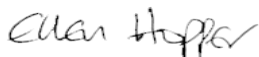


ST BRIAVELS PARISH COUNCIL

Clerk Ellen Hopper
2 Abbott Road, Severn Beach, South Gloucestershire BS35 4PU
T 01454 631457 (+ answerphone)
E clerk@stbriavels-pc.gov.uk
W stbriavels-pc.gov.uk

To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Monday 12th October 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

6th October 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 12th October 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 14th September 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:

[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
	P1073/26/LBC	Barns, Stowe Court, Stowe Road, Mork	Listed Building Consent application for the reconstruction of a collapsed barn and repairs to the traditional barns on known as Stowe Grange Barns. Works to involve repairs to the timber roof structures and securing the site with timber doors and boarding to the window openings.

6th October 2026

10 FINANCE – INCOME & EXPENDITURE

10.1 INCOME RECEIVED: **Total £41,988.43** 30/9/2026 (£39,850 Precept + £1,877 BA + £261.43 interest)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
26/047	E Hopper	September pay + Allowances (incl Backdated annual national increase) + Travel	s.112 (2), LG(FP)A1963s.5 PHA 1936 s.234,	810.83 133.21		944.04
26/048	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	280.37		280.37
26/049	Christopher Nichols	Handyman inv re September 26 incl materials	LG(MP)A1953 s.4/PCA 1957 s.1, OSA 1906 s.9(b)	376.58		376.58
26/050	Complete Landscape Gardeners	Grass contract Inv-0330 re September 26	HA 1980 s.96	700.00	140.00	840.00
26/051	PKF Littlejohn LLP	2025/26 AGAR External Audit inv SB20262918	s.111	210.00	42.00	252.00
26/052	CJ Rickards Stonemasonry	Final retention payment Churchyard Wall repairs	s.215(1)&(2)	150.00		150.00
26/053	E Hopper	Reimburse re RBL Remembrance wreath payment	s.144	100.00		100.00
			Subtotal	2,760.99	182.00	2,942.99
26/054	SBAR	inv 348 mtg 12/10/2026	s.134(4)	36.00		36.00
			TOTAL TO PAY	2,796.99	182.00	2,978.99

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

10.5 FINANCIAL CONTROLS: to note verification of the September monthly reconciliation by Lead Cllr Finance

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

12 QUARTERLY FINANCE REPORT

To receive Quarter 2 income & expenditure budget variations for consideration and comment.

13 2026/27 BUDGET - INITIAL BASE DRAFT

To consider the initial adjustments required for next year's base budget and agree required amendments or updated spending requirements for Clerk to include for consideration of formal draft for completion in November.

14 GRASS TENDER PROCUREMENT INITIAL PREPARATION

To consider a procurement timetable & initial review of documents to agree any changes in parish requirements

15 EMERGENCY PLANNING

To receive update re proposed joint working to review Emergency Planning documents and arrangements and agree actions

16 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

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.

- Draft Budget 2027/28 (November)
- Churchyard & Cemetery Review (November)
- Review Emergency Planning
- Review Parish Priorities Plan
- Community Asset Working Group Update
- 20mph Working Group & GCC Initiative response update
- Investigate PC Payment Card for Purchasing
- 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
9th 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

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

Councillors Checking	Meeting to Report	Period Covered
<u>FINANCIAL TRANSACTIONS:</u>		
Cllrs McFarling and Stuart	Jan	August, September, October, November
Cllrs Beard and Denison	April	December, January, February, March
<u>ASSETS INSPECTION:</u>		
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.