

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 8th April 2024 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Robinson (Chairman), McFarling, Burley, Watson, Collins and Sharp. Also, Cllr Denison joined.
Also in attendance: Clerk (Ellen Hopper), plus 10 members of the public.

1267 APOLOGIES FOR ABSENCE – Apologies received in advance from Cllr Stuart. Cllr Thomas absent.

1268 CASUAL VACANCY CO-OPTION

Following the council's formal co-option policy – Cllr Neil Denison was elected to the parish council. His Declaration of Acceptance of Office was signed, and he joined the meeting – filling the Casual Vacancy.

1269 DECLARATIONS OF INTEREST IN AGENDA ITEMS –

Declarations made per Code of Conduct and defined regulations, or voluntary statement added for transparency:

Cllr	Minute	Interest	Reason
Cllr Sharp	Ref 1284 - Bears Farm Woodland Management Consultation	Other Interest	Neighbour to location – land owned by family members
Cllr McFarling	Ref 1281 - Churchyard & Cemetery Tree Works Contractor Decision	Other Interest	Lead Cllr re tender process

1270 DISPENSATION REQUESTS – none received

1271 MINUTES OF PREVIOUS MEETING HELD 11th MARCH 2024

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

1272 CLERK'S REPORT

Correspondence/ Actions/ Work in progress:

- Insurance Renewal Quote information sent off and deadline met
- Internal Bank Transfer actioned in March to fund payments until Precept instalment received
- Internal Audit starts next week

Correspondence from parishioners:

- Concerns re parking making roads difficult for service vehicle access through the village and also safety concerns re children crossing when getting off of the school bus
- The area where water leak is on Barrowell Lane is becoming increasingly slippery and slimy and been reported
- Concerns raised re increase in Dog Fouling. A polite reminder will go in the Village news and signs investigated
- Positive and negative comments received about the work to re-roof the Bus Shelter on the Common – the latter being investigated with the contractor to resolve
- The selecting of firms to bid could be improved and the PC will look to compile a list of local contractors

1273 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

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

1274 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

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

1275 PUBLIC PARTICIPATION ITEM

- The recent return to one and not two Agenda items for public participation session and wording specific to Agenda items was queried. It was advised the 2nd session has been removed following the chair attending GAPTC training session as it was highlighted best practice is to only have 1 public participation section. The council has always allowed non Agenda public questions regardless of wording, but we will update the Agenda to ensure members of the public do not think this is limited to just agenda items.
- A residents group representative summarised the report they had submitted and 9 page petition from supporting parishioners who want to see a 20mph speed restriction introduced in East Street High Street and Church Street

1276 20 MPH SPEED REDUCTION *(this item brought earlier on the Agenda for expediency)*

Building on the previous discussion with public representatives and their proposed approach, it was **resolved** to form a Working Group with the intention of introducing 20mph speed limit on East Street, High Street and Church Street. Cllr Andy Watson (project group Lead) and Cllrs Denison Collins and Burley will work together with the groups two main representatives and reports authors, and others as appropriate to progress this objective. Cllr McFarling to advise and be intermediary where necessary with Glos County Council and Highways Management team.

1277 PLANNING

1277.1 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were **resolved**:

	Reference	Location	Proposal	Response
1277.1.1	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	No Objection to the change in plans providing the energy efficiency of the building is maximised as much as design and resources allow
1277.1.2	P0291/24/FUL	Jocks Barn, Coleford Road, Bream	Erection of an outbuilding to be used as a home office / garden store	No Objection but if the applicant looks at biodiversity net gain that will be helpful

1278 ANNUAL SUBSCRIPTIONS AND CHARGES for 2024/25

It was **resolved** to continue membership and authorise annual subscription payment to Gloucestershire Association of Parish & Town Councils (GAPTC) for 2024/25 – cost £368.08.

1279 PREAUTHORISATION OF REGULAR CONTRACTURAL PAYMENTS RE 2024/25

It was **resolved** 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.

1280 FINANCE – INCOME & EXPENDITURE

1280.1 It was **Noted** INCOME RECEIVED for 2023/24 to 31/03/2024: **Total £28,202.94** (£24,648 Precept, £621.24 PROW, £1,606 BA, £228.64 Highways grass, £1,096.96 interest, £2.10 rent)

1280.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

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 24/438 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
24/006	Complete Landscapes	Inv 0009 – Grass cutting March	HA 1980 s.96	425.00	85.00	510.00
24/007	GAPTC	2024/25 Annual Subscription	s.143	368.08		368.08
			TOTAL TO PAY	1,830.41	85.00	1,915.41

1280.3 Transactions 24/001-007 totalling £1,915.41 were **resolved** as per circulated revised schedule.

1280.4 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson & Watson would action these bank transactions as Authorising Councillors asap.

1280.5 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliation to end of March had been checked and signed off by Cllr Watson with no issues and will be used for Final Accounts reporting.

1280.6 FINANCIAL CONTROLS: the verification of in-house controls and checks carried out by Cllrs Stuart and Robinson were all found to be satisfactory, and their assurance and confirmation was **noted**.

1281 CHURCHYARD & CEMETERY TREE WORKS

Following consideration of the 4 anonymised quotes and documents received from arboricultural contractors, it was **resolved** that Contractor C be sent an Official Order for the major tree works in the Churchyard and asked to commence as soon as possible.

