

WEST DEAN PARISH COUNCIL

MINUTES OF THE MEETING OF WEST DEAN PARISH COUNCIL HELD AT WEST DEAN CENTRE ON WEDNESDAY 27th November 2019

PRESENT:

WDPC COUNCILLORS P Hiatt (Chair)

M Costley

P Dunford

S Francis

B Gayler

A Moore

S Crick

B Evans

B Freshwater

A Grant

J Richmond

D Kent (Clerk) and P Jones (Deputy Clerk) were in attendance

COUNTY COUNCILLOR: none

DISTRICT COUNCILLOR: none

MEMBERS OF THE PUBLIC:

None

PUBLIC FORUM

There were no members of the public present. GCC Councillor R Boyles had presented a written report.

1: Council formal business

1.1 Apologies – Parish Councillors C Smith, H Acton, D Oliver and T Gwilliam; County Councillor R Boyles, FODDC Councillor D Wheeler

1.2 Chairman's Announcement

The Chairman announced the resignation of the Clerk and of long-standing Parish Councillor T Gwilliam. Tributes were paid by the Chairman, B Freshwater, B Evans and A Moore.

1.3 Declarations of Interest:

None

1.4 Minutes of the Previous Meeting (30th October 2019) – The minutes were approved.

2. Matters for discussion and actions or decisions

2.1 Yorkley Court Farm

It was noted that no enforcement action had been taken by the District Council over the erection of a bungalow on Lydney Road, Yorkley, opposite the Yorkley Court Farm site. There was concern about the state of the public footpaths on the site, and the lack of progress on the disposal of S106 moneys generated by the planning process.

It was resolved that i) A Grant would follow up the S106 matter; ii) the Clerk would request information on the current state of footpaths on the site from J Wheeler, the GCC Public Rights of Way Officer, and the enforcement matter would be considered and acted upon at the next meeting of the Planning Committee (3rd December 2019).

It was agreed that enforcement action should be an agenda item for the Planning Committee. *Post meeting note, 28th November 2019. A meeting with J Wheeler confirmed that all footpath issues at Yorkley Court Farm had now been resolved, except for one small area which needed clearance. Mr Wheeler was about to take this matter up with the landowner. The area would be subject to further inspection next spring to ensure the paths in the area were maintained to ensure usability.*

2.3 Finance and Staffing

i) The November transaction and credit card schedule was approved.

- ii) Payments approved at this meeting, and approved by delegated powers during December (see 2.2 v) below), would be authorised by J Richmond and P Hiatt.
- iii) It was reported that the November Financial Inspection had been satisfactorily conducted by D Oliver and A Moore.
- iv) The December Financial Inspection would be conducted by S Francis and B Gayler, and the January 2020 Financial Inspection by B Gayler and A Grant
- v) It was agreed that as there was to be no Council meeting in December, delegated powers would be given to a committee consisting of the Council Chair (P Hiatt), Deputy Chair (B Freshwater) and Chair of the Finance & Staffing Committee (A Grant) to authorise December payments.
- vi) Following the departure of the Clerk, the following actions would be taken:
- a) The Clerk's salary standing order would be cancelled at the bank after the November payment. His December payment, which represented service in part of December, would be paid by electronic funds transfer.
- Post meeting note: the standing order to HMRC for PAYE and NI payments would also be cancelled, as the amount payable would not be constant until a replacement Clerk had been appointed and was in office. Payments to HMRC to be made by Electronic Funds Transfer until the situation had stabilised.*
- b) Future Electronic Funds Transfers would be set up by Deputy Clerk P Jones. P Hiatt would be allocated powers to set up payments as back-up. The Clerk would demonstrate how these powers were exercised. It was noted that in the event of problems with setting up electronic payments, cheque payments could be considered
- vii) The progress of the recruitment of a replacement Clerk was reported. Interviews were to be held on Friday 29th November 2019. It was proposed that in future advertisements for Clerk vacancies, skills in respect of the public facing nature of the post should be highlighted. The arrangements for the recruitment of the replacement Deputy Clerk would be made at a meeting of the Finance & Staffing Committee on Thursday 28th November 2019.
- viii) It was agreed that ex gratia sickness payments should be paid to Mrs Farr, WDC keyholder at her current rate, to be reviewed monthly. Meanwhile payments to Mrs M Rontree, who was carrying out the duties in Mrs Farr's absence, would be made.
- viii) It was noted that the precept demand for 2020-21 for £167,643 had been made.

