

# ST BRIAVELS PARISH COUNCIL

## DRAFT MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

held on 11<sup>th</sup> May 2026 at 19:00 at St Briavels Assembly Rooms

### PRESENT

Cllrs Robinson (Chair), Burley, Watson, Collins, Stuart, Denison and Parry-Watson  
Also in attendance: Clerk (Ellen Hopper), (no members of the public)

### 1702 ELECTION OF PARISH COUNCIL CHAIR FOR 2026/27

Following a unanimous vote, it was **resolved** Cllr Lucy Robinson was re-elected.

### 1703 ELECTION OF VICE-CHAIR FOR 2026/27

Following a unanimous vote, it was **resolved** Cllr Roger Stuart was re-elected.

### 1704 DECLARATIONS OF ACCEPTANCE OF OFFICE

The "Declaration of Acceptance of Office" forms for councils Chair and Vice Chair were formally signed.

### 1705 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs McFarling and Beard and were accepted.

### 1706 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
Andy Watson	1721 re Payment to SBAR	Other	SBAR Trustee
Dot Burley	1721 re Payment to SBAR	Other	SBAR Trustee

### 1707 DISPENSATION REQUESTS

None received.

### 1708 MINUTES OF PREVIOUS MEETING HELD 13th APRIL 2026

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

### 1709 PUBLIC PARTICIPATION

No parishioners present

### 1710 VILLAGE GATEWAYS & PLANTERS UPDATE – *Item deferred to next meeting*

### 1711 APPOINTMENT OF COUNCIL REPRESENTATIVES

1711.1 William Whittington Charity & United Charity Trusts – It was **noted** Cllrs McFarling & Burley in 4 yr post until 2027.

1711.2 War Memorial & Playing Fields Committee – It was **resolved** Cllr Hazel Parry- Watson be appointed to this role.

1711.3 Glos Police & Crime Commissioner Councillor Advocacy– It was **resolved** Cllr Roger Stuart to continue in this role.

1711.4 Dementia Action Alliance – It was **resolved** Cllr Rose Collins to continue in this role.

**1712 REVIEW & APPOINT LEAD COUNCILLORS for 2026/27**

It was **resolved** the following Councillors be appointed as Lead and support roles:

- AMENITIES, CEMETERIES, GRASS CUTTING – Lead Cllr Dot Burley, plus Cllr Rose Collins SNOW WARDEN
- STAFFING & GOVERNANCE – Lead Cllr Chris McFarling, plus Cllrs Roger Stuart & Hazel Parry-Watson
- HIGHWAYS & FOOTPATHS – Joint Cllr Andy Watson & Cllr Neil Denison
- PLANNING – Lead Cllr Neil Denison
- FINANCE – Lead Cllr Andy Watson
- DEFIBRILLATORS – Lead Cllr Roger Stuart plus Cllr Phil Beard as 2<sup>nd</sup> Guardian

**1713 REVIEW OF TERMS OF REFERENCE FOR STAFFING COMMITTEE**

It was **resolved** the Terms of Reference last reviewed May 2025 were still appropriate and shall continue with next date of revision to be added for May 2027.

**1714 NOMINATIONS TO STAFFING COMMITTEE**

As earlier discussion, **Cllrs Stuart & Parry-Watson** were elected as Members of the Staffing Committee for 2026/27, with **Cllr McFarling** as Committee Chairman as Staffing Lead councillor.

**1715 REVIEW OF DELEGATION ARRANGEMENTS**

It was **resolved** the existing **formal** Delegations last reviewed in 2025 are required and continue to be fit for purpose, with only one change to **add** "Lead Councillor" regarding delegations for Defibrillators.

**1716 REVIEW OF PARISH COUNCIL GOVERNANCE DOCUMENT**

1716.1 It was **resolved** the councils' key documents listed below be approved as circulated and reviewed with **No changes**.

- STANDING ORDERS
- CODE OF CONDUCT
- FINANCIAL REGULATIONS
- FREEDOM OF INFORMATION & PUBLICATION SCHEME
- DATA PROTECTION POLICY
- COMPLAINTS PROCEDURE

**1716.2 RISK MANAGEMENT**

Following review of each risk and consideration of any new risks to be added it was **resolved** to add a new risk section for Cyber security as drafted. All other categories to remain unchanged.

1716.3 The Clerk was authorised to update the Councils records and website with these latest approved key documents and note the next date of formal revision to be added for May 2027. If required any email references be revised to the new .gov.uk address.

**1717 REVIEW OF ASSET REGISTER**

Following review it was **resolved** to approve the circulated Asset Register inventory of land and assets with no further amendments.

**1718 REVIEW OF INSURANCE COVER**

1718.1 Following the above approval of the Asset Register and review of the circulated details of insured risks cover, the offer was considered and confirmed as sufficient, and it was **resolved** to accept the insurance offer quoted.

1718.2 Following a briefing by Cllr Watson it was **resolved** to pay £581.43 for annual insurance to 31/5/2027 (25/26 £571.74) be made for 1 year, with an undertaking to carry out a competitive market comparison for next year's cover. This payment to be added to this month's payment schedule.

