ST BRIAVELS PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on 12th October 2026 at 19:00 at St Briavels Assembly Rooms

PRESENT
Cllrs Robinson (Chair), Stuart, Denison, Parry-Watson, Beard, and Watson.
Also in attendance: Clerk (Ellen Hopper), plus 3 members of the public.

1790 APOLOGIES FOR ABSENCE
Apologies had been received and were accepted for Cllr Collins, Cllr Burley and Cllr McFarling.

1791 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 Watson	Ref 1799.4 re SBAR invoice payment	Other Interest	SBAR Trustee

1792 DISPENSATION REQUESTS – none received

1793 MINUTES OF PREVIOUS MEETINGS HELD
With no amendments it was **resolved** to accept the minutes of the last meeting held 14th September 2026 as a true and accurate record, and these were signed by the meeting Chair.

1794 CLERK'S REPORT
Previous Actions & Admin items of note:
- 2025/26 External Audit completed – no exceptions so clean audit - only 1 minor adjustment made pre final report
- Bank Inter Account transaction of £10,000 to maximise interest earned proposed – agreed and will action with payments

External correspondence:
- BA enquiries rising. Safety Inspection and Capacity report due next month – Cllrs Burley, Robinson, Clerk, Rev Rees
- Request to replace the unauthorised bench in the Cemetery received – Clerk to respond per agreed policy and discussion
- Fly tipped black bags in laybys reported and FODDC are investigating and will remove
- Thermal camera loan scheme now under Forest Community Energy (H&BPC already promoted)
- FODDC Cluster Meetings – FOD regions being held to better involve PCs 19/11 – Clerk and Cllrs Denison and Robinson
- Severn Rivers Trust are running a crowdfunding campaign to improve Forest of Dean rivers through practical projects eg habitat restoration, tackling invasive species, citizen science and community action. Request PC to promote or donate- no
- Road works and Footpath info received added to website / FB and live on GCC Highways

1795 REPORT FROM DISTRICT COUNCILLOR – Chris McFarling had circulated to members prior to meeting
The circulated report to members was noted, (to be added with Minutes on the web).

1796 REPORT FROM COUNTY COUNCILLOR – Chris McFarling had circulated to members prior to meeting
The circulated report to members was noted, (to be added with Minutes on the web).

1797 PUBLIC PARTICIPATION ITEM
- 2 parishioners commented on the Barn Planning application explaining errors re address and other report errors/ anomalies
- Another Parishioner mentioned the Climate Change Emergency briefing at SBAR 13/10 and hoped Cllrs would attend

1798 PLANNING
1798.1 FOREST OF DEAN DISTRICT COUNCIL – the following application responses were **resolved**:

	Reference	Location	Proposal	Response
1798.1.1	P1073/26/LBC	Barns, Stowe Court, Stowe Road, Mork	Listed Building Consent application for the reconstruction of a collapsed barn and repairs to the	**Support** with added Comments re

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			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.	address errors and report anomalies to be resolved prior to officer Determination
1798.1.2	P1183/26/TCA	Flat 1 The Lodge Church Street	Fell Ash tree (T1) close to recently repaired stone wall. Reduce neighbouring Sycamore (T2) 2 metres from building. The Sycamore is rubbing on the building and the Ash tree has damaged the old wall which is a potential danger for the main road and bus stop.	**No Objection**

1799 FINANCE – INCOME & EXPENDITURE

1799.1 INCOME RECEIVED: **noted Total £41,988.43** 30/9/2026 (£39,850 Precept + £1,877 BA + £261.43 interest)

1799.2 ACCOUNTS FOR PAYMENT: The following Schedule of payments were authorised:

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**

1799.3 Transactions 26/047-26/053 totalling **£2,942.99** were **resolved**.

1799.4 Transaction 26/054 for **£36.00** re SBAR was **resolved** (*Cllr Watson excluded from the vote)*

1799.5 FINANCIAL CONTROLS: It was **agreed** Cllrs Robinson and Watson would action these bank transactions as Authorising Councillors asap.

1799.6 FINANCIAL CONTROLS - It was **noted** the completed cumulative bank reconciliation for September had been checked and verified by Cllr Watson and he confirmed all was in order.

1799.7 FINANCIAL CONTROLS: The verification of in-house controls and checks for the period April to July 2026 were confirmed as completed and all found to be correct to the satisfaction of Cllrs Watson and Parry Watson.

