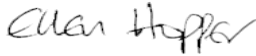


ST BRIAVELS PARISH COUNCIL

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 15th January 2024 at 19:00, at St Briavels Assembly Rooms for the transaction of business on the following Agenda.



ELLEN HOPPER, CLERK & RFO TO THE COUNCIL

9th January 2024

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 15th January 2024

CHAIRS WELCOME STATEMENT

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 29th November 2023

5 CLERK'S REPORT

To receive Clerk's update including Casual Vacancy situation.

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

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

8 PUBLIC PARTICIPATION

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

9 PLANNING

9.1 FOREST OF DEAN DISTRICT COUNCIL –TO NOTE APPLICATIONS RESPONDED IN DECEMBER: (ref Min 1182.2)

	Reference	Location	Proposal	Response
9.1.1	P1527/23/FUL	5 Barrowell Lane	Reconstruction of fire damaged house back to its original form with the addition of a double storey side extension and single storey rear extension. (Part Retrospective)	No Objection - would like the applicant to design in the best energy efficiency measures feasible to help reduce carbon emissions and decrease energy bills
9.1.2	P1484/23/FUL	New Field Gate, Land At Hilgay , Hilgay Road, Brockweir.	Relocation of field gate access and installation of wooden field gate	No objection - would like trees either side of the gate to be able to canopy over the gate at height so as to improve lesser horseshoe bat use

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

9th January 2024

[To view all the documents relating to an application go to www.fdean.gov.uk, then click on the following in turn – ‘Planning and building’ / ‘View planning applications’ / ‘Search’ / ‘Planning’ / ‘Simple Search’. Then enter the reference number (upper case letters only). Click ‘Search’ and then select the documents you want to read.]

	Reference	Location	Proposal
9.2.1	P1682/23/TCA (Time extension granted)	The Court Pystol Lane St Briavels	T1 - Beech, reduce branch near building to give 2-2.5m clearance. T2 - Holly, reduce branches near building to give a 1.5-2m clearance from building.
9.2.2	P1659/23/FUL	Oak Cottage, The Common, St Briavels,	Removal of Condition 4 (restricted operating period) relating to planning permission P1927/19/FUL to enable the business to operate all year round

10 REVIEW & APPOINT REPLACEMENT LEAD COUNCILLORS (until May Annual Meeting 2024)

- 10.1 VICE CHAIR (and acceptance of office form to be signed)
- 10.2 HIGHWAYS (Cllr McFarling providing temporary cover)
- 10.3 AMENITIES (Handymen & Assets) (Cllr Burley providing temporary cover)

11 FINANCE – INCOME & EXPENDITURE

11.1 INCOME RECEIVED (to 31/12):

Total £27,368.18 (£24,648 Precept, £621.24 PROW Refund, £1,050 BA, £228.64 Highways grass, £820.30 interest)

11.2 ACCOUNTS PAID: To **note** delegated payments **made** in December (no meeting). Authorised by Cllrs Robinson and Stuart (*ref 1189.7*)

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/069	E Hopper	Salary re Nov + NALC Backpay award Allowable Expenses	s.112 (2), LG(FP)A1963s.5	918.65		918.65
23/070	HMRC	PAYE & NIC	s.112 (2)	239.18		239.18
23/071	Ben Hillary	Handyman inv SB0017 re Nov 2023	s.111, HA 1980S.96(5), PHA 1936S.260(1)	120.00		120.00
23/072	James Smith (Mr Maintenance)	Handyman inv 23/409 re Nov 2023	s.111, HA 1980S.96(5), PHA 1936S.260(1)	458.02		458.02
23/073	Mr P Blignaut	Handyman inv STB01 re Nov 2023	s.111, HA 1980S.96(5), PHA 1936S.260(1)	345.00		345.00
23/074	SBAR	Inv1553 Nov Budget 29/11	s.134 (4)	22.00		22.00
23/075	GAPTC	Cllr Training inv 256	s.111	35.00		35.00
23/076	St Briavels School Association	Grant - Childrens Choir	s. 145 (1) (d)	450.00		450.00
		TOTALS PAID RE	NOVEMBER	2,587.85		2,587.85

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
	E Hopper	Salary December Allowable Expenses	s.112 (2), LG(FP)A1963s.5, s.111	635.63		635.63
	HMRC	PAYE & NIC	s.112 (2)	152.20		152.20
	James Smith (Mr Maintenance)	Handyman inv 23/418 re Dec 2023	LG(MP)A1953 s.4/PCA 1957 s.1	120.00		120.00
	SBAR	Inv1570 Bio+1571 15 Jan	s.134 (4)	49.50		49.50
	CardiAid	2 yr Maintenance SBAR Defib to Dec 2025	s.112 (2), exp LG(FP)A1963s.5 s.111	279.00	55.80	334.80
	SLCC	Clerks 2024 Subscription	s.111	148.00		148.00
		TOTALS		1,381.33	55.80	1,437.13

11.4 FINANCIAL CONTROLS: to note 2 Cllrs to approve the above bank transactions ASAP

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

11.6 FINANCIAL CONTROLS: to note the verification of Q3 in-house controls and checks (Cllr Watson)

12 RESERVES POLICY UPDATE

To propose to accept the draft Reserves Policy wording suggested and circulated by the Clerk to update General Reserves to comply with best practice.

13 QUARTERLY FINANCE REPORT

To receive Quarter 3 income & expenditure projected budget variations for consideration and comment re actions required.

14 FINANCE - BUDGET 2024/25

- 14.1 To agree and set the 2024/25 budget
- 14.2 To agree and set the level of Precept for 2024/25
- 14.3 To authorise the Clerk to issue the Precept demand for the agreed value to the District Council

15 CASUAL VACANCY CO-OPTION POLICY

To propose to accept the draft Casual Vacancy Co-option Policy suggested and circulated by the Clerk to comply with best practice and facilitate imminent co-options.

16 GRIT BIN REPLACEMENT - (Cllr Collins)

To approve acquisition and purchase of Grit bins from GCC Highways and arrange top up of grit within budget of £526 for 2023/24 and approve subsequent formal purchase of further bins in 2024/25. Costs and intended priority locations to be confirmed. All orders to be placed by the Clerk.

17 CHRISTMAS EVENT 2023 COSTS – (Cllr Robinson)

To approve payments to include outstanding Christmas tree invoice – estimated between £300-400, and to propose a donation of £20 to Cllr Burley for electricity costs for tree lights, and reimbursement of catering costs of £67.75 Cllr Robinson, plus £9.00 to parishioner who provided sausage rolls. All agreed payments to be added to the schedule for immediate payment.

18 COUNCILLOR UPDATE REPORTS

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

19 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.

- Co-option re 2 x Casual Vacancies (Feb)
- Bus Stop shelter (The Common) roof replacement (Feb)
- Churchyard wall repairs (Feb)
- Churchyard & Cemetery Tree works (Feb)
- Appoint Auditor (Feb)
- Memorial Bench Request
- Phone Box renovation project
- GRCC Survey - Housing Needs Assessment
- Review of Risk Management Policy
- Review Parish Plan
- Biodiversity Working Group - Initial Outline Report

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	Final Agreed Agenda items & Report Deadlines (& Dispensation requests):
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

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

Councillors Checking	Meeting to Report	Period Covered
<u>FINANCIAL TRANSACTIONS:</u>		
Stuart, Robinson	April	December, January, February, March
<u>ASSETS INSPECTION:</u>		
Burley & Collins	March	Biannual - February

IMPORTANT - Any Councillors unable to conduct their checking should arrange a swap with another Councillor and advise the Clerk.