

WEST DEAN PARISH COUNCIL

Dave Kent
Clerk to the Council

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Date 19th September 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 25th September 2019 at **Berry Hill Memorial Institute, Lakers Road Berry Hill GL16 7AQ.** **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 28th August 2019 – *Attachment 1.3*

2: Items for discussion and decision

2.1 Local Bus Services

Council to consider changes to local schedules, and to consider action.

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 September 2019 payment and credit card transaction schedule
Attachment 2.3 i) September 2019 payment schedule and credit card transactions

ii) To appoint 2 signatories for September electronic payments

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

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

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 14

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 the meeting of 3rd September 2019

Please note that the Planning Committee on 15th October 2019 will be held at the Garden Room, Parkend, and the first item at 5.30pm will be a session on the FODDC Local Plan (2021-41)

Consultation process conducted by District Council officers.

Attachment 3.2 Planning Minutes 3rd September 2019

3.3 Highways Issues Report

There is no report on the Speed Camera Evaluation Project this month

Attachment 3.3 Highways Issues (this report will be added to the meeting documents on 24th September 2019)

3.4 Forest of Dean Road Safety Group

The draft minutes of the Group meeting held 2nd September 2019 are at *Attachment 3.4 Road Safety Group Draft Minutes*

3.5 Climate Emergency Report

To consider the attached notes from A Moore.

Attachments 3.5 WDPC Climate Emergency

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 September to November, 2019

Tuesday 1st October 2019 5.30pm: Planning Committee, WDC

Wednesday 2nd October 2019 7.00pm: Neighbourhood Planning in the Context of Climate Change, Yorkley Community Centre

Thursday 10th October 2019 5.30pm: Finance & Staffing Committee (grant awards), WDC

Tuesday 15th October 2019 5.30pm: Planning Committee (preceded by Local Plan presentation), Garden Room, Parkend (opposite Parkend Station)
Monday 21st October 2019 7.00pm: Informal Budget Setting meeting, venue to be advised
Wednesday 30th October 2019 9.30am: Being a Better Councillor GAPTC course, Brockworth Community Centre
Wednesday 30th October 2019 7.00pm: Full Council Meeting, West Dean Centre
Wednesday 13th November 2019 10.00am: Cyber Security Presentation, WDC
Wednesday 20th November 2019 10.00am: Planning Applications from the perspective of Parish and Town Councils GAPTC course, Parish Rooms, Highnam 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.