

ST BRIAVELS PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 13th April 2026 at 19:00 at St Briavels Assembly Rooms

PRESENT

Cllrs Robinson (Chairman), Stuart, Collins, McFarling, Burley, Parry-Watson, Beard, Watson and Denison.
Also in attendance: Clerk (Ellen Hopper), plus 5 members of the public.

1681 APOLOGIES FOR ABSENCE – None.

1682 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 1694.4 re SBAR invoice payment	Other Interest	SBAR Trustee
Cllr Watson	Ref 1694.4 re SBAR invoice payment	Other Interest	SBAR Trustee
Cllr Collins	Ref 1691.1.2 re planning application at Oxford Buddha Vihara Meditation Centre	For Transparency	Casual Volunteer

1683 DISPENSATION REQUESTS – none received

1684 MINUTES OF PREVIOUS MEETING HELD 9th March 2026

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

1685 CLERK'S REPORT

- Pre Renewal Questionnaire sent to insurance company. Requested best prices (final year)
- GALC reminder to book places on (in-person) Devolution Preparedness Training
- PC copied re complaints to Royal Mail re non replacement of mail box Barse Corner >> Clerk to write requesting its return
- Local contractor to repair wall next to St Brides Well - confirm its listed monument English Heritage (suggest conservation)
- Cllr Invitation re Licensing Service for the Reverend Sharon Glead, on Sunday May 3rd
- Response re queries why Precept had increased included in VN (see minutes Nov & Jan) – questions answered at meeting
- As of 1 April, GAPTC has transitioned to GALC (Gloucestershire Association of Local Councils) and moving to new domain "gloucestershirealc.gov.uk "
- Forest of Dean draft 'Nature and Climate Emergency Strategy' public consultation commences 19th March to May 4th
- Road works and Footpath info received added to website / FB and live on GCC Highways
- NOTE includes Full Closure A466 near Bigsweir Wye Valley Closure 05/05/26 - 14/07/26
- All other updates included in relevant Agenda Items

1686 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

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

1687 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

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

1688 PUBLIC PARTICIPATION ITEM - No comments or questions received (*later interaction re 2026/27 budget*)

1689 COMMUNITY GRANT RE FOREST FALCONS TOUCH RUGBY (FORMERLY FOREST OF DEAN TOUCH RUGBY)

It was **resolved** to award half of the amount requested being £420 to Forest Falcons to go towards purchasing a team kit. Payment to be added to the April payments schedule.

>>Item brought forward on Agenda for expediency and public contribution:

1690 REPLACEMENT OF VILLAGE GATEWAY PLANTERS – (Cllr Beard)

It was agreed to further investigate the project to include appropriate new matching signs, and planters. Findings, costings and a proposal to come to the May meeting. Clerk to contact Highways re matching up the signs and ability to supply. Cllr Beard to investigate planter options (2 quotes/options). Cllr Burley to ask Handyman to clean existing gateways and clear old beds and weeds from around the areas.

1691 PLANNING

1691.1 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were **resolved**:

	Reference	Location	Proposal	Decision
1691.1.1	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	No Objection
1691.1.2	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	No Objection
1691.1.3	P0281/26/FUL	Beech Cottage, The Common, St Briavels,	Demolition of a garage outbuilding and erection of a two storey and single storey extension	No Objection
1691.1.4	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.	Support

1692 ANNUAL SUBSCRIPTIONS AND CHARGES for 2026/27

It was **resolved** 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) – £470.43 – 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

1693 PREAUTHORISATION OF REGULAR CONTRACTURAL PAYMENTS RE 2026/27

It was **resolved** 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 and reported in full at the next full council meeting.

1694 FINANCE – INCOME & EXPENDITURE

1694.1 INCOME RECEIVED **Noted** Financial year 2025/26 to 31/03/2026 – Total £39,704.86 (details in 25/26 Closing position)

1694.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

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
26/007	GALC (GAPTC)	2026/27 Annual Subscription incl NALC	s.143	470.43		470.43
26/008	CJ Rickards Stonemasonry	2 nd payment Churchyard Wall repairs	s.215(1)&(2)	5,972.99		5,972.99
			Subtotal	8,443.32	140.00	8,583.32
26/006	SBAR	Inv 278 re Mtg 13/4	s.134 (4)	36.00		36.00
			TOTAL	8,479.32	140.00	8,619.32

