

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 10th June 2024 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Robinson (Chairman), Burley, Stuart, Watson, Collins and Sharp.
Also in attendance: Clerk (Ellen Hopper), plus 6 members of the public.

1313 APOLOGIES FOR ABSENCE – Apologies received in advance from Cllrs Denison & McFarling.

1314 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 1319 – re SBAR Grant	Other Interest (and see below)	SBAR Trustee
Cllr Burley	Ref 1319 – re SBAR Grant	Other Interest	SBAR Trustee
Cllr Robinson	Ref 1324.4 – pay APM refreshments	Disclosable Pecuniary Interest	Reimbursement recipient

1315 DISPENSATION REQUESTS

Cllr	Minute	Interest	Reason
Cllr Sharp (Also as SBAR Trustee and Administrator for the Games Group)	Ref 1319 – re SBAR Gentle Indoor Games Group Grant – Request to speak as the Applicant.	Whilst not a Pecuniary Interest this formal action provides full disclosure and transparency of the Cllrs active role in this application for funding.	GRANTED As Proper Officer the Clerk confirmed a Dispensation was granted in accordance with St Briavels Parish Council Standing Order 13(e) having regard to all relevant circumstances granting this Dispensation is “in the interests of persons living in the Council’s area”. This Dispensation applies for the June 2024 meeting only and in respect of the SBAR grant application, for which Cllr Sharp may speak but not vote, and may remain in the room.

1316 MINUTES OF PREVIOUS MEETING HELD 13th MAY 2024

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

1317 CLERK’S REPORT – no report

1318 PUBLIC PARTICIPATION ITEM

- Cllr Sharp reiterated his fully disclosed role in the application process for funding to support the Gentle Indoor Games Group, hosted by SBAR, having no involvement in the financial processes. He provided overview of the project and answered Councillors questions (see 1319)
- A representative of the community shop “The Pantry” (Community Benefit Society) provided support and overview of the urgent need for funding for replacement of frozen and chilled refrigeration units and answered Councillors questions (see 1320)
- A representative of the St Briavels School PTA provided overview of their library project and the benefits and improved reading experience it would give children. A funding contribution was requested, and Councillors questions answered (see 1321)

1319 COMMUNITY GRANT REQUEST - ST BRIAVELS ASSEMBLY ROOMS - GENTLE INDOOR GAMES GROUP

A funding request from the Trustees of SBAR for £990 to cover costs borne by SBAR to subsidise fees to group members for 22 meetings was considered. Following debate, it was **resolved** to award £500 and for SBAR to report back numbers and progress in 6 months. The Clerk to formally confirm and arrange payment.
(Cllrs Sharp & Burley excluded from this vote).

1320 COMMUNITY GRANT REQUEST - ST BRIAVELS COMMUNITY SHOP CBS – THE PANTRY – REFRIGERATION

A funding request from the Pantry for £2,200 towards the cost of an urgently needed replacement Freezer and Chilled Deli Counter was considered. After lengthy debate it was **resolved** to award the full £2,200 funding requested. The Clerk to formally confirm and arrange payment.

1321 COMMUNITY GRANT REQUEST - ST BRIAVELS SCHOOL PTA – IMPROVEMENTS TO LIBRARY EXPERIENCE

A funding request from the School PTA for £1,500 to contribute towards shelving and seating to improve library accessibility and children’s experience was considered. Following debate, including clarification re other funding secured, it was **resolved** to award £1,500 contribution and for the Clerk to formally confirm and arrange payment.

1322 PLANNING

1322.1 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were **resolved**:

	Reference	Location	Proposal	Response
1322.1.1	P0623/24/TCA	Hillcot House, Cinderhill, St Briavels	T1 - Yew, reduce by 1.5-2 metres in accordance with BS3998:2010 in order to 4th June 2024 Hill, St Briavels reduce stress on retaining wall. G1 - Laurel, coppice large group of laurel to allow for the installation of new boundary fence	No Objection , subject to necessary due regard being given re nesting birds protection.
1322.1.2	P0654/24/TCA	Nomos, Pystol Lane, St Briavels	Willow in front garden - remove lapsed pollard to ground level due to significant decay at base causing instability. The tree is next to Pystol Lane. The tree will be allowed to regenerate in order to provide tree cover	No Objection , subject to necessary due regard being given re nesting birds protection.

