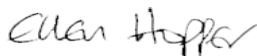


# ST BRIAVELS PARISH COUNCIL

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 8<sup>th</sup> April 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**

2<sup>nd</sup> April 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 8th April 2024**

### **1 APOLOGIES**

To receive apologies from members for absence.

### **2 ATTENDANCE**

Waiver of six-month councillor attendance rule (section 85 of the Local Government Act 1972)"

### **3 CASUAL VACANCY CO-OPTION**

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

### **4 DECLARATIONS OF INTEREST**

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

### **5 DISPENSATION REQUESTS**

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

### **6 MINUTES OF PREVIOUS MEETING**

To approve the minutes of the last meeting held 11th March 2024

### **7 CLERK'S REPORT**

To receive Clerk's update.

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

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

### **10 PUBLIC PARTICIPATION**

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

### **11 PLANNING**

#### **11.1 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>
11.1.1	P0272/24/FUL	Tintern View, Hollywell Lane, Brockweir,	Variation of condition 2 (Approved plans) of permission P0881/22/FUL - Erection of dwelling and garage with associated works. Demolition of existing cottage and garage. Change of use of land to additional residential curtilage
11.1.2	P0291/24/FUL	Jocks Barn, Coleford Road, Bream	Erection of an outbuilding to be used as a home office / garden store

2<sup>nd</sup> April 2024

## 12 ANNUAL SUBSCRIPTIONS AND CHARGES for 2024/25

To resolve to continue and authorise payment of the following as falling due for the new financial year:

- Gloucestershire Association of Parish & Town Councils (GAPTC) subscription – value to be advised (£365.02 in 2023/24)
- Others presenting to come to future meetings for approval as arising

## 13 PREAUTHORISATION OF REGULAR CONTRACTURAL PAYMENTS RE 2024/25

To resolve to authorise as standing delegations' payment of the councils' regular contractual commitments re Clerks pay and HMRC deductions, parish Handyman payments, parish Litter picker and monthly invoices re the parish grass cutting contract, for months where no council meeting takes place. All such payments to be in accordance with the councils Financial Regulations and reported in full at the next full council meeting.

## 14 FINANCE – INCOME & EXPENDITURE

14.1 INCOME RECEIVED - Full year to 31/03/2024 – (Budget £26,880):

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

14.2 ACCOUNTS PAID: To **note** payments made as agreed at the March meeting. Authorised by Cllrs Watson & Robinson.

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
23/098	E Hopper	Reimburse Green Bin labels	Litter Act 1963 Ss5,6	275.00		275.00
23/099	E Hopper	48 1st class stamps(pre price increase)	LG(FP)A 1963 s.5	60.00		60.00
23/100	Luke Allen	Contract B Cemetery Trees	s.214(2), s.215 (1)+(2)	1,600.00		1,600.00
23/101	James Smith (Mr Maintenance)	Bus Shelter Roof, The Common	LG(MP)A1953 s.4/PCA 1957 s.1	3,039.97		3,039.97
			<b>TOTAL PAID</b>	<b>4,974.97</b>	<b>0</b>	<b>4,974.97</b>

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
24/001	E Hopper	March pay & allowance	s.112 (2), LG(FP)A1963s.5, s.111	635.83		635.83
24/002	HMRC	Tax & NI	s.112 (2)	152.00		152.00
24/003	CM Packham	Payroll service 2024/25	s.111	80.00		80.00
24/004	James Smith (Mr Maint)	Handyman inv ?? Re March 2024	LG(MP)A1953 s.4/PCA 1957 s.1	120.00		120.00
24/005	SBAR	Inv 1608 re April + BioD Mtg 1598 Re 27/3	s.134 (4)	49.50		49.50
24/00	Ben Hillary	Handyman inv SB020 re March 2024	LG(MP)A1953 s.4/PCA 1957 s.1			TBC
24/00	Mr P Blignaut	Handyman inv STB0? re March 2024	LG(MP)A1953 s.4/PCA 1957 s.1			TBC
24/00	GAPTC	2024/25 Annual Subscription	s.143			TBC
			<b>TOTAL TO PAY</b>			

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

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

14.6 FINANCIAL CONTROLS: to note the verification of in-house controls and checks for the period December to March

## 15 CHURCHYARD & CEMETERY TREE WORKS – (Cllr McFarling)

To consider quotes received for the major tree works described as “Contract A” and appoint a contractor.

