

ST BRIAVELS PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 10th July 2023 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Robinson (Chairman), McFarling, Burley, Thomas, Lounds, Watson, Stuart, and Collins
Also in attendance: Clerk (Ellen Hopper), plus 4 members of the public

1109 APOLOGIES FOR ABSENCE

Apologies were received in advance and accepted from Cllr Stadhams

1110 DECLARATIONS OF INTEREST IN AGENDA ITEMS – none received

1111 DISPENSATION REQUESTS – none received

1112 MINUTES OF PREVIOUS MEETING HELD 12th JUNE 2023

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

1113 MATTERS ARISING FROM THE LAST MEETING

1113.1 Cllr McFarling updated has discussed with Parishioner regarding Memorial request. Proposal supported by details to be a September Agenda item for decision re maintenance and location

1113.2 The Clerk raised Cllr training requirements for booking of places in July. Dates and attendees were confirmed.

1114 CLERK'S REPORT

The Clerk briefed:

- AGAR sent off and publicised in accordance with legal requirements
- Monitoring Officer has confirmed acceptance & sign off of all Register of Members Interest forms
- Parishioner contact received regarding:
 - yellow lines proposed outside the school
 - suggested defibrillator unit in Lower Meend telephone box
 - potential breach of footpath route on the Common reported to PROW officer
 - positive carnival feedback and regarding the band specifically
 - potential request for funding towards a band to play at the cheese and dole events
 - alert to missing plank from village gateway planter and unresolved issues with potholes

1115 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

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

1116 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

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

1117 PUBLIC PARTICIPATION ITEM

- A parishioner asked about the bench at Cinderhill needing maintenance < is sited on private land not Pc asset
- A 2nd parishioner asked about delay re trees in the Cemetery being cut back < being followed up with contractor

1118 TRO PROPOSAL re DOUBLE YELLOW LINES for BARROWELL LANE

Following considered debate, it was **resolved** by those who voted 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

1119 PLANNING

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

	Reference	Location	Proposal	Response
1119.1	P0660/23/FUL	Mavis Bank, Pettymarsh Lane, St Briavels	Conversion of existing garage into home office / annexe.	No Comment

1119.2 It was **noted** 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. (No August meeting)

1120 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 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

1121 FINANCE – INCOME & EXPENDITURE

1121.1 INCOME RECEIVED TO DATE: It was **noted**: Total **£13,633.17** (£12,324 Precept, £621.24 PROW Refund, £440 BA, £247.93 interest)

1121.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

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 NT2742 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
23/036	Forest of Dean	Inv 2058805X Election costs	RPA 1983 s.36(5)	211.80		211.80
		TOTALS		2,240.13	156.00	2,393.13

1121.3 Transactions 23/029-36 totalling £2,393.13 were **resolved**.

1121.4 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson & Lounds would action these bank transactions as Authorising Councillors.

1121.5 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliation to end of June had been checked and signed off by Cllr Watson with no issues.

1121.6 It was **noted** 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.

1122 QUARTERLY FINANCE REPORT

The Clerk presented the Quarter 1 income & expenditure budget variations report. The use of earmarked reserves to date was also explained. It was **noted** there were no issues or concerns presenting at this early stage.

1123 ADDITIONAL HANDYMAN or MAINTENANCE RESOURCE

It was **resolved** to pay £15 per hour Handyman rate and to advertise to obtain additional contractor to maintain the general upkeep of the village, in particular additional strimming and weeding tasks to improve tidiness.

1124 INTERNAL AUDITORS REPORT 2022/23

The circulated Internal Auditors report for year ending 31st March 2023 was briefed and **noted** with **no required actions** as the council fully fulfilled all requirements. The Clerk was thanked for her work achieving this excellent report.

1125 PURCHASE OF PUBLIC ADDRESS SYSTEM

It was **resolved** to purchase the identified portable Public Address (PA) System for use at external parish council events and potentially community use. The model identified was felt best suitable specification and value for money costing £569 incl VAT. The Clerk was authorised to order and seek reimbursement next month.

NOTE Cllr Thomas requested the vote be **recorded**:
Cllrs Lounds, Robinson, McFarling, Stuart, Burley, Watson, Collins voted FOR
Cllr Thomas voted AGAINST

1126 LOWER MEEND TELEPHONE BOX RENOVATION & PROPOSED DEFIBRILLATOR

It was **agreed** to defer this motion or purchase of any further defib units until after a proper review of the current Defibrillator provision and strategy has been carried out. Improvements to publicising locations, instructions and a register to be progressed as part of the review and aim to bring to the September meeting.

1127 COUNCILLOR UPDATE REPORTS

1127.1 FINANCE – Cllr Watson - no report

1127.2 STAFFING – Cllr McFarling – no report

1127.3 FOOTPATHS – Cllr McFarling – PROW has been alerted to a fallen tree and potential unofficial diversion near Offas Dyke off footpath 73 – further location details required for the officer to site visit as not aware of this historical issue

1127.4 HIGHWAYS – Cllr Lounds – to request more frequent cutting at corner at Mork re junction visibility A466. Also overgrowth issue at New Road at Andrews Corner and Cross Hands – some of this is private landowners' responsibility but is now felt unsafe so Cllr McFarling will speak with them.

1127.5. PLANNING – Cllr McFarling – no report

1127.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Collins – has familiarised herself with county snow plough arrangements, and adequacy of plough and kit available. Further damaged and unlidded grit bins identified for potential replacement. A proposal for any unspent Grit budget to be used to buy replacement bins will be brought near year end.

1127.7 CEMETERY – Cllr Burley – Will investigate and progress bush clearance at back of Cemetery asap

1127.8 GRASSCUTTING – Cllr Burley – all is fine

1127.9 AMENITIES – Cllr Lounds - Handyman has had to repair bench on The Tump again, and has been given list of jobs

1127.10 GOVERNANCE – Cllr Stuart – no report

1127.11 PLAYING FIELDS COMMITTEE – Cllr Watson – The successful Carnival raised over £4k. Thanks given to PC for providing popular Brass Band. Work ongoing re Tennis Court wall. Equipment inspected and progressing maintenance excluding the Rocking horse which is to be replaced. 30th Anniversary of the Pavilion to be celebrated 19th August with open day, band in the evening and more.

1128 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 (Sept)
- Memorial Bench Request (Sept)
- Financial Controls & Checks (Sept)
- Bus Stop shelter roof repairs (Sept tbc)
- Investigation re Purchase of Microphone system (Sept/Oct? tbc)
- Review of Risk Management Policy (Sept/Oct? tbc)
- Defibrillator Strategy & Management Plan (Sept/Oct? tbc)
- Phone Box renovation project
- Review Parish Plan
- Housing Needs Assessment
- Remembrance Sunday
- Christmas celebrations/light switch on

1129 PUBLIC COMMENT

- A parishioner asked that the PC makes sure the Handyman resource also covers tasks on the Common
- A further query about brambles needing cut back on the High Street < this site is private land – Cllr McFarling to speak to owner – a reminder to go in VN re homeowners’ responsibility to maintain hedges re visibility and access

1130 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:
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

1131 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 9.20pm