1282 FINANCIAL CLOSING POSITION 2023/24

1282.1 The circulated final closing position to be used to prepare the AGAR Accounts Statement was reviewed and **noted** with a budget variance of £9,613.

1282.2 Areas of slippage and underspend identified for transfer to Earmarked Reserves were **agreed** as Election set aside (£2,599), Defibrillators replacement Fund (£721), Community Grant Fund Campaign (£2,600), Cemetery Tree works and bench (£955), in addition to the slipped payments re trees contract B and bus shelter roof.

1283 IN HOUSE ASSET CONTROLS & CHECKS

1283.1 The internal independent inspection of parish assets and the Asset Register by Cllrs Collins & Burley was **noted**.

1283.2 Small maintenance jobs were identified for the Handymen, including renovating benches, the need to replace a rotten bench in the Cemetery, resolve floor drainage problems in the bus shelter at Horsepool, investigate and fix East Street shelter loose tiles, and investigate the moisture issue in the BT Box on The Common.

1283.3 Arrangements were made to meet the contractor to rectify issues identified on the Bus Shelter roof on the Common.

1284 BEARSE FARM WOODLAND MANAGEMENT CONSULTATION

1284.1 A prepared statement of comments re the Bearse Farm Woodland Management Plan was heard and **agreed** and the Clerk asked to send as the council's response.

1284.2 Cllr Sharp stated for clarity that the Forest And Wye Valley Campsite (*currently applying for planning permission for 41 Lodge units*) is often incorrectly referred to as Bearse Farm, and wanted the distinction made that Bearse Farm and the Barn is now separately owned and not associated with the adjacent Forest & Wye Valley campsite.

1285 ATTENDANCE – (Waiver of 6 Month Rule)

It was unanimously agreed and **resolved** that, in accordance with Section 85 of the Local Government Act 1972, Cllr Arthur Thomas's reasons for non-attendance at meetings of the Council be formally approved and the six-month rule be extended from 8th April for a period of up to 6-months ie 8th October.

1286 COUNCILLOR UPDATE REPORTS

1286.1 FINANCE – Cllr Watson - no further report

1286.2 STAFFING – Cllr McFarling – no report

1286.3 FOOTPATHS – Cllr McFarling – no report

1286.4 HIGHWAYS – Cllr McFarling – Still awaiting costs and possibility for defib pole from Highways and National Grid. Received locals petition following damage to a car and regular Anti-Social Behaviour at East St Bus shelter requesting Street Light be turned off to deter. Street Lighting team say won't stop Anti-social behaviour so PCSO being asked to visit.

1286.5. PLANNING – Cllr McFarling – Forest & Wye Valley Campsite Planning Authority site visit next day – Cllrs McFarling & Sharp to attend

1286.6 EMERGENCY PLANNING / SNOW WARDEN – Cllr Collins – new Grit Bins to be sited and filled in May

1286.7 CEMETERY – Cllr Burley – grass being cut but is difficult to pick up as so wet – see below

1286.8 GRASSCUTTING – Cllr Burley – Contractor doing a good job under circumstances – Contractor says wettest and worst he’s known and doing their best

1286.9 AMENITIES – Cllr Burley – no further report

1286.10 DEFIBRILLATORS – no report.

1286.11 GOVERNANCE – no report.

1286.12 PLAYING FIELDS COMMITTEE – AGM last week – obtained Community Infrastructure grant re updating to LED lighting and improve loft insulation with aim of reducing energy used, also looking into solar panels.

1286.13 POLICE & CRIME COMMISSIONER ADVOCACY – noted PCSO will be trying to attend some meetings at SBAR

1287 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 statement – May/June
- Approval of Annual Governance & Accountability Statements and Return – May/June
- 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
- Biodiversity Working Group - Initial Outline Report
- Adult Education promotion

1288 DATES FOR FUTURE MEETINGS

2024/25 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 Agreed Agenda items & Report Deadlines (& Dispensation requests):
13 th May	19.00	Annual Parish Council Meeting	Assembly Rooms	3 rd May (10 th May)
Weds 22 nd May	18.30	Annual Parish Meeting	Assembly Rooms	To be publicised earlier
10 th June	19.00	Annual Parish Council Meeting	Assembly Rooms	31 st May (7 th June)
8 th July	19.00	Annual Parish Council Meeting	Assembly Rooms	28 th June (5 th July)
August		No meeting		
9 th September	19.00	Annual Parish Council Meeting	Assembly Rooms	30 th August (6 th Sept)
14 th October	19.00	Annual Parish Council Meeting	Assembly Rooms	4 th October (11 th October)
11 th November	19.00	Annual Parish Council Meeting	Assembly Rooms	1 st November (8 th Nov)
December		No meeting		
13 th January	19.00	Annual Parish Council Meeting	Assembly Rooms	3 rd January (10 th January)
10 th February	19.00	Annual Parish Council Meeting	Assembly Rooms	31 st January (7 th February)
10 th March	19.00	Annual Parish Council Meeting	Assembly Rooms	28 th February (7 th March)
14 th April	19.00	Annual Parish Council Meeting	Assembly Rooms	4 th April (11 th April)
12 th May	19.00	Annual Parish Council Meeting	Assembly Rooms	2 nd May (9 th 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

1289 DATES & ROTA RE IN HOUSE CONTROLS AND CHECKS 2024/25

Councillors Checking	Meeting to Report	Period Covered
FINANCIAL TRANSACTIONS:		
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
<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.

The meeting closed at 9.25pm