

# ST BRIAVELS PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 9<sup>th</sup> February 2026 at 19:00 at St Briavels Assembly Rooms

### PRESENT

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

**1639 APOLOGIES FOR ABSENCE** – Apologies received from Cllr Watson

### 1640 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 Burley	Ref 1649.4 re SBAR invoice payment	Other Interest	SBAR Trustee
Cllr Stuart	Ref 1649.5 re Defib Batteries Reimbursement	Pecuniary Interest	Payment Recipient

**1641 DISPENSATION REQUESTS** – none received

### 1642 MINUTES OF PREVIOUS MEETING HELD 12th JANUARY 2026

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

### 1643 CLERK'S REPORT

Previous Actions & Admin items of note:

- PCs Bank has notified that monthly account fee increases from £6 to £7 per month from Feb
- Reminder New official parish council email account is live – clerk@stbriavels-pc.gov.uk

External correspondence:

- Forest of Dean contacted re Planning enforcement issue - see Planning update
- Forest of Dean Launch Town and Parish Council Adaptation Grant (TPCAG)(Flooding)
- Forestry England consultation re how to grow the future of the Forest of Dean while balancing the needs of people and wildlife – details on posters and media
- Parishioner concerns re speed on Stowe Road – copy speed limit request to Glos Highways
- Previous contact re irresponsible parking Cinderhill/Lower Road - PCSO provided positive statement > “local policing team are aware, will be completing patrols in the area and can ultimately ticket a vehicle for the offences of unnecessary and unwillful obstruction of the highway if deemed necessary”.
- Road works and Footpath info received added to website / FB and live on GCC Highways

### 1644 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

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

### 1645 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

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

### 1646 FODDC DRAFT LOCAL PLAN PUBLIC CONSULTATION

- The District Councils consultation is now live and closes 18th March. The draft plan proposes unexpected inclusion of 110 new homes in St Briavels. Councillors understand the concerns dividing the parish and condemned the haranguing of the current landowners of the site.
- It was confirmed the previous landowners offered the site up under the “Call for sites – SHELAA” which was not disclosed at its sale. The current owners assure everyone this site will formally be withdrawn and have supplied a statement: “The land is not for sale, and it has a significant overage which continues in perpetuity to the previous owners and is therefore unlikely to be of interest to future developers”.
- 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. If more houses are needed it can't be approaching the numbers proposed by planners as the current infrastructure won't support that.
- The consultation will continue to be publicised as vitally important for residents to provide feedback about Housing, infrastructure, environmental aspects, plus seeks views re affordable and social housing needs.
- Two representative Councillors will meet with the Planning Officers and report back to the March meeting when the PCs formal response to this consultation will be agreed.

- The latest FoDDC Call for Sites campaign – Strategic Housing & Economic Land Availability Assessment (SHELAA) will also be publicised in the council’s news media.

**1647 1646 PUBLIC PARTICIPATION ITEM**

- A parishioner asked if the Local Plan is just about Housing? > it also covers industry, services, infrastructure, and policies such as dark skies initiatives,
- A 2nd Parishioner question asked about the allocation share and where should they go? > the PCs response to the previous draft accepted some small housing may be possible say 5-10 but no suitable large sites. Hence the call for sites – SHELAA important to help identify if any sustainable sites for small developments.

**1648 PLANNING**

1648.1 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were **resolved**:

	Reference	Location	Proposal	Decision
1648.1	P0081/26/FUL	Close Turf Farm, Bream Road, St Briavels,	Erection of an agricultural self-build workers dwelling, garage and creation of a new access to Bream Road (resubmission of P0578/25/FUL)	<b>No Objection</b>

1648.2 GLOUCESTERSHIRE COUNTY COUNCIL – BYEWAY MODIFICATION REQUIRING EVIDENCE

	Reference	Location	Proposal – evidence sought
1648.2.1	573/11/209(15) &(11) closes 17 <sup>th</sup> March '26 <i>(the PC are not being asked to support or object the consultation requests details of use as far as they are aware on the section of route indicated considering 'legally relevant' evidence whether to modify the Definitive Map &amp; Statement, on the basis of whether rights exist or not).</i>	FSB21 & 22 (approx. Bearse Farm to Bream Cross + to Hoggins)	2 Definitive Map & Statement Modification Order Applications - Upgrade Restricted Byways FSB21 & 22 to Byways Open to All Traffic, (ie seeking to record public motor vehicle rights along the affected routes- currently footpaths)  <b>Individual responses to be encouraged and submitted as evidence direct to Glos CC. To be advertised accordingly.</b>

**1649 FINANCE – INCOME & EXPENDITURE**

1649.1 INCOME RECEIVED **Noted: Total £39,216.91** (1/04/2025 to 31/01/2026) being an increase of £135. (£31,818 Precept, £6,227.14 VAT, £393.00 BA, £2.10 rent, £228.64 Highways, £548.03 interest)

1649.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise payments in the following schedule:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
25/089	E Hopper	January pay + Std Allowances + 10hrs O/Time	s.112 (2), s.111 LG(FP)A1963s.5	812.13		812.13
25/090	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	280.80		280.80
25/091	"Handyman" <i>(DP consent required)</i>	Handyman invoice re January 2026	LG(MP)A1953 s.4/PCA 1957 s.1	249.80		249.80
25/092	E Hopper	Reimburse re Defib batteries	PHA 1936 s.234	530.00	106.00	636.00
25/093	SLCC	Clerks subscription	s.111	158.00		158.00
25/096	Mr J D Morris	Refill salt bins- Hudnalls Feb26	PCA1957, HA1980	10.00		10.00
			<b>Subtotal</b>	<b>2,040.73</b>	<b>106.00</b>	<b>2,146.73</b>
25/094	SBAR	Inv253 re Biodiversity mtg 4/02/26 + Inv254 re Mtg 9/02/26	s.134 (4)	24.00 36.00		60.00
25/095	Cllr Roger Stuart	Reimburse re Defib cabinet batteries	PHA 1936 s.234	28.98		28.98
		<i>(Note total corrected)</i>	<b>TOTAL TO PAY</b>	<b>2,129.71</b>	<b>106.00</b>	<b>2,235.71</b>

