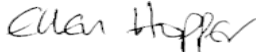


# ST BRIAVELS PARISH COUNCIL

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**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> July 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> July 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 8<sup>th</sup> July 2024.**

### **1 APOLOGIES**

To receive apologies from members for absence.

### **2 DECLARATIONS OF INTEREST**

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

### **3 DISPENSATION REQUESTS**

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

### **4 MINUTES OF PREVIOUS MEETING**

To approve the minutes of the last meeting held 10<sup>th</sup> June 2024

### **5 CLERK'S REPORT**

To receive Clerk's update.

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

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

### **8 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.

### **9 PLANNING**

**9.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:** (*None at Dispatch*)

*[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.]*

	Reference	Location	Proposal

2<sup>nd</sup> July 2024

9.2 To propose the Council delegates urgent planning consultation responses after this meeting until the next Council meeting to the Clerk after consultation with members, and responses be noted at that next meeting.

## 10 FINANCE – INCOME & EXPENDITURE

10.1 INCOME RECEIVED - year to date 30/0/2024 – Total **£16,139.52** (£15,909 50% of annual Precept + £230.52 interest)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
24/028	E Hopper	June pay + Allowances - Reimburse re Norton subscription & AED kits	s.112 (2), LG(FP)A1963s.5, s.111	635.63 29.99 13.98		679.60
24/029	HMRC	Tax & NI	s.112 (2)	152.20		152.20
24/030	SBAR	Inv 32 Mtg 8/7	s.134 (4)	33.00		33.00
24/031	Complete Land-scape Gardeners	Grass contract Inv0039 re June	HA 1980 s.96	700.00	140.00	840.00
24/032	Ben Hillary	Handyman inv re May/June 2024 VAS	LG(MP)A1953 s.4/PCA 1957 s.1	15.00		15.00
24/033	Mr P Blignaut	Handyman inv STB04 Re June 2024	LG(MP)A1953 s.4/PCA 1957 s.1	315.00		315.00
			<b>TOTAL TO PAY</b>	<b>1,894.80</b>	<b>140.00</b>	<b>2,034.80</b>

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

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

10.5 To note the Council delegates any urgent or contracted regular payments to the Clerk in accordance with Standing Orders as there's no meeting next month and all payments made to be reported at the next meeting.

## 11 QUARTERLY FINANCE REPORT

To receive Quarter 1 income & expenditure budget variations for consideration and comment.

## 12 WORKING GROUP REPORT - BIODIVERSITY POLICY AND ACTION PLAN – ( *Cllr McFarling* )

To receive and approve the Draft Biodiversity Policy and Action Plan as produced and recommended by the councils tasked Working Group.

## 13 SEVERN TREESCAPES PROJECT– ( *Cllr McFarling* )

To note the offer of specialist assistance and funding and agree to use it where helpful to benefit biodiversity, tackle the impacts of climate change, and when making improvements to restore trees and hedgerows for future generations to enjoy. To also agree a project article is requested for inclusion in the Village Newsletter.

## 14 PROPOSED WORKING GROUP – SUPPORT FOR PARISH COMMUNITY FACILITIES GROUPS – ( *Cllr Sharp* )

To propose forming a Working Group and invite the Assembly Rooms, Sports Pavilion, Playing Fields & Pantry to a meeting to discuss any concerns and explore how we can all mutually support each other for the good of our community.

## 15 PROCURE MICROPHONE STAND

To propose purchase of an appropriate microphone stand holder to use with the council's portable amplifier system at events, obtaining best value for money for a cost around £20. The current suggested model is £19.17 Plus VAT

## 16 COUNCILLOR UPDATE REPORTS

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

**17 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.

- Triannual Internal Controls – Independent Financial checks - September
- Biannual Internal Controls – Independent Asset checks – September
- Churchyard wall repairs (Tenders re Specialist support) - September
- Finance & Budget Training - September
- Remembrance Event – September
- Christmas Light Switch on Event – September/October
- Adoption of revised Financial Regulations – September/October
- Community Engagement – periodic surgeries e.g. monthly / PCSO
- Phone Box renovation project (3rd box and future internal uses)
- Review Parish Plan (re Priorities not a formal Neighbourhood Development plan)
- Adult Education promotion
- Investigate Heritage Troughs origins & ownership

**18 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):
<b>August</b>		<b>No meeting</b>		
9 <sup>th</sup> September	19.00	Parish Council Meeting	Assembly Rooms	30 <sup>th</sup> August (6 <sup>th</sup> Sept)
14 <sup>th</sup> October	19.00	Parish Council Meeting	Assembly Rooms	4 <sup>th</sup> October (11 <sup>th</sup> October)
11 <sup>th</sup> November	19.00	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	Parish Council Meeting	Assembly Rooms	3 <sup>rd</sup> January (10 <sup>th</sup> January)
10 <sup>th</sup> February	19.00	Parish Council Meeting	Assembly Rooms	31 <sup>st</sup> January (7 <sup>th</sup> February)
10 <sup>th</sup> March	19.00	Parish Council Meeting	Assembly Rooms	28 <sup>th</sup> February (7 <sup>th</sup> March)
14 <sup>th</sup> April	19.00	Parish Council Meeting	Assembly Rooms	4 <sup>th</sup> April (11 <sup>th</sup> April)
12 <sup>th</sup> May	19.00	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

**19 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 Denison	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.