

WEST DEAN PARISH COUNCIL

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Date 24th October 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 30th October 2019 at the West Dean Centre, Bream. **Please note the 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 25th September 2019 – *Attachment 1.3*

2: Items for discussion and decision

2.2 Yorkley Court Farm

Verbal report on the Section 106 moneys in respect of the Solar Farm development at Yorkley Court Farm to be provided.

2.3 Finance and Staffing

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

v) To consider recommendations from the Finance & Staffing Committee and to make the winter 2019-20 grant awards.
Attachment 2.3 v) Grant Award Recommendations

vi) To consider one grant application submitted on time but missed from the schedule of grant applications presented to the relevant Finance & Staffing Committee

Attachment 2.3 vi) Grant Application

Attachment 2.3 vi) Pond location

vii) To initiate the process of recruitment for the Deputy Clerk position which will be vacated by Phil Jones on 6th March 2020. Council to consider making this position full time, and to take measures immediately to recruit an appointee to start around 1st February 2020 to allow a reasonable overlap with the present post holder.

Attachment 2.3 vii) Staffing report

viii) To consider the 2020-21 budget working paper, and to fix the 2020-21 precept demand at £167,640.00

Please note that this budget will be affected by any decision made in respect of the proposals for changes to the job description for the Deputy Clerk position (see 2.3 vii) above. Council is requested to convene a meeting of the Finance & Staffing Committee in November to consider any changes required to the draft budget for 2020-21 resulting from any decisions made in the previous item. Possible funding for any such variation of employment conditions is described in *Attachment 2.3 viii) Funding opportunities.*

Attachment 2.3 viii) Budget File 2020-21

ix) To receive notification that the Clerk has commissioned emergency repair work for the fence around the Council's sports fields at Five Acres at a cost of £987 plus VAT, under delegated powers within the Council's Financial Policy.

See 3.5 Clerk's Notes

x) To approve increasing the Council's grass cutting schedule to provide 2 extra cuts per annum, as recommended by the contractor (£480 pa), and to include a triangle of land at Christchurch obscuring visibility to road users at a difficult road junction, and which is also an eyesore in a particularly attractive area (£176 pa).

Attachment 3.6 Deputy Clerk's Notes

2.4 Speed Camera Project

Councillor J Richmond to make a presentation on the Speed Camera Project

Attachments 2.4 i), ii), iii) and iv)

2.5 Climate Emergency Report

To consider the attached notes from A Moore. Support is requested for a campaign to encourage local food production, with a funding allowance of up to £50 for leaflet production.

Attachments 2.5 i) ii) iii) and iv)

2.6 Proposed Development at the Former Pin Factory, Whitecroft

Situation update to be provided if available

2.7 Five Acres

Situation update to be provided if available

2.8 Multi Use Track (MUT)

See report in Clerk's Notes

2.9 Youth Services

See brief report in Clerk's Report

2.10 Newland Parish Council Quarry Campaign

To consider sending a letter of support for the Newland Parish Council campaign against intrusive quarry development in Clearwell.

Attachment 2.10 Clearwell Quarry

2.11 Local Plan 2021-41

This plan is currently going through a consultation process. A response is being developed by the Council's Forest Edge (South) NDP team. Council to consider whether to make a separate response, but please note that the deadline for responses has been extended to 11th November from 31st October, and can be extended no further. A presentation was made by the District Council to the Council's Planning Committee on 1st October 2019.

Attachment 2.11 NDP draft observations on Local Plan

2.13 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

Attachment 3.1 NDP Minutes 16th October 2019

3.2 Planning Committee

To receive minutes of the meeting of 1st and 15th October 2019

3.2 i) *Planning Minutes 1st October 2019*

3.2 ii) *Planning Minutes 15th October 2019*

To consider attending the meeting of Coleford Town Council Planning Committee, 6.30pm, Monday 4th November 2019, at Coleford Baptist Church

3.3 Highways Issues Report

Highways Issues

Attachment 3.3 Highways Issues (this report, if available, will be added to the meeting documents on 30th October 2019)

3.4 Remembrance Parades, November 2019

To note the schedule of Parish Commemorative events on Sunday 10th November 2019 and WDPC representatives to lay wreaths

11.00 am Whitecroft Memorial Hall D Kent

2.00 pm Yorkley Community Centre

3.00 pm Bream Cenotaph

6.00 pm Christchurch Church M Costley

7.45pm Parkend Memorial Hall A Grant

Monday 11th November 10.30 am Berry Hill School students

3.5 To receive the Clerk's Notes

Attachment 3.5 Clerk's Notes

3.6 To receive the Deputy Clerk's Report

Attachment 3.6 Deputy Clerk's Report

4 FORTHCOMING DATES AND MEETINGS November, 2019

Monday 4th November 2019 6.30pm: Coleford Town Council Planning Committee, Coleford Baptist Church

Tuesday 5th November 2019 5.30pm: Planning Committee, WDC

Wednesday 13th November 2019 10.00am: Cyber Security Presentation, WDC

Wednesday 13th November 2019 7.00pm NDP Meeting, Venue TBA

Tuesday 19th November 2019 7.00pm Planning Committee Meeting, 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.