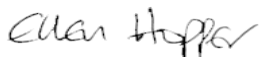


ST BRIAVELS PARISH COUNCIL

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 14th September 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

8th September 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 14th September 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 held 13th July 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 COMMUNITY GRANT APPLICATION - ST BRIAVELS PEOPLE'S CHOIR

To consider a request from St Briavels People's Choir for £850 towards funding for a publicity campaign to recruit new members for the choir in St Briavels and the surrounding villages to attract more members in order to make a better choir, but also to achieve financial sustainability. *(Any agreed payment to be added to the schedule for immediate payment).*

10 PLANNING

10.1 FOREST OF DEAN DISTRICT COUNCIL – **NOTE** applications **responded** in August (no meeting / agreed delegations):

	Reference	Location	Proposal	Response
10.1.1	P0662/26/FUL	Land On The West Side Of, Lower Road, St Briavels	Erection of agricultural barn.	No Objection
10.1.2	P0877/26/TPO	Close Turf House, Bream Road, St Briavels	Prune back suckers from around the base of Sycamore covered by Tree Preservation Order number DFTPO 265.	No Objection
10.1.3	P0713/26/FUL	Great Hoggins Farm, Bream Road, St Briavels	Single storey barn extension and improved rest facilities for the applicant's and existing contractors, visitors and livery owners re the applicant's farm activities, liveries and their own horses.	No Objection
10.1.4	P0951/26/TCA	The Steps East Street St Briavels	Coppice 1 x Crack Willow (T1) situated in rear garden of the property	No Objection

8th September 2026

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

[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
10.2.1 (extended to 16/9)	P0864/26 DISCON	Grove House, Lower Cinder Hill, St Briavels	Discharge of condition 05 (CEMP-B) and 06 (biodiversity enhancement measures) of planning permission P0680/25/FUL
10.2.2 (extended to 16/9)	P0882/26/FUL	Beech Cottage, The Common, St Briavels	Erection of a garden building to the rear of the cottage, ancillary to the main dwelling (retrospective).

10.3 FOREST OF DEAN DISTRICT COUNCIL – APPLICATION FOR NEW PREMISES LICENCE:

	Reference	Location	Proposal
10.3.1	F/26/00432/PRMA	Brockweir Country Inn Brockweir	application for New Premises Licence for Brockweir Inn Community Benefit Society under the Licensing Act 2003.

11 FINANCE – INCOME & EXPENDITURE

11.1 INCOME RECEIVED: **Total £21,338.95** 31/8/2026 (£19,925 50% Precept + £1,282 BA + £131.95 interest+£230 H/ways)

11.2 ACCOUNTS PAID: To note **delegated payments made** August (no meeting). Authorised by Cllrs Robinson & Watson

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
26/035	E Hopper	July pay + Allowances	s.112 (2), LG(FP)A1963s.5 PHA 1936 s.234,	681.23		681.23
26/036	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	223.67		223.67
26/037	Christopher Nichols	Handyman inv re July 26 incl materials	LG(MP)A1953 s.4/PCA 1957 s.1, OSA 1906 s.9(b)	345.00 31.99		376.99
26/038	Complete Landscape Gardeners	Grass contract Inv-0300 re July 26	HA 1980 s.96	700.00	140.00	840.00
			TOTAL PAID	1,981.89	140.00	2,121.89

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
26/040	E Hopper	August pay + Allowances	s.112 (2), LG(FP)A1963s.5 PHA 1936 s.234,	641.10 27.33		681.43
26/041	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	223.47		223.47
26/042	Christopher Nichols	Handyman inv re August 26 incl materials	LG(MP)A1953 s.4/PCA 1957 s.1, OSA 1906 s.9(b)	352.50 16.00		368.50
26/043	Complete Landscape Gardeners	Grass contract Inv-03?? re August 26	HA 1980 s.96	TBC	TBC	TBC
26/044	GALC (GAPTC)	inv 1223+1236+1253 Cllr Training - Parry Watson + all GDPR inv1320	s.111	271.00		271.00
			Subtotal	TBC	TBC	TBC
26/045	SBAR	inv 337 mtg 14/9/2026	s.134(4)	36.00		36.00
			TOTAL TO PAY	TBC	TBC	TBC

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

11.5 FINANCIAL CONTROLS: to note verification of the July and August monthly reconciliation by Lead Cllr Finance

11.6 FINANCIAL CONTROLS: To note the verification of in-house controls and checks for the period April to July 2026

12 REPLACEMENT BENCH FOR OUTSIDE DOCTORS SURGERY

To consider a request from the Doctors Surgery in St Briavels for the PC to provide an outside bench for parishioners to use to replace the old one previously donated by the parish council, now beyond reasonable repair.

13 REMEMBRANCE EVENT

To agree Remembrance Sunday arrangements for Sunday 8th November 2026 to be progressed by the Clerk to include:

- 1) to confirm post event location (due to be Pavilion this year), refreshments arrangements and confirm budget (£150)
- 2) to request permission for the clerk to order 3 wreaths with a £100 donation to the Royal British Legion
- 3) to work with the Chair to determine who to (1) lay the wreaths and (2) read the names of the fallen and (3) other key participants

14 CHRISTMAS LIGHT SWITCH ON EVENT INITIAL PLANNING

To make initial plans re the parish Christmas tree arrangements, plan lights switch on and celebrations for December 2026.

15 COUNCILLOR UPDATE REPORTS

PORTFOLIO LEAD:	LEAD COUNCILLOR:
FINANCE –	Cllr Andy Watson
STAFFING & GOVERNANCE –	Cllr Chris McFarling
HIGHWAYS & FOOTPATHS –	Joint Cllr Andy Watson & Cllr Neil Denison
PLANNING –	Cllr Neil Denison
AMENITIES – ASSETS, GRASS CUTTING, CEMETERY, HANDYMEN –	Cllr Dot Burley
SNOW WARDEN –	Cllr Rose Collins
DEFIBRILLATORS -	Cllr Roger Stuart plus Cllr Phil Beard as 2nd Guardian
WM & PLAYING FIELDS COMMITTEE –	Cllr Hazel Parry-Watson
DEMENTIA ACTION ALLIANCE –	Cllr Rose Collins
GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER – COUNCILLOR ADVOCACY –	Cllr Roger Stuart
BIODIVERSITY WORKING GROUP PROJECT -	Cllr Chris McFarling
ARMED FORCES NETWORK -	Cllr Roger Stuart

16 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.

- Quarter 2 Budget Report (October)
- Churchyard & Cemetery Review
- Review Emergency Planning documents and arrangements
- Grass Tender Procurement – Timetable & initial review of documents
- 20mph Working Group & GCC Initiative response update
- Review Parish Priorities Plan
- Community Asset Working Group Update
- Investigate PC Payment Card for Purchasing
- Insurance Renewal Comparison Exercise

17 DATES FOR FUTURE MEETINGS:

2026/27 Schedule - Any changes will be advertised.

Dates 2025/26 Electoral Year	Time	Meeting	Venue
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	Annual 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

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

Councillors Checking	Meeting to Report	Period Covered
FINANCIAL TRANSACTIONS:		
Cllrs McFarling and Stuart	Jan	August, September, October, November
Cllrs Beard and Denison	April	December, January, February, March
ASSETS INSPECTION:		
Cllrs Robinson, Collins and Burley	March	Formal Annual Review

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