ST BRIAVELS PARISH COUNCIL

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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 9th November 2026 at 19:00, at St Briavels Assembly Rooms for the transaction of business on the following Agenda.

Ellen Hopper

ELLEN HOPPER, CLERK & RFO TO THE COUNCIL 3rd November 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 9th November 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 12th October 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 – SB WM &PLAYING FIELDS MOWING EQUIPMENT
To consider a request from the Management of the St Briavels War Memorial & Playing Fields for a community grant of £2,500.00 to purchase Mowing Equipment to reduce costs, save money and maintain the field themselves. (*Any agreed payment to be added to the schedule for immediate payment*).

10 COMMUNITY GRANT APPLICATION – ST BRIAVELS DARTS TEAM
To consider a request from St Briavels Darts Team for £600 towards funding for replacement worn out match and practice dartboards, broken scoreboard counter, broken dartboard surround and replace lighting around the boards to provide better playing conditions, and a suitable storage cupboard at the Pavilion.*(Any agreed payment to be added to the schedule for immediate payment – NOTE - Payment would be made to the Pavilion as the Darts Team is not an established group with a bank account*).

3rd November 2026

11 PLANNING

11.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED REQUIRING CONSULATATION RESPONSE:

[To view documents relating to an application see www.fdean.gov.uk, click on – 'Planning and building' / 'View planning applications' / 'Search' / 'Planning' / 'Simple Search'. Enter the reference number (upper case only). Click 'Search' and select the documents you want to read.]

	Reference	Location	Proposal
11.1.1	P1188/26/TPO	Flat 1, The Lodge, Church Street, St Briavels	Reduce single lowest branch of Larch covered by G1 of Tree Preservation Order number DFTPO 23, by 1 metre to achieve clearance from adjacent building.
11.1.2	P1238/26/TCA	2 The Green High Street St Briavels	Fel 1 x Scots Pine and remove crown of adjacent conifer, with reduction of adjacent conifers and small stemmed species to approximately 3.5 metres in height to align with neighbouring conifers.

12 FINANCE – INCOME & EXPENDITURE

12.1 INCOME RECEIVED: **Total £44,568.43** 31/10/2026 (£39,850 Precept + £4,457 BA + £261.43 interest)

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

Ref	Payee	Purpose	Auth (LGA 1972, or)	Net £	VAT £	Payment £
27/056	E Hopper	October pay + Allowances + Ink + Office Stationery	s.112 (2), LG(FP)A1963s.5 PHA 1936 s.234,	675.70 27.33 178.46	34.97	912.86
27/057	HMRC	Tax & NI (incl NEW 'ers NIC)	s.112 (2)	232.92		232.92
27/058	Christopher Nichols	Handyman inv re October 26 incl materials	LG(MP)A1953 s.4/PCA 1957 s.1, OSA 1906 s.9(b)	412.50 61.27		473.77
27/059	Complete Landscape Gardeners	Grass contract Inv-03?? re October 26	HA 1980 s.96	TBC	TBC	TBC
			Subtotal	TBC	TBC	TBC
27/060	SBAR	inv 0363 mtg 9/11/2026 + inv 0368 re annual storage to end Nov 26	s.134(4)	36.00 100.00		136.00
			TOTAL TO PAY	TBC	TBC	TBC

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

12.5 FINANCIAL CONTROLS: to note verification of the October monthly reconciliation by Lead Cllr Finance

13 2027/28 BUDGET - PROPOSED BUDGET

To consider the prepared draft budget based on projected outturn and incorporating adjustments agreed at the October meeting. Any final adjustments to be agreed and go forward for formal Budget and Precept setting in January.

14 GRASS TENDER PROCUREMENT INITIAL PREPARATION

To consider and agree the final tender documents and instruct the Clerk to commence the Tender process

15 EMERGENCY PLANNING

To receive update re proposed joint working with Hewelsfield & Brockweir PC to review Emergency Planning arrangements, plans and next steps. Also prepare a response to FOD Emergency Planning team re existing arrangements.

16 CHURCHYARD & CEMETERY REVIEW

To receive briefing of the recent Cemetery & Churchyard inspection and proposed actions for consideration and approval

17 ARRANGEMENTS FOR INTERNAL AUDIT of 2026/27 GOVERNANCE & ACCOUNTS

To consider the Clerks briefing and agree next steps to appoint an Auditor

18 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

19 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.

- Approve 2025/26 Budget & set Precept (January)
- Quarter 3 Budget Monitor Report (January)
- Review Bids & Award Grass Contract (January)
  Churchyard & Cemetery Inspection Actions update
- 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

20 DATES FOR FUTURE MEETINGS:
2026/27 Schedule - Any changes will be advertised.

Dates 2025/26 Electoral Year	Time	Meeting	Venue
11th January	19.00	Parish Council Meeting	Assembly Rooms
8th February	19.00	Parish Council Meeting	Assembly Rooms
8th March	19.00	Parish Council Meeting	Assembly Rooms
12th April	19.00	Parish Council Meeting	Assembly Rooms
10th 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
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

21 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.