**1719 PLANNING**

1719.1 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were resolved:

	Reference	Location	Proposal	Decision
1719.1.1	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	<b>No Objection</b>
1719.1.2	P0411/26/FUL	Belfield House, Hilgay Road, Brockweir,	Installation of swimming pool and enclosure with associated works	<b>No Objection</b> - subject to appropriate officer requirements being satisfied re the disposal of chemically treated water
117191.3	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.	<b>No Objection</b>
1719.1.4	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.	<b>No Objection</b>
1719.1.5	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 1 holiday lodge to provide manager's accommodation, with the remaining holiday lodges retained as guest accommodation in connection within the wedding and conference venue.	<b>No Objection</b> - subject to the inclusion of appropriate conditions to be advised by relevant council officers to restrict and control the impact of noise or disturbance

**1720 ANNUAL SUBSCRIPTIONS AND CHARGES for 2026/27**

It was **noted** the mandatory ICO renewal fee of £47 re GDPR/Data Protection will be taken as DD around 28/05/2026.

**1721 FINANCE – INCOME & EXPENDITURE**

1721.1 INCOME RECEIVED: It was **noted** Total **£20,060** (being £19,925 50% Precept + £135 BA) to 30/4/26

1721.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
26/011	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
26/012	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	223.67		223.67
26/013	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
26/014	Complete Landscape Gardeners	Grass contract Inv-0248 re April 26	HA 1980 s.96	700.00	140.00	840.00
26/015	Simon A Moore	FINAL Agents fee re wall project	s.215(1)&(2)	900.00		900.00
			<b>Subtotal</b>	<b>3,251.18</b>	<b>140.00</b>	<b>3,391.18</b>
26/016	SBAR	Inv 288 re Mtg 11/5	s.134 (4)	36.00		36.00
			<b>TOTAL</b>	<b>3,287.18</b>	<b>140.00</b>	<b>3,427.18</b>

Plus Added at Meeting:

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
26/017	AJGIBL (Gallaghers)	1 year insurance to 31/5/2027	S.111	581.43		581.43
			<b>TOTAL TO PAY</b>	<b>3,868.61</b>	<b>140.00</b>	<b>4,008.61</b>

1721.3 Transactions 26/011 to 26/015 totalling **£3,391.18** were **resolved**.

1721.4 Transaction 26/016 to SBAR for **£36.00** was **resolved**. (Cllrs Watson & Burley excluded from the vote)

1721.5 Transaction 26/017 for **£581.43** was added on the night re Annual Insurance after resolution in Minute ref 1718.2

1721.6 FINANCIAL CONTROLS: It was agreed Cllrs Stuart & Watson would action these bank transactions as Authorising Councillors asap in the coming days.

1721.7 FINANCIAL CONTROLS: It was **noted** the completed bank reconciliation to end of April had been reviewed and verified by Cllr Watson with no issues.

## 1722 COUNCILLOR UPDATE REPORTS

1722.1 FINANCE – Cllr Watson – no report

1722.2 STAFFING – no report.

1722.3 HIGHWAYS & FOOTPATHS – Clerk - GCC advised Coldharbour Rd will be closed 22-24 June for Severn Trent works. Full Closure A466 nr Bigsweir Wye Valley continues. Public Right of Way updating the improvement plan so seeking feedback.

1722.4 PLANNING – Cllr Denison – no report

1722.5 AMENITIES /GRASS CUTTING /CEMETERY – Cllr Burley – Discussion re unacceptable aggression by a parishioner to the Handyman incident. Handyman Chris has been working really hard strimming and renovating benches etc. Need to check contract re grass clippings to be blown from graves by grass contractor. Clerk to chase up extra bin for or Mork, as dog fouling continues to be a problem.

1722.6 SNOW WARDEN - Cllr Collins – no report

1722.7 DEFIBRILLATORS – Cllr Stuart – no report

1722.8 WM & PLAYING FIELDS COMMITTEE – Cllr Watson – Recent AGM, finances currently good. Carnival date 13<sup>th</sup> June.

1722.9 DEMENTIA ACTION ALLIANCE – Cllr Collins – no report – Clerk advised DAA Memory Walk 17/5 plus Awareness week to 25/5 – promoting crafting events and projects – see online for details

1722.10 GLOS POLICE & CRIME COMMISSIONER – COUNCILLOR ADVOCACY – Cllr Stuart – unsure re long term re LGR

1722.11 BIODIVERSITY WORKING GROUP PROJECT – no report

## 1723 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)
- Village Gateways & Planters update (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
- Insurance Renewal Comparison Exercise

**1724 DATES FOR FUTURE MEETINGS**

2026/27 Schedule - Any changes will be advertised

Dates 2026/27 Electoral Year	Time	Meeting	Venue
20 <sup>th</sup> May	19.00	Hosting Annual Parish Meeting	Assembly Rooms
8 <sup>th</sup> June	19.00	Parish Council Meeting	Assembly Rooms
13 <sup>th</sup> July	19.00	Parish Council Meeting	Assembly Rooms
14 <sup>th</sup> September	19.00	Parish Council Meeting	Assembly Rooms
12 <sup>th</sup> October	19.00	Parish Council Meeting	Assembly Rooms
9 <sup>th</sup> November	19.00	Parish Council Meeting	Assembly Rooms
11 <sup>th</sup> January	19.00	Parish Council Meeting	Assembly Rooms
8 <sup>th</sup> February	19.00	Parish Council Meeting	Assembly Rooms
8 <sup>th</sup> March	19.00	Parish Council Meeting	Assembly Rooms
12 <sup>th</sup> April	19.00	Parish Council Meeting	Assembly Rooms
10 <sup>th</sup> 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  
 Witten 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

**1725 DATES & ROTA RE IN HOUSE FINANCIAL CONTROLS AND CHECKS 2026/27**

Councillors Checking	Meeting to Report	Period Covered
<b>FINANCIAL TRANSACTIONS:</b>		
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
<b>ASSETS INSPECTION:</b>		
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.

**The meeting closed at 8.10pm**