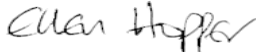


# ST BRIAVELS PARISH COUNCIL

Clerk Ellen Hopper  
2 Abbott Road, Severn Beach, South Gloucestershire BS35 4PU  
T 01454 631457 (+ answerphone)  
E stbriavelsclerk@outlook.com  
W stbriavels-pc.gov.uk

## **To all members of the Parish Council:**

**You are summoned to attend the Parish Council meeting to be held on Monday 11<sup>th</sup> March 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**

5th March 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 11<sup>th</sup> March 2024**

### **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 12th February 2024

### **5 CLERK'S REPORT**

To receive Clerk's update.

### **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 GRCC SURVEY - HOUSING NEEDS ASSESSMENT**

To receive a short presentation explaining GRCC's survey project planned for St Briavels in the spring.

### **9 PUBLIC PARTICIPATION**

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

### **10 PLANNING**

#### **10.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:**

*[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.]*

	<b>Reference</b>	<b>Location</b>	<b>Proposal</b>
10.1.1	P0222/24/TPO <i>(To Note)</i>	St Briavels Church Graveyard Church Street St Briavels	Fell 1 x Western Red Cedar (T5 on accompanying sketch plan), and 1 x Cypress (T6) to ground level, to reduce likelihood of storm damage and root penetration into adjacent boundary wall. Undertake the following work to 2 x Yew trees (T11 and T12) remove lower limbs to 2.4 metres above ground level, to improve pedestrian access along adjacent paths and for access to gravestones. Both Yew trees are also to be reduced to approximately 6 metres in height to allow more light to reach into eastern facade of the church.

5<sup>th</sup> March 2024

10.1.2	P0212/24/FUL	Asgarth, Lower Road, St Briavels	External render to property, addition of a Juliet balcony and replacement of full height non-opening windows with bifold doors at rear of property
10.1.3	P0172/24/TPO	Close Turf House Bream Road St Briavels	Undertake the following work to Sycamore T1 of Tree Preservation Order number DFTPO 265: Reduce lower lateral branches on western side of tree to a height of approximately 5-5.5 metres to allow adequate clearance for passing of agricultural vehicles and goods deliveries. Pruning cuts will be made to points of live growth as near as possible to the red line as indicated on page 1 of the accompanying photographs (revised tree plan photos 1.2). Partially reduce lower lateral branches on northern side of tree to give clearance of approximately 1.5 metres from adjacent building as indicated on pages 2 and 3 of the accompanying photographs (revised tree plan photos 1.2). All cuts will be made back to live growth including the very low branch on the right as marked on page 2 of the accompanying photographs. All proposed work is based on the recommendations in the accompanying Arboricultural Report (Independent Arboriculture & Urban Forestry Ltd., 16th June 2023), and will be carried out by a qualified tree surgeon in accordance with BS3998:2010. (Revised description).

## 11 FINANCE – INCOME & EXPENDITURE

11.1 INCOME RECEIVED (to 29/02/2024):

**Total £27,926.28** (£24,648 Precept, £621.24 PROW, £1,606 BA, £228.64 Highways grass, £820.30 interest, £2.10 rent)

11.2 ACCOUNTS FOR PAYMENT: To authorise payments to include the following schedule: (Note -to be updated)

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/092	E Hopper	Salary February + Allowable Expenses +Stationery, inks, stamps +Travel claim	s.112 (2), LG(FP)A1963s.5, s.111	931.46	30.08	961.54
23/093	HMRC	PAYE & NIC	s.112 (2)	152.20		152.20
23/094	SBAR	Inv15?? & 1591 re 11 March +21 Feb Bio Mtg	s.134 (4)	55.00		55.00
23/095	Ben Hillary	Handyman inv SB019 re Feb 2024	s.111, HA 1980S.96(5), PHA 1936S.260(1)	TBC		TBC
23/096	Grit Bins	inv1494505 10x50L GritBins		436.70	87.34	524.04
		<b>TOTALS</b>		<b>TBC</b>		<b>TBC</b>

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

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

## 12 LATE PAYMENT APPROVAL OTHERWISE IMPACTING OUTTURN

To seek approval to process a supplementary payment run near the end of March, if required where invoices for previously fully approved supplies and services present and are properly due for payment. To be processed within Financial Regulations, authorised by the Chair and Finance Lead and reported to the next meeting. Incomplete transactions to be considered for Earmarked Reserves transfers in April. (Potential items include Bus Shelter Roof, Cemetery trees, Defibrillator, cabinet and parts, approved councillor training, more stamps pre price rise TBC).

## 13 PAYROLL ADMINISTRATION COST INCREASE 2024/25

To seek approval of the £10 price increase advised by the council's payroll service provider for the new financial year – rising from £70 To £80 for the years services. To be paid in April 2024/25.

## 14 GREEN BIN LICENCES 2024/25

To propose to renew the 5 green bin licences, total purchase £275, to ensure continued collection. This is an online payment option only, which the Clerk will procure with reimbursement be added to the March payment schedule.

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

To consider quotes received for the urgent replacement of the Bus Shelter roof on The Common and appoint a contractor.

## 16 CHURCHYARD WALL REPAIRS – (Cllr McFarling)

To propose that quotes are sought from specialists to act as the council's agent to progress Wall repairs. Role to include:

- draw up a proper and technical schedule of works and job specification that can be sent to potential contractors tendering for the work for repairs to the church boundary walls
- obtain all relevant permissions required from the church and other relevant bodies
- assist and advise the council about the technical elements of tender assessment process (with no decision making capacity)
- oversee and safely site manage the works necessary to satisfactory conclusion

## 17 ANNUAL PARISH MEETING 2024/25 - (Cllr Robinson)

To agree date, confirm venue as SBAR, propose a budget, and for Clerk to make arrangements and invite community groups

## 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 1 x Casual Vacancies (to remain until filled)
- Asset Inspections (moved to April)
- Churchyard Tree works contract (April)
- 20mph Speed Reduction (April tbc)
- Phone Box renovation project (3<sup>rd</sup> box and future internal uses)
- Review Parish Plan
- Memorial Bench Request
- Biodiversity Working Group - Initial Outline Report
- Adult Education promotion

## 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):
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
<b>FINANCIAL TRANSACTIONS:</b>		
Stuart, Robinson	April	December, January, February, March
<b>ASSETS INSPECTION:</b>		
Burley & Collins	<del>March</del> April	Biannual – <del>February</del> March

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