

# ST BRIAVELS PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 14<sup>th</sup> October 2024 at 19:00 at St Briavels Assembly Rooms

### PRESENT

Cllrs Robinson (Chairman), Beard, Stuart, Watson, Collins, McFarling, Denison, Sharp and Burley (part)  
Also in attendance: Clerk (Ellen Hopper), plus 2 members of the public.

**1373 APOLOGIES FOR ABSENCE** – none received

**1374 DECLARATIONS OF INTEREST IN AGENDA ITEMS** – none received

**1375 DISPENSATION REQUESTS** – none received

### 1376 MINUTES OF PREVIOUS MEETING HELD 9th SEPTEMBER 2024

Subject to the single amendments below it was **resolved** to accept the minutes as a true and accurate record.

- *Draft Min Ref 1363.1 – to replace the wrong word “school” with correct “surgery” .*

### 1377 CLERK'S REPORT

#### Previous Actions & Admin items of note:

- Note to clarify - that Hewelsfield & Brockweir Parish are now having their periodic review by FODDC Hsg Need Survey
- Church Wall Agent – contract awarded to S A Moore following excellent references and supplied evidence documents in order. 2 other contractors thanked.
- New Churchyard Bench has been purchased to be delivered on Thursday. Payment by the Clerk and reimbursement will be sought asap.

#### External correspondence:

- FODDC Polling locations survey – advertise and respond to FODDC if any views
- SBAR advised of Rental increases – previously £11 /hr now £12/hr full council, and £15/hr other PC meetings eg Biodiversity, staffing Cttee etc

#### Parishioner correspondence:

- Churchyard concerns re remaining stump and leaning memorial stone (already investigating)
- Concerns raised about access for the school bus and inappropriate parking increasing safety worries – will include request for better and safer parking in VN
- NOTE : School Grant request due - Placing special cones out during school hours to aim reduce problematic vehicle parking, for better visibility and safety (missed deadline)
- Parishioners have completed the refurbishment of the Hilgay phone box – A formal note of appreciation was agreed to be sent and their proposed use be brought to the next meeting for decision.

### 1378 REPORT FROM DISTRICT COUNCILLOR

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

### 1379 REPORT FROM COUNTY COUNCILLOR

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

### Agenda Item 14 brought forward by the Chair for expediency:

#### 1380 OVERGROWTH CLEARANCE - CEMETERY etc

1380.1 It was resolved the Clerk to purchase a land title search to definitively prove the ownership of the overgrown triangle of land opposite the Vicarage, as the owner responsible is for maintenance and to give permission.

1380.2 Cllrs McFarling, Burley and Robinson to conduct a site visit of the cemetery boundary and meet with the parishioner to explain the requirements if works as a volunteer on council land. The clerk having advised re health & safety, risk assessment, supervision and insurance conditions.

1380.3 Cllr Burley to investigate minor works and tree stump removal under delegated authority to get this done asap.

### 1381 PUBLIC PARTICIPATION ITEM

- A parishioner advised the high overgrowth at the Crossroads still needs cutting > Handyman doing this week
- Also re Yellow Lines and School Parking - why isn't the law re parking on a junction being used? > PCSO to patrol/warn

### 1382 PLANNING

1382.1 FOREST OF DEAN DISTRICT COUNCIL – the following were **resolved**:

	Reference	Location	Proposal	Response
1382.1.1	1075/24/FUL (extended 15/10)	Jocks Barn, Coleford Road, Bream,	Erection of a single-storey extension.	<b>No Objection</b>
1382.1.2	P1076/24/FUL (extended 15/10)	Hillcot House, Cinder Hill, St Briavels,	Erection of single-storey side extension and first-floor extension with internal alterations. Erection of timber double carport and associated works.	<b>No Objection</b>
1382.1.3	P1185/24/AG (Agricultural and Forestry Development. Application for determination as to whether prior approval is required for further details)	Land At Bream Cross Bream GL15 6QT	Prior notification for the erection of a portal frame shed for storing machinery and Crop  (FODDC must determine if it requires information related to siting and design of this building prior to confirming that the proposal is permitted development. Government advice to Local Planning Authorities is to bear in mind that these buildings/works are still 'permitted development' and not to require these further details unless site conditions demand. The PC is being asked if it considers there are such site conditions ie issues with siting and design.)	<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
1382.1.4	To Note: P0950/24/FUL aka DF3615	Close Turf Farm Bream Road St Briavels	To Note only: This application has been withdrawn, and no further action will be taken on it.	<b>Noted</b>

(Cllr Burley left the meeting 8.06pm)

### 1383 FINANCE – INCOME & EXPENDITURE

1383.1 It was **Noted** INCOME RECEIVED for year to date 30/09/2024 – **Total £32,279.41** (£31,818 100% of Precept + £461.41 interest)

1383.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
24/048	E Hopper	Sept pay + Allowances	s.112 (2), LG(FP)A1963s.5	635.83		635.83
24/049	HMRC	Tax & NI	s.112 (2)	152.00		152.00
24/050	SBAR	Inv 56 + 67 re BioD 19/9 + PC Mtg 14/10	s.134 (4), s.150(2)	55.00		55.00
24/051	Complete Landscape Gardeners	Grass contract Inv-0072 re Sept 24	HA 1980 s.96	780.00	156.00	936.00
24/052	Mr P Blignaut	Handyman inv STB07 re Sept 2024	LG(MP)A1953 s.4/PCA 1957 s.1, OSA 1906 s.9(b)	210.00		210.00
			<b>TOTAL TO PAY</b>	<b>1,832.83</b>	<b>156.00</b>	<b>1,988.83</b>

1383.3 Transactions 24/048-052 totalling **£1,988.83** were **resolved**.

1383.4 FINANCIAL CONTROLS: It was **agreed** Cllrs Stuart & Watson would action these bank transactions as Authorising Councillors asap.

