

WEST DEAN PARISH COUNCIL

Dave Kent
Clerk to the Council

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West Dean Centre
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Date 21st February 2019

To Members of West Dean Parish Council

Dear Councillor

I summon all members to attend the meeting of West Dean Parish Council to be held on Wednesday 27th February 2019 at the West Dean Centre, High Street, Bream, GL15 6JW

The meeting will follow the usual Open Forum, which will begin at 7.00pm.

PLEASE NOTE THAT THIS MEETING MAY BE AUDIO OR VIDEO RECORDED

Yours sincerely

Dave Kent

Clerk

PUBLIC FORUM

AGENDA

1: Council formal business

1.1 Apologies

1.2 Declarations of Interest

1.3 Minutes of the Previous Meeting – Council **to confirm and sign** the minutes of the meeting held on Wednesday 30th January 2019 – *Attachment 1.3*

2: Items for discussion and decision

2.1 Yorkley Court Farm

To consider the Community Project Contributions and associated funding issues following the S106 agreement between the YCF Company and the District Council

Attachment 2.1 Statement re Yorkley Court Farm

Attachment 2.1 Agreement between Yorkley Court Farm Company and The Forest of Dean District Council

2.2 Finance and Staffing

i) To agree the February 2019 payment and credit card transaction schedule

Attachment 2.2 i) February 2019 payment schedule and credit card transactions

ii) To agree two signatories and one reserve for February 2019 cheque and electronic payments

iii) To nominate 2 councillors for the March 2019 financial inspection.

iv) To receive advice that the February 2019 financial inspection was satisfactorily conducted.

v) To receive the minutes of the Finance & Staffing Committee meeting held 12th February, and to consider recommended actions:

a) To approve the revised Grant award policy and application form

Attachment 2.2 v) i) Draft Revised Grant Policy (Proposed changes highlighted in red)

Attachment 2.2 v) ii) Draft Grant Application form (Minimal changes recommended)

b) To consider the recommended appraisal and HR policies in Item 6 in the Finance & Staffing Committee minutes attached

Attachment 2.2 v) Minutes of Finance & Staffing Committee 12th February 2019

vi) To appoint Gloucestershire Association of Parish and Town Councils as WDPC Internal Auditors for the year 2018-19.

2.3 Five Acres

i) To consider the status of the Five Acres Sports Field transfer from Homes England to West Dean Parish Council.

ii) To receive information that a meeting had taken place between West Dean Parish Council and the Football Association in respect of the provision of an all-weather football pitch on the site.

2.4 Grass Cutting Tender

To consider the award of the Grass Cutting Contract 2019-22

Attachment 2.4 i) Council Grass Cutting Tender 2019-22

2.5 Speed Camera Evaluation Project (SCEP)

J Richmond to report

2.6 Inclusive Play Equipment

No report

2.7 Multi Use Track

Verbal report by S Freeman

2.8 Whitecroft Play Park

To consider an offer from the District Council to take over the development at the former Vencel Resil site. This would involve the Parish Council taking over ownership of the land and the S106 moneys to procure and maintain the play park.

2.9 Council Project Management

To consider the brief report attached

Attachment 2.9

2.10 Drainage Issues

Council to consider the relevance of the attached report and whether Council should send a representative to the proposed meeting.

Attachment 2.9 Drainage report

2.11 Chairman's Items

Part 3: Items for information

Councillors to **Receive and Note**

3.1 Forest Edge (South) (formerly Pillowell) Neighbourhood Development Plan

Meeting to be held 28th February 2019 7.00pm at Whitemead Park

3.2 Planning Committee

To receive minutes of meetings of 5th and 19th February 2019

Attachment 3.2 i) Planning Minutes 5th February 2019

Attachment 3.2 ii) Planning Minutes 19th February 2019

3.3 Highways Issues Report

To receive and consider the February Highways Issues report

Attachment 3.3 Highways Issues Report 21st February 2019

3.4 Boar

No report

3.5 Sheep Liaison Group

No report

3.6 To receive the Clerk's Report – Attachment 3.6 Clerk's Report

3.7 To receive the Deputy Clerk's Report – Attachment 3.7 Deputy Clerk Report

4 FORTHCOMING DATES AND MEETINGS February 2019

Thursday 28th February 2019 7.00pm: Forest Edge (South) NDP, Venue: Wye Suite, Whitemead Park

Tuesday 5th March 2019 5.30pm: Planning Committee, WDC

Tuesday 12th March 2019 5.30pm: Finance & Staffing Committee: WDC

Tuesday 19th March 2019 5.30pm: Planning Committee, WDC

Wednesday 27th March 2019 7.00pm: Parish Council meeting: WDC

THIS MEETING MAY BE RECORDED – AUDIO OR VIDEO

- 1 The Public Open Forum is designed to give electors the opportunity to make representations to the Council or to ask questions. It takes place before the formal meeting of the Council.
- 2 The time allocated to the whole period of the open forum is 30 minutes.
- 3 Whether your attendance is part of a deputation or as an individual, the spokesperson will be invited to put the case with a maximum time limit of 10 minutes. Follow up speakers will be allowed 5 minutes in total.
- 4 The Chairman will decide whether he can advise the deputation immediately or if he needs to sound out members and/or consult the Clerk. The Chairman will then inform the deputation what action the Parish Council intends to take.
- 5 The initial response by the Council will be to establish if the matter is something which the Council should be involved in as a matter of public interest or is a private matter for the electors to deal with themselves.
- 6 What the Council may not be able to do at this initial stage is to attempt to solve the actual problem itself. What the Council will do is to decide the best method to deal with the problem and this can take several forms as follows –
The Council can decide -
 - (i) The degree to which the Council can act as advocate on behalf of the individual or group of electors.
 - (ii) To refer the matter to a Committee of the Council for action.
 - (iii) To place the matter on a future Parish Council agenda.
 - (iv) To instruct the Clerk to make further enquiries or conduct correspondence on behalf of the deputation or arrange meetings as considered necessary.
 - (v) If the matter is already on the Council agenda the Chairman will invite electors to make any points they feel are relevant with regard to the agenda item. The deputation can then remain and listen to the debate in Council
 - (vi) If, during the formal meeting, the Chairman feels that the deputation has information which will be useful to the Council, the Chairman with the agreement of members can invite a spokesperson to address the Council.