1323 ANNUAL SUBSCRIPTIONS AND CHARGES for 2024/25

It was **resolved** to continue and authorise payment of the Annual website hosting BWP Creative Ltd (Parish Council Websites) £273.60 (incl VAT) to June 2025 (same as 2023/24).

1324 FINANCE – INCOME & EXPENDITURE

1324.1 It was **Noted** INCOME RECEIVED for year to date 31/05/2024 – **Total £15,909** (being 50% of annual Precept)

1324.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
24/017	E Hopper	May pay + O/time & Allowances + Annual M/Soft 365 reimbursement	s.112 (2), LG(FP)A1963s.5, s.111	757.53 59.99		817.52
24/018	HMRC	Tax & NI	s.112 (2)	182.40		182.40
24/019	SBAR	Inv 1623 22/5 APM + INV6 Mtg 10/6	s.134 (4)	45.00 33.00		78.00
24/020	Complete Landscape Gardeners	Grass contract Inv0027 re May	HA 1980 s.96	700.00	140.00	840.00
24/021	GAPTC	2023/24 Annual Internal Audit	s.111	215.00		215.00
24/022	BWP Creative Ltd	website hosting & support to16/6/25	s.142	228.00	45.60	273.60
24/023	GAPTC	inv 465+448 re Cllr Training	s.111	120.00		120.00
	<i>(split below Pecuniary</i>	<i>Interest -excluded from vote)</i>	Sub total	2,340.92	185.60	2,526.52
24/024	Cllr Lucy Robinson (Miss :LC Slaughter)	Reimbursement APM Refreshments	s.150(2)	14.24		14.24
			TOTAL TO PAY	2,355.16	185.60	2,540.76

1324.3 Transactions 24/017- 023 totalling £2,526.52 were **resolved**.

1324.4 (Cllr Robinson handed the Chair to Cllr Stuart for this item as a Pecuniary Interest had been declared) Transaction 24/024 for £14.24 was **resolved**. (Cllr Robinson excluded from this discussion and vote)

1324.5 GRANTS FOR PAYMENT: approval as **resolved** during meeting for immediate payment:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
24/025	SBAR	Grant re Gentle Games subsidy 6 months	S.145, LG(MP)A 1976 S.19(3)	500.00		500.00
24/026	St Briavels Community Shop Limited T/A The Pantry	Grant re Pantry CBS re new refrigeration	S.137	2,200.00		2,200.00
24/027	St Briavels School Association	Grant re PTA Library project	S.137	1,500.00		1,500.00
			TOTAL TO PAY	4,200.00		4,200.00

1324.6 FINANCIAL CONTROLS: It was **agreed** Cllrs Stuart & Watson would action these bank transactions as Authorising Councillors asap.

1324.7 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliation to end of May had been checked and signed off by Cllr Watson with no issues.

1325 INTERNAL AUDITORS REPORT 2023/24

1325.1 The circulated Internal Auditors report for year ending 31st March 2024 was briefed and **noted** that the council fully fulfilled and evidenced all requirements with no negative responses.

1325.2 It was **agreed** the 2 suggested web actions would be implemented by the council:

- As commented in Test ref 3.2 - to upload the latest copy of the Risk Management Policy (*adopted Feb 2024 - Min ref 1240*) to replace the previous older version still on the council's webpage
- As recommended in Test ref 6.9 - to publish the full Internal Auditors Report in addition to the published Annual Internal Auditors Report for the AGAR.

1325.3 A Minute of Thanks be recorded thanking the Clerk for all her hard work got through to achieve this clean Audit.

1326 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/24

1326.1 The 2023/24 Annual Internal Audit Report (AIAR – AGAR Form 3) was **considered and approved**, noting there are no "NO" responses or recommendations on the completed statement and therefore another perfect report.

1326.2 ANNUAL GOVERNANCE STATEMENT

The 2023/24 Annual Governance Statement (Section 1 – AGAR) was **reviewed and approved**. The council **reflected** on each assertion statement and there were no "NO" responses ticked. Section 1 was **signed** by the Chair of the council and the Clerk.

