ST BRIAVELS PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 14th September 2026 at 19:00 at St Briavels Assembly Rooms

PRESENT
Cllrs Stuart (Vice Chair and Chair of this meeting), McFarling, Burley, Parry-Watson, Beard, and Watson.
Also in attendance: Clerk (Ellen Hopper), plus 3 members of the public.

1772 APOLOGIES FOR ABSENCE
Apologies had been received and were accepted for Cllr Collins, Cllr Denison and Cllr Robinson (Chair).

1773 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 Burley	Ref 1782.5 re SBAR invoice payment	Other Interest	SBAR Trustee
Cllr Watson	Ref 1782.5 re SBAR invoice payment	Other Interest	SBAR Trustee
Cllr McFarling	Ref 1780 re grant application from St Briavels Peoples Choir	Voluntary for transparency	Is a member of the St Briavels Peoples Choir

1774 DISPENSATION REQUESTS – none received

1775 MINUTES OF PREVIOUS MEETINGS HELD
With no amendments it was **resolved** to accept the minutes of the last meeting held 13th July 2026 as a true and accurate record, and these were signed by the meeting Chair.

1776 CLERK'S REPORT
No report - All updates included in relevant Agenda Items

1777 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling
The circulated report to members was noted and briefed, (to be added with Minutes on the web).

1778 REPORT FROM COUNTY COUNCILLOR – Chris McFarling
The circulated report to members was noted and briefed, (to be added with Minutes on the web).

1779 PUBLIC PARTICIPATION ITEM
- A parishioner asked for details re the safety watch in DC report?> Called a "James Watch" see Forest Link Line
- Another Parishioner mentioned the need to determine responsibility for damaged drain channels in the churchyard
- A parishioner gave a speech regarding the St Briavels Peoples Choir grant application and answered Members queries

1780 COMMUNITY GRANT APPLICATION - ST BRIAVELS PEOPLE'S CHOIR
It was **resolved** to award a grant to St Briavels People's Choir for £850 towards funding for a publicity campaign to attract and recruit new members for the choir to achieve financial sustainability. The clerk to send a formal award letter and the grant to be added to the schedule for immediate payment.

1781 PLANNING
1781.1 FOREST OF DEAN DISTRICT COUNCIL – **NOTE** applications **responded** in August (no meeting / agreed delegations):

	Reference	Location	Proposal	Response
1781.1.1	P0662/26/FUL	Land On The West Side Of, Lower Road, St Briavels	Erection of agricultural barn.	**No Objection**
1781.1.2	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**

Signed.....Date .....

1781.1.3	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**
1781.1.4	P0951/26/TCA	The Steps East Street St Briavels	Coppice 1 x Crack Willow (T1) situated in rear garden of the property	**No Objection**

1781.2 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were **resolved**:

	Reference	Location	Proposal	Response
1781.2.1 *(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	**No Objection**
1781.2.2 *(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).	**Object -** building without planning permission was unacceptable also had many concerns and grounds for the development itself - including detrimental impact on the landscape, damage caused to tree roots, the incursion onto the historical Offas Dyke monument, site with proven archaeological presence.
1781.2.3	P112/26/FUL *(Note P0112/25/FUL – No Objection May 2026)*	Oak Cottage, The Common	AMENDED DESCRIPTION - Variation of Condition 4 (restricted operating period and occupancy restrictions) of planning permission P0112/26/FUL to allow for removal of the restricted operating period to enable the opening months to be unrestricted allowing opening for 12 months of the year.	**No Objection** – on the condition that the bats present are protected

1781.3 FOREST OF DEAN DISTRICT COUNCIL – APPLICATION FOR NEW PREMISES LICENCE:

	Reference	Location	Proposal	Response
1781.3.1	F/26/00432/PRMA	Brockweir Country Inn Brockweir	application for New Premises Licence for Brockweir Inn Community Benefit Society under the Licensing Act 2003.	**Support**

1782 FINANCE – INCOME & EXPENDITURE

1782.1 INCOME RECEIVED: **noted Total £21,338.95** 31/8/2026 (£19,925 50% Precept + £1,282 BA + £131.95 interest+£230 H/ways)

1782.2 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**

1782.3 ACCOUNTS FOR PAYMENT: The following Schedule of payments were authorised:

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,	352.50 16.00		368.50

Signed.....Date .....

			OSA 1906 s.9(b)			
26/043	GALC (GAPTC)	inv 1223+1236+1253 Cllr Training - Parry Watson + all GDPR inv1320	s.111	271.00		271.00
			Subtotal	**1,544.40**	**0**	**1,544.40**
26/044	SBAR	inv 337 mtg 14/9/2026	s.134(4)	36.00		36.00
26/045 (*Added)*	St Briavels Peoples Choir	Grant re Membership Publicity Leaflet Campaign	s.111	850.00		850.00
			TOTAL PAID	**2,430.40**	**0**	**2,430.40**

1782.4 Transactions 26/040-26/043 totalling **£1,544.40** were **resolved**.

1782.5 Transaction 26/044 for **£36.00** re SBAR was **resolved** (*Cllrs Burley & Watson excluded from the vote)*

1782.6 Transaction 26/045 for **£850** was added to the schedule per previous minute 1780 as **previously resolved**.

1782.7 FINANCIAL CONTROLS: It was **agreed** Cllrs Stuart & Parry-Watson would action these bank transactions as Authorising Councillors asap.

