

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

held on 15th May 2023 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Stadhams (meeting Chair), McFarling, Burley, Lounds, Watson, Collins and Stuart (*from 7.25pm*)
Also in attendance: Clerk (Ellen Hopper), plus Former Cllr Chivers (Outgoing Chairman), and 10 members of the public

ABSENT

Cllrs Thomas and Robinson (was Slaughter)

Outgoing Chairman Piers Chivers was present to conduct the legal requirement to appoint the new Chair of the Council as his last official duty. He welcomed and noted those assembled and wished the new council well.

1055 ELECTION OF NEW 2023 PARISH COUNCIL CHAIRMAN FOR 2023/24

Cllr Robinson was proposed (*written willingness pre-notified*) and following a unanimous vote **Cllr Lucy Robinson was elected.**

1056 ELECTION OF VICE-CHAIRMAN FOR 2023/24

Cllrs Stuart and Stadhams were proposed. **Cllr Stadhams was elected** and assumed the **Chair for the meeting.**

1057 DECLARATIONS OF ACCEPTANCE OF OFFICE

1057.1 The "Declaration of Acceptance of Office as Vice Chair" form was formally signed and witnessed.

1057.2 The Clerk confirmed receipt prior to the meeting of properly completed and witnessed "Declaration of Acceptance of Office as Councillors" from all members present, and Cllr Robinsons. Only Cllr Thomas form was outstanding.

1057.3 It was **resolved** permission for outstanding Declarations to be signed before/at the next meeting (LGA 1 972s.83(4))

1058 REGISTER OF MEMBERS INTERESTS FORMS

The Clerk confirmed receipt of completed and witnessed Register of Members Interests Forms from all members present. Forms from Cllrs Robinson and Thomas to be provided. Copies to be sent to the Monitoring Officer by the Clerk.

1059 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Robinson and were accepted .

1060 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Declarations made per Code of Conduct and defined regulations:

Cllr	See Minute Ref:	Interest	Reason
Cllr McFarling	1063.2 Appointment of PC Representative to William Whittington Charity & United Charity Trusts	Other	Current PC Representative
Cllr Burley	1063.2 Appointment of PC Representative to William Whittington Charity & United Charity Trusts	Other	Current PC Representative

1061 DISPENSATION REQUESTS – none received

1062 MINUTES OF PREVIOUS MEETING HELD 17th APRIL 2023

With no amendments it was **resolved** to accept the minutes as a true and accurate record and signed by the meeting Chair.

1063 APPOINTMENT OF COUNCIL REPRESENTATIVES

1063.1 War Memorial & Playing Fields Committee – **Cllr Andy Watson was appointed**

1063.2 William Whittington Charity & United Charity Trusts - **Cllrs McFarling & Burley, plus 2 non council members Adele James and Rachel Stephens reappointed** as parish council nominated Trustees for 4 year role to 2027. The Trustees were requested to ensure necessary outstanding actions and reports are updated as soon as possible. *(Cllrs McFarling and Burley excluded from vote)*

1063.3 It was agreed The Dementia Action Alliance role be deferred to allow for role research and understanding.

1064 REVIEW & APPOINT LEAD COUNCILLORS for 2023/24

1064.1 FINANCE– **Cllr Andy Watson was appointed**

1064.2 HIGHWAYS– **Cllr Paul Lounds was appointed**

1064.3 PLANNING– **Cllr Chris McFarling was appointed**

1064.4 FOOTPATHS– **Cllr Chris McFarling was appointed**

1064.5 EMERGENCY PLANNING/SNOW WARDEN– **Cllr Rose Collins was appointed**

1064.6 GOVERNANCE– **Cllr Roger Stuart was appointed**

1064.7 CEMETERY– **Cllr Dot Burley was appointed**

1064.8 AMENITIES (including GRASS CUTTING) – **Cllr Paul Lounds was appointed**

1064.9 STAFFING (incl Committee Chair)– **Cllr Chris McFarling was appointed**

1064.10 It was agreed a proposal to create a new Lead Councillor role for Community Liaison be brought to the June meeting.

1065 REVIEW OF TERMS OF REFERENCE FOR STAFFING COMMITTEE

It was **resolved** the Terms of Reference last reviewed 9th May 2023 were reviewed as still appropriate and shall continue with next date of revision to be added for May 2024.

1066 NOMINATIONS TO STAFFING COMMITTEE

Cllrs Stadhams and Stuart were elected as Members of the Staffing Committee for 2023/24, with Cllr McFarling as Committee Chairman as staffing Lead councillor.

1067 REVIEW OF DELEGATION ARRANGEMENTS

It was **resolved** the following Delegations remain required and fit for purpose, and therefore continue in force:

1067.1 standing Delegations to the Lead Cllr Amenities allowing authorising additional cuts as included in the Grass cutting contract recently awarded January 2023.