1649.3 Transactions 25/089-25/093+25/096 totalling **£2,146.73** were **resolved**.

1649.4 Transaction 25/094 for **£60.00** was **resolved** (Cllr Burley excluded from the vote)

1649.5 Transaction 25/095 for **£28.98** was **resolved** (Cllr Stuart excluded from the meeting and vote)

1649.6 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson & Watson would action these bank transactions as Authorising Councillors asap.

1649.7 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliations for January had been checked and verified by Cllr Watson and shared via email and all was in order.

**1650 ASSERTION 10 PROJECT UPDATE**

The Clerk shared a briefing re progress preparing for the AGAR Assertion 10 requirement new for 2025/26. It was **noted** that - subject to agreement of the next agenda items - **all requirements are in place and only the website accessibility task to be completed**. All documentation and links to be updated asap, and the old email address to be phased out from admin contacts.

**1651 ADOPTION OF NEW IT & EMAIL POLICY**

1651.1 It was **resolved** to adopt the circulated draft new IT & Email Policy produced to comply with Assertion 10 requirements.

1651.2 It was **recognised** that as the PC is only small, the practice of Councillors using own devices had to continue and understood that the PC only email addresses and security precautions outlined in the policies must be used to minimise risk. Training and relevant information will be supplied.

**1652 ADOPTION OF NEW ADMINISTRATIVE DOCUMENTS TO SUPPORT THE EXISTING GDPR POLICY**

It was **resolved** to adopt the circulated draft supplementary documents produced to comply with Assertion 10 and GDPR.

- Data Audit Schedule
- Record Management & Document Retention Policy
- Privacy Notices

**1653 INTERNAL AUDIT ARRANGEMENTS 2025/26**

It was **resolved** to appoint GAPTC as internal auditors for 2025/26 following discussion whereby the council had assured itself that the auditor is independent competent and best placed to audit the new AGAR assessment. The Clerk was authorised to send the letter of appointment.

**1654 COUNCILLOR UPDATE REPORTS**

1654.1 FINANCE - no report

1654.2 STAFFING & GOVERNANCE – Cllr McFarling – no report

1654.3 HIGHWAYS & FOOTPATHS – Cllr McFarling – Flood sax from FoDDC now collected and will be stored across the parish area with Cllrs Beard, Robinson and Parry-Watson. Need to publicise importance of contacting Highways re flooding – use Fix my Street and for potholes, blocked drains. If possible, provide videos.

1654.4 PLANNING – Cllr Robinson & Cllr McFarling – Planning enforcement team responding to reported unauthorised activity on land near Brockweir. Case officer has issued a “Stop Notice” and any activity must be reported as is a criminal offence. Hewelsfield & Brockweir PC also reported the destruction and digging and keeping watch.

1654.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDYMEN –. Cemetery area for scattered ashes being cleared by the Handyman who is doing a good job. A future meeting will discuss potential for memorial plaques on the wall. The disposal of green waste is an increasing problem as the Handyman generates lots from his work, also the green bins are getting filled up too quickly. Solutions to be sought including funded Community composting.

1654.6 SNOW WARDEN – Cllr Collins – Our approved contractor has topped up and will store a small stock of emergency grit.

1654.7 DEFIBRILLATORS – Cllr Stuart – replacement batteries received. All units being checked regularly.

1654.8 WM & PLAYING FIELDS COMMITTEE – Cllr Robinson –The AGM planned for 23/2, may be postponed

1654.9 DEMENTIA ACTION ALLIANCE – Cllr Collins – no report

1654.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER ADVOCACY – Cllr Stuart – no report

1654.11 BIODIVERSITY WORKING GROUP PROJECT – Cllr McFarling – last met 4<sup>th</sup> February. Group has supplied Light pollution information to form part of the Draft FODDC Local Plan.

1654.12 CHURCHYARD WALL PROJECT – Cllr McFarling – no report

1654.13 20mph WORKING GROUP PROJECT - no report.

1654.14 ARMED FORCES COVENANT – Cllr Stuart attended a 2nd HIVE meeting which was less well attended. The suggested parish services/veterans get together has good ideas coming in. Cllr Stuart will make further contact.

**1655 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.

- Memorial Plaques in Cemetery
- Revised Financial Regulations
- 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 - now 26/27*)
- Potential Replacement of Village Gateway Planters
- Parish Council Noticeboards
- Grass Tender Procurement

**1656 DATES FOR FUTURE MEETINGS**

2025/26 Schedule - Any changes will be advertised.

<b>Dates 2025/26 Electoral Year</b>	<b>Time</b>	<b>Meeting</b>	<b>Venue</b>
9 <sup>th</sup> March	19.00	Parish Council Meeting	Assembly Rooms
13 <sup>th</sup> April	19.00	Parish Council Meeting	Assembly Rooms
11 <sup>th</sup> May	19.00	Annual 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

**1657 DATES & ROTA RE IN HOUSE CONTROLS AND CHECKS 2025/26**

<b>Councillors Checking</b>	<b>Meeting to Report</b>	<b>Period Covered</b>
<b>FINANCIAL TRANSACTIONS:</b>		
Cllrs McFarling and Stuart	April	December, January, February, March
<b>ASSETS INSPECTION:</b>		
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.

**The meeting closed at 8.49 pm**