1782.8 FINANCIAL CONTROLS - It was **noted** the completed cumulative bank reconciliation for July and August had been checked and verified by Cllr Watson and he confirmed all was in order.

1782.9 FINANCIAL CONTROLS: The verification of in-house controls and checks for the period April to July 2026 were deferred until the next meeting.

1783 REPLACEMENT BENCH FOR OUTSIDE DOCTORS SURGERY
It was **resolved** to purchase and donate an outside bench for parishioners to use outside the Doctors Surgery in St Briavels. The Clerk to confirm size and procure best value for a robust teak bench minimum 2 seats with plaque to be installed by the Parish Handyman. The bench to be insured by the Surgery as sited on their property. Budget agreed up to £500 maximum from the community grant budget as is a community donation.

1784 REMEMBRANCE EVENT
It was **resolved** the arrangements for the Remembrance event on Sunday 8th November 2026 be progressed by the Clerk:
1) to confirm post event location as the Pavilion with refreshments arrangements to be confirmed within budget (£150)
2) permission given for the clerk to order 3 wreaths with a £100 donation to the Royal British Legion
3) with the Chair to determine who to (1) lay the wreaths and (2) read the names of the fallen and (3) other key participants

1785 CHRISTMAS LIGHT SWITCH ON EVENT INITIAL PLANNING
1785.1 It was **agreed** the 1st weekend in December would be the most appropriate for the lights switch on event. Cllr Robinson to lead the preparations and encouraged others to help or offer new ideas.

1785.2 It was **resolved** to purchase 2 outdoor Christmas trees – one for outside Cllr Burleys house and one for the Pavilion, and a smaller indoor one for the school. A better stand will be made to hold the tree in the village centre firm.

1786 COUNCILLOR UPDATE REPORTS
1786.1 FINANCE – Cllr Watson - nothing to report

1786.2 STAFFING & GOVERNANCE – Cllr McFarling – nothing to report

1786.3 HIGHWAYS & FOOTPATHS – Cllrs McFarling & Watson - nothing to report

1786.4 PLANNING – no report

1786.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY,HANDYMEN –. Cllr Burley – nothing to report

1786.6 SNOW WARDEN – bins already filled by Highways and ready. Clerk reported Highways asking if grit stock required.

1786.7 DEFIBRILLATORS – Cllr Stuart – Unit outside the school taken by the Ambulance service and now returned unused and battery replaced. 1battery left in stock and all units registered and ready

1786.8 WM & PLAYING FIELDS COMMITTEE – Cllr Parry -Watson – In Post Lockers will be installed outside the Pavilion, and all new tables arrived. Also hope to apply for a grant for new doors, windows and solar panels. Clerk to check if GCC open.

Signed.....Date .....

1786.9 DEMENTIA ACTION ALLIANCE – Cllr Stuart - Sedbury space arranging a free ear check and looking for another venue and likely to be with Dementia Alliance support.

1786.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER ADVOCACY – Cllr Stuart – due to meet next day.

1786.11 BIODIVERSITY WORKING GROUP PROJECT – Cllr McFarling – meeting this week will look at light pollution again re impact on bats and wildlife. Biosphere Initiative seeking comments or feedback via FODDC website. Team are consulting with parish councils and local cluster meeting this week at Woolaston.

1786.12 ARMED FORCES NETWORK - Cllr Stuart – last network meeting on 9th at Cinderford Rugby club and set to continue regular meetings and information sessions. Promotions need to be sent out more timely as often too late.

Also - Cllr McFarling requested any Cllrs free to attend Hewelsfield & Brockweir PC meeting as its being proposed our PCs work together on updating our Emergency Planning arrangements and sensible to work together on this.

1787 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.

- Financial Checks – now October
- Churchyard & Cemetery Review
- Grass Tender Procurement
- 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
- Insurance Renewal Comparison Exercise

1788 DATES FOR FUTURE MEETINGS

2026/27 Schedule - Any changes will be advertised.

Dates 2026/27 Electoral Year	Time	Meeting	Venue
12th October	19.00	Parish Council Meeting	Assembly Rooms
9th November	19.00	Parish Council Meeting	Assembly Rooms
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 – 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

1789 DATES & ROTA RE IN HOUSE CONTROLS AND CHECKS 2026/27

Councillors Checking	Meeting to Report	Period Covered
FINANCIAL TRANSACTIONS:		
Cllrs Watson and Parry Watson	~~Sept~~ Oct	April, May, June, July
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	~~Biannual~~ Agreed now Annual Review

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

The meeting closed at 8.31 pm

Signed.....Date .....