

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 12th June 2023 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Robinson (Chairman), McFarling, Burley, Thomas, Lounds, Watson, Stuart, Collins and Stadhams
Also in attendance: Clerk (Ellen Hopper), plus 12 members of the public

1081 APOLOGIES FOR ABSENCE – none

1082 DECLARATIONS OF ACCEPTANCE OF OFFICE

The receipt of completed and witnessed Declaration of Acceptance of Office previously outstanding from 2 members not present at the May meeting was confirmed. These being Cllr Robinsons Acceptance of Office as Chair, and Cllr Thomas Acceptance of Office as Councillor, in full accordance with the May meeting resolution ref 1057.3(LGA 1972 s.83(4)).

1083 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Declarations made per Code of Conduct and defined regulations:

Cllr	Minute	Interest	Reason
Cllr Lounds	1095.4 Reimbursement re Planter 23/027	Pecuniary	Recipient of reimbursement

1084 DISPENSATION REQUESTS – none received

1085 MINUTES OF PREVIOUS MEETING HELD 15th MAY 2023

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

1086 MATTERS ARISING FROM THE LAST MEETING

Files and information received from former Cllr Smith to Cllr Collins re Emergency Planning and Snow Warden, grit bins etc

1087 CLERK'S REPORT

The Clerk briefed:

- Parishioner contact alerting Smithfield Close grass areas not being cut by 3 Rivers Housing was now resolved
- Parishioner contact re concerns for dangerous speeding on Park Lane – see Agenda item
- Parishioner contact just received re concerns high grass verge visibility will be alerted to Highways for action
- The independent internal auditor is still conducting examinations – Agenda item 16 to be withdrawn
- However her report for submission to external audit has been received, and all is positive – see Agenda item 17
- A BACS payment on May payment run failed (incorrect account number supplied) Now resubmitted and complete.

1088 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

The verbal report was noted and to be circulated to members, with no questions. (*To be added with Minutes on the web*).

1089 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

The verbal report was noted and to be circulated to members. (*To be added with Minutes on the web*).

Question re drainage gully leaf obstruction Sandy Lane to be advised to Highways.

1090 PUBLIC PARTICIPATION ITEM

- A parishioner felt the volunteers' efforts to build planters and plant village gateways should receive small gesture payment from PC for work done as was not part of grant awarded to school
- A 2nd parishioner suggested the PC host Basic Life Support Training again to improve parishioners confidence (last time was held total 36 attended)

- A 3rd Parishioner complained Cemetery trees by wooden gate were overhanging graves and advised future consideration re accessibility suitability of new trees. (> confirmed maintenance approved, and contractor will start soon). Also patches of grass by the school not being cut and untidy (> confirmed as designated wildflower area – currently not flowering well)

1091 CORONATION PROJECT – REMAINING PAYMENT APPROVALS

It was **resolved** to approve the payment for the commissioned bench £1,200 (£1,000 + VAT) located in the Playing Field

1092 VILLAGE GATEWAYS PROJECT UPDATE

A proposal that the council acknowledge the efforts of Mr & Mrs Naylor to transport plant and construct the village gateways with a payment of £250 was **not carried**. It was **resolved** that the council's appreciation must be shown and the Clerk instructed to write a letter of Thanks for their efforts and contribution.

1093 PLANNING

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

	Reference	Location	Proposal	Response
1093.1	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	No Comment
1093.2	P0642/23/FUL	Cherry Hill House, The Common, Brockweir	Change of use from existing detached self-contained annexe to holiday let. (Retrospective)	No Objection

1094 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:

- 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

1095 FINANCE – INCOME & EXPENDITURE

1095.1 INCOME RECEIVED TO DATE: It was **noted**: **Total £13,080.24** (£12,324 Precept, £621.24 PROW Refund, £135 BA) (same as last month)

1095.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/020	E Hopper	Salary May, O/T, Allowable Expenses, +mileage +APM + Msoft 365 licence	s.112 (2), LG(FP)A1963s.5, s.111	844.80		844.80
23/021	HMRC	PAYE & NIC	s.112 (2)	170.40		170.40
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
23/028	AJGIBL (Gallaghers)	Annual Insurance to 31/05/2024	s.111	560.36		560.36
			Subtotal	3,677.48	385.60	4,063.08
23/027	Cllr Paul Lounds	Reimburse re planter	s.144	39.99	0	39.99
	(split Pecuniary	Interest -excluded from vote)	TOTAL	3,717.47	385.60	4,103.07

1095.3 Transactions 23/020-26 + 23/028 totalling £4,063.08 were **resolved**.

1095.4 Transaction 23/027 for £39.99 was **resolved**. (Cllr Lounds Left the room and Excluded from vote)

1095.5 FINANCIAL CONTROLS: It was agreed Cllrs Robinson & Lounds would action these bank transactions as Authorising Councillors.

1095.6 FINANCIAL CONTROLS: It was **noted** the cumulative bank reconciliation to end of May had been actioned and checked and signed off by Cllr Watson with no issues.

1096 INTERNAL AUDITORS REPORT 2022/23 – withdrawn as not complete

1097 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2022/23

1097.1 The 2022/23 Annual Internal Audit Report (AIAR – AGAR Form 3) was **considered** and **approved**, noting there are no “NO” responses or recommendations on the completed statement and therefore another perfect report. A note of thanks was recorded for the Clerk’s financial diligence.

