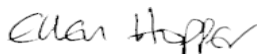


ST BRIAVELS PARISH COUNCIL

Clerk Ellen Hopper
2 Abbott Road, Severn Beach, South Gloucestershire BS35 4PU
T 01454 631457 (+ answerphone)
E stbriavelsclerk@outlook.com
W stbriavels-pc.gov.uk

To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 12th January 2026 at 19:00, at St Briavels Assembly Rooms for the transaction of business on the following Agenda.



ELLEN HOPPER, CLERK & RFO TO THE COUNCIL

6th January 2026

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 12th January 2026

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 as per Councillors Code of Conduct. To remind of the Monitoring Officer instruction re the legal duty to declare per Budget setting and Precept per LGFA 1992.

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 10th November 2025.

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 COMMUNITY GRANT APPLICATION PAVILION TABLES

To consider a request from the Pavilion for up to £2,000 towards funding for 15 new tables to replace the original 30 year old ones in the bar area. *(Any agreed payment to be added to the schedule for immediate payment).*

10 PLANNING

10.1 FOREST OF DEAN DISTRICT COUNCIL – **NOTE** applications **responded** in December (no meeting agreed delegations):

	Reference	Location	Proposal	Response
10.1.1	P1406/25/FUL	The Rocks, St Briavels	Minor external and internal alterations including installation of full-height sliding windows with Juliet balconies, one rooflight, internal reconfiguration for additional bedroom space, and re-glazing of existing windows	No Objection

10.2 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE:

[To view all the documents relating to an application go to 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.]

6th January 2026

	Reference	Location	Proposal
10.2.1	P0680/25/FUL (Revised Plans)	Grove House Lower Cinder Hill St Briavels	Single storey front extension to kitchen and first floor rear extension to provide 4th bedroom and family bathroom, along with internal alterations. Construction of detached double garage with room over.
10.2.2	P0007/26/TCA	Castle Villa Church Street St Briavels	Fell medium sized Ash tree on rear boundary of property. The tree has grown too large, is damaging boundary wall, has early signs of infection with Ash Dieback Disease and is within falling distance of an outbuilding.

11 FINANCE – INCOME & EXPENDITURE

11.1 INCOME RECEIVED: **Total £39,081.91** (1/04/2025 to 31/12/2025)
(£31,818 Precept, £6,227.14 VAT, £258 BA, £2.10 rent, £228.64 Highways, £548.03 interest)

11.2 ACCOUNTS PAID: To note delegated payments made December (no meeting). Authorised by Cllrs Stuart & Watson

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
25/073	E Hopper	Nov pay + Allowances	s.112 (2), LG(FP)A1963s.5, s.111	681.43		681.43
25/074	HMRC	Tax & NI	s.112 (2)	223.47		223.47
25/075	Mr P Blignaut	Handyman inv STB21 re Nov 2025	LG(MP)A1953 s.4/PCA 1957 s.1	525.00		525.00
25/076	SBAR	Inv 176 re BIOD Mtg 25/06/2025, +inv 229 Re BI- OD Mtg 20/11/2025	s.134 (4)	18.00 12.00		30.00
25/077	Cllr L Robinson (Slaughter)	Reimburse Christmas event costs	s.144	339.15	17.48	356.63
25/078	Complete Landscape Gardeners	Grass contract Inv-0209 re Nov 25	HA 1980 s.96	275.00	55.00	330.00
			TOTAL PAID	2,074.05	72.48	2,146.53

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
25/080	E Hopper	December pay + Std Allowances	s.112 (2), s.111 LG(FP)A1963s.5	681.23		681.23
25/081	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	223.67		223.67
25/082	Mr P Blignaut	Handyman inv STB22 re Dec 2025	LG(MP)A1953 s.4/PCA 1957 s.1	105.00		105.00
25/083	BWP Creative Ltd	Domain Renewal to 28/01/2027	s.142	30.00	6.00	36.00
			Subtotal	1,039.90	6.00	1,045.90
25/084	SBAR	Inv 239 re Mtg 12/1/2026	s.134 (4)	36.00		36.00
			TOTAL TO PAY	1,075.90	6.00	1,081.90

11.4 FINANCIAL CONTROLS: to note 2 Cllrs to approve the above bank transactions ASAP (Cllrs Robinson & Stuart TBC)

11.5 FINANCIAL CONTROLS: to note verification of the November & December monthly reconciliations by Lead Cllr Finance

11.6 FINANCIAL CONTROLS: to note the verification of latest in-house controls and checks (Cllrs Denison & Beard)

12 QUARTERLY FINANCE REPORT

To receive Quarter 3 income & expenditure projected budget variations for consideration and agree any actions required.