1800 QUARTERLY FINANCE REPORT

1800.1 The Clerk presented the circulated 2026/27 Quarter 2 budget monitor report, including indication of expenditure where spend still due such as Office supplies and events. Also where potential areas for underspend e.g. Churchyard Maintenance and Trees, and Winter Supplies – all dependent on the severity of winter weather. So far earmarked reserves only likely to be used to fund specific expenditure re the Churchyard wall.

1800.2 It was **noted** there were no spending issues or major concerns presenting and the BA income stream this year a bonus.

1801 2027/28 BUDGET - INITIAL BASE DRAFT

1801.1 The Clerk briefed that a current year estimated outturn would be projected and reasonable assumptions applied to create next year's draft budget. Discussion points raised re modelling were:

- Staff costs would be increased by 3% as has been received in current years
- A blanket inflation rate would not be used but individual budgets assessed based on past experience and expected needs.
- Necessary increases would be funded by the IT budget (Zoom subscription ended), and also the speed reduction budget

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- The grass contract would continue to keep some contingency built in (new contract and prices March 2027)
- Potentially underspends could be used to increase the Earmarked Reserve for contingent future damage and storm risks.
- The BA income will remain as nil to reflect the unpredictable and random nature of these receipts despite increased receipts
- Overall feeling that any increase to the Precept should only reflect clearly justifiable reasons and spending pressures.

1801.2 It was **agreed** Members would supply any further suggestions asap and by the end of October for the Clerk to model for consideration, when the Budget draft is agreed in November, which will be circulated ahead of the meeting.

1802 GRASS TENDER PROCUREMENT INITIAL PREPARATION
The clerk confirmed the councillor feedback received had been added and new points will be incorporated into the draft contract and will be finalised and brought to the November meeting in case any late amendments. Maps were agreed, and the timetable outlined. An advert will be included in the VN and council media but not Forrester newspaper, making local companies aware.

1803 EMERGENCY PLANNING
It was agreed to defer to November meeting to receive Hewelsfield & Brockweir PC meeting feedback and also prepare a response to FOD Emergency Planning arrangements. Clerk to trace existing Emergency Plan and circulate.

1804 COUNCILLOR UPDATE REPORTS
1804.1 FINANCE – Cllr Watson - nothing to report

1804.2 STAFFING & GOVERNANCE – Cllr McFarling – absent. Clerk outlined the NALC national pay award increase details

1804.3 HIGHWAYS & FOOTPATHS – Cllr Watson to replace speed indicator battery

1804.4 PLANNING – Cllr Denison – nothing to report

1804.5 AMENITIES – ASSETS, GRASS CUTTING, CEMETERY,HANDYMEN –Cllr Burley –absent–Clerk to chase re Mork bin

1804.6 SNOW WARDEN – Cllr Collins – absent - nothing to report

1804.7 DEFIBRILLATORS – Cllr Stuart – Units outside School and Pavilion now had batteries replaced. Pads likely next year

1804.8 WM & PLAYING FIELDS COMMITTEE – Cllr Parry -Watson – FODDC will no longer collect waste bins from Pavilion.

1804.9 DEMENTIA ACTION ALLIANCE – Cllr Stuart - nothing to report

1804.10 GLOUCESTERSHIRE POLICE & CRIME COMMISSIONER ADVOCACY – Cllr Stuart – meeting had been cancelled.

1804.11 BIODIVERSITY WORKING GROUP PROJECT – Cllr McFarling – absent – Cllr Denison November event re St Briavels Community Tree Planting Workshop – Ash Die back offer due and locations to be determined

1804.12 ARMED FORCES NETWORK - Cllr Stuart – poster shared re network meetings at Cinderford Rugby club

1805 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.

- Proposed Draft Budget 2027/28 (November)
- Finalise Grass Contract Tender Documents & Arrangements (November)
- Churchyard & Cemetery Review (November)
- Review Emergency Planning (November)
- Approve 2025/26 Budget & set Precept (January)
- Quarter 3 Budget Monitor Report (January)
- In House Controls And Checks - Financial Transactions - August-November- (January)
- Review Bids & Award Grass Contract (January)
- 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

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1806 DATES FOR FUTURE MEETINGS

2026/27 Schedule - Any changes will be advertised.

Dates 2026/27 Electoral Year	Time	Meeting	Venue
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

1807 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	~~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 8.25 pm

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