2.3 Speed Camera Project

J Richmond reported on various meetings with groups throughout Gloucestershire. A parish council working group would be set up to address this issue, with terms of reference to be agreed. P Hiatt and B Evans expressed an interest in taking part.

2.4 Climate Emergency Report

A Moore presented a report.

Matters raised included:

- i) The Climate Change Support Group would offer seminars for WDPC Councillors.
- ii) A village veg resilience project was piloting in Bream
- iii) A biodiversity declaration was expected to be presented to FODDC, to be reported back to WDPC, to consider the text to be adopted as WDPC policy.
- It was resolved that WDPC would engage the recommended green energy supplier for fuel supplies at the West Dean Centre. This would involve switching from the current supplier EDF,

with additional costs of £600 first year, to include cancellation costs for the current contract, and £200 pa subsequently.

A Moore advised that he would answer any questions that members might have outside this meeting.

2.5 Proposed Development at the Former Pin Factory, Whitecroft

The proposed development was considered in the light of the possible routing of the Multi Use Track through the area. It was resolved that the relevant planning officer for the proposed development should be contacted to make available S106 provision for the use of a strip of land for the Multi Use Track development.

2.6 Five Acres

It was reported that Gloucestershire Football Association had submitted a response to a query on the availability of all weather pitches for the site. Further discussions with FODDC would be required.

2.7 Multi Use Track (MUT)

B Freshwater described a favoured route for the track to take.

It was resolved that £1,000.00 would be made available for the Greenway's survey.

Assurances were provided that the Project Document Manager would not have sole access to non-electronic information.

2.8 Dean Radio Transmitter Proposal

The proposal for Dean Radio use of the West Dean Centre was presented in a document from the organisation.

Requirements included electricity costs at an estimate of £170.00 pa, cupboard space, broadband access and aerials.

It was agreed that further information was required on planning permission, funding, insurance, installation and contracts expected. The matter would be deferred to a future Council meeting when this information was available.

2.9 Youth Services

The Clerk had received information on a drop in session for young people, held at Parkend on 1st November 2019.

2.10 Stagecoach Presentation

It was agreed that the presentation had been unsatisfactory, and that the subsidy provided to the company by GCC had been ill-considered. Stagecoach would continue to be held to account.

2.11 Chair's Items

i) Thanks were given to Councillors and the Clerk for their part in the Remembrance events, especially S Crick, who had organised the Bream event.

ii) It was reported that T Gwilliam had advised of his forthcoming resignation from the Council to take effect in January 2019

iii) It was reported that an interesting and thought provoking presentation on cyber security and cyber crime had been presented at the West Dean Centre.

iv) There was some discussion about anti-social behaviour at the youth shelter at Whittington Way in Bream.

It was advised that it was proposed that the youth shelter be moved to a more conspicuous area. Discussions had begun with Bream Sports Club with the aim of finding an alternative site for the youth shelter. The matter would be taken forward early in 2020.

Part 3: Items for information

Councillors to **Receive and Note**

3.1 Forest Edge (South) (formerly Pillowell) Neighbourhood Development Plan

It was advised that the NDP was progressing well, and that input from events and activities such as the transport survey and the Climate Emergency meeting would be included.

3.2 Planning Committee

Issues relating to an application at Windycot. Yorkley were identified, to be discussed at the next meeting of the Planning Committee.

3.3 Highways Issues Report

The report was presented. B Freshwater brought up issues relating to a bus stop location at Stag Hill, Yorkley

3.4 The Clerk's report was presented.

3.5 The Deputy Clerk's report was presented

It was agreed that a schedule of Council supported organisations which would not be required to pay hire fees for use of the West Dean Centre should be developed, rather than the informal system which had been used. Exempt groups would include Climate Emergency and Road Safety groups. The list to be provided for approval at the January Council meeting.

4 FORTHCOMING DATES AND MEETINGS December 2019/January 2020

Thursday 28th November 2019 6.00pm: Finance & Staffing Committee, WDC

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

Tuesday 17th December 2019 5.30pm: Planning Committee, WDC

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

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

The meeting closed at 9.45pm