## 16 FINANCIAL CLOSING POSITION 2023/24

To note the circulated final closing position to be used to prepare the AGAR Accounts Statement. To consider and agree proposals for transfers to Earmarked Reserves.

## 17 20 MPH SPEED REDUCTION – (Cllr McFarling)

To consider how best to support a 20mph speed reduction campaign in St Briavels working with concerned Parishioners

## 18 IN HOUSE ASSET CONTROLS & CHECKS (Cllrs Burley & Collins)

To note the internal independent inspection of parish assets and the Asset Register.

## 19 BEARSE FARM WOODLAND MANAGEMENT CONSULTATION – (Cllr McFarling)

To note and comment upon the Bearse Farm Woodland Management Plan.

## 20 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 -

**21 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.

- Annual Parish Council Meeting – standard governance agenda – May
- Receipt of Internal Auditor Report – May/June
- Approval of Annual Governance & Accountability Statements and Return – May/June
- Churchyard wall repairs ( Tenders re Specialist support)
- 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

**22 DATES FOR FUTURE MEETINGS:**

2024/25 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):
13 <sup>th</sup> May	19.00	Annual Parish Council Meeting	Assembly Rooms	3 <sup>rd</sup> May (10 <sup>th</sup> May)
Weds 22 <sup>nd</sup> May	18.30	Annual Parish Meeting	Assembly Rooms	n/a
10 <sup>th</sup> June	19.00	Annual Parish Council Meeting	Assembly Rooms	31 <sup>st</sup> May (7 <sup>th</sup> June)
8 <sup>th</sup> July	19.00	Annual Parish Council Meeting	Assembly Rooms	28 <sup>th</sup> June (5 <sup>th</sup> July)
August		No meeting		
9 <sup>th</sup> September	19.00	Annual Parish Council Meeting	Assembly Rooms	30 <sup>th</sup> August (6 <sup>th</sup> Sept)
14 <sup>th</sup> October	19.00	Annual Parish Council Meeting	Assembly Rooms	4 <sup>th</sup> October (11 <sup>th</sup> October)
11 <sup>th</sup> November	19.00	Annual Parish Council Meeting	Assembly Rooms	1 <sup>st</sup> November (8 <sup>th</sup> Nov)
December		No meeting		
13 <sup>th</sup> January	19.00	Annual Parish Council Meeting	Assembly Rooms	3 <sup>rd</sup> January (10 <sup>th</sup> January)
10 <sup>th</sup> February	19.00	Annual Parish Council Meeting	Assembly Rooms	31 <sup>st</sup> January (7 <sup>th</sup> February)
10 <sup>th</sup> March	19.00	Annual Parish Council Meeting	Assembly Rooms	28 <sup>th</sup> February (7 <sup>th</sup> March)
14 <sup>th</sup> April	19.00	Annual Parish Council Meeting	Assembly Rooms	4 <sup>th</sup> April (11 <sup>th</sup> April)
12 <sup>th</sup> May	19.00	Annual Parish Council Meeting	Assembly Rooms	2 <sup>nd</sup> May ( 9 <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

**23 DATES & ROTA RE IN HOUSE CONTROLS AND CHECKS 2024/25**

Councillors Checking	Meeting to Report	Period Covered
<b>FINANCIAL TRANSACTIONS:</b>		
Cllrs Watson and Sharp	Sept	April, May, June, July
Cllrs McFarling and Stuart	Jan	August, September, October, November
Cllrs Robinson and TBC	April	December, January, February, March
<b>ASSETS INSPECTION:</b>		
TBA	Sept	Biannual Review
TBA	March	Biannual Review

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