

# ST BRIAVELS PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

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

### PRESENT

Cllrs Robinson (Chairman), Stuart, Collins, McFarling, Burley, Beard, Watson and Denison. Cllr Parry-Watson arrived at 8pm. Also in attendance: Clerk (Ellen Hopper), plus 1 member of the public.

### 1658 APOLOGIES FOR ABSENCE – None

### 1659 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 1668 re SBAR invoice payment	Other Interest	SBAR Trustee
Cllr Watson	Ref 1668 re SBAR invoice payment	Other Interest	SBAR Trustee

### 1660 DISPENSATION REQUESTS – none received

### 1661 MINUTES OF PREVIOUS MEETING HELD 9th FEBRUARY 2026

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

### 1662 CLERK'S REPORT

Previous Actions & Admin items of note:

- Reminder - New official parish council email account is live – clerk@stbriavels-pc.gov.uk

External correspondence:

- Forest of Dean draft 'Nature and Climate Emergency Strategy' public consultation commences Thursday 19th March
- Scarr Bandstand project progressing well – PC will be mentioned as sponsor
- Korean War and Imjin Veterans' Memorial will be unveiled at the Cyril Hart Arboretum, nr Coleford, 24 April at 11 am – PC invited to attend and services community
- Road works and Footpath info received added to website / FB and live on GCC Highways

All other updates included in relevant Agenda Items

### 1663 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

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

### 1664 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

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

### 1665 PUBLIC PARTICIPATION ITEM - No comments or questions received

### 1666 FODDC DRAFT LOCAL PLAN PUBLIC CONSULTATION

1666.1 Cllr Denison, Planning Lead, provided update re the meeting with Planning Officers attended by Cllrs Denison & Robinson, and also communications with the landowner confirming formal withdrawal of the site included by the Planners.

1666.2 Following discussion it was **resolved** to accept the proposed response prepared by Cllr Denison and send as the official PC response to this consultation process. It was reiterated Members may also send individual views as parishioners.

### 1667 PLANNING

1667.1 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were **resolved**:

	Reference	Location	Proposal	Decision
1667.1	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.	<b>No Objection</b>
1667.2	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 <sup>th</sup> bedroom and family bathroom, along with internal alterations. Construction of detached double garage with room over.	<b>No Objection</b>

**1668 FINANCE – INCOME & EXPENDITURE**

1668.1 INCOME RECEIVED **Noted: Total £39,216.91** (1/04/2025 to 31/01/2026) being no change since previous month (£31,818 Precept, £6,227.14 VAT, £393.00 BA, £2.10 rent, £228.64 Highways, £548.03 interest)

1668.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise payments in the following schedule:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
25/098	E Hopper	February pay + Std Allowances + Travel + Stamps + ink + envelopes	s.112 (2), s.111 LG(FP)A1963s.5	681.43 46.71 81.60 154.06	30.81	994.61
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
25/103	CJ Rickards Stonemasonry	1st payment Churchyard Wall repairs	s.215(1)&(2)	1,000.00		1,000.00
			<b>Subtotal</b>	<b>2,589.77</b>	<b>70.81</b>	<b>2,660.58</b>
25/102	SBAR	Inv268 re Mtg 9/03/26	s.134 (4)	36.00		36.00
25/104	E Hopper ( see below - added on the night)	Reimburse for 5 green bin licences in Churchyard	Litter Act 1963 Ss5,6	350.00		350.00
			<b>TOTAL TO PAY</b>	<b>2,975.77</b>	<b>70.81</b>	<b>3,046.58</b>

1668.3 Transactions 25/098-25/101 +25/103 totalling **£2,660.58** were **resolved**.

1668.4 Transaction 25/102 for **£36.00** was **resolved** (Cllrs Burley & Watson excluded from the vote)

1668.5 *NOTE: Transaction 25/104 for £350.00 was added after approval in resolution in Minute ref 1672 below*

1668.6 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson & Stuart would action these bank transactions as Authorising Councillors asap.

1668.7 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliations for February had been checked and verified by Cllr Watson who confirmed that all was in order.

**1669 LATE PAYMENT APPROVAL OTHERWISE IMPACTING OUTTURN**

It was **Approved** to process a supplementary payment run near the end of March, for invoices re previously fully approved supplies and services due for payment. To be reported to the next meeting when any. incomplete transactions to be considered for Ear-marked Reserves transfers.

