

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 12th January 2026 at 19:00 at St Briavels Assembly Rooms

PRESENT

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

1617 APOLOGIES FOR ABSENCE – None received

1618 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 Robinson	Ref 1625 re Grant Award to Pavilion	Other Interest	Stand-in representative
Cllr Watson	Ref 1627.5 re SBAR invoice payment	Other Interest	SBAR Trustee
Cllr Burley	Ref 1627.5 re SBAR invoice payment	Other Interest	SBAR Trustee
Cllr Burley	Ref 1630.2 re Christmas Reimbursement	Pecuniary Interest	Payment Recipient

All Members were reminded as per Agenda and papers of the Monitoring Officer instruction re the legal duty to declare re Budget setting and Precept per LGFA 1992. No declarations were made.

1619 DISPENSATION REQUESTS – none received

1620 MINUTES OF PREVIOUS MEETING HELD 10th NOVEMBER 2025

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

1621 CLERK'S REPORT

Previous Actions & Admin items of note:

- 2024/25 Financial Year VAT Claim payment received 29/12/2025 for £2,001.88 (full)

ASSERTION 10

- New email account set up – to start using 1/2/2026 and publicity announcements due (Noted monthly charge £19)
- Draft policy re Use of IT to be approved at next meeting
- New document retention policy being created as part of data management improvements
- Mandatory training re Data security re Assertion 10 - will book asap (online via GAPTC provider £17 each)
- Compliance checking of existing Data related policies, processes and data held started and is considerable work

External correspondence:

- Taxbase and Electoral Roll information received – see Budget item
- Forest of Dean Armed Forces HIVE details of next meetings and poster to display > Cllr reports
- FoD allocated the PC 100 flood sax (5 boxes) for holding/distribution – collect from offices > Cllr reports
- Parishioner contact re irresponsible parking Cinderhill/Lower Road (asking for Yellow Lines) – include plea in VN and info sent to Highways and PCSO
- Reminder road works info received all added to website and FB and live on GCC Highways
- Consultation on future of Glos Fire Service – details and link on GCC website

1622 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

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

A discussion followed and thus noted:

the District Council report mentioned the draft Local Plan includes a previously unknown suggestion to build up to 110 new dwellings in the parish – believed to be off of Hewelsfield Lane. This development figure is part of the 13,200 build allocation by 2043 for the FoD area. Cllrs protested the previous version of the draft Local Plan had indicated St Briavels was unlikely to see development of this nature due to significant constraints within and surrounding the settlement and no allocation proposed, so this addition was not anticipated and a shock. The source background of this inclusion will be sought from the Planning Office.

A District Council cabinet meeting on 15th January, then Full council on 22nd, featuring the draft Local Plan will confirm the anticipated dates 4th Feb to 18th March for public consultation. It will be the first opportunity to comment on this latest version of the draft Local Plan and new housing allocation and the council will publicise and urge parishioners to watch out for this and comment. The Parish Council will publish all information received to ensure parishioners are fully informed and consulted, and as a body will respond as a statutory consultee alongside any personal representations any member of public can make.

1623 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

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

1624 PUBLIC PARTICIPATION ITEM

- A parishioner saw a TV news item re the severity of potholes and was highly surprised the local classification was not worse!
- A 2nd Parishioner asked the District Cllr if the proposed development land had been sold to the developer? Not known.

1625 COMMUNITY GRANT APPLICATION : PAVILION TABLES

It was **resolved** to award a grant of £2,000 towards funding for 15 new tables to replace the original ones in the bar area, with the agreed payment to be added to the schedule for immediate payment. (Cllr Robinson excluded from the vote)

1626 PLANNING

1626.1 FOREST OF DEAN DISTRICT COUNCIL – **NOTED** applications **responded in December** (agreed delegations):

	Reference	Location	Proposal	Response
1626.1.1	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

1626.2 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were **resolved**:

	Reference	Location	Proposal	Decision
1626.2.1	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 4 th bedroom and family bathroom, along with internal alterations. Construction of detached double garage with room over.	No Objection (with mitigation for bats as before)
1626.2.2	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.	No Objection

1627 FINANCE – INCOME & EXPENDITURE

1627.1 INCOME RECEIVED **Noted: Total £39,081.91** (1/04/2025 to 31/12/2025) (an increase of £2,623.88 since last reported) (£31,818 Precept, £6,227.14 VAT, £258 BA, £2.10 rent, £228.64 Highways, £548.03 interest)

