

# ST BRIAVELS PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 9<sup>th</sup> September 2024 at 19:00 at St Briavels Assembly Rooms

### PRESENT

Cllrs Robinson (Chairman), Burley, Stuart, Watson, Collins, McFarling, Denison, and joined by Cllr Beard  
Also in attendance: Clerk (Ellen Hopper), plus 5 members of the public.

**1352 APOLOGIES FOR ABSENCE** – Apologies received from Cllr Sharp

### 1353 CASUAL VACANCY CO-OPTION

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

**1354 DECLARATIONS OF INTEREST IN AGENDA ITEMS** – none received

**1355 DISPENSATION REQUESTS** – none received

### 1356 MINUTES OF PREVIOUS MEETING HELD 8th JULY 2024

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

### 1357 CLERK'S REPORT

Previous actions:

- Additional Bin supplied end of Park Lane (re Dog Fouling issues) – No charge
- Churchyard Trees works complete to full satisfaction and now paid
- Churchyard Bench purchase attempted locally – will now order online this month
- Community Engagement – periodic surgeries e.g. monthly - PCSO says not possible but will attend APM

Parishioner correspondence:

- B4228 weed clearance and litter at Horsepool Lane Bus stop >passed to Dot/Handyman/Litter picker
- Copy invoices received re new Refrigeration Units the Pantry - cost £2,430 (grant awarded £2,200) Grateful Thanks to PC
- Receipt of update from Eye Know Productions re recent event success. Clerk to confirm Drone file ok re GDPR
- Concerns raised re overgrown lanes especially The Common – restricting use/unsafe? > Cllr McF to request verges August visibility cut from GCC+ clarified hedges landowners' responsibility. Reminder use GCC "Fix my Street" to report
- Bias accused re Summary Hsg Needs Survey in VN Article ignoring fears re impact of growth > only used statistical facts
- > Cllrs asked this month's VN article to include clarification, request for parishioners to heed responsibilities and guidance

Admin items of note:

- Inter account Bank Transfer to be actioned prior to payments being made as before Precept income received
- PCs bank informed it is moving to monthly charges not quarterly (same £)
- Stamp stock to be purchased to beat price increases – claim next month (+envelopes +paper)

### PLUS - FORMAL NOTIFICATION re EXTERNAL AUDITORS REPORT OF AGAR 2023/24

The conclusion of the External Audit of the Annual Governance & Accountability Return 2023/24 and receipt of the Auditors report where no concerns or matters have been raised for action was **noted**. Statutory publishing of documents have been actioned in accordance with deadlines. The report was noted and the Clerk thanked for this excellent standard report again.

### 1358 REPORT FROM DISTRICT COUNCILLOR

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

### 1359 REPORT FROM COUNTY COUNCILLOR

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

**1360 PUBLIC PARTICIPATION ITEM**

- A parishioner advised of high overgrowth at the Crossroads and volume of curb weeds > Handyman to be assigned
- A 2<sup>nd</sup> parishioner identified a leaning gravestone in the churchyard > Rev Rees to investigate and try tracing owner
- A 3<sup>rd</sup> parishioner asked if knew what funding available for “Ensuring Every Child can Swim” initiative > GCC Education
- Also re abolishing Winter Fuel Payments – is there anything the PC can do to help signpost where to get help > PC to promote Age UK and Citizens Advice and investigate other helplines or help
- An interested 4<sup>th</sup> parishioner enquired re gravestone responsibilities and maintenance issues raised by 2<sup>nd</sup> comment

