

# ST BRIAVELS PARISH COUNCIL

## **DRAFT** MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 11<sup>th</sup> November 2024 at 19:00 at St Briavels Assembly Rooms

### **PRESENT**

Cllrs Robinson (Chairman), Beard, Stuart, Collins, McFarling, Denison, and Burley  
Also in attendance: Clerk (Ellen Hopper), plus 4 members of the public.

**1393 APOLOGIES FOR ABSENCE** – Apologies received from Cllrs Sharp and Watson

### **1394 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 Lucy Robinson	Ref 1402.2 Payment Approval (original approval min ref 1365)	Pecuniary Interest	Recipient of Reimbursement payment (re Remembrance Wreaths)

**1395 DISPENSATION REQUESTS** – none received

### **1396 MINUTES OF PREVIOUS MEETING HELD 14th OCTOBER 2024**

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

### **1397 CLERK'S REPORT**

External correspondence of note:

- Government Consultation seeking views on allowing councils to determine their own approach to virtual meetings and proxy voting runs until 19 December 2024. Views and practical benefits and concerns sought from councillors and public <https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>
- Highways formally notified of Forest wide safety schemes being implemented including St Briavels Yellow Lines

### **1398 REPORT FROM DISTRICT COUNCILLOR**

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

### **1399 REPORT FROM COUNTY COUNCILLOR**

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

### **1400 PUBLIC PARTICIPATION ITEM**

- A parishioner showed positive appreciation for the “hardworking and very polite Handyman – a big “Thank you” from public. Cllr Burley really pleased with excellent work and extra time to do leaves and new bench, and hopes will continue
- Discussions with 3 parishioners re the excess leaves problem – a valuable resource for garden soil and Biodiversity – if uncollected an unsightly slip hazard – PC deposit at specific bins at Wye Valley Flowers – Churchyard leaf pens to be looked into – previously tried edge of The Tump – Parishioners can take them if want for garden.
- Also a parishioner reminded the onus is on owners of private properties to clear so pavements safe and not paid for by PC/other parishioners when they are responsible.

- Further discussion re private properties overgrown hedges narrowing roads/pavements causing sightline issues and difficulties for pedestrians . Highways have powers to intervene where danger to road users – use Fix My Street to alert. PC will publicise plea to take pride and take responsibility. The PCs handyman is willing to do private hedge trims if paid.

**1401 PLANNING**

1401.1 FOREST OF DEAN DISTRICT COUNCIL – the following were **resolved**:

	Reference	Location	Proposal	Response
1401.1.1	P1251/24/TCA	The Greenhouse High Street St Briavels	Fell and remove single Crab Apple, located on the northern boundary of the property (see location plan) which is unsightly, suffering from canker, and is no longer flowering or fruiting. The tree will not be replaced but rather other adjacent existing shrubs and herbaceous plants will fill the space created.	<b>No Objection</b>
1401.1.2	P1118/24/FUL	Tump Cottage , Hollywell Lane, Brockweir,	Erection of single storey detached annexe ancillary to the main dwelling. The proposed use for the annexe is to give the applicants a suitable property to live in which will allow them to remain at home for the duration of their life whilst family members will live in the main dwelling	<b>No Objection</b>
1401.1.3	P1303/24/FUL	The Myrtles , Coldharbour Road, B	Demolish existing Pig Cot and replace with green oak single storey garden store and car port	<b>No Objection</b>

**1402 FINANCE – INCOME & EXPENDITURE**

1402.1 It was **Noted** INCOME RECEIVED for year to 31/10/2024 – **Total £32,726.41** (£31,818 100% of Precept + £461.41 interest + £447 BA income)

1402.2 ACCOUNTS FOR PAYMENT: In total it was resolved to authorise the following payments (see vote split below)

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
24/054	E Hopper	Oct pay + Allowances + Backpay + title search + ink+paper+ annual zoom licence	s.112 (2), LG(FP)A1963s.5	1,087.90	48.52	1,136.42
24/055	HMRC	Tax & NI	s.112 (2)	203.80		203.80
24/056	SBAR	Inv 76 PC Mtg 11/11	s.134 (4), s.150(2)	33.00		33.00
24/057	Complete Landscape Gardeners	Grass contract Inv-0083 re Oct 24	HA 1980 s.96	700.00	140.00	840.00
24/058	Mr P Blignaut	Handyman inv STB08 re Oct 2024	LG(MP)A1953 s.4/PCA 1957 s.1, OSA 1906 s.9(b)	1,050.00		1,050.00
24/059	E Hopper(Jati Ltd)	Bench – Reimbursement		329.17	65.83	395.00
24/060	Cllr Lucy Robinson (Slaughter)	Reimbursement – Poppy wreaths	S.137	100.00		100.00
24/061	SBWarMem&PlygFlds (re Pavilion)	Donation re Refreshments by Pavilion re Remembrance	s.137	20.00		20.00
			<b>TOTAL TO PAY</b>	<b>3,523.87</b>	<b>254.35</b>	<b>3,778.22</b>

(Note: Cllr Robinson left the room and Vice Chair Cllr Stuart chaired the following motion)

1402.2.1 Transactions 24/054-060 totalling **£3,758.22** were **resolved**.

(Note: Cllr Robinson excluded from vote)

(Note: Cllr Robinson returned and resumed the Chair)

1402.2.2 It was agreed to add the previously discussed donation to the Pavilion for refreshments served at the Remembrance Sunday event. Payment 24/061 **£20.00** was **resolved**, and it was added to the payment schedule.

