

# ST BRIAVELS PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 12<sup>th</sup> February 2024 at 19:00 at St Briavels Assembly Rooms

### PRESENT

Cllrs Robinson (Chairman), McFarling, Burley, Stuart, Collins, - joined by Cllr Sharp after Item 2  
Also in attendance: Clerk (Ellen Hopper), plus 10 members of the public

**1226 APOLOGIES FOR ABSENCE** – Apologies received in advance from Cllrs Watson and Thomas

### 1227 CASUAL VACANCY CO-OPTION

Following the council's formal co-option policy – Cllr Richard Sharp was elected to the parish council. His Declaration of Acceptance of Office was signed, and he joined the meeting – filling 1 of the 2 Casual Vacancies.

**1228 DECLARATIONS OF INTEREST IN AGENDA ITEMS** – none were made

**1229 DISPENSATION REQUESTS** – none received

### 1230 MINUTES OF PREVIOUS MEETING HELD 15th JANUARY 2024

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

### 1231 CLERK'S REPORT

Correspondence to report:

- Call for potential sites by FODDC to accommodate future housing and employment by 31/3/2024. This will tie in with planned Housing Needs Survey work in March
- Re withdrawal of Grant to Eye Know Productions – it has been confirmed that Hewelsfield & Brockweir PC have not made an award and the matter withdrawn. The formal withdrawal offer will now be sent
- A Parishioner has asked questions about the capacity and future planning of the Cemetery. Neither quick or definitive answers are available but will be included in a bigger piece of research which will report to a future meeting
- Parishioner enquiries received about the 20mph campaign and what actions are needed to take this forward as no activity witnessed on this

### 1232 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

The circulated report to members was noted and briefed, *(to be added with Minutes on the web)*.

### 1233 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

The circulated report to members was noted and briefed, *(to be added with Minutes on the web)*.

### 1234 PUBLIC PARTICIPATION ITEM

- Residents from the Fence at Mork explained the current keypad type defib cabinet is time consuming to access, and asked if any progress re getting a suitable location for it? >> the council are investigating options for a required power supply and would include a new unlocked cabinet .
- A parishioner enquired on behalf of a group of residents about the previous 20mph speed reduction campaign as many are concerned about the dangerous speed of vehicles around the village? >>Cllr Robinson agreed concerns are valid and important and the parish council will get this back on the Agenda and research what

support is needed. The Clerk to amend the old Highways introduction page as its out of date and misleading on this subject.

- Another parishioner asked re progress for a width restriction sign at the entrance to the Common (wide vehicles churning up the verges) and replacing the signpost on the Common? >> Cllr McFarling to follow up with Highways and a new list of outstanding issues to be sent to Highways as part of regular liaison.
- The representative for the FOD Gymnastics Club presented a summary of the grant application, the problems they are facing and reason for request, and took Councillors questions ahead of the Grant request item.

### 1235 COMMUNITY GRANT REQUEST – FOREST OF DEAN GYMNASTICS CLUB – Major Roof Repairs

It was **resolved** to award the “Forest of Dean Gymnastics Club” a 1-off Community Grant of £750 to contribute towards essential roof repairs to the Gymnastics Centre based at Five Acres. The grant to be added to the schedule for payment.

### 1236 PLANNING

1236.1 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were **resolved**:

	Reference	Location	Proposal	Response
1236.1.1	P0172/24/TPO (by 28 <sup>th</sup> Feb)	Close Turf House, Bream Road, St Briavels	Raise crown of Sycamore covered by T1 of DFTPO 265 to approximately 5.2 metres above ground level on the western side where it overhangs Close Turf Farm in order to allow adequate clearance for agricultural vehicles	<b>No Objection</b> -Only comments are that we would want to see a qualified arborists report to substantiate that the works don't render the tree unbalanced, at risk of falling through windthrow and that such tree work is not detrimental to this ancient tree's health. Ideally, we would want the minimum of pruning necessary to take place, ensuring that compaction of the roots does not take place.
1236.1.2	P1554/23/LBC (by 29 <sup>th</sup> Feb)	Dean Valley Manor , The Fence, St Briavels	Listed building consent for replacement of tiled and wooden flooring and skirting on ground floor level, upgrading of commercial kitchen including new vents. Replacement of 4 No. internal doors and 1 No. external rear door and removal of internal bedroom partition (part retrospective)	<b>No Objection</b> - but would want to ask and seek assurance these works will not lead to future change of use from tourism to residential as this would be damaging to the local economy. Also that security will be heightened to protect the floorboards and any other such features from theft and suggest that natural flood management techniques are used to decrease or eliminate flood risk in future.

### 1237 FINANCE – INCOME & EXPENDITURE

1237.1 It was **Noted** INCOME RECEIVED (to 31/01):

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

1237.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

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 Blignaut	Handyman inv STB02 re Jan 2024	s.111, HA 1980S.96(5), PHA 1936S.260(1)	120.00		120.00
23/091	Lydney Settled Estate	3 Christmas trees +delivery	s.144	289.99	58.00	347.99
23/092	FOD Gymnastics Club	Community Grant re roof repairs contribution	s.137	750.00		750.00
			<b>TOTALS</b>	<b>2,033.32</b>	<b>58.00</b>	<b>2,091.32</b>

1237.3 Transactions 23/086 -91 totalling £1,341.32 were **resolved** as per circulated revised schedule.

1237.4 The previously awarded community grant of £750 (*min ref* 1235) was confirmed approved to be added to the payment schedule to increase the total to £2,091.32.