**1361 PLANNING**

1361.1 FOREST OF DEAN DISTRICT COUNCIL – the following was **noted** as responded in August (ref Min 1341.2):

	Reference	Location	Proposal	Response
1361.1.1	P0819/24/TCA	Norwethel Lower Road St Briavels	Fell 1 x Beech tree to allow more light and space for neighbouring trees within the group. A replacement tree (Beech) has already been planted in a more appropriate space within the group. Locations of tree to be removed and replacement tree as indicated on the accompanying sketch plan	<b>No Objection</b> - noting that a replacement tree has already been planted that will grow well and benefit biodiversity as well as visual impact.
1361.1.2	P0689/24/FUL	Land At, Prospect Cottage, The Common, St Briavels	Variation of Condition 2 (approved plans) relating to planning permission P0786/22/FUL to regularise the changes carried out including four velux roof lights, multifuel stove and flue, window to south east elevation, hot tub to terrace, UPVC windows instead of wood and addition of front and side stone terrace (Retrospective)	<b>OBJECTION</b> – overall commented re the unsuitability of UPVC windows and Velux, increased light pollution and extent of the unauthorised modifications
1361.1.3	P0902/24/TCA	Hillcot House Cinder Hill St Briavels	T1 and T2 - Ash, remove major deadwood. G1 - Laurel, clear to give approximately 7m clearance from driveway, while retaining screening of house. T3 and T4 - Sycamore, re-pollard to previous points, in order to reduce the risk of failure. T5 - Yew, reduce by 50% to increase light into garden. G2 - Laurel, reduce over drive by 50% in order to move canopy away from driveway	<b>No Objection</b>
1361.1.4	P0929/24/FUL	The Patch, Hollywell Lane, Brockweir,	Installation of eleven solar panels on roof.	<b>No Objection</b>

1361.2 FOREST OF DEAN DISTRICT COUNCIL – the following were **resolved**:

	Reference	Location	Proposal	Response
1361.2.1	P1011/24/AG Agricultural and Forestry Development. Application for determination as to whether prior approval is required for further details	Land North Of Park Farm Buildings Park Lane St Briavels	<b>Prior notification</b> for the erection of a single storey agricultural building to store machinery, equipment and livestock feed. New gated access and single gravel track to access agricultural building.  <i>(FODDC must determine if it requires information related to siting and design of this building prior to confirming that the proposal is permitted development.)</i>	<b>No Objection</b> to this application being processed as Permitted Development, believing there are no special site requirements or conditions of concern warranting prior application.
1361.2.2	P0950/24/FUL	Close Turf Farm, Bream Road, St Briavels,	Erection of an agricultural self-build workers dwelling, garage and creation of a new access to Bream Road	<b>No Objection</b>

1361.3 PLANNING INSPECTORATE APPEALS - WHERE COUNCIL RESPONSE REQUIRED:

	Reference	Location	Proposal	Response
1361.3.1	AP0031/24/REF  APP/P1615/W/24/3348029	Forest & Wye Valley Caravan & Campsite, St Briavels	The appeal is against the refusal of planning permission for the change of use of land to tourism and for the siting of 41 holiday (caravan) lodges in lieu of 60 touring caravan and glamping pitches and the demolition of all existing facilities buildings with environmental improvements throughout. The appeal started on 02/09/2024 and is following the written representations procedure regulations.	<b>OBJECTION STANDS</b> This council stands by its original Objection to this application and its previous comments and concerns endorsed.

1361.4 It was **resolved** to create a new Standard Delegation that where Planning Inspectorate fixed deadlines for previously consulted cases fall between meetings the Council delegates urgent planning appeal consultation responses to the Clerk and Lead Cllr for Planning. Consultations and responses sent to be noted at the next meeting.

**1362 FINANCE – INCOME & EXPENDITURE**

1362.1 It was **Noted** INCOME RECEIVED for year to date 31/08/2024 – **Total £16,139.52** (£15,909 50% of annual Precept + £230.52 interest)

1362.2 ACCOUNTS PAID: To note delegated payments made in August (no meeting). Authorised by Cllr Robinson and Watson (ref Minute1301.3)

