

WEST DEAN PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF WEST DEAN PARISH COUNCIL
HELD AT WEST DEAN CENTRE, BREAM ON WEDNESDAY 15th May 2019

PRESENT:

WDPC COUNCILLORS P Hiatt (Chairman)

B Gayler

B Freshwater

T Gwilliam

A Moore

D Kent (Clerk) and P Jones (Deputy Clerk) were in attendance

COUNTY COUNCILLOR: None

DISTRICT COUNCILLOR: R Leppington

MEMBERS OF THE PUBLIC: 5 present

PUBLIC FORUM

No issues were raised

1: Council formal business

1.1 Election of Chair

P Hiatt was re-elected unopposed

1.2 Election of Deputy Chair

B Freshwater was elected unopposed

1.3 Co-opted Appointments

The following appointments were made:

Sylvia Francis, member for the Bream ward

Alan Grant, member for the Parkend ward

Helen Acton, member for the Pillowell ward (after a ballot of members)

1.4 Councillors Acceptance of Office forms were received

1.5 Apologies – B Evans, P Dunford, D Oliver, J Richmond, C Smith, M Costley and S Crick (WDPC), R Boyles (GCC) and M Mumford (FODDC)

1.6 Declarations of Interest: None received

1.3 Minutes of the Previous Meeting (24th April 2019) – The minutes were approved.

2. Matters for discussion and actions or decisions

2.1 Yorkley Court Farm

There was no report received, but this matter would be a standing item on future agendas and would be reported on by District and Parish Councillor A Moore.

2.2 Finance and Staffing

i) The mid-May 2019 payments and credit card transactions were agreed, including Council's annual Insurance premium.

ii) Council asserted that it meets the conditions to exercise the General Power of Competence as it meets the prescribed criteria.

iii) It was agreed that power to approve accounts for payment would be delegated to the Clerk working with the Chair for end-of-May payments

iv) Payments approved at this meeting would be authorised by P Hiett and B Gayler.

v) The Deputy Clerk presented a report recommending the procurement of a new financial system AdvantEDGE, to replace the current system Quicken, which was antiquated and unsatisfactory. The proposed system was designed for the public sector, would provide asset and room-letting functionality, would give the opportunity to harmonise the processing of Centre and Council accounts, and to simplify the presentation of Council financial information. It was agreed that the Deputy Clerk would seek further information from other users of the system. The power to approve the purchase of this system was delegated to the Chair and Deputy Chair, on the advice of Council officers. It was agreed that this process should be expedited, as the procurement of the new system would require back record conversion of all transactions to the beginning of the financial year, 1st April 2019.

vi) it was agreed that P Hiett and A Grant would conduct the May/June Financial Inspection.

vii) All members were invited to advise the Clerk as to their willingness to become a signatory/authoriser of Council banking transactions.

2.3 Councillors' Portfolios

i) It was agreed that councillors would advise the Clerk of their particular areas of interest in public affairs. It was noted that S Francis was interested in matters relating to health and housing.

ii) It was agreed that councillors willing to join the West Dean Centre Management Committee should advise the Deputy Clerk.

iii) A further appeal was made for members to consider attending meetings of the Planning Committee. B Freshwater offered to attend, and consideration should be given to changing the start time of the Committee meetings. S Francis would work with B Gayler on the recent Bream planning applications.

2.4 Five Acres

No report presented.

2.5 Parkend to Lydney Multi Use Track

A brief report was provided in the Clerk's notes.

It was noted that Lydney Town Council has provided three councillors for the Multi Use Track Committee.

2.6 Former BT Telephone Kiosks

B Freshwater provided a technical report on the electrical status of each kiosk. Some work would be required in earthing non-earthed electrics.

It was agreed that the arts organisation Canopy would be given access to the small committee set up to manage the kiosks

2.7 Youth Services

The recruitment process for the Youth Development Worker, part funded by WDPC, was noted. Council agreed to provide a budget of up to £2,000 for Adventure days organised by Play Gloucestershire at Berry Hill, Scarr Bandstand and Parkend, noting that events at Bream and Yorkley were funded by Richard Boyles' County Councillor allowance.

2.8 Councillor Travelling Expenses

It was agreed that this matter be put before the June Finance and Staffing Committee meeting for recommendations to the next full Council meeting.

2.9 Speed Camera Evaluation Project

J Richmond was not present to present a report. B Gayler advised that a report would be provided on the outcome of a survey of all parishes in the county, and presented to Council. It was necessary that the report should be relevant to the West Dean Parish Council area.

2.10 Chair's Items

A Moore advised members to view the David Attenborough programme 'Climate Change – the Facts', available on BBC iPlayer until 10.00pm, Saturday 18th May 2019. The subject of climate change would be an agenda item at the next Council meeting, and the appropriate officer from the District Council would be invited.

P Hiett read out a message of goodwill and support from the retiring Council Deputy Chair, F McGuinness, which was well received.

Part 3: Items for information

Councillors to **Receive and Note**

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

A brief report was provided. The Parkend consultation on 11th May had been successful, and another event would be held at Yorkley Community Centre on Saturday 18th May.

3.2 Planning Committee

The minutes of meetings on 7th May 2019 were received.

A further plea for members to join the Committee was made. A grant would attend meetings.

3.3 Highways Issues Report

No report was delivered.

3.4 Feral Boar

P Hiett reported that he would try to arrange a delegation to visit the relevant minister in Westminster. This matter would remain on the agenda for future meetings.

3.5 The Clerk's report was presented.

4 FORTHCOMING DATES AND MEETINGS May/June 2019

Saturday 18th May 2019 11.00am – 4.00pm: NDP Public Consultation, Yorkley Community Centre

Tuesday 21st May 2019 5.30pm: Planning Committee, WDC

Wednesday 22nd May 2019 2.00pm: Multi Use Track meeting, WDC

Wednesday 29th May 2019 6.30pm for 7.00pm: Annual Parish Assembly, WDC

Thursday 30th May 2019 7.00pm: Forest of Dean Youth Group meeting, WDC

Saturday 1st June 2019 11.00am – 4.00pm: NDP Public Consultation, Whitecroft Memorial Hall

Tuesday 4th June 2019 5.30pm: Planning Committee, WDC

Monday 10th June 2019 9.00am – 2.00pm: Community Led Housing, WDC

Thursday 13th June 2019 5.30pm: Finance & Staffing Committee, WDC (*Provisional*)

Tuesday 18th June 2019 5.30pm: Planning Committee, WDC

Wednesday 26th June 2019 7.00pm: Parish Council, Ellwood School

The meeting closed at 20.56 hrs