

ST BRIAVELS PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 8th June 2026 at 19:00 at St Briavels Assembly Rooms

PRESENT

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

1726 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Beard and were accepted.

1727 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 Robinson	Ref 1735.5 re Reimbursement payment	Pecuniary Interest	Payment recipient
Cllr Burley	Ref 1735.4 re SBAR invoice payment	Other Interest	SBAR Trustee
Cllr Watson	Ref 1735.4 re SBAR invoice payment	Other Interest	SBAR Trustee

1728 DISPENSATION REQUESTS – none received

1729 MINUTES OF PREVIOUS MEETING HELD 11th May 2026

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

1730 CLERK'S REPORT

No separate Report. All updates included in relevant Agenda Items.

1731 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling

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

1732 REPORT FROM COUNTY COUNCILLOR – Chris McFarling

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

1733 PUBLIC PARTICIPATION ITEM

A member of the public asked 2 questions regarding concerns about a placed individual, and progress with the mast project.

1734 PLANNING – none received

1735 FINANCE – INCOME & EXPENDITURE

1735.1 INCOME RECEIVED **Noted** to 31/05/2026 – Total £20,060 31/5/2026 (being £19,925 50% Precept + £135 BA) (no change)

1735.2 ACCOUNTS FOR PAYMENT: It was **resolved** to authorise the following payments:

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

1735.3 Transactions 26/020-26/024 totalling **£2,695.63** were **resolved**.

1735.4 Transaction 26/025 for **£72.00** re SBAR was **resolved** (Cllrs Burley & Watson excluded from the vote)

1735.5 Transaction 26/026 for **£17.21** re Cllr Lucy Robinson was **resolved** (Cllr Stuart Chaired as Cllr Robinson excluded from the meeting and vote).

1735.6 FINANCIAL CONTROLS: It was **agreed** Cllrs Stuart & Watson would action these bank transactions as Authorising Councillors asap.

1735.7 FINANCIAL CONTROLS - It was **noted** the completed cumulative bank reconciliation for May had been checked and verified by Cllr Watson and confirmed all was in order.

1736 noted INTERNAL AUDITORS REPORT 2025/26 – deferred to next month’s meeting as report not received

1737 noted ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/26– deferred to extra meeting - AIAR not received

1738 noted VILLAGE GATEWAYS & PLANTERS UPDATE – Item deferred to next month’s meeting

1739 FEEDBACK re ANNUAL PARISH MEETING

The Chair gave a brief update of the hosted Annual Parish Meeting held 20th May 2026. In summary it was a successful event well attended by approx. 25 people and this was appreciated. A wide range of group reports were delivered with lots of positivity, and good projects happening, and funding opportunities shared.

1740 ISSUES RE ST BRIAVELS CASTLE

It was **resolved** the Clerk will write to English Heritage and Youth Hostel Association to ask about plans addressing concerns raised by public, community groups and businesses about a range of external maintenance problems and tidiness issues in the Moat and around the Castle property.

1741 COUNCILLOR UPDATE REPORTS

1741.1 FINANCE – Cllr Watson - no report

1741.2 STAFFING & GOVERNANCE – Cllr McFarling – no report

1741.3 HIGHWAYS & FOOTPATHS – Cllr McFarling - potholes works started – use fixmystreet to log any highways issues.

1741.4 PLANNING – Cllr Denison – no report

1741.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDYMEN –. Cllr Burley – Grass cutting issues being dealt with. Some Verges need additional cutting by County Council eg Cross Hands to Tilthams Tump and Bears. Cllr McFarling to pursue. Bench outside of Church has been vandalised and Handyman asked to fix it. Notices re Cemetery items to be put up.

1741.6 SNOW WARDEN – Cllr Collins – no report

1741.7 DEFIBRILLATORS – Cllr Stuart – no report

1741.8 WM & PLAYING FIELDS COMMITTEE – Cllr Parry -Watson – Carnival date 13th June. Noted Annual a/cs received.

1741.9 DEMENTIA ACTION ALLIANCE – Cllr Collins – no report

1741.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER ADVOCACY – Cllr Stuart – to raise increase in break ins and concerns re placement of an individual by authorities.

1741.11 BIODIVERSITY WORKING GROUP PROJECT – Cllr McFarling – reminder of local Grassland Moth events coming up.

1742 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 (July)
- Village Gateways & Planters (July)
- Forest of Dean DC Biosphere Consultation (July)
- 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

1743 DATES FOR FUTURE MEETINGS

2026/27 Schedule - Any changes will be advertised.

Dates 2026/27 Electoral Year	Time	Meeting	Venue
23 rd June (confirmed post mtg)	<u>7.30</u>	Additional Specific Parish Council Meeting to process and sign off AGAR	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

1744 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.

The meeting closed at 8.03pm