1627.2 ACCOUNTS PAID: **NOTED** 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 Bignaut	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 BIOD 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

1627.3 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise payments in 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 Bignaut	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
	Added on the night:	(see Minute References)				
25/085	SBWarMem&PlygFlds	Grant re Tables for Pavilion	LG(MP)A 1976 s.19(3)	2,000.00		2,000.00
25/086	Mrs J A Duggan	Reimburse re Christmas event catering	s.144	12.00		12.00
25/087	Cllr Dot Burley	Donation – Tree hosting	s.144	10.00		10.00

1627.4 Transactions 25/080-25/083 totalling **£1,045.90** were **resolved**.

1627.5 Transaction 25/084 for **£36.00** was **resolved** (Cllrs Watson & Burley excluded from the vote)

1627.6 Transaction 25/085 for **£2,000.00** was resolved in previous **Minute ref 1625** re Grant award and added to the schedule. (Cllr Robinson excluded from the vote)

1627.7 Transaction 25/086 for **£12** was **resolved** in later **Minute ref 1630.2** Re Christmas catering and added to the schedule.

1627.8 Transaction 25/087 for £10 was **resolved** in later **Minute ref 1630.2** Re Christmas power and added to the schedule. (Cllr Burley excluded from the meeting and vote)

1627.9 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson & Stuart would action these bank transactions as Authorising Councillors asap.

1627.10 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliations for November and December had been checked and verified by Cllr Watson and all was in order.

1627.11 FINANCIAL CONTROLS: It was **noted** the verification of in-house controls and checks for the period August to November 2025 had been completed by Cllrs Denison & Beard and all found to be correct and in order.

1628 QUARTERLY FINANCE REPORT.

The Quarter 3 budget variations as circulated were presented and key points **considered and discussed**:

- Refreshed projected outturn figures broadly correspond with November projections, so no changes required for 2026/27.
- Budgets for staffing, and office admin are closely on track for the period with no concerns. Stamp stock to be purchased.
- Burial Income is low but the full vat receipt has help compensate.
- Training re Data security for Assertion 10 agreed to be booked and included in the budget.
- Community budgets : no spend yet are Cemetery maintenance and Winter resilience budgets - work likely later this year
- Other Property Maintenance planned re trees to be completed asap
- The speed survey budget will not be needed this year as any further surveys to be paid at county level.
- Use of Earmarked Reserves to cover expenditure re New Defibs, and fees re Church Wall, will be agreed at year end

1629 FINANCE - BUDGET 2026/27

1629.1 It was **resolved** to approve the draft budget presented and it be adopted for 2026/27 – summary table below:

ST BRIAVELS PARISH COUNCIL - 2026/27 BUDGET SUMMARY - APPROVED		
<u>2025/26</u>		<u>2026/27</u>
BUDGET		BUDGET
	APPROVED INCOME & EXPENDITURE:	
-£ 2,232	Income (excluding Precept)	-£ 232
£ 15,327	Running Costs (staff/office/admin)	£ 15,627
£ 21,950	Community Costs (events/maintenance)	£ 23,155
£ 800	Project Costs Funded in year and from EMR	£ 1,300
£ 35,845	TOTAL NET SPEND TO BE FUNDED	£ 39,850
-£ 4,027	TOTAL USE OF RESOURCES TO FUND NET SPEND/ DEFICIT	£ -
£ 31,818	SHORTFALL WHICH NEEDS TO BE FUNDED BY PRECEPT:	£ 39,850

1629.2 It was **resolved** to set the level of Precept for 2026/27 at £39,850 – an increase of £8,032 from 2025/26. This equates to an annual charge of £63.55 per Council Tax Band D equivalent, or £37.45 per Elector (weekly charge of £1.22 and £0.72 respectively).

1629.3 It was **resolved** to authorise the Clerk to issue the Precept demand for £39,850 to the Forest of Dean District Council by the official deadline.

1630 CHRISTMAS CELEBRATIONS UPDATE

1630.1 The agreed costs were **noted** re reimbursements for Christmas trees and refreshments paid to Cllr Robinson. Suggested changes for the 2026 parish Christmas trees and lights switch on celebrations are invited. Improvements to securing the tree in East St are planned to cope better in high winds.