1326.3 ACCOUNTING STATEMENT

The certified 2023/24 Accounting Statements (Section 2 – AGAR) prepared and presented by the Responsible Finance Officer was **reviewed and approved**. Section 2 was **signed** by the Chair of the council.

1326.4 NOTICE OF PUBLIC RIGHTS

The dates of the Notice of Public Rights of Inspection were formally **noted** as being 12th June 2024 to 24th July 2024 and agreed will be formally **published** on the council's website and Parish Noticeboards.

1327 PROCURE REPLACEMENT BENCH IN CEMETERY

It was **resolved** to purchase an appropriate commercial grade bench to replace the rotten one in the Cemetery, maximum budget of £350. Cllr Burley and the Clerk to liaise re sizes, and then officially order. The Handyman be asked to install.

1328 PROCURE 2 DOG WASTE BAG DISPENSERS (AND BAGS)

The proposal to procure 2 poo bag dispensers (and bags) as per circulated briefing was **withdrawn** following debate. It was **agreed** to investigate additional bins or other deterrent action options and bring a further proposal to a future meeting.

1329 COUNCILLOR UPDATE REPORTS

1329.1 FINANCE – Cllr Watson - no further report

1329.2 STAFFING & GOVERNANCE – no report

1329.3 HIGHWAYS & FOOTPATHS – no report. Cllr Sharp praised "Fix my Street" Highways portal and his reported issues fixed

1329.4 PLANNING – no report

1329.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDYMEN – Many compliments received re Churchyard /Cemeteries looking good following recent tree work. Handyman fitting 2nd VAS this week and need to buy 2nd battery.

1329.6 SNOW WARDEN – Cllr Collins – installing replacement (smaller) bins - agreed surplus grit to be left in original bins

1329.7 DEFIBRILLATORS – Cllr Stuart - need to clarify BT requirements re the box on The Common to progress. Some councils are buying stab packs. Hygiene pack details clarified, and Clerk will purchase.

1329.8 WM & PLAYING FIELDS COMMITTEE – Cllr Watson – Carnival on Saturday 15th June – Cllr Burley to request extra grass collection and Handyman tidying to prepare for event.

1329.9 DEMENTIA ACTION ALLIANCE – Cllr Stuart - Recent workshop attended but nothing to report.

1329.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER – CLLR ADVOCACY – Cllr Stuart – no report

1330 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.

- Casual Vacancy Co-option - TBC
- Quarter 1 Budget Monitor report – July
- Biodiversity Working Group – Draft Biodiversity Policy & Action Plan – July
- Proposed Working Group – Support for Parish Community Facilities Groups – July
- Adoption of revised Financial Regulations – July (TBC)
- 20mph Working Group Update – (July TBC)
- Churchyard wall repairs (Tenders re Specialist support) – July (TBC)
- Triannual Internal Controls – Independent Financial checks - September
- Biannual Internal Controls – Independent Asset checks – September
- Community Engagement – periodic surgeries e.g. monthly / PCSO
- Additional Bins (re Dog Fouling issues)
- 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
- Investigate Heritage Troughs origins & ownership
- Christmas Light Switch on

1331 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):
8 th July	19.00	Parish Council Meeting	Assembly Rooms	28 th June (5 th July)
August		No meeting		
9 th September	19.00	Parish Council Meeting	Assembly Rooms	30 th August (6 th Sept)
14 th October	19.00	Parish Council Meeting	Assembly Rooms	4 th October (11 th October)
11 th November	19.00	Parish Council Meeting	Assembly Rooms	1 st November (8 th Nov)
December		No meeting		
13 th January	19.00	Parish Council Meeting	Assembly Rooms	3 rd January (10 th January)
10 th February	19.00	Parish Council Meeting	Assembly Rooms	31 st January (7 th February)
10 th March	19.00	Parish Council Meeting	Assembly Rooms	28 th February (7 th March)
14 th April	19.00	Parish Council Meeting	Assembly Rooms	4 th April (11 th April)
12 th May	19.00	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

1332 DATES & ROTA RE IN HOUSE 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 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 8.40pm