1067.2 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).

1067.3 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 April 2023 Min ref: 1043).

1067.4 standing Delegations to the Clerk and Chairman as per current Standing Orders and Financial Regulations.

1068 REVIEW OF PARISH COUNCIL GOVERNANCE DOCUMENTS

1068.1 It was **resolved** the following key documents had been annually reviewed **as circulated** with the next date of formal revision to be added for May 2024.

1068.1.1 STANDING ORDERS

1068.1.2 CODE OF CONDUCT

1068.1.3 FINANCIAL REGULATIONS

1068.1.4 COMPLAINTS PROCEDURE

1068.1.5 FOI and DATA PROTECTION POLICIES

1068.1.6 DEALING WITH THE PRESS POLICY

1068.2 The Clerk was **authorised** to update the Councils records and website with these latest document versions and recorded as the councils' key documents. It was **noted** other policies will be reviewed in year.

1069 REVIEW OF ASSET REGISTER

The circulated Asset Register inventory of land and assets was reviewed and **approved**. It was noted a water source on Mork Road needs to be investigated as a potential heritage asset to be added. Cllr McFarling to investigate.

1070 REVIEW OF INSURANCE COVER

1070.1 Confirmation of arrangements for the Councils insurance cover in respect of all insured risks as outlined in the circulated overview was **considered and noted** as appropriate.

1070.2 It was **resolved** the insurance cover as offered be accepted on the **3 year term option** as annual increase less than inflation and market premiums known to be increasing.

1071 REVISION OF BANK MANDATE

It was **resolved** Cllrs Watson, Stuart and Collins be set up as “View & Authorise” on the council’s online bank system to replace the 3 former members who are to be officially removed from the system. The Clerk to arrange the bank mandate changes to signatories as a matter of urgency.

1072 CORONATION CELEBRATIONS - (Standing Orders were suspended to permit working group to report to council)

1072.1 The working group reported a fantastic turnout and feedback for recent parish celebrations for the Kings Coronation. It was agreed all had been a huge success in bringing the community together and creating special memories.

- Saturday - 40 + people attended SBAR to watch the coronation on a large screen with excellent refreshments
- Sunday – c. 100 people at the Big Lunch Out at the Playing Fields for a ‘bring your own’ picnic and drinks etc in the Pavilion. Also, an Art competition and a treasure hunt, and lots of children’s games.
- The locally sourced and crafted bench set amongst the new young trees in the Playing Field was unveiled by local children.
- Monday - the Big Help Out for various volunteering initiatives hosted by St Briavels School – including clearing in the Moat, cleaning road signs, The Beavers flower arrangements, and small jobs on site.

1072.2 A formal minute of Thanks recorded to the working group and organisations, and everyone involved for all of their hard work, expertise and time to bring these events together. The following Individuals were thanked:

Working Group members Glenys Walker, Alison Moran, Debbie Lane Edith Slee, Natalie Frey, Piers Chivers, Mike Smith, Penny Woodman. Rich Naylor for producing such an impressive bench, all volunteers at SBAR in particular John Hurley for logistics at height to ensure the screen could be seen, Carolyn Hinton for the wonderful refreshments, Tom Robinson and all at the Playing Field and Pavilion, and all at the School, and the local Beavers group.

1072.3 A formal letter of thanks will be sent to the community venues who enabled this: SBAR, Pavilion & the School.

1072.4 It was **resolved** to approve reimbursement of fully evidenced costs incurred by working group members and SBARS invoice, and these be **added to the payment schedule**. The Bench invoice and consideration of a donation for electricity and facilities used at the Playing field and Pavilion would be brought to the next meeting.

1073 PLANNING

1073.1 A number of strong detailed objections had been received by email, and further such representations against presented by parishioners on the night. Material planning considerations and policy were outlined and all unanimous.

(post meeting note: Parishioners are also advised to write independently to the planning authority who will decide this)

1073.2 FOREST OF DEAN DISTRICT COUNCIL – the following was **resolved**:

Reference	Location	Proposal	Response
P0308/23/FUL Deadline 30/5/2023	Forest & Wye Valley Campsite, The Barse, 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	OBJECTION on the following grounds: - detrimental impact on a landscape that forms part of an Area of Outstanding Natural Beauty, -increased recreational pressure on the SSSI Slad Brook leading to a potential degradation of this site of national significance - increased risk of inadvertent contamination of the headwaters of the Slad Brook from effluent/sewage

			- concern that urbanisation creep occurs as lodges become permanent and length of occupancy increases. Applications to change use from tourism and holiday lets to residential in the longer term.
--	--	--	--

1073.3 It was **noted** that as District Councillor Cllr McFarling has formally requested a conditional “call in” on this application (meaning if officers recommend to approve the decision it has to be referred the planning committee to decide).

