

# ST BRIAVELS PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 11<sup>th</sup> March 2024 at 19:00 at St Briavels Assembly Rooms

### PRESENT

Cllrs Robinson (Chairman), McFarling, Burley, Stuart, Collins and Sharp

Also in attendance: Clerk (Ellen Hopper), plus 11 members of the public, and Cara Loukes GRCC (guest speaker)

**1246 APOLOGIES FOR ABSENCE** – Apologies received in advance from Cllr Watson. Cllr Thomas absent.

**1247 DECLARATIONS OF INTEREST IN AGENDA ITEMS** – none were made

**1248 DISPENSATION REQUESTS** – none received

### 1249 MINUTES OF PREVIOUS MEETING HELD 12th MARCH 2024

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

### 1250 CLERK'S REPORT

Correspondence from parishioners:

- Reported large amount of litter on the B4228 initially cleared promptly by County
- Further deposits of recycled items on same corner suspected from the Biffa lorries - County Council will clear and speak to crews to ensure flaps closed when travelling
- Many leaves on the High Street opposite the Congregational Church - the handyman has now removed
- Concerns re Local Market advertising signs being left out permanently which are unsightly, set a precedence for other postings, also not effective to promote the actual days of the market. Suggested resident speak to SBAR

Other correspondence to note:

- Wider planning consultation publicised for Glytchbrook - a new village development near the M50 in the north of the Forest of Dean area – individual responses by end of March - go to FOD website for details
- Questionnaire in support of the Brockweir and Hewelsfield parish council and the community led project for the Brockweir Inn - need as many as possible to respond - details and link on both PC websites and village news
- Warning of Road closures on Cockshoot Hill between the 20th and 26th of this month for Gigaclear works – details and map will be posted on our web page and Facebook

Actions/work in progress:

- The tree tenders have been reissued with a new deadline extended to the end of this month and a wider range of contractors invited to bid
- Defibrillator power - the Fence - awaiting National Grid to inspect to provide quote and confirm if a supply possible
- Defib and cabinet for the phone box on the common – grant availability, models and sources and best value for money option has been determined. Written permission to install with conditions obtained from BT.
- Annual pre renewal insurance questionnaire received for return by 2nd of April to be completed based on latest updated version of the council's asset register

### 1251 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

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

### 1252 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

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

### 1253 GRCC SURVEY - HOUSING NEEDS ASSESSMENT – Guest Speaker GRCC

Cara Loukes, Housing Needs Officer from GRCC gave a presentation explaining GRCC's survey project planned for St Briavels in the spring. All parishioners will receive a survey to gather data and determine views about Housing Need -

particularly for affordable housing, potential opportunities for provision looking at sites and sizes/types of accommodation needed. The council was asked to help publicise and encourage parishioners to respond as so important for the future. A very useful Question & Answer session followed, and the speaker thanked.

**1254 PUBLIC PARTICIPATION ITEM**

- Various parishioners actively engaged in the wide ranging informative Q&A session with the Housing Needs Officer re the forthcoming survey > Further sessions would try to be arranged
- Support was requested from a representative of the attendees of the Gentle Active Games sessions held at SBAR, explaining the many community benefits including welfare, socialisation to prevent loneliness, stimulation for dementia sufferers and mental health improvement for elderly and vulnerable residents. > Various offers to help and positively support and obtain grant funding came forward. Clerk explained groups not individuals to apply and will send details of the councils' community grant eligibility and grant application form. Cllr McFarling suggested Build Back Better funds may also be available from the county fund.

**1255 PLANNING**

1255.1 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were **resolved**:

	<b>Reference</b>	<b>Location</b>	<b>Proposal</b>	<b>Response</b>
1255.1.1	P0222/24/TPO (To Note)	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.	No Objection ( <i>for the record</i> )
1255.1.2	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	<b>No Objection</b>
1255.1.3	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).	<b>Objection</b> – reasons: unnecessary over pruning of protected tree. The Tree Officer to determine what pruning is necessary to ensure not unbalanced nor unduly cut. Overhanging branches behind the stone wall do not appear to be restricting access. Pruning ends of low hanging branches over the exit/entrance way to give clearance only if permitted. Council notes a shipping container in the area behind the stone wall, close to the tree, with potential, compaction and harm to the root system. An ecological report has not been provided re assurance that the tree does not have bat roost presence or potential.

