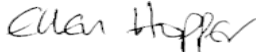


# ST BRIAVELS PARISH COUNCIL

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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 12<sup>th</sup> February 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**

6th February 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 12<sup>th</sup> February 2024**

CHAIRS WELCOME STATEMENT

### **1 APOLOGIES**

To receive apologies from members for absence.

### **2 CASUAL VACANCY CO-OPTION**

To consider and appoint as necessary candidates to fill Casual Vacancies following the council's formal co-option policy

### **3 DECLARATIONS OF INTEREST**

To receive declarations of interest from members in relation to matters on this Agenda

### **4 DISPENSATION REQUESTS**

To note any dispensation requests received by the Clerk in respect of interests declared

### **5 MINUTES OF PREVIOUS MEETING**

To approve the minutes of the last meeting held 15th January 2024

### **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 – FOREST OF DEAN GYMNASTICS CLUB – Major Roof Repairs**

To consider a grant funding request to contribute towards over cladding the leaking roof of the Gymnastics Centre - see circulated details supplied on grant application form re level of usage by St Briavels residents and primary school.

### **11 PLANNING**

11.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE: *(None so far)*  
[To view all the documents relating to an application go to [www.fdean.gov.uk](http://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

6<sup>th</sup> February 2024

## 12 FINANCE – INCOME & EXPENDITURE

12.1 INCOME RECEIVED (to 31/01/2024):

**Total £27,792.28** (£24,648 Precept, £621.24 PROW, £1,472 BA, £228.64 Highways grass, £820.30 interest, £2.10 rent)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/086	E Hopper	Salary January Allowable Expenses	s.112 (2), LG(FP)A1963s.5, s.111	635.83		635.83
23/087	HMRC	PAYE & NIC	s.112 (2)	152.00		152.00
23/088	SBAR	Inv1586 12 Feb	s.134 (4)	33.00		33.00
23/089	Ben Hillary	Handyman inv SB018 re Dec 2023+Jan 2024	s.111, HA 1980S.96(5), PHA 1936S.260(1)	52.50		52.50
23/090	Mr P Bignaut	Handyman inv STB02 re Jan 2024	s.111, HA 1980S.96(5), PHA 1936S.260(1)	120.00		120.00
		<b>TOTALS</b>		<b>993.33</b>	<b>0</b>	<b>993.33</b>

12.3 FINANCIAL CONTROLS: to note 2 Cllrs to approve the above bank transactions ASAP ( > Cllrs Stuart & Robinson)

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

## 13 INTERNAL AUDIT ARRANGEMENTS 2023/24

To propose GAPTC be appointed as internal auditors for 2023/24 on the basis the council has assured itself that the auditor is independent and competent and authorise the Clerk to send the letter of appointment. Fee £215 plus travel etc expenses

## 14 CEMETERY TREE WORKS – (Cllr McFarling)

14.1 To receive the updated plan of works for the Cemetery trees including additions and revised work allocations

14.2 To agree delegations to the Lead Councillor Amenities and Cemeteries to liaise with and supervise the previously agreed contractor as appropriate for the minor tree works (in addition to existing Handymen re general maintenance tasks)

14.3 To approve commencement of the re-tendering process for revised schedule of major tree works subject to any formal permissions required.

## 15 NEW RISK MANAGEMENT POLICY & REVIEW OF RISK STATEMENT – (Cllr Stuart)

To consider adopting the proposed Risk Management Policy and approve the revised updated Risk Assessment Statement following Internal Audits recommendation.

## 16 BUS STOP SHELTER (THE COMMON) ROOF REPLACEMENT – (Cllr Burley)

To consider quotes received for the urgent replacement of the Bus Shelter on The Commons roof

## 17 PHONE BOX RENOVATION – THE TRIANGLE, HILGAY – (Cllr McFarling)

To agree the offer from local volunteers to refurbish the former BT Box, using specific materials previously purchased by the council, and appoint a lead councillor for the project to commence in suitable weather.

## 18 COUNCILLOR UPDATE REPORTS

- FINANCE –
- STAFFING –
- FOOTPATHS -
- HIGHWAYS –
- PLANNING –
- EMERGENCY PLANNING/SNOW WARDEN –
- CEMETERY –
- GRASS CUTTING –
- AMENITIES –
- DEFIBRILLATORS -
- GOVERNANCE –
- WM & PLAYING FIELDS COMMITTEE –
- GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER – COUNCILLOR ADVOCACY SCHEME -

## 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 Casual Vacancies
- Churchyard wall repairs (March)
- Memorial Bench Request
- Phone Box renovation project
- GRCC Survey - Housing Needs Assessment
- 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):
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
<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.