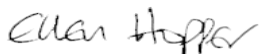


ST BRIAVELS PARISH COUNCIL

Clerk Ellen Hopper
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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 8th June 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

2nd June 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 8th June 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 as per Councillors Code of Conduct

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 – The Annual Parish Council Meeting - held 11th May 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 PLANNING

9.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING RESPONSE: (NIL so far)

[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
9.1.1			
9.1.2			
9.1.3			

2nd June 2026

10 FINANCE – INCOME & EXPENDITURE

10.1 INCOME RECEIVED: **Total £20,060** 31/5/2026 (being £19,925 50% Precept + £135 BA) (no change)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
26/020	E Hopper	May pay + 10 hrs O/T + Allowances + Reimburse Msoft 365	s.112 (2), LG(FP)A1963s.5	812.13 84.99		897.12
26/021	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	280.80		280.80
26/022	Handyman Contractor – Chris Nichols	Handyman inv re May 26 incl materials	LG(MP)A1953 s.4/PCA 1957 s.1, OSA 1906 s.9(b)	322.50 40.57		363.07
26/023	Complete Landscape Gardeners	Grass contract Inv-?? re May 26	HA 1980 s.96	700.00	140.00	840.00
26/024	Parish Council Websites (BWP Creative)	Website hosting, .gov email + support to 16/6/2027	s.142	262.20	52.44	314.64
			Subtotal	2,503.19	192.44	2,695.63
26/025	SBAR	Inv 291 re APM + inv 304 re 8/6/26 mtg	s.134 (4), s.150(2)	36.00 36.00		72.00
26/026	Cllr Lucy Robinson (Slaughter)	Reimburse re Refreshments for APM 20/5/26		17.21		17.21
			TOTAL TO PAY	2,592.40	192.44	2,784.84

10.3 FINANCIAL CONTROLS: to note 2 Cllrs to approve the above bank transactions ASAP (*Cllrs Watson & Stuart TBC*)

10.4 FINANCIAL CONTROLS: to note verification of the May monthly reconciliation by Lead Cllr Finance

11 INTERNAL AUDITORS REPORT 2025/26

To receive the Internal Auditors report for year ending 31st March 2026, to note any comments and recommendations made and resolve to take appropriate action to address them.

12 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/26

12.1 ANNUAL INTERNAL AUDIT REPORT – AGAR

To consider and approve the 2025/26 Annual Internal Audit Report (AIAR – AGAR)) received, noting responses or recommendations on the completed statement.

12.2 ANNUAL GOVERNANCE STATEMENT

To review and approve the 2025/26 Annual Governance Statement (Section1 – AGAR). The council must reflect on each statement and publish explanations for any “NO” responses. This includes the new Assertion 10 requirements. Section 1 to be signed by the Chairman and Clerk of the meeting.

12.3 ACCOUNTING STATEMENT

To review and approve the certified 2025/26 Accounting Statements (Section 2 – AGAR), prepared and presented by the Responsible Finance Officer. Section 2 to be signed by the Chairman of the meeting.

12.4 NOTICE OF PUBLIC RIGHTS

To formally note the dates of the Notice of Public Rights of Inspection as being 10th June 2026 to 21st July 2026, to be formally published on the council's website and Parish Noticeboards

13 VILLAGE GATEWAYS & PLANTERS UPDATE – (*Cllr Beard*)

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

14 FEEDBACK re ANNUAL PARISH MEETING

To provide an update of the hosted Annual Parish Meeting held 20th May 2026.

15 ISSUES RE ST BRIAVELS CASTLE

To consider issues raised by public, community groups and businesses regarding maintenance of the external areas of the Castle, and any actions the Council could take to try to improve the situation.

16 COUNCILLOR UPDATE REPORTS

- FINANCE –
- STAFFING & GOVERNANCE –
- HIGHWAYS & FOOTPATHS –
- PLANNING –

- AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDY MEN –
- SNOW WARDEN –
- DEFIBRILLATORS -
- WM & PLAYING FIELDS COMMITTEE –
- DEMENTIA ACTION ALLIANCE –
- GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER – COUNCILLOR ADVOCACY –
- BIODIVERSITY WORKING GROUP PROJECT -
- CHURCHYARD WALL PROJECT -

17 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.

- 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
- Insurance Renewal Comparison Exercise

18 DATES FOR FUTURE MEETINGS:

2026/27 Schedule - Any changes will be advertised.

Dates 2025/26 Electoral Year	Time	Meeting	Venue
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

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

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.