1630.2 It was **resolved** a donation of £10 be made to Cllr Burley for electricity costs for tree lights, and reimbursement of catering costs of £12.00 to parishioner who provided sausage rolls. Thanks were expressed to Jane Duggan and The George Inn. The agreed payments to be added to the schedule for immediate payment.

(Cllr Burley excluded from this discussion and vote)

1631 GRASS CONTRACT FORMAL EXTENSION

It was **resolved** to formally extend the contract for Parish Grass Cutting operated by Complete Landscape Gardeners for the optional 1 year as detailed in clause 2.1. The Clerk was asked to send a formal letter to the contractor.

1632 POTENTIAL ATLAS MAST UPDATE

Cllr McFarling provided a brief update of activities being carried out by The Atlas Group which may improve phone reception.

1633 TREE TRIMMING BY THE SCHOOL

It was **resolved** to award the work to Contractor B subject to final clarification of full works required with delegated authority to the Clerk to award to Contractor A should the costs rise above their figure. This further discussion required to ensure the works are fully comparable.

1634 COUNCILLOR UPDATE REPORTS

1634.1 FINANCE – Cllr Watson - no further report

1634.2 STAFFING & GOVERNANCE – Cllr McFarling – no report

1634.3 HIGHWAYS & FOOTPATHS – Cllr McFarling – Some of next years Footpath resources reappropriated to other Highways needs so will divert some of the (also reduced) Councillor Allocated Fund to Footpaths. Flooding at Wyeholme has been reported on Fixmystreet. Reminder for parishioners to monitor drains by homes and keep cleared if possible. Highways have cleared 2 badly blocked drains on Cinderhill recently. Hydrant by telephone in square still broken with barriers and signs.

1634.4 PLANNING – Cllr Denison - no further report

1634.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDYMEN – Allocation of Flood sax from FoDDC to be collected by Cllr McFarling and stored across the parish area with Cllrs Beard, Robinson and Parry-Watson.

1634.6 SNOW WARDEN – Cllr Collins – still no storage found for extra grit. Bins will be checked next month to ensure supply

1634.7 DEFIBRILLATORS – Cllr Stuart – Cabinet AAA Batteries checked and replaced with spares ready – Cllr Stuart to be reimbursed in February. Extra checks being carried out in cold weather to ensure all fully functioning. 2 units require replacement batteries soon. Clerk to order and arrange delivery to Cllr Stuart.

1634.8 WM & PLAYING FIELDS COMMITTEE – Cllr Watson – Tennis Court grant now fully spent as awarded. The previous referred grant application for Rugby lights won't be re-submitted as an alternative solution has been installed. The AGM is 23/2

1634.9 DEMENTIA ACTION ALLIANCE – Cllr Collins – no report

1634.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER ADVOCACY – Cllr Stuart – no report

1634.11 BIODIVERSITY WORKING GROUP PROJECT – Cllr McFarling – Ash Die back trees now confirmed and will fill gaps and increase biodiversity. Cllrs McFarling and Denison to commence planting and help welcome.

1634.12 CHURCHYARD WALL PROJECT – Cllr McFarling – no report

1634.13 20mph WORKING GROUP PROJECT – Cllr Watson - no report.

1634.14 ARMED FORCES COVENANT – Cllr Stuart attended the 1st HIVE meeting at Bream. Support and information was excellent but not many attended so need to promote this valuable opportunity. Also it's been suggested by a local Veteran the PC could host and facilitate something for parish services and families to get together for appropriate support etc Hive and suggestion for parish sessions to be advertised in the VN and web/FB.

1635 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 - now 26/27*)
- Potential Replacement of Village Gateway Planters
- Parish Council Noticeboards
- Grass Tender Procurement

1636 DATES FOR FUTURE MEETINGS

2025/26 Schedule - Any changes will be advertised.

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 - 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

1637 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.

1638 CONFIDENTIAL – PARISH HANDYMAN APPOINTMENT & CONTRACT MATTERS

1638.1 It was **resolved** 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.

1638.2 It was **resolved** to contract with the parishioner who applied to be a parish handyman and ensure a 3 month period is included at the outset to ensure the arrangement works for both parties. The contractor must produce the required public liability insurance certificate before commencing. The Clerk to make arrangements and Cllr Burley handle task allocation

The meeting closed at 9.05 pm