1097.2 ANNUAL GOVERNANCE STATEMENT

The 2022/23 Annual Governance Statement (Section 1 – AGAR) was **reviewed** and **approved**. The council **reflected** on each assertion statement and there were no “NO” responses ticked. Section 1 was **signed** by the Chair of the council and the Clerk.

1097.3 ACCOUNTING STATEMENT

The certified 2022/23 Accounting Statements (Section 2 – AGAR) prepared and presented by the Responsible Finance Officer was **reviewed** and **approved**. Section 2 was **signed** by the Chair of the council.

1097.4 NOTICE OF PUBLIC RIGHTS

The dates of the Notice of Public Rights of Inspection were **formally noted** as being 19th June 2023 to 28th July 2023 and **agreed** will be formally **published** on the council’s website and Parish Noticeboards.

1098 APPOINTMENT OF COUNCIL REPRESENTATIVES

Dementia Action Alliance role – **Cllr Roger Stuart was appointed**.

1099 REVIEW & APPOINT LEAD COUNCILLORS for 2023/24

1099.1 It was **resolved** to split the Grass Cutting contract supervision and Lead Councillor responsibility from Amenities Lead Councillor role and **Cllr Dot Burley was appointed**. Cllr Lounds to continue with Amenities (Assets, Handyman, Litter picker)

1099.2 It was **resolved** to introduce a new Lead Cllr Role for Community Liaison - **Cllr Dianne Stadhams was appointed**.

1099.3 Responsibilities re the following admin support roles and tasks were **agreed**:

- Parish Notice Boards – Cllrs Lucy Robinson & Dot Burley
- Bus Shelter Posters – Cllrs Lucy Robinson & Andy Watson
- Defibrillator checks and management – Cllr Roger Stuart

1100 COUNCILLOR TRAINING PLAN

The circulated proposed training plan for new and all Councillors was considered. It was **resolved** 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. Councillors to advise of suitable dates to be booked.

1101 MEMORIAL TREE REQUEST

A request received from a parishioner for a funded memorial tree was considered and declined for practical reasons. It was **resolved** Cllr McFarling discuss alternative memorial options such as a memorial bench on The Tump with the parishioner.

1102 PARK LANE SPEEDING ISSUE

It was **resolved** a letter be sent by the Clerk to Ridgeway Research Ltd reminding them to take care and drive with awareness that pedestrians could be walking in the road.

1103 REVIEW PROJECTS LIST

1103.1 The circulated list of projects was reviewed and updated to classify activity and assign potential projects to Lead project Councillors to investigate scope and outline, or progress active projects asap.

1103.2 The circulated simple form was agreed to be used for all new commencing projects as a basic business case justification and help inform any consultation.

1103.3 Items for future Agenda list to be streamlined to those arising in next 3 months ie active or requiring decision.

1104 COUNCILLOR UPDATE REPORTS

1104.1 FINANCE – Cllr Watson - no report

1104.2 STAFFING – Cllr McFarling – no report

1104.3 FOOTPATHS – Cllr McFarling – no report

1104.4 HIGHWAYS – Cllr Lounds – VAS installed – battery changes etc to be arranged (initially Cllr McFarling then Handyman). Gigaclear road closure communication issues – Cllrs Lounds & McFarling will work with Highways to try to improve consistency.

1104.5. PLANNING – Cllr McFarling – no report

1104.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Collins – no report

1104.7 CEMETERY – Cllr Burley – Will investigate tree maintenance and grass tidiness issues mentioned

1104.8 GRASSCUTTING – Cllr Burley – will get any tidiness issues sorted

1104.9 AMENITIES – Cllr Lounds - Handyman has repaired bench on The Tump, re-varnished bench at Coldharbour, mended 30mph signs, and started curb grass / weed clearance.

1104.10 GOVERNANCE – Cllr Stuart – no report

1049.11 PLAYING FIELDS COMMITTEE – Cllr Watson – Grateful thanks sent from PFC re lovely new Coronation bench and recent grant approvals re litter bin emptying and Tennis court wall. Upcoming plans re new Showers in the changing rooms and playground Rocking horse replacement. Roped posts are now installed on the field by the car park to prevent parking on it. Also, the new café facility is doing very well and now available for catering for evening events. The Carnival was successful and well attended.

1105 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.

- Qtr 1 Finance Report (July)
- Internal Audit Report (July)
- Purchase of Public Address System (July)
- Appointment of Additional Handyperson resource (July)
- 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)

1106 PUBLIC COMMENT

- A parishioner suggested options re the Woodland Trust and land acquisition opportunity re memorial tree item. Park Lane pedestrian safety - identified delivery drivers as culprits not company workers and needs appropriate road signage to warn drivers of pedestrians (> will add to Highways list to request)
- A 2nd parishioner advised SBAR defib has low battery requires replacement soon. Also has its replacement cabinet for fitting and Remembrance soldier silhouettes for collection and storage by PC
- Cllr Burley made PC aware a very generous parishioner arranged for overgrown 3 Posts Lane and side of Tump to

be cut back for Carnival with own resources as concerns re safety and an untidy mess. (> agreed need additional PC resource to do this. Future events need to ensure planned and done eg MacMillan walk in September. A letter of grateful Thanks will be sent).

1107 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) 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. 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

1108 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.

The meeting closed at 9.25pm