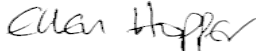


# ST BRIAVELS PARISH COUNCIL

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

**You are summoned to attend the Annual Parish Council meeting to be held on Monday 13<sup>th</sup> May 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**

7<sup>th</sup> May 2024

*Members of the public who wish to attend to observe council business may only comment in the public participation agenda item (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.*

## **ANNUAL PARISH COUNCIL MEETING** **AGENDA for 13<sup>th</sup> MAY 2024**

### **1 ELECTION OF PARISH COUNCIL CHAIRMAN FOR 2024/25**

### **2 ELECTION OF VICE-CHAIRMAN FOR 2024/25**

### **3 DECLARATIONS OF ACCEPTANCE OF OFFICE**

To witness signing of Declarations of Acceptance of Office for Chairman and Vice Chairman if present and/ or if absent resolve permission for outstanding Declarations to be signed before/at a later meeting (LGA 1 972s.83(4))

### **4 APOLOGIES FOR ABSENCE**

To receive apologies from members for absence.

### **5 CASUAL VACANCY – following resignation of Arthur Thomas**

To note the period for "Calls for an Election" ends on 13 May. In the absence of a call, the FODDC Elections Officer will confirm the council may fill the vacancy by co-option, and the Clerk will commence the appropriate advertisements.

### **6 DECLARATIONS OF INTEREST**

To receive declarations of interest from members in relation to matters on this Agenda, or to be declared as arising

### **7 DISPENSATION REQUESTS**

To note any dispensation requests received by the Clerk in respect of Disclosable Pecuniary Interests declared

### **8 MINUTES OF PREVIOUS MEETING**

To approve the minutes of the last meeting held 8th April 2024

### **9 PUBLIC PARTICIPATION**

To invite members of the public to make representations, answer questions or give evidence in respect of the business on the agenda, or ask questions of the council.

### **10 APPOINTMENT OF COUNCIL REPRESENTATIVES**

- 10.1 William Whittington Charity & United Charity Trusts – **to note only** -Cllrs McFarling & Burley in 4 yr post until 2027
- 10.2 War Memorial & Playing Fields Committee – *currently Cllr Andy Watson*
- 10.3 Gloucestershire Police & Crime Commissioner Councillor Advocacy Scheme – *currently Cllr Roger Stuart*
- 10.4 Dementia Action Alliance – *currently Cllr Roger Stuart*

9<sup>th</sup> May 2023

## 11 REVIEW & APPOINT LEAD COUNCILLORS for 2024/25

Note: the Lead roles requirement below may be reviewed to best meet council need at this point

- 11.1 FINANCE - currently Cllr Andy Watson
- 11.6 GOVERNANCE– currently Cllr Roger Stuart
- 11.9 STAFFING – currently Cllr Chris McFarling
- 11.3 PLANNING– currently Cllr Chris McFarling
- 11.2 HIGHWAYS– currently temporarily covered by Cllr Chris McFarling
- 11.4 FOOTPATHS – currently temporarily covered by Cllr Chris McFarling
- 11.5 EMERGENCY PLANNING/SNOW WARDEN – currently Cllr Rose Collins
- 11.8 AMENITIES (including GRASS CUTTING) - currently Cllr Dot Burley
- 11.7 CEMETERY – currently Cllr Dot Burley

## 12 REVIEW OF TERMS OF REFERENCE FOR STAFFING COMMITTEE

To consider if the existing terms reviewed last May remain appropriate to meet the council's needs – see circulated terms

## 13 APPOINTMENTS TO STAFFING COMMITTEE

To elect 2 further members to the Staffing Committee to join the Lead Councillor who will be the Committee Chairman

## 14 REVIEW OF DELEGATION ARRANGEMENTS

14.1 To approve standing Delegations to the Lead Cllr Amenities allowing authorising additional cuts as per the Grass cutting contract awarded in January 2023, and in consultation with the Chair and Clerk urgent Tree works on grounds of safety.

14.2 To approve standing Delegations to the Chair and Clerk for timely purchase of replacement or consumable parts such as batteries and pads, and servicing required for the council's defibrillator units (approved February 2023 Min ref: 997.2).

14.3 To approve standing Delegations re payment of the councils' regular contractual commitments including Clerks pay, 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. (approved February 2023 Min ref: 1043).

