

WEST DEAN PARISH COUNCIL

Dave Kent
Clerk to the Council

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West Dean Centre
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Date 21st March 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 March 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 27th February 2019 – *Attachment 1.3*

2: Items for discussion and decision

2.1 Yorkley Court Farm

P Hiett to deliver verbal report

2.2 Finance and Staffing

i) To agree the March 2019 payment and credit card transaction schedule
Attachment 2.2 i) March 2019 payment schedule and credit card transactions

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

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

iv) To receive advice that the February and March 2019 financial inspections were satisfactorily conducted.

v) To agree to renew membership of Gloucestershire Association of Parish and Town Councils for the year 2019-20

2.3 Five Acres

Verbal updates from P Hiett and the Clerk

2.4 Multi Use Track

Verbal report by S Freeman/B Freshwater

2.5 Council Project Management

To consider the report attached

Attachment 2.5 Project Management

2.6 Parish Meeting 29th May 2019

To approve the attached format

See Attachment 3.6 Clerk's Report

2.7 Parkend Road, Bream

Footpath Issues – Council to consider a verbal report from P Hiett.

2.8 Former BT Phone Kiosks

Report on the results of the Surveyors Inspection of the fourteen former BT Phone Kiosks –

Attachment 2.8 BT Kiosks

2.9 Youth activities

Council to consider involvement in commissioning youth events. See attached document from 'World Jungle', based in Dursley.

Attachment 2.9 Youth Summer events

2.10 Portable Events Shelter

Council to consider procuring a portable shelter that can be used by community groups around the parish. The Chairman to propose.

2.11 Public Order Disturbances

Council to consider public order disturbances at Spruce Ride, Speech House, and Pillowell Recreation Ground

2.12 Chairman's Items

i) The Chairman to report on a meeting that he chaired between the Bream Horticultural Association and Bream Rugby Football Club

ii) Other issues

Part 3: Items for information

Councillors to **Receive and Note**

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

Verbal report to be delivered

3.2 Planning Committee

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

Attachment 3.2 i) Planning Minutes 5th March 2019

Attachment 3.2 ii) Planning Minutes 19th March 2019

3.3 Highways Issues Report

To receive and consider the March Highways Issues report. Please note that as GCC are conducting end of contract business with Amey, their Highways contractors, the Highways Issues report was updated following an email report and not from a meeting.

Attachment 3.3 Highways Issues Report 21st February 2019

3.4 Sheep Liaison Group

Verbal report from P Hiett

Council to appoint a representative on the Group

3.5 To receive the Clerk's Report – Attachment 3.5 Clerk's Report

3.6 To receive the Deputy Clerk's Report – No report this month

4 FORTHCOMING DATES AND MEETINGS April 2019

Tuesday 2nd April 2019 5.30pm: Planning Committee, WDC

Wednesday 3rd April 7.00pm: NDP meeting, Yorkley Community Centre

Thursday 11th April 2019 5.30pm: Finance & Staffing Committee: WDC

Tuesday 16th April 2019 5.30pm: Planning Committee, WDC

Wednesday 24th April 2019 7.00pm: Parish Council meeting: **YORKLEY COMMUNITY CENTRE**

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.