	Reference	Location	Proposal	Response
11.1.1	P0423/23/FUL	Springwell Cottage , Pystol Lane, St Briavels	Erection of second storey side extension, porch and internal alterations. Remove one external door and provide window in same opening. Demolition of existing garage and construction of new garage and widening of access.	No Objection
11.1.2	P1009/23/TCA	Green Meadows High Street St Briavels	T1 - Remove large ash in back garden leaning over neighbours garden and fell small ash (not marked on sketch). T2 - Failed willow, clear from western red cedar to leave monolith at approx 2m. T3 - Reduce chestnut near black shed by 2-3m. T4 - Crown clean apple tree and reduce by approx 2m	No Objection
11.1.3	P1017/23/FUL	Cherry Hill House, The Common, Brockweir	Erection of utility and kitchen garden room extension to existing dwelling	No Objection
11.1.4	P1030/23/FUL	Prospect Cottage, Bigsweir, St Briavels	Replacement of several windows and doors within existing openings	No Objection

### 11.2 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:

	Reference	Location	Proposal
11.2.1	P1037/23/FUL	Fairways, Hudnalls Loop Road, St Briavels	Erection of a building to form a dwelling house replacing a building/garage on the same site which was destroyed beyond repair

### 11.3. GLOUCESTERSHIRE COUNTY COUNCIL – PROW APPLICATIONS RECEIVED REQUIRING RESPONSE:

	Reference	Location	Proposal
11.3.1	573/11/209(14)	FSB65A known as County Road43031, Barn House Road	Definitive Map Modification Order Application - Reclassification of Restricted Byway FSB65A to a Byway open to All traffic (BOAT)

## 12 WYE VALLEY AONB PARTNERSHIP POSITION STATEMENTS CONSULTATION – (Cllr McFarling)

To consider any consultation response required to this Partnerships request re the position statements re Housing Development in the Wye Valley, and Landscape led development within the AONB Management Plan

## 13 FINANCE – INCOME & EXPENDITURE

13.1 INCOME RECEIVED: **Total £13,811.17** (£12,324 Precept, £621.24 PROW Refund, £618 BA, £247.93 interest)

13.2 ACCOUNTS PAID: To **note** delegated payments **made** in December (no meeting). Authorised by Cllr Robinson and Lounds (ref 1121.6)

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/037	E Hopper	Salary re July + Allowable Expenses	s.112 (2), LG(FP)A1963s.5	595.83		595.83
23/038	HMRC	PAYE & NIC	s.112 (2)	142.00		142.00
23/039	Ben Hillary	Handyman inv SB013 re July	s.111, HA 1980 s.96(5),PHA 1936 s.260(1)	229.70		229.70
23/040	Complete Landscape Gardeners	Grass – NT2752 Re July	HA 1980 s.96	780.00	156.00	936.00
		<b>TOTALS PAID IN</b>	<b>AUGUST</b>	<b>1,747.53</b>	<b>156.00</b>	<b>1,903.53</b>

13.3 ACCOUNTS FOR PAYMENT: To authorise payments to include the following schedule: **TO BE UPDATED**

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/041	E Hopper	Salary August, Allowable Expenses plus ink	s.112 (2), LG(FP)A1963s.5, s.111	558.30 27.33 32.49	6.50	634.62
23/042	HMRC	PAYE & NIC	s.112 (2)	142.20		142.20
23/043	Ben Hillary	Handyman inv SB014 August 23	s.111, HA 1980S.96(5), PHA 1936S.260(1)			TBC
23/044	Complete Landscape Gardeners	Inv NT2763 Grass cutting contract for August	HA1980 s.96	780.00	156.00	936.00
23/045	SBAR	inv 1522 Sept 2023 mtg	s.134 (4)	33.00		33.00
23/046	PKF Littlejohn LLP	External Audit fee AGAR 2022/23 inv SB20231047	s.111	210.00	42.00	252.00

23/047	GAPTC	Internal Audit 2022/23 inv #69	s.111	215.00		215.00
23/048	GAPTC	Cllr Training per order 11/7 inv 127, 138, 160	s.111	255.00		255.00
23/049	E Hopper	Reimburse PAS purchase	s.145	474.17	94.83	569.00
			<b>TOTALS (to update)</b>			<b>TBC</b>

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

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

13.6 FINANCIAL CONTROLS: to note the verification of Apr-July in-house controls and checks (Cllrs McFarling & Stuart)

#### 14 EXTERNAL AUDIT REPORT OF AGAR 2022/23

To note the conclusion of the External Audit of the Annual Governance & Accountability Return 2022/23 and receipt of the Auditors report where no matters have been raised for action. To note documents published in accordance with deadlines.

#### 15 DEFIBRILLATOR LOCATION – (Cllr Stuart)

To propose to locate the fourth parish defibrillator unit in a permanent appropriate position in the parish. Site options include one of the parish owned BT boxes, or other suitable site with power. This new location to be registered with the appropriate authority and this and all St Briavels defibrillator locations to be advised to Parishioners by publishing on the Parish Notice Boards, the council's website and the Village News publication as a minimum.

#### 16 MEMORIAL BENCH REQUEST – (Cllr McFarling)

To consider a parishioners revised request to install a memorial bench to be located on Parish Council land – exact site TBC To agree a £50 donation be acceptable for the upkeep of said bench for placement on council owned land. (Assumes revarnishing etc every 4 years over 20 years).

#### 17 COUNCILLOR UPDATE REPORTS

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

#### 18 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.

- Appointment of Additional Handyperson resource
- Bus Stop shelter roof repairs
- Investigation re Purchase of Microphone system
- Phone Box renovation project
- Review Parish Plan
- Housing Needs Assessment
- Review of Risk Management Policy
- Remembrance Sunday
- Christmas celebrations/light switch on
- 2024/25 Initial Budget Preparation
- 2<sup>nd</sup> Quarter Finance Report in October

#### 19 PUBLIC COMMENT

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

## 20 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):
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)

\* 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

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

Councillors Checking	Meeting to Report	Period Covered
<b>FINANCIAL TRANSACTIONS:</b>		
Stadhams, Watson	January	August, September, October, November
Lounds, Robinson	April	December, January, February, March
<b>ASSETS INSPECTION:</b>		
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.