14.4 To note Delegations to the Clerk and Chairman as per current Standing Orders and Financial Regulations. This to include delegation re arranging and booking Councillors appropriate training, and room bookings for formal council meetings

## 15 REVIEW OF PARISH COUNCIL GOVERNANCE DOCUMENTS

To propose the following key adopted documents are approved as circulated with the next date of formal revision to be added for May 2025

- 15.1 STANDING ORDERS
- 15.2 CODE OF CONDUCT
- 15.3 FINANCIAL REGULATIONS – (Note: new NALC template issue imminent – deferral to June/July requested)
- 15.4 RISK MANAGEMENT
- 15.5 FREEDOM OF INFORMATION & PUBLICATION SCHEME
- 15.6 DATA PROTECTION POLICY
- 15.7 To authorise the Clerk to update the Councils records and website with these latest approved documents and be recorded as the councils' key documents.
- 15.8 To note other key policies are required to be considered in year as due for periodic review

## 16 REVIEW OF ASSET REGISTER

To approve the latest Asset Register as circulated and checked in April, on which the insurance quote has been based.

## 17 REVIEW OF INSURANCE COVER – Cllr Watson

17.1 To consider adequate arrangements for the council's insurance cover in respect of all insured risks as circulated

17.2 Subject to approval of the Asset Register and cover levels confirmed sufficient, the received quotation for the coming year be approved for payment at £564.20 (2023 £560.36), being year 2 of 3 year fixed agreement (to 31/5/2026).

## 18 REVISION OF BANK MANDATE

To propose new councillors Sharp and Denison be set up as "View & Authorise" on the council's online bank system and instruct the Clerk to arrange the bank mandate changes to signatories. Note former Cllrs Lounds & Stadhams signatory functions have already been removed.

## 19 PLANNING

19.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:

	Reference	Location	Proposal
19.1.1	P0434/24/FUL	Robheath, Coldharbour Road, St Briavels	Removal of garage, rear extension and front conservatory. Erection of double garage, single-storey front and rear extensions and proposed dormer loft conversion

## 20 ANNUAL SUBSCRIPTIONS AND CHARGES for 2024/25

To note the mandatory Direct Debit re the statutory ICO GDPR/Data Protection renewal fee payment will be taken around 28/05/2024, costing £35 (no increase), as falling due for the new financial year.

## 21 FINANCE – INCOME & EXPENDITURE

21.1 INCOME RECEIVED: **Total £15,909** (being £15,909 Precept)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
24/008	E Hopper	Salary re April, Allowable Expenses	s.112 (2), LG(FP)A1963s.5,	635.63		635.63
24/009	HMRC	PAYE & NIC	s.112 (2)	152.20		152.20
24/010	SBAR	Inv1520 May 2024 mtg+1518 re BioD 8 <sup>th</sup> May	s.134(4)	49.50		49.50
24/011	Complete Landscape Gardeners	Inv 0019 Grass cutting contract for April	HA1980 s.96	700.00	140.00	840.00
24/012	Ben Hillary	Handyman re March+April 24	s.111, HA 1980S.96(5), PHA 1936S.260(1)	30.00		30.00
24/013	Mr P Blignaut	Handyman inv STB03 re April 2024	s.111, HA 1980S.96(5), PHA 1936S.260(1)	210.00		210.00
24/014	AJGIBL (Gallaghers)	Annual insurance to 31/5/2025	s.111	564.20		564.20
24/015	Tim Powell Tuck	Litter inv 60-63 to 5th April 2024	LA 1983 ss.5,6, and HA1980 s.301	74.68		74.68
		<b>TOTALS</b>		<b>2,416.21</b>	<b>140.00</b>	<b>2,556.21</b>

21.3 FINANCIAL CONTROLS: to agree **Cllrs Stuart & Watson** to approve the above bank transactions **ASAP**

21.4 FINANCIAL CONTROLS: to note the verification of the April bank reconciliation by Lead Cllr

## 22 COUNCILLOR UPDATE REPORTS (*Urgent updates only*)

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

## 23 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.

- Receipt of Internal Auditor Report statement – June
- Approval of Annual Governance & Accountability Statements and Return – June
- Community Engagement – periodic surgeries e.g. monthly – June
- Community Grant Bid received (June)
- Biodiversity Working Group - Initial Outline Report - June/July
- Churchyard wall repairs (Tenders re Specialist support)
- Phone Box renovation project (3rd box and future internal uses)
- Review Parish Plan (re Priorities not a formal Neighbourhood Development plan)
- Memorial Bench Request
- Adult Education promotion

## 24 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

## 25 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS AND CHECKS 2024/25

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