1237.5 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson & Stuart would action these bank transactions as Authorising Councillors asap.

1237.6 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliation to end of January had been checked and signed off by Cllr Watson with no issues as reported by circulated email prior to the meeting.

#### 1238 INTERNAL AUDIT ARRANGEMENTS 2023/24

It was **resolved** GAPTCs internal audit service be appointed as internal auditors for 2023/24 on the basis the council has assured itself that the auditor is independent and competent, and the Clerk authorised to send the letter of appointment. Fee £215 plus travel etc expense.

#### 1239 CEMETERY TREE WORKS

1239.1 It was **resolved** to agree the updated plan of Cemetery tree works including additions and revised work allocations

1239.2 It was **resolved** the Lead Councillor Amenities and Cemeteries be delegated to liaise with, obtain revised costs and supervise the previously agreed contractor as appropriate for the minor tree works (B) in addition to existing Handymen re general maintenance tasks (C)

1239.3 It was **resolved** to commence the re-tendering process for revised schedule of major tree works (A) subject to any formal permissions required.

#### 1240 NEW RISK MANAGEMENT POLICY & REVIEW OF RISK STATEMENT

It was **resolved** to adopt the proposed Risk Management Policy and approve the revised updated Risk Assessment Statement following Internal Audits recommendation. The only amendment was to remove the venue line.

**>BUS STOP SHELTER (THE COMMON) ROOF REPLACEMENT** – *This item was deferred until March awaiting 3<sup>rd</sup> quote*

#### 1241 PHONE BOX RENOVATION – THE TRIANGLE, HILGAY

It was noted the council wish to **accept** the offer from local volunteers to refurbish the former BT Box, using specific materials previously purchased by the council. Cllr Robinson to meet with them to provide guidance and the materials and the Clerk to email send email.

#### 1242 COUNCILLOR UPDATE REPORTS

1242.1 FINANCE – no report

1242.2 STAFFING – Cllr McFarling – no report

1242.3 FOOTPATHS – Cllr McFarling – Some footpaths recently checked, and blockages removed by PROW team also noted some signs need replacement as have been taken down. Any further issues to be notified to the PROW officer.

1242.4 HIGHWAYS – Cllr McFarling – no report

1242.5. PLANNING – Cllr McFarling – More details known re changes to National Planning Policy Framework – some contentious and some sensible. Will include alterations to Green Belt to accommodate Housing, energy efficiency requirements, allocation of agricultural land and Biodiversity net gain.

1242.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Collins – Grit Bin quote information passed to the Clerk to process. The Official order will be placed this month, and these bins will be added to the asset register.

1242.7 CEMETERY – Cllr Burley - Increasing interest from parishioners re purchasing plots (and links to future report to do)

1242.8 GRASSCUTTING – Cllr Burley – no report

1242.9 AMENITIES – Cllr Burley – Any suggested Handymen tasks to be passed to her to allocate. Cllr Robinson suggested Phone box on Common needs cleaning – this will be added to handyman task list and done periodically. Cllr Stuart updated all defibs checked and in order but mentioned Mork Defib units medical kit is missing and will provide details to the Clerk to place an order under delegations.

1242.10 GOVERNANCE – Cllr Stuart – no further report.

1242.11 PLAYING FIELDS COMMITTEE – no report but Cllr Watson previously advised the AGM is happening soon.

1242.12 POLICE & CRIME COMMISSIONER ADVOCACY – Cllr Stuart – Attended 1<sup>st</sup> meeting. St Briavels is a low crime area. Now recruited more PCSOs and trying to be more community visible. Have been invited to SBAR on a drop in for coffee basis and hope to get a visit from the mobile unit. Suggested we start having regular attendance at PC meetings to present local stats and give updates in addition to Annual Parish Meeting.

1242.13 BIODIVERSITY WORKING GROUP - Cllr McFarling —the initial meeting was well received by a keen group of 12 attendees. There will be an ongoing cost re future meetings and draft report will follow.

**1243 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)
- GRCC Survey - Housing Needs Assessment (March – Specialist to attend TBC)
- Churchyard wall repairs (March – Specialist to attend TBC)
- Approval for March Late Supplementary Payment of previously approved expenditure if required (March)
- Payroll Administration increase 2024/25
- Bus Stop shelter (The Common) roof replacement (March – awaiting 3<sup>rd</sup> quote)
- Churchyard & Cemetery Tree works (Contract A Tender – March TBC)
- Green Bin Licence approval (March)
- Asset Inspections (March/April)
- 20mph Speed Reduction
- 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

**1244 DATES FOR FUTURE MEETINGS**

2023/24 Schedule - Any further changes to these details will be advertised. Please adhere to necessary strict deadlines.

Dates 2023/24 Electoral year	Time	Meeting	Venue	Final <u>Agreed</u> Agenda items & Report Deadlines ( <u>&amp; Dispensation requests</u> ) by:
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 before midweek to work with and meet this fixed deadline. Dispensation requests ideally 3 days before meeting please

**1245 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	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 9.08 pm**