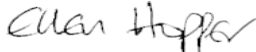


ST BRIAVELS PARISH COUNCIL

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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 13th April 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

7th April 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 13th April 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.

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 March 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 COMMUNITY GRANT RE FOREST FALCONS TOUCH RUGBY (FORMERLY FOREST OF DEAN TOUCH RUGBY)

To consider a request for grant funding of £840 to cover the cost of team kit being 20 x Women's Shirts = £420, 20 x Men's Shirts = £420 so Total - £840. There is currently no team kit. Having a dedicated team kit would support continued growth, help promote inclusivity and women's participation in sport, and allow the players to represent the Forest of Dean with pride at every level of competition, as teams are entered into regional and national tournaments. Any agreed award to be added to this month's payments schedule.

10 PLANNING

10.1 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.]

	Reference	Location	Proposal
10.1.1	P0112/26/FUL	Oak Cottage, The Common, St Briavels	Variation of condition 1 (Approved plans) relating to P1927/19/FUL to allow for alterations to the approved drawings

7th April 2026

10.1.2	P0184/26/FUL	Oxford Buddha Vihara Meditation Centre, Park Farm, Park Lane, St Briavels	Variation of condition 2 (Approved plans) relating to P0952/25/FUL to allow for alterations to approved design
10.1.3	P0281/26/FUL	Beech Cottage, The Common, St Briavels,	Demolition of a garage outbuilding and erection of a two storey and single storey extension
10.1.4	P0323/26/LBC	Dean Valley Manor, The Fence, St Briavels,	Listed building consent for the conversion of the existing swimming pool building to a ceremony/function space, installation of new decking and a temporary marquee within the grounds. Alterations to part of hotel to provide caretaker's accommodation.

11 ANNUAL SUBSCRIPTIONS AND CHARGES for 2026/27

To resolve to continue and authorise payment of the following as falling due for the new financial year:

- Gloucestershire Association of Local Councils (GALC) subscription (incl NALC) – £TBC – due (£407.54 2025/26)
- CM Packham – Annual charge for Payroll Services – £80 (same as 2025/26)
- Others presenting to come to future meetings for approval as arising

12 PREAUTHORISATION OF REGULAR CONTRACTUAL PAYMENTS RE 2026/27

To resolve to authorise as standing delegations' payment of the councils' regular contractual commitments re Clerks pay and HMRC deductions, parish Handyman payments, parish Litter picker and monthly invoices re the parish grass cutting contract, for months where no council meeting takes place. All such payments to be in accordance with the councils Financial Regulations and reported in full at the next full council meeting.

13 FINANCE – INCOME & EXPENDITURE

13.1 INCOME RECEIVED - Financial year 2025/26 to 31/03/2026 – **Total £39,704.86** (details in 25/26 Closing position)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
26/001	E Hopper	March pay + Allowances	s.112 (2), LG(FP)A1963s.5 PHA 1936 s.234,	681.43		681.43
26/002	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	223.47		223.47
26/003	"Handyman" (DP consent required)	Handyman inv ? re March 26 incl materials	LG(MP)A1953 s.4/PCA 1957 s.1, OSA 1906 s.9(b)	292.50 22.50		315.00
26/004	Complete Landscape Gardeners	Grass contract Inv-0230 re March 26	HA 1980 s.96	700.00	140.00	840.00
26/005	C M Packham	2026/27 Payroll Services	s.111	80.00		80.00
			Subtotal	1,999.90	140.00	2,139.90
26/006	SBAR	Inv 278 re Mtg 13/4	s.134 (4)	36.00		36.00
			TOTAL TO PAY	2,035.90	140.00	2,175.90

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

13.4 FINANCIAL CONTROLS: to note verification of the cumulative year end bank reconciliation at end of March by Lead Cllr

13.5 FINANCIAL CONTROLS: to note the verification of latest in-house controls and checks (Cllrs Stuart & McFarling)

14 FINANCIAL CLOSING POSITION 2025/26

To note the circulated year end closing position to be used to prepare the AGAR Accounts Statement. To consider and agree proposals for transfers to Earmarked Reserves.

15 AMENDMENT TO THE COUNCILS' BURIAL AUTHORITY POLICY – (Cllr Burley)

To propose adopting the circulated draft updated Burial Authority Policy produced incorporating recent decisions about the new Scattering facility and providing clarity where policy gaps existed.

16 REPLACEMENT OF VILLAGE GATEWAY PLANTERS – (Cllr Beard)

To discuss proposals and options for replacement of the planters at the village gateways and agree budget if required.

17 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 –

18 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.

- Annual Parish Council Meeting - Standard Agenda (May)
- Receipt of Internal Auditor Report (May/June)
- Approval of Annual Governance & Accountability Statements and Return (May/June)
- 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
- Grass Tender Procurement

19 DATES FOR FUTURE MEETINGS:

2026/27 Schedule - Any changes will be advertised. **Note next meeting is the Annual PC Governance meeting.**

Dates 2026/27 Electoral Year	Time	Meeting	Venue
11 th May	19.00	Annual Parish Council Meeting (Fixed Agenda + Urgent items only)	Assembly Rooms
8 th June	19.00	Parish Council Meeting	Assembly Rooms
13 th July	19.00	Parish Council Meeting	Assembly Rooms
14 th September	19.00	Parish Council Meeting	Assembly Rooms
12 th October	19.00	Parish Council Meeting	Assembly Rooms
9 th November	19.00	Parish Council Meeting	Assembly Rooms
11 th January	19.00	Parish Council Meeting	Assembly Rooms
8 th February	19.00	Parish Council Meeting	Assembly Rooms
8 th March	19.00	Parish Council Meeting	Assembly Rooms
12 th April	19.00	Parish Council Meeting	Assembly Rooms
10 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

20 DATES & ROTA RE IN HOUSE CONTROLS AND CHECKS 2026/27

Councillors Checking	Meeting to Report	Period Covered
FINANCIAL TRANSACTIONS:		
Cllrs TBC	Sept	April, May, June, July
Cllrs TBC	Jan	August, September, October, November
Cllrs TBC	April	December, January, February, March
ASSETS INSPECTION:		
Cllrs TBC	Sept	Biannual Review
Cllrs TBC	March	Biannual Review

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

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

21.1 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.

21.2 To consider the performance of the Handyman in the initial 3 month contract period and proposal to agree his retention.