**1670 IN HOUSE ASSET CONTROLS & CHECKS**

1670.1 The internal independent inspection of parish Asset Register assets by Cllrs Watson-Parry and Watson was **noted**.

1670.2 The summary findings to be printed and sent to Cllr Burley and Handyman to process the suggested tasks as required.

1670.3 The Clerk to use the closing Asset Register to inform the Insurance Pre Renewal Questionnaire.

**1671 REVIEW OF THE COUNCILS' FINANCIAL REGULATIONS**

It was **resolved** to adopt the circulated draft updated Financial Regulations produced using the latest 2025 NALC template.

**1672 GREEN BIN LICENCES 2026/27**

It was **resolved** to renew the 5 green bin licences, total purchase £350 - £70 each, before 1<sup>st</sup> April to ensure continued collection. The Clerk to procure using online payment with reimbursement added to the March payment schedule.

**1673 ATLAS MAST UPDATE**

The brief survey update and activities being carried out by The Atlas Group to improve phone reception was **noted**.

**1674 GLOUCESTERSHIRE LOCAL GOVERNMENT REORGANISATION CONSULTATION**

Cllr McFarling led a discussion of the options proposed and suggested some of the pros and cons associated with them for our parish and wider Forest of Dean. It was **agreed** that the PC would publicise and encourage parishioners - including Councillors - to respond with their own views, and that no corporate response would be offered by the parish council.

>> (Cllr Parry-Watson joined the meeting at 8pm)

### 1675 MEMORIAL PLAQUES FOR SCATTERED ASHES

1675.1 Cllr Burley provided update of work by the Handyman to clear and prepare the dedicated Memorial area to be used for the scattering of ashes in the Cemetery. It was **agreed** that small 6x4 plaques with suitable words may be considered as memorials attached to the wall, at the families own expense and upkeep.

1675.2 The fee was confirmed as £20, and permission must be applied for in advance. Further details or policy amendments re administering this facility to be approved at a future meeting.

### 1676 ANNUAL PARISH MEETING MAY 2026

It was **resolved** to book the Assembly Rooms for Wednesday 20<sup>th</sup> May 7-9 plus set up/aways, and follow the usual successful format. Clerk to commence arrangements inviting community groups and PCSOs and advertising the event.

### 1677 COUNCILLOR UPDATE REPORTS

1677.1 FINANCE – Cllr Watson - no report

1677.2 STAFFING & GOVERNANCE – Cllr McFarling – no report

1677.3 HIGHWAYS & FOOTPATHS – Cllr McFarling – Newly tarmacked public footpath in Churchyard by PROW welcomed but needs to mellow in keeping. Various Potholes reported and revised aggregates being pursued following failure of previous methods. Important to keep reporting – Fix My Street.

1677.4 PLANNING – Cllr Denison – No further report

1677.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDYMEN – Cemetery area for scattered ashes now cleared by the Handyman and a good job. Asset repairs re benches to be clarified with Cllr Parry-Watson, then tasks given to Handyman to complete as required.

1677.6 SNOW WARDEN – Cllr Collins – no report

1677.7 DEFIBRILLATORS – Cllr Stuart – no report

1677.8 WM & PLAYING FIELDS COMMITTEE – Cllr Robinson – The AGM now planned for end of March. Remembrance wreaths to be removed from gates (not PC as already removed)

1677.9 DEMENTIA ACTION ALLIANCE – Cllr Collins – no report

1677.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER ADVOCACY – Cllr Stuart – no report

1677.11 BIODIVERSITY WORKING GROUP PROJECT – Cllr McFarling – no report

1677.12 CHURCHYARD WALL PROJECT – Cllr McFarling – Wall Contractor started today and will carry out test patches re lime mortar application, colour and finish for approval.

1677.13 20mph WORKING GROUP PROJECT – Cllr Watson to chase up any progress or update.

1677.14 ARMED FORCES COVENANT – Cllr Stuart attended the latest HIVE meeting and roadshow being planned by FODDC, with volunteers being sought. To be advertised.

1677.15 Briefed that recent SBAR meeting was well attended to discuss future of SBAR and options to help survive. Trustees and Volunteers needed. It was noted in final year of current ACV – Clerk to confirm and update.

**1678 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.

- Financial closing position 2025/26 (April)
- Financial Checks by Councillors (April)
- Amendments to Burial Authority Policy
- 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

**1679 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>
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

**1680 DATES & ROTA RE IN HOUSE CONTROLS AND CHECKS 2025/26**

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

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

**The meeting closed at 8.44pm**