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
24/035	E Hopper	July pay + Allowances + Mic stand	s.112 (2), LG(FP)A1963s.5, s.111	635.83 19.16	3.83	658.82
24/036	HMRC	Tax & NI	s.112 (2)	152.00		152.00
24/037	SBAR	Inv 46 re BioD Mtg 31/7	s.134 (4)	22.00		22.00
24/038	Complete Landscape Gardeners	Grass contract Inv-0050 re July	HA 1980 s.96	700.00	140.00	840.00
24/039	Mr P Blignaut	Handyman inv STB05 re July 2024	LG(MP)A1953 s.4/PCA 1957 s.1	285.00		285.00
24/040	Joseph Finnemore (JRF)	inv 588 re Church trees (Contract A)	LG(MP)A1953 s.4/PCA 1957 s.1	3,110.00		3,110.00
			<b>TOTAL TO PAY</b>	<b>4,923.99</b>	<b>143.83</b>	<b>5,067.82</b>

1362.3 ACCOUNTS FOR PAYMENT: To authorise payments to include the following schedule:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
24/041	E Hopper	August pay + Allowances + Travel to September	s.112 (2), LG(FP)A1963s.5, s.111	729.05		729.05
24/042	HMRC	Tax & NI	s.112 (2)	152.20		152.20
24/043	SBAR	Inv 50 re Mtg 9/9/2024	s.134 (4)	33.00		33.00
24/044	Complete Landscape Gardeners	Grass contract Inv 0061 re August	HA 1980 s.96	700.00	140.00	840.00
24/045	PKF Littlejohn LLP	External Audit fee & AGAR Certification inv SB20241317	s.111	210.00	42.00	252.00
24/046	Mr P Blignaut	Handyman inv STB06 Re August 2024 + reimburse materials	LG(MP)A1953 s.4/PCA 1957 s.1	420.00 30.71		450.71
			<b>TOTAL TO PAY</b>	<b>2,274.96</b>	<b>182.00</b>	<b>2,456.96</b>

1362.4 Transactions 24/041-46 totalling **£2,456.96** were **resolved**.

1362.5 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson & Watson would action these bank transactions as Authorising Councillors asap.

1362.6 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliation to end of August had been checked and signed off by Cllr Watson with no issues.

1362.7 FINANCIAL CONTROLS: the verification of in-house controls and checks for the period April to July 2024 by Cllr Sharp were confirmed and noted. Cllr Watsons checks will be actioned by the Clerk this month for confirmation next month.

**1363 IN HOUSE ASSET CONTROLS & CHECKS**

1363.1 The independent inspection of parish assets and the Asset Register by Cllrs Sharp & Denison was **noted**. The school defib to be removed from the register as not a PC asset.

1363.2 Maintenance jobs were identified for the Handymen:

- Bus shelter floor drainage problems at Horsepool unresolved - request Handymen meets Cllr Denison to progress this
- Repairs and re-staining of bench seats and the Tump picnic bench required asap – to actively seek someone for small casual ad-hoc Handyman tasks – informal in VN initially but may advertise again
- Renovating the phone box on the Triangle not started yet - Cllr Robinson to liaise with volunteers
- Clerk to progress The Common defib and order required batteries. Also chase National Grid survey and costing (Mork).

**1364 CHURCHYARD WALL REPAIRS PROJECT SUPPORT**

1364.1 The council fully considered and debated the 3 anonymised quotes and documents received from qualified specialist heritage & conservation businesses and the Clerks prepared summary analysis which had been previously sent.

1364.2 It was **resolved** that Contractor A be sent an Official Order subject to receipt of satisfactory references and further copy documents to act as the councils Agent and provide specialist professional support re boundary wall repairs at the Churchyard. The order to include asking the agent to commence as soon as possible also the caveat re withdrawing project managing the actual repairs work to remain in the offer due to uncertainties of scale, phasing duration and funding.

**1365 REMEMBRANCE SUNDAY**

Remembrance Sunday arrangements for 10th November 2024 were **resolved** to include from the specific budget:

- The post event location will be the Pavilion on rotation with refreshments arrangements to be confirmed
- Cllr Robinson to obtain 3 wreaths with a £100 donation from budget to the Royal British Legion
- The Chair and Clerk to determine remaining arrangements and to finalise who to lay the wreaths, read the names of the fallen and other key participants involved in the service.