**1256 FINANCE – INCOME & EXPENDITURE**

1256.1 It was **Noted** INCOME RECEIVED (to 29/02):

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

1256.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

<b>Ref</b>	<b>Payee</b>	<b>Purpose</b>	<b>Auth (LGA 1972, or)</b>	<b>Net £</b>	<b>VAT £</b>	<b>Payment £</b>
23/093	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

23/094	HMRC	PAYE & NIC	s.112 (2)	152.20		152.20
23/095	SBAR	Inv1596 & 1591 re 11 March +21 Feb Bio Mtg	s.134 (4)	55.00		55.00
23/096	Ben Hillary	Handyman inv SB019 re Feb 2024	s.111, HA 1980S.96(5), PHA 1936S.260(1)	22.50		22.50
23/097	Kisher Direct (GritBins.net)	inv1494505 10x50L GritBins	s.137	436.70	87.34	524.04
<b>TOTALS</b>				<b>1,597.86</b>	<b>117.42</b>	<b>1,715.28</b>

1256.3 Transactions 23/093-097 totalling £1,715.28 were **resolved** as per circulated revised schedule.

1256.4 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson & Stuart would action these bank transactions as Authorising Councillors asap.

1256.5 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliation to end of February had been checked and signed off by Cllr Watson with no issues, as reported by circulated email prior to the meeting.

**1257 LATE PAYMENT APPROVAL OTHERWISE IMPACTING OUTTURN**

It was **resolved** to approve 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 authorised by the Chair and Finance Lead and reported to the next meeting. Incomplete transactions to be considered for Earmarked Reserves transfers in April.

**1258 PAYROLL ADMINISTRATION COST INCREASE 2024/25**

It was **resolved** to accept 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.

**1259 GREEN BIN LICENCES 2024/25**

It was **resolved** to renew the 5 green bin licences, total purchase £275, to ensure continued collection. The Clerk will procure with reimbursement be added to the late March payment schedule.

**1260 BUS STOP SHELTER (THE COMMON) ROOF REPLACEMENT**

Following consideration of the 3 anonymised bids received, it was **resolved** that Contractor A be sent an Official Order for the urgent replacement of the Bus Shelter roof on The Common and asked to commence as soon as possible.

**1261 CHURCHYARD WALL REPAIRS**

It was **resolved** to seek quotes from specialist Heritage Surveyors to act as the council's agent to progress Wall repairs. Clerk to draft tender and invite quotes. Role to include:

- draw up a proper 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 on technical elements of tender assessment process (with no decision making capacity)
- oversee and safely site manage the works necessary to satisfactory conclusion

**1262 ANNUAL PARISH MEETING 2024/25**

It was **resolved** to host the Annual Parish Meeting on Wednesday 22nd May in the Assembly Rooms with an earlier start time if possible. A budget of up to £50 was agreed for refreshments etc. The Clerk to progress arrangements and invites.

**1263 COUNCILLOR UPDATE REPORTS**

1263.1 FINANCE – no report

1263.2 STAFFING – Cllr McFarling – no report

1263.3 FOOTPATHS – Cllr McFarling – Some clearance on Lower Rd/Horsepool Lane by someone other than council team. Reminder given it's the responsibility of landowners to keep their boundary edges to footpaths cleared

1263.4 HIGHWAYS – Cllr McFarling – Motion being drafted to follow on from public raising 20mph campaign needed and will be an April Agenda item

1263.5. PLANNING – Cllr McFarling – no report.

1263.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Collins – Had some snow – all fine. Grit Bins arrived ok

1263.7 CEMETERY – Cllr Burley – Trees “Contract B” work completed, and unsafe hanging dead branch removed.

1263.8 GRASSCUTTING – Cllr Burley – First cut made by contractor in Cemetery – still very wet - doing best he can in circumstances

1263.9 AMENITIES – Cllr Burley – Need to chase Highways re new post for 2<sup>nd</sup> VAS. Concerns re Bus shelter floor at Ross Turn holding water as uneven so needs attention and assigning Handyman. Clerk reminded medical kit to be ordered. Asset check due this month ready for Insurance estimate.

1263.10 GOVERNANCE – Cllr Stuart – no report.

1263.11 PLAYING FIELDS COMMITTEE – No report but fundraiser activities happening - “chocolate bingo” 22<sup>nd</sup> March

1263.12 POLICE & CRIME COMMISSIONER ADVOCACY – Cllr Stuart – Reminded PCSOs keen to attend PC meeting or Annual Parish Meeting. Next advocacy meeting on line soon.

**1264 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)
- 20mph Speed Reduction (April)
- Finance Qtr 4 Closing Position (April)
- Financial Transactions controls & Checks (April)
- Asset Inspections (April)
- Churchyard & Cemetery Tree works - Contract A Tender (April - TBC)
- 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

**1265 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 ( & Dispensation requests) by:
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		3 <sup>rd</sup> May (10 <sup>th</sup> May)
Weds 22 <sup>nd</sup> May	18.30	Annual Parish Meeting	Assembly Rooms	

\* 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

**1266 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	April	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 8.45 pm**