

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 21st November 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 27th November 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 Chairman's Announcement

1.3 Declarations of Interest

1.4 Minutes of the Previous Meeting – Council **to confirm and sign** the minutes of the meeting held on Wednesday 30th October 2019 – *Attachment 1.4*

2: Items for discussion and decision

2.1 Yorkley Court Farm

Standard Agenda item

2.2 Finance and Staffing

i) To agree the November 2019 payment and credit card transaction schedule
Attachment 2.2 i) November 2019 payment schedule and credit card transactions

ii) To appoint 2 signatories for November and December electronic payments

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

iv) To appoint two councillors to conduct the December 2019 and January 2020 Financial Inspections

v) To provide delegated powers to a nominated group of councillors to approve December payments. This group should not include the two councillors who will be conducting the January 2020 Financial Inspection.

vii) Unity Trust Bank actions

i) Confirm Deputy Clerk to set up payments

ii) To remove the Clerk from the account signatures

iii) To set up a councillor as back up to the Deputy Clerk to set up payments

vi) To note the cancellation of the Clerk's salary standing order with Unity Trust Bank. The Clerk's part payment for December service will be presented for processing in the December payment schedule.

viii) To note the progress on the recruitment progress for the positions of Clerk and Deputy Clerk, noting especially the final service dates of 13th December 2019 for the Clerk and 6th March for the Deputy Clerk. The recruitment process for the replacement of the Deputy Clerk will be considered at the special Finance & Staffing Committee for consideration at the January 2020 meeting.

ix) To consider staff sickness payments

Attachment 2.2 viii) Sickness report

x) Precept demand £167,643

To note that this was submitted to FODDC on 20th November 2019

2.3 Speed Camera Project

Verbal report by J Richmond

2.4 Climate Emergency Report

Report by A Moore

Attachment 2.4 Climate Emergency Report

2.5 Proposed Development at the Former Pin Factory, Whitecroft

Situation update to be provided if available

2.6 Five Acres

Situation update to be provided if available

2.7 Multi Use Track (MUT)

Council requested to consider commissioning an options survey from Greenway

Attachment 2.7 i) Greenway Proposal

Attachment 2.7 ii) Notes: Meeting 12th November 2019

Council requested to extend the contract for document support of the NDP to include similar support to the MUT project, as the projects are closely related

Attachment 2.7 iii) Revised contract terms for NDP document manager

2.8 Dean Radio Transmitter Proposal, West Dean Centre

Council requested to consider attached report

Attachment 2.8 i) Radio Transmitter Proposal

Attachment 2.8 ii) Proposal Appendix A

2.9 Youth Services

Situation update if available

2.10 Report on Stagecoach Presentation at FODDC

S Francis & P Hiatt to report

2.11 Chairman's Items

Verbal report

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 18th November 2019

3.2 Planning Committee

To receive minutes of the meetings of 5th and 19th November 2019

3.2 i) Planning Minutes 5th November 2019

3.2 ii) Planning Minutes 19th November 2019

3.3 Highways Issues Report

A meeting with GCC Highways is arranged for 26th November 2019

Attachment 3.3 Highways Issues (to be added to the meeting documents on 26th November 2019)

3.4 To receive the Clerk's Notes

Attachment 3.4 Clerk's Notes

3.5 To receive the Deputy Clerk's Report

Attachment 3.5 Deputy Clerk's Report

Decision sought on charges for WDPC supported organisations' use of the West Dean Centre

4 FORTHCOMING DATES AND MEETINGS December 2019/January 2020

Thursday 28th November 2019 7.00pm: Finance & Staffing Committee

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

Monday 9th December 2019 7.00pm: NDP Group, Yorkley Community Centre

Tuesday 17th December 2019 7.00pm: Planning Committee Meeting, WDC

Monday 23rd December to Thursday 2nd January inclusive: Office closed

Tuesday 7th January 2020 5.30pm: Planning Committee, WDC

Tuesday 21st January 2020 5.30pm: Planning Committee, WDC

Wednesday 29th January 2020 7.00pm Parish Council meeting, 7.00pm

PLEASE NOTE THERE WILL NOT BE A MEETING OF FULL COUNCIL IN DECEMBER 2019

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.