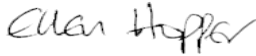


ST BRIAVELS PARISH COUNCIL

Clerk Ellen Hopper
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To all members of the Parish Council:

You are summoned to attend the Annual Parish Council meeting to be held on Monday 11th May 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

5th May 2026

Members of the public who wish to attend to observe council business may only comment in the public participation agenda item (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.

ANNUAL PARISH COUNCIL MEETING **AGENDA**

for 11th MAY 2026

1 ELECTION OF PARISH COUNCIL CHAIRMAN FOR 2026/27

2 ELECTION OF VICE-CHAIRMAN FOR 2026/27

3 DECLARATIONS OF ACCEPTANCE OF OFFICE

To witness signing of Declarations of Acceptance of Office for Chairman and Vice Chairman if present and/ or if absent resolve permission for outstanding Declarations to be signed before/at a later meeting (LGA 1 972s.83(4))

4 APOLOGIES FOR ABSENCE

To receive apologies from members for absence.

5 DECLARATIONS OF INTEREST

To receive declarations of interest from members in relation to matters on this Agenda, or to be declared as arising

6 DISPENSATION REQUESTS

To note any dispensation requests received by the Clerk in respect of Disclosable Pecuniary Interests declared

7 MINUTES OF PREVIOUS MEETING

To approve the minutes of the last meeting held 13TH April 2026

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 VILLAGE GATEWAYS & PLANTERS UPDATE – (Cllr Beard)

To receive an update and proposed actions re specification sourcing and proposals to take the project forward.

10 APPOINTMENT OF COUNCIL REPRESENTATIVES

10.1 William Whittington Charity & United Charity Trusts – **to note only** -Cllrs McFarling & Burley in 4 yr post until 2027

5th May 2025

- 10.2 War Memorial & Playing Fields Committee – *currently Cllr Andy Watson*
- 10.3 Gloucestershire Police & Crime Commissioner Councillor Advocacy Scheme – *currently Cllr Roger Stuart*
- 10.4 Dementia Action Alliance – *currently Cllr Rose Collins*
- 10.5 Armed Forces Network – *currently Cllr Roger Stuart*

11 REVIEW & APPOINT LEAD COUNCILLORS for 2026/27

Note: the Lead roles requirement below may be reviewed to best meet council need at this point and any changes Agreed

- 11.1 AMENITIES (include CEMETERIES, GRASS CUTTING) – currently Cllr Dot Burley, plus Cllr Collins SNOW WARDEN
- 11.2 STAFFING & GOVERNANCE – currently Cllr Chris McFarling, plus Cllrs Roger Stuart & Hazel Parry Watson in support
- 11.3 HIGHWAYS & FOOTPATHS – currently Cllr Andy Watson & Cllr Neil Denison in support
- 11.4 PLANNING – currently Cllr Neil Denison
- 11.5 FINANCE – currently Cllr Andy Watson
- 11.6 DEFIBRILLATORS – currently Cllr Roger Stuart

12 REVIEW OF TERMS OF REFERENCE FOR STAFFING COMMITTEE

To consider if the existing terms reviewed last May remain appropriate to meet the council's needs – see circulated terms

13 APPOINTMENTS TO STAFFING COMMITTEE

To elect 2 further members to the Staffing Committee to join the Lead Councillor who will be the Committee Chairman
– currently Cllr Chris McFarling (Lead Councillor & Chair) plus Cllrs Roger Stuart & Hazel Parry Watson committee members

14 REVIEW OF DELEGATION ARRANGEMENTS

To approve the following formal standing Delegations arrangements are still required and fit for purpose:

- 14.1 Standing Delegations to the Lead Cllr Amenities allowing authorising additional cuts as per the Grass cutting contract awarded in January 2023 (ends 2027), and in consultation with the Chair and Clerk urgent Tree works on grounds of safety.
- 14.2 Standing Delegations to the Chair and Clerk for timely purchase of replacement or consumable parts such as batteries PPE and pads, and servicing required for the council's defibrillator units.
- 14.3 Standing Delegations re payment of the councils' regular contractual commitments including Clerks pay, 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.
- 14.4 The financial Delegations to the Clerk and Chairman which are included in current Standing Orders and Financial Regulations. This includes delegation re arranging and booking Councillors appropriate training, and room bookings for council meetings.