1383.5 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliation to end of September had been checked and signed off by Cllr Watson with no issues.

**1384 QUARTERLY FINANCE REPORT**

The Clerk presented the circulated Quarter 2 income & expenditure budget monitor report, including lines where earmarked reserves have been used to fund specific expenditure. It was **noted** there were no spending issues or major concerns presenting and the currently underperforming income streams highlighted were believed low risk as certain income due to be received.

**1385 2025/26 BUDGET - INITIAL BASE DRAFT**

1385.1 The Clerk briefed on initial actions and assumptions used to produce a current year estimated outturn and the circulated initial base for next year's budget, redistributing released or underspent budget to address spending pressures and suggested increases to potentially leave the Precept unchanged.

1385.2 This included suggestions based on recent council discussions to increase the Handyman budget and create a new budget for Speed reduction initiatives.

1385.3 It was **agreed** Members would raise any queries or supply any further suggestions by the end of October for the Clerk to model for consideration, when the final Budget draft is agreed in November.

**1386 20mph WORKING GROUP**

1386.1 It was **resolved** to spend £500 on a Highways speed survey to capture current speeds and assess the feasibility of a 20mph limit. Cllr Watson to liaise with Highways Manager with copy to Clerk.

1386.2 It was **resolved** to create a new annual budget of £600 from 2025/26 for the 20mph campaign and other speed reduction initiatives.

1386.3 Update - Highways to install double yellow lines by the school to resolve parking unsafe crossing and bus access issues. Delayed re change in priorities and procedure at GCC but now scheduled in November.

**1387 WORKING GROUP – SUPPORT FOR COMMUNITY FACILITIES GROUPS**

Cllr Denison updated the group was slow to start due to difficulty arranging a meeting the main parties could all attend. The first meeting will be 23<sup>rd</sup> October and attended by representatives from SBAR, the Playing Fields Association, the Pavilion, The Pantry plus the Parish Council.

**1388 COUNCIL COLLABORATION re RIVER WYE POLLUTION etc**

Following discussion it was agreed to decline the offer to join the potential new group but ask to be kept updated with its development should it be more appropriate to send someone in future. The Clerk to respond to Newland Council Clerk.

**1389 COUNCILLOR UPDATE REPORTS**

1389.1 FINANCE – Cllr Watson - no further report

1389.2 STAFFING & GOVERNANCE – Cllr McFarling - no report

1389.3 HIGHWAYS & FOOTPATHS – Cllr McFarling - report re recent Footpath works is due. TRO Yellow Lines by the School scheduled to be installed in November.

1389.4 PLANNING – Cllr Denison – no further report. Brief discussion re Enforcement and delayed “minimal” activity post permission.

1389.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDYMEN – Grass will be cut in November weather permitting as still growing. Advert for another Handyman in VN, online, noticeboards plus The Forrester if no results. (Note part joint advert with Newland PC) . Existing Handyman to be asked if can give more hours as preferred option.

1389.6 SNOW WARDEN – Cllr Collins – 2 bins to fill - will check with Jamie- All ready

1389.7 DEFIBRILLATORS – Cllr Stuart – All checks up to date – new “grants” published and Clerk doing final check before ordering to ensure get required specification + best price. National Grid being chased to obtain install cost estimate. BT confirmed ok. CardiAid contract to investigate. Cllr Beard to discuss possibility at Lindors supply. Batteries not an option.

1389.8 WM & PLAYING FIELDS COMMITTEE – Cllr Watson – no report

1389.9 DEMENTIA ACTION ALLIANCE – Cllr Collins – no report

1389.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER – CLLR ADVOCACY – Cllr Stuart – Attended meeting 30/9. St B very low crime area. PCSOs are short staffed currently recruiting.

1389.11 BIODIVERSITY WORKING GROUP PROJECT – Dark Skies event 29/10 being promoted re light pollution impact – interest in group growing.

1389.12 CHURCHYARD WALL PROJECT – no update yet

**1390 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.

- School Grant request - Special cones re safety/parking - November
- Draft 2025/26 Budget to be finalised – November
- Q3 Budget Monitor Report - January
- Approve 2025/26 Budget & set Precept - January
- Adoption of revised Financial Regulations
- Burial Authority Policy update
- Phone Box project – Create a Book Swap Kiosk (+3rd box renovation)
- Tender evaluation re Churchyard Wall Repairs Contractor
- 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

**1391 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):
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	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 before midweek to work with and meet this fixed deadline. Dispensation requests ideally 3 days before meeting please

**1392 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.

**The meeting closed at 9.26pm**