

## WEST DEAN PARISH COUNCIL

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Clerk to the Council

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Date 20<sup>th</sup> June 2019

To Members of West Dean Parish Council

Dear Councillor

I summon all members to attend the annual meeting of West Dean Parish Council to be held on Wednesday 26<sup>th</sup> June 2019 at **Ellwood School, Bromley Road, Ellwood, GL16 7LY**. **Please note the venue. There is Wi Fi available at the school, and the password will be provided at the meeting.**

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 15<sup>th</sup> May 2019 – *Attachment 1.3*

*2: Items for discussion and decision*

### 2.1 Climate Change

To consider the attached Climate Change document provided by A Moore.

A link is provided here for a relevant Attenborough Climate Change documentary

<https://www.bbc.co.uk/iplayer/episode/m00049b1/climate-change-the-facts>

*Attachment 2.1 Carbon Notes*

### 2.2 Yorkley Court Farm

No report

### 2.3 Finance and Staffing

i) To note payments made by delegated powers 1<sup>st</sup> June 2019

*Attachment 2.3 payments by delegated powers*

To agree the June 2019 payment and credit card transaction schedule

*Attachment 2.3 i) June 2019 payment schedule and credit card transactions*

ii) To appoint 2 signatories for June electronic payments

iii) To receive a report that the May/June Financial inspections have been satisfactorily conducted

- iv) To appoint two councillors to conduct the July Financial Inspections
- v) To agree additional signatories to the Council's Unity Bank account.
- vi) To consider the attached grant awards recommendations from the Finance & Staffing Committee  
*Attachment 2.3 vi) Grant awards June 2019*
- vii) To consider the attached training programme  
*Attachment 2.3 vii) Training Programme*
- viii) To approve the attached bank standing orders for authorisation  
*Attachment 2.3 viii) Bank Standing Orders*
- ix) To approve the Annual Governance Statement  
*Attachment 2.3 ix) – x) Annual Governance and Accountability Return*
- x) To approve the Annual Accounting Statements  
*Attachment 2.3 ix) – x) Annual Governance and Accountability Return*

## **2.4 Five Acres**

Councillors will be aware of the recent announcement by Homes England putting into question the transfer to the District Council of the area of the Five Acres site not already transferred to West Dean Parish Council. Council to consider any necessary response.

## **2.5 Multi Use Track (MUT)**

A report of the meeting of the MUT group held on 25<sup>th</sup> June 2019 will be attached in time for the meeting.

*Attachment 2.5 Multi Use Track Minutes*

## **2.6 Youth Services**

See report in Clerk's notes

*Attachment 2.6 Play Gloucestershire Report*

## **2.7 Speed Camera Evaluation Project**

Verbal report from J Richmond

## **2.8 Chairman's Items**

Verbal reports

## **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 4<sup>th</sup> and 18<sup>th</sup> June 2019

*Attachment 3.2 i) Planning Minutes 4<sup>th</sup> June 2019*

*Attachment 3.2 ii) Planning Minutes 18<sup>th</sup> June 2019*

### **3.3 Highways Issues Report**

*Attachment 3.3 Highways Issues*

### **3.4 Phone Box Working Group**

To receive meeting notes of meeting of 11<sup>th</sup> June 2019

### **3.5 Annual Parish Assembly**

To receive the draft minutes of the Annual Parish Assembly, 29<sup>th</sup> May, 2019

*Attachment 3.5 Minutes Annual Parish Assembly 2019*

### **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's Report*

## **4 FORTHCOMING DATES AND MEETINGS July 2019**

Tuesday 2<sup>nd</sup> July 2019 5.30pm: Planning Committee, WDC

Tuesday 16<sup>th</sup> July 2019 5.30pm: Planning Committee, WDC

Wednesday 31<sup>st</sup> July 2019 7.00pm: Parish Council, Parkend Memorial Hall

### **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.