Plus Added at Meeting:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
26/009	Forest Falcons	Grant award (kit)	LG(MP)A 1976 S19(3)	420.00		420.00
			TOTAL TO PAY	8,899.32	140.00	9,039.32

1694.3 Transactions 26/001-26/005 +26/007+26/008 totalling **£8,583.32** were **resolved**.

1694.4 Transaction 26/106 for **£36.00** re SBAR was **resolved** (Cllrs Burley & Watson excluded from the vote)

1694.5 Transaction 26/009 for **£420.00** was added on the night re Grant award after approval in resolution in Minute ref 1689

1694.6 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson & Watson would action these bank transactions as Authorising Councillors asap.

1694.7 FINANCIAL CONTROLS: It was **noted** the completed cumulative bank reconciliations for March, and therefore the year end position to be reported and audited, had been checked and verified by Cllr Watson who confirmed that all was in order.

1694.8 FINANCIAL CONTROLS: the verification of in-house controls and checks carried out by Cllrs Stuart & McFarling were all found to be satisfactory, and their assurance and confirmation was **noted**

1695 FINANCIAL CLOSING POSITION 2025/26

1695.1 The circulated year end cash closing position to be used to prepare the AGAR Accounts Statement was briefed by the Clerk and **noted**, with a budget variance of £5,112 before transfers to and from Reserves – i.e. the Cash position of £36,020.

1695.2 Use of specific Earmarked Reserves spent on planned projects and previously agreed transfers were illustrated, reviewed and final Reserves balances agreed. The underspent Churchyard wall funds of £4,000 was **resolved** to be released back to General Balances ensuring a sensible safety net of available resources.

1696 AMENDMENT TO THE COUNCILS' BURIAL AUTHORITY POLICY

It was resolved to adopt the circulated draft updated Burial Authority Policy produced incorporating recent decisions about the new Scattering facility and providing clarity where policy gaps existed. The reminder re rules to be included in the next VN and displayed at the entrances, and removals of inappropriate items will be made in due course.

1697 COUNCILLOR UPDATE REPORTS

1697.1 FINANCE – Cllr Watson - no report

1697.2 STAFFING & GOVERNANCE – Cllr McFarling – no report

1697.3 HIGHWAYS & FOOTPATHS – Cllr McFarling –to note the County Councillors grant pots now discontinued. Has verbal confirmation Lower Road potholes to be done soon.

1697.4 PLANNING – Cllr Denison – briefed on latest Planning Process Consultation – its mainly trying to regularise procedures for planning authorities with no real change for PC roles.

1697.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDYMEN –. Cllr Burley – All seems to be going well – Handyman busy.

1697.6 SNOW WARDEN – Cllr Collins – no report

1697.7 DEFIBRILLATORS – Cllr Stuart – Pads to be replaced in unit on The Common – Clerk to order asap.

1697.8 WM & PLAYING FIELDS COMMITTEE – Cllr Watson – Carnival date set for 13th June.

1697.9 DEMENTIA ACTION ALLIANCE – Cllr Collins – no report

1697.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER ADVOCACY – Cllr Stuart – to attend meeting soon. Impact re LG Reorganisation not yet known

1697.11 BIODIVERSITY WORKING GROUP PROJECT – Cllr McFarling – no report

1697.12 20mph WORKING GROUP PROJECT – Cllr Watson – no update from County yet but noted funding set aside for rollout to 150 parishes committed, but no timetable yet. Cllr McFarling to investigate and push for St Briavels.

1697.13 ARMED FORCES COVENANT – Cllr Stuart - latest HIVE meeting turnout disappointing. Continue to actively promote.

1698 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)
- Village Gateways & Planters (May)
- 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

1699 DATES FOR FUTURE MEETINGS

2026/27 Schedule - Any changes will be advertised.

Dates 2026/27 Electoral Year	Time	Meeting	Venue
11 th May	19.00	Annual Parish Council Meeting (Fixed Agenda + Urgent items only)	Assembly Rooms
20 th May	19.00	Hosting Annual Parish Meeting	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 - 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

1700 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.

1701 CONFIDENTIAL – PARISH HANDYMAN APPOINTMENT & CONTRACT MATTERS

1701.1 It was **resolved** 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.

1701.2 It was **resolved** to agree the retention of the Handyman following initial 3 month period and Clerk to write to confirm.

The meeting closed at 9.03pm