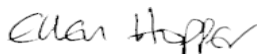


ST BRIAVELS PARISH COUNCIL

Clerk Ellen Hopper
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To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 9th March 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

3rd March 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 9th March 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.

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 9th February 2026.

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 FODDC DRAFT LOCAL PLAN PUBLIC CONSULTATION

To consider updates and agree an official PC response to this consultation process. Members may also send individual views.

10 PLANNING

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

[To view application documents go to www.fdean.gov.uk, click on – 'Planning and building' / 'View planning applications' / 'Search' / 'Planning' / 'Simple Search'. Enter the reference number (upper case letters only). Click 'Search' and select the documents you want to read.]

	Reference	Location	Proposal
10.1.1	P0142/26/TCA	Norwethel Lower Road St Briavels	Fell three mature Sycamore saplings within small woodland that are inhibiting the growth of adjacent Beech trees.
10.1.2	P0680/25/FUL <i>Additional information submitted</i>	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.

3rd February 2026

11 FINANCE – INCOME & EXPENDITURE

11.1 INCOME RECEIVED: **Total £39,216.91** (1/04/2025 to 28/02/2026) being no change in February.
(£31,818 Precept, £6,227.14 VAT, £393.00 BA, £2.10 rent, £228.64 Highways, £548.03 interest)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
25/098	E Hopper	February pay + Std Allowances + Travel + Stamps	s.112 (2), s.111 LG(FP)A1963s.5	681.43 46.71 102.48		830.62
25/099	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	223.47		223.47
25/100	"Handyman" (DP consent required)	Handyman invoice re February 2026	LG(MP)A1953 s.4/PCA 1957 s.1	202.50		202.50
25/101	John Barnby	Invoice 11335 -Trees (school +pavilion)	LGA 1892 s.8 (1)(i)	200.00	40.00	240.00
			Subtotal	1,456.59	10.00	1,496.59
25/102	SBAR	Inv268 re Mtg 9/03/26	s.134 (4)	36.00		36.00
			TOTAL TO PAY	1,492.59	40.00	1,532.59

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

11.4 FINANCIAL CONTROLS: to note verification of the February monthly reconciliation by Lead Cllr Finance

12 LATE PAYMENT APPROVAL OTHERWISE IMPACTING OUTTURN

To seek approval to process a supplementary payment run near the end of March, if required where invoices for previously fully approved supplies and services present and are properly due for payment. To be processed within Financial Regulations, authorised by the Chair and Finance Lead and reported to the next meeting. Incomplete transactions to be considered for Ear-marked Reserves transfers in April.

13 IN HOUSE ASSET CONTROLS & CHECKS - (Cllrs Watson & Parry Watson)

To note the internal independent inspection of parish assets and the Asset Register

14 REVIEW OF THE COUNCILS' FINANCIAL REGULATIONS

To propose adopting the circulated draft updated Financial Regulations produced using the latest NALC template.

15 GREEN BIN LICENCES 2026/27

To approve renewal of the 5 green bin licences, total purchase £350 - £70 each, before 1st April to ensure continued collection. (£320 2025/26 - £64 each) This is an online payment option only, which the Clerk will procure after the meeting with reimbursement added to the March payment schedule.

16 ATLAS MAST UPDATE – (Cllr McFarling)

To receive a brief survey update and note activities being carried out by The Atlas Group to improve phone reception.

17 GLOUCESTERSHIRE LOCAL GOVERNMENT REORGANISATION CONSULTATION

To consider and agree an official PC response to GAPTC and GCC/Future Gloucestershire for this consultation process. Members may also send individual views.

18 MEMORIAL PLAQUES FOR SCATTERED ASHES – (Cllr Burley)

To receive progress update of the scattering area improvements and consider using the wall to mount memorial plaques.

19 ANNUAL PARISH MEETING MAY 2026 - (Cllr Robinson)

To agree date, confirm venue as Assembly Rooms, agree the budget, and ideas for inclusion. Clerk to then commence arrangements inviting community groups and speakers.

20 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 -

21 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.

- Review Emergency Planning documents and arrangements
- 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

22 DATES FOR FUTURE MEETINGS:

2025/26 Schedule - Any changes will be advertised

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

23 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:		
		Biannual Review

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