1402.3 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson & Watson would action these bank transactions as Authorising Councillors asap.

1402.4 FINANCIAL CONTROLS: It was noted the October bank reconciliation had not been actioned by the Clerk due to time constraints and will be checked and signed off by Cllr Watson with the next month as cumulative.

**1403 DEFIBRILLATOR COSTS**

1403.1 The quote was received from National Grid for a new supply to a pole to be installed by Highways next to the Mork parish notice board, with final cost of pole fitting and periodic billing not known, but costs agreed excessive.

1403.2 Cllr Beard has successfully liaised with the new owners of Lindors to allow connection of the PCs defibrillator at the entrance gate to their property. Cllrs Beard & Stuart to meet local qualified Electrician and owner and Clerk to send a letter of Thanks.

1403.3 Clerk advised investigation re best route to obtain new Defibrillator for the BT Box on the Common now determined with best quality and value for appropriate fully automated model at discounted price recommended.

1403.4 It was **resolved** the Clerk to progress procurement of this and a new cabinet and unit for the Lindor site to replace the CardiAid unit and not renew its contract.

#### **1404 HILGAY PHONE BOX PROPOSED USE**

It was **resolved** the suggestion from local parishioners to use the recently refurbished Phone Box to create a Book Swap Kiosk be installed, and costs for materials investigated. The final BT box to be refurbished at Lower Meend to be promoted to seek local volunteers and their suggestions for its use.

#### **1405 CHRISTMAS TREES & CELEBRATIONS**

Cllr Robinson updated re plans for the parish Christmas lights switch on and celebrations for 7<sup>th</sup> December 2024. Trees have been ordered, more baubles to be purchased. A generous offer from a parishioner to provide sausage rolls was welcomed, and mince pies and mulled wine also to be laid on with Christmas carols, followed on by The George pubs music and entertainment. A children's craft part event is being held at the chapel on the same day. Cllr Robinson to arrange posters and publicity.

#### **1406 2025/26 DRAFT BUDGET**

The circulated draft budget and working papers were presented by the Clerk. It was **resolved** to approve the circulated draft amendments to budget and reserves and subsequent level of Precept as:

- increasing the Remembrance budget to £500 for the 80 years VE Anniversary with contra minor reductions suggested
- keep the budget for Biodiversity Project remaining at £200 awaiting H&BPC confirmation of contribution
- increase the Grants budget by £1,000 to £4,000, being funded from General Reserve
- all amendments producing a Precept requirement of £31,818 ie no change since 2024/25 budget
- the updated budget and reserves position be finally checked and produced for formal adoption at the January meeting.

#### **1407 COUNCILLOR UPDATE REPORTS**

1407.1 FINANCE – no further report

1407.2 STAFFING & GOVERNANCE – Cllr McFarling – The national NALC pay scale uplift has been agreed and applied to the Clerks salary including backpay to 1/4/2024. Recent meeting with FODDC town & parish councils discussion re difficulty filling Councillor and Clerk vacancies.

1407.3 HIGHWAYS & FOOTPATHS – Cllr McFarling – to follow up Wyegate Lane, Mork with PROW as still closed. Also Drain blocked again on Cinderhill. Currently speed cables around village as formal Highways survey in progress.

1407.4 PLANNING – Cllr Denison – no report.

1407.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDYMEN – Cllr Burley - Contractor can't cut grass under trees on triangle at school as canopies need lifting – Cllr McFarling to investigate who responsible and will need conservation application

1407.6 SNOW WARDEN – Cllr Collins – parishioners can contact her where bins needed/replaced. Old bins available for re-use eg planters.

1407.7 DEFIBRILLATORS – Cllr Stuart – no further report

1407.8 WM & PLAYING FIELDS COMMITTEE – no report

1407.9 DEMENTIA ACTION ALLIANCE – Cllr Collins – no report

1407.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER – CLLR ADVOCACY – Cllr Stuart – no report

1407.11 BIODIVERSITY WORKING GROUP PROJECT – Cllr McFarling - next meeting 4<sup>th</sup> Dec to discuss outcomes of Dark Skies event 29/10, and plan practical actions to progress. New Biodiversity tab on the website.

1407.12 CHURCHYARD WALL PROJECT – Cllr McFarling – Agent to draft Schedule of works and site meeting due.

**1408 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.

- In House Controls - Financial Checks - January
- Q3 Budget Monitor Report - January
- Approve 2025/26 Budget & set Precept – January
- Update from Speed Reduction Working Group
- Adoption of revised Financial Regulations
- Burial Authority Policy update
- Appoint Internal Auditors
- 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

**1409 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 <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

Noted - Reminder that formal delegated processes re Planning & Finance will apply as no meeting in December.

**1410 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	April	December, January, February, March
<b>ASSETS INSPECTION:</b>		
Cllrs Beard and Robinson	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 8.27pm**