

WEST DEAN PARISH COUNCIL

Dave Kent
Clerk to the Council

Tel Office 01594 564484 (9 am – 4 pm)
Email admin@westdeanpc.org.uk
Web www.westdeanpc.org.uk

West Dean Centre
High Street
Bream
Lydney
Glos GL15 6JW

Date 22th August 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 28th August 2019 at **Pillowell Village Hall, Upper Road, Pillowell, GL15 4RA. Please note the venue. There is no Wi Fi available at this venue.**

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

IN ACCORDANCE WITH THE COUNCIL'S CLIMATE EMERGENCY POLICY, PLEASE DO NOT BRING SINGLE USE BOTTLES OR CUPS TO THIS MEETING

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 31st July 2019 – *Attachment 1.3*

2: Items for discussion and decision

2.1 Local Bus Services

Council to consider proposed changes to local schedules, and to consider action to support concessionary bus pass holders who have no access to public transport.

2.2 Yorkley Court Farm

Standard agenda item for discussion.

Brief report in Clerk's Notes *Attachment 3.6 Item 9*

2.3 Finance and Staffing

i) To agree the August 2019 payment and credit card transaction schedule
Attachment 2.3 i) August 2019 payment schedule and credit card transactions

ii) To appoint 2 signatories for August electronic payments

iii) To receive a report that the August Financial inspections have been satisfactorily conducted

iv) To appoint two councillors to conduct the September Financial Inspections

v) To confirm the following training courses as agreed at the previous meeting

Attachment 2.3 v) GAPTC Training Courses

See also Attachment 3.5 Clerk's notes Item 7

vi) Council to consider adopting the attached expenses/mileage claim form for councillors and officers

Attachment 2.3 vi) Draft Expenses claim form

2.4 Proposed Development at the Former Pin Factory, Whitecroft

Situation update to be provided if available

2.5 Five Acres

Situation update to be provided if available

2.6 Multi Use Track (MUT)

See report in Clerk's Notes Item 13

2.7 Youth Services

See report in Clerk's notes Item 3

2.8 Remembrance Parades, November 2019

See report in Clerk's Notes Item 2

2.9 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 6th and 20th August 2019

Attachment 3.2 i) Planning Minutes 6th August 2019

Attachment 3.2 ii) Planning Minutes 20th August 2019

3.3 Highways Issues Report

Attachment 3.3 Highways Issues

3.4 Speed Camera Evaluation Project

Verbal report from J Richmond

3.5 Climate Emergency Report

To consider the attached documents

Attachments 3.5 i) – iv)

3.6 To receive the Clerk's Notes

Attachment 3.6 Clerk's Notes

3.7 To receive the Deputy Clerk's Report

Attachment 3.7 Deputy Clerk's Report

4 FORTHCOMING DATES AND MEETINGS August 2019

Tuesday 3rd September 2019 5.30pm: Planning Committee, WDC

Tuesday 17th August 2019 5.30pm: Planning Committee, 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.