1074 ANNUAL SUBSCRIPTIONS AND CHARGES for 2023/24

The mandatory payment to the ICO re GDPR/Data Protection renewal fee to be taken as DD payment around 28/05/2022 for £35 was **noted**

1075 FINANCE – INCOME & EXPENDITURE

1075.1 INCOME RECEIVED: It was **noted: Total £13,080.24** (£12,324 Precept, £621.24 PROW Refund, £135 BA)

1075.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments **totalling £1,889.68**:

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
23/013	Complete Landscape Gardeners (N T Sargent)	Inv NT2719 Grass cutting contract for April	HA1980 s.96	700.00	140.00	840.00
23/014	SBAR	inv 1486 May 2023 mtg	s.134(4)	33.00		33.00
			TOTAL	1,749.68	140.00	1,889.68

1075.3 CORONATION EXPENSES PAYMENTS: It was **resolved** to **add on total of £1,053.32** to the payment schedule :

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/015	Glenys Walker (M Walker)	Prize money, Catering, Childrens entertainment	s.145	349.49		349.49
23/016	Alison Moran (Mrs AB Moran)	Bunting, Floral displays	s.144	155.88		155.88
23/017	Edith Slee (Mrs EC Slee)	Printing, Medals, Chocolates	s.145	137.95		137.95
23/018	SBAR	Room Hire , Buffet inv 1490	s.134 (4)	410.00		410.00
			TOTAL	1,053.32	0	1,053.32

1075.4 FINANCIAL CONTROLS: It was agreed Cllrs Robinson & Lounds would action these bank transactions as Authorising Councillors.

1075.5 FINANCIAL CONTROLS: It was **noted** the verification of the cumulative bank reconciliation by Lead Cllr will be actioned in June, so will include April.

1076 COUNCILLOR REPORTS - (Urgent updates only due to Council changes)

1076.1 FINANCE - no report

1076.2 STAFFING - no report

1076.3 FOOTPATHS - no report

1076.4 HIGHWAYS - Cllr McFarling - VAS project is being progressed on B4228 with County Highways support.

1076.5. PLANNING - no report

1076.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr McFarling advised the District Scrutiny Committee has requested a refresh of the PCs Emergency Action Plan. Documents to be forwarded to Cllr Collins to review and recommend update to council.

1076.7 CEMETERY – Cllr Burley – all seems fine

1076.8 AMENITIES / GRASSCUTTING – Cllrs Burley and Lounds to work together where roles cross re Cemetery grass

1076.9 GOVERNANCE - no report

1076.10 PLAYING FIELDS COMMITTEE - no report

1076.11 DEMENTIA ACTION ALLIANCE - no report (role pending)

1076.12 PRODUCE MARKET - no report (role pending)

1077 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.

It was agreed to review the list and assign potential projects in June.

- June - Receipt of Auditor reports
- June - Certification of Annual Governance & Accountability Return
- June – Remaining Payment approvals re Coronation Project
- June - Consider new Lead Cllr Role re Community Liaison
- June - Consider Dementia Action Alliance role
- June - Councillor Training
- June - Review of Risk Management Policy
- June - Review Projects list and assign project lead councillors
- Progress Apple Day Planning & Risk Assessment
- Consider Purchase of Public Address System (external)
- Consider Purchase of Microphone system (internal)
- Progress Vehicle Activated Speeding Sign Project Installation
- Consider Future Attendance at Produce Market – invite TBC
- Progress BT Phone Boxes renovation project
- 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
- Consider Review Parish Plan
- Invite Highways Manager to attend a council meeting

1078 PUBLIC COMMENT

- A parishioner asked if a previous application for a manager’s cabin at Bears campsite had been approved >>Yes
- A 2nd parishioner congratulated meeting well chaired – Needs to hand over defib cabinet to install, bin “safe speed” signs from County Council, Clerks & Councils Direct publication etc subscriptions >>liaise with Clerk & Chair
- A 3rd parishioner said new bench was very nice but would like to have attended unveiling which was not publicised
- A 4th parishioner asked if there’s still a “Village Agent” >> was District Council Scheme who used to visit vulnerable
- A useful parishioner/Cllr discussion re communications including delivering leaflets, laminating copies of minutes for community spaces, (including a generous offer from a parishioner who may help with this), admin arrangements who will post official notices in 3 Parish Notice Boards (formerly Mike) and associated approved publicity in Bus Shelters etc (formerly John).
- Parking matters raised may potentially be a topic when the Parish plan is revisited and consulted

1079 DATES FOR FUTURE MEETINGS

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:
30 th May	19.00	Annual Parish Meeting	The Pavilion	Invited Reports by 25 th May
12 th June	19.00	Parish Council Meeting	Assembly Rooms	2 nd June (9 th June)
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)

1080 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS AND CHECKS

2023/24 Schedule with names assigned will be produced by the Clerk as declarations of office now completed.

The meeting closed at 9.05pm