15 REVIEW OF PARISH COUNCIL GOVERNANCE DOCUMENTS

15.1 To propose the following key adopted documents are approved as circulated with the next date of formal revision to be added for May 2027

- 15.1.1 STANDING ORDERS – no change
- 15.1.2 CODE OF CONDUCT – no change
- 15.1.3 FINANCIAL REGULATIONS – no change
- 15.1.4 FREEDOM OF INFORMATION & PUBLICATION SCHEME – no change
- 15.1.5 DATA PROTECTION POLICY – no change
- 15.1.6 COMPLAINTS PROCEDURE – no change

15.2 To consider and propose update re changes or actions identified re RISK MANAGEMENT POLICY & STATEMENT

15.7 To authorise the Clerk to update the Councils records and website with these latest approved documents as the councils' key documents and also note other policies eg employment may be considered in year as due for periodic review.

16 REVIEW OF ASSET REGISTER

To formally approve the latest Asset Register as circulated and checked in April, on which the insurance quote is based.

17 REVIEW OF INSURANCE COVER – Cllr Watson

17.1 To consider adequate arrangements for the council's insurance cover in respect of all insured risks as circulated

17.2 Subject to approval of the Asset Register and cover levels confirmed sufficient, the received quotation for the coming year be approved for payment at £581.43 (2025 £571.74) 1 year fixed agreement (to 31/5/2027), and added to the schedule

18 PLANNING

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

	Reference	Location	Proposal
18.1.1	P0387/26/FUL	The Chantry, Park Lane, St Briavels, Lydney.	Replacement of external joinery including windows, doors, fascias, soffits and dormer cladding, in timber, uPVC or composite materials with dark stained, wood-effect or anthracite grey finishes
18.1.2	P0411/26/FUL	Belfield House, Hilgay Road, Brockweir,	Installation of swimming pool and enclosure with associated works
18.1.3	P0472/26/TCA	Green Meadows High Street St Briavels	Reduce Walnut (T1) by approximately 4 metres and Cherry (T2) by approximately 3 metres in accordance with BS3998:2010, to reduce windage and allow trees to be maintained at a reasonable size within the setting of the garden. Prune Yew (T3) away from phone line to give between 0.55 and 1 metre clearance.
18.1.4	P0323/26/LBC	Dean Valley Manor The Fence St Briavels	Listed building consent for alterations to part of hotel to provide caretaker's accommodation and associated works.
18.1.5	P0322/26/FUL (version <i>Includes revised plans and amended description le 3 letters recd</i>)	Dean Valley Manor The Fence St Briavels	Proposed change of use from Use Class C1 hotel to a mixed-use wedding and conference venue (Sui Generis), including associated operational works comprising the conversion of the existing swimming pool building to a ceremony/function space, installation of a woodchip area and temporary marquee within the grounds, creation of an overflow parking area accessed from the existing car park, and alterations to existing lodge parking; together with the partial change of use of the hotel to provide caretaker's accommodation and the change of use of one holiday lodge to provide manager's accommodation, with the remaining holiday lodges retained as guest accommodation in connection within the wedding and conference venue.

19 ANNUAL SUBSCRIPTIONS AND CHARGES for 2026/27

To note the mandatory Direct Debit re the statutory ICO GDPR/Data Protection renewal fee payment will be taken around 28/05/2026, costing £47 (same as last years), as falling due for the new financial year.

20 FINANCE – INCOME & EXPENDITURE

20.1 INCOME RECEIVED: **Total £20,060** (being £19,925 50% Precept + £135 BA)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
26/010	E Hopper	April pay + Allowances + Reimburse Defib pads	s.112 (2), LG(FP)A1963s.5 PHA 1936 s.234,	681.23 81.59		762.82
26/011	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	223.67		223.67
26/012	Handyman Contractor – Chris Nichols	Handyman inv re April 26 incl materials	LG(MP)A1953 s.4/PCA 1957 s.1, OSA 1906 s.9(b)	664.69		664.69
26/013	Complete Landscape Gardeners	Grass contract Inv-0248 re April 26	HA 1980 s.96	700.00	140.00	840.00
26/014	Simon A Moore	FINAL Agents fee re wall project	s.215(1)&(2)	900.00		900.00
			Subtotal	3,251.18	140.00	3,391.18
26/015	SBAR	Inv 288 re Mtg 11/5	s.134 (4)	36.00		36.00
			TOTAL TO PAY	3,287.18	140.00	3,427.18

20.3 FINANCIAL CONTROLS: to agree Cllrs to approve the above bank transactions **ASAP**

20.4 FINANCIAL CONTROLS: to note the verification of the April bank reconciliation by Lead Cllr

21 COUNCILLOR UPDATE REPORTS - (Urgent updates only)

- 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 -

22 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.

- Receipt of Internal Auditor Report (June)
- Approval of Annual Governance & Accountability Statements and Return (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

23 DATES FOR FUTURE MEETINGS

2026/27 Schedule - Any changes will be advertised

Dates 2026/27 Electoral Year	Time	Meeting	Venue
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

24 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS AND CHECKS 2025/26

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

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