13 FINANCE - BUDGET 2026/27

13.1 To agree and set the 2026/27 budget

13.2 To agree and set the level of Precept for 2026/27

13.3 To authorise the Clerk to issue the Precept demand for the agreed value to the District Council by the required deadline

14 CHRISTMAS CELEBRATIONS UPDATE - (Cllr Burley)

14.1 To receive update re the parish Christmas lights switch on and celebrations with suggestions for 2026 plans.

14.2 To note agreed costs reimbursements and payments including Christmas trees and refreshments to Cllr Robinson.

14.3 To propose a donation of £20 to Cllr Burley for electricity costs for tree lights and approve reimbursement of catering costs to parishioner who provided sausage rolls.

(All agreed payments to be added to the schedule for immediate payment).

15 GRASS CONTRACT FORMAL EXTENSION

To propose formally extending the contract for Parish Grass Cutting operated by Complete Landscape Gardeners for the optional 1 year as detailed in clause 2.1. The Clerk to be asked to send a formal letter to the contractor.

16 POTENTIAL ATLAS MAST UPDATE – (Cllr McFarling)

To receive a brief update of activities being carried out by The Atlas Group in our parish which may improve phone reception.

17 TREE TRIMMING BY THE SCHOOL – (Cllr Burley)

To consider proposed action and anonymised quotes received to resolve problematic overgrowth by the school.

18 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 –
- BIODIVERSITY WORKING GROUP PROJECT -
- CHURCHYARD WALL PROJECT –
- 20mph WORKING GROUP PROJECT –
- ARMED FORCES COVENANT -

19 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.

- Assertion 10 - Website WCAG 2.2AA accessibility standards, .gov.uk domain +emails, IT Policy, Training
- Review Emergency Planning documents and arrangements
- Revised Financial Regulations
- 20mph Working Group & GCC Initiative response update
- Review Parish Priorities Plan
- Community Asset Working Group Update
- Investigate PC Payment Card for Purchasing (Clerk in 2025/26)
- Potential Replacement of Village Gateway Planters
- Parish Council Noticeboards
- Grass Tender Procurement

20 DATES FOR FUTURE MEETINGS:

2025/26 Schedule - Any changes will be advertised – **Reminder – no meeting in December**

Dates 2025/26 Electoral Year	Time	Meeting	Venue
9 th February	19.00	Parish Council Meeting	Assembly Rooms
9 th March	19.00	Parish Council Meeting	Assembly Rooms
13 th April	19.00	Parish Council Meeting	Assembly Rooms
11 th May	19.00	Parish Council Meeting	Assembly Rooms

Request to Councillors to Please adhere to necessary strict deadlines:

Agenda Items - Initial draft requests to Clerk no later than midweek prior to the fixed deadline of 10 days prior to meeting

Written Reports for circulation - 10 days prior to meeting

Requests for Amendments to Previous Minutes – Friday prior to the meeting

Dispensation requests - ideally 3 days before meeting please

21 DATES & ROTA RE IN HOUSE CONTROLS AND CHECKS 2025/26

Councillors Checking	Meeting to Report	Period Covered
FINANCIAL TRANSACTIONS:		
Cllrs McFarling and Stuart	April	December, January, February, March
ASSETS INSPECTION:		
Cllrs Watson & Parry-Watson	March	Biannual Review

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

22 CONFIDENTIAL – PARISH HANDYMAN APPOINTMENT & CONTRACT MATTERS – (Cllr Burley)

22.1 It is proposed that the press and public be excluded from the meeting for the purposes of this Agenda item, on the grounds that the business to be transacted relates to Contractual activities of a confidential nature.

22.2 To consider interest received and agree the award of proposed handyman resources and related contract matters