**1366 BIODIVERSITY WORKING GROUP UPDATE**

Following an update and briefing it was approved up to £50 from this projects budget to go towards hosting a jointly funded event at the Mackenzie Hall in October with Hewelsfield & Brockweir PC.

**1367 CHRISTMAS TREE & CELEBRATIONS**

It was **resolved** to purchase 3 Christmas trees from the £500 budget for installation outside of the school gate, the Pavilion and Cllr Burleys house. The lights switch on event will be Saturday 7<sup>th</sup> December, and planning festive refreshments and music after. It's hoped to coincide with the Coleford Fire Brigade Santa visit. Cllr Robinson to progress plans, and update.

**1368 COUNCILLOR UPDATE REPORTS**

1368.1 FINANCE – Cllr Watson - no report

1368.2 STAFFING & GOVERNANCE – Cllr McFaring - no report

1368.3 HIGHWAYS & FOOTPATHS – no report

1368.4 PLANNING – Cllr Denison – no further report

1368.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDYMEN – Cllr Burley – Generally going ok - Growing number of complaints re overhanging hedges and verge growth (not PC responsibility).

1368.6 SNOW WARDEN – Cllr Collins – 3 bins to be filled – please report worst bins.

1368.7 DEFIBRILLATORS – Cllr Stuart – Already discussed. All checks up to date.

1368.8 WM & PLAYING FIELDS COMMITTEE – Cllr Watson – recent Cttee meeting reported facilities well used over summer including cricket teams, tennis lessons, Macmillan Walk. Harvest Auction event 14/9 to raise funds for toilets refurbishment and other funding opportunities being sought to fund energy saving measures. Recent SBAR survey re sharing calendar availability to maximise use.

1368.9 DEMENTIA ACTION ALLIANCE – Cllr Collins – no report

1368.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER – CLLR ADVOCACY – Cllr Stuart – Attending meeting 30/9 and will report back.

**1369 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.

- Quarter 2 Budget Monitor Report - October
- Initial 2025/26 Budget Discussion – October
- Working Group Update report re Community groups collaboration - October
- Working Group Update Report from 20s Plenty - October
- Adoption of revised Financial Regulations – October/November
- Burial Authority Policy update– October/November
- Draft 2025/26 Budget to be finalised - November
- Approve 2025/26 Budget & set Precept - January

- Tender evaluation re Churchyard Wall Repairs Contractor
- 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
- Review Website accessibility & .gov.uk domain names re new WCAG 2.2AA accessibility standards

**1370 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):
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 before midweek to work with and meet this fixed deadline. Dispensation requests ideally 3 days before meeting please

**1371 DATES & ROTA RE IN HOUSE CONTROLS AND CHECKS 2024/25**

Councillors Checking	Meeting to Report	Period Covered
<b>FINANCIAL TRANSACTIONS:</b>		
Cllrs McFarling and Stuart	Jan	August, September, October, November
Cllrs Denison and Beard ( <i>updated</i> )	April	December, January, February, March
<b>ASSETS INSPECTION:</b>		
Cllrs Beard and Robinson ( <i>updated</i> )	March	Biannual Review in February

IMPORTANT - Any Councillors unable to conduct their checking should arrange a swap with another Councillor and advise the Clerk.

**1372 BURIAL AUTHORITY APPLICATIONS REQUIRING COUNCIL DECISION – CONFIDENTIAL ITEM**

1372.1 It was **resolved** that the press and public be excluded from the meeting for the following Agenda item on the grounds that decisions relate to Burial Authority activities of a confidential and sensitive nature, and to protect the individual's privacy

1372.2 Formally invited Reverend Rees attended to assist the council with queries on the 3 Burial Application matters presented and briefed to members. Ways forward were **agreed and noted**, and the Clerk will draft an updated Burial Authority Policy and incorporate these clarifications where required.

**The meeting closed at 9.42pm**