

WEST DEAN PARISH COUNCIL

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Date 23rd January 2020

To Members of West Dean Parish Council

Dear Councillor

I summon all members to attend a meeting of West Dean Parish Council to be held on Wednesday 29th January 2020, at the West Dean Centre, Bream. 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

Phil Jones
Deputy Clerk

PUBLIC FORUM – 7.00 pm to 7.30 pm

AGENDA

1. Council formal business

1.1 To Appoint a Chairman of the Parish Council from West Dean Parish Councillors following the resignation of the current Chairman on 4th January 2020.

1.2 Apologies

1.3 Chairman's Announcement

1.4 Declarations of Interest

1.5 Minutes of the Previous Meeting – Council to confirm and sign the minutes of the meeting held on Wednesday 27th November 2019 - *Attachment 1.5*

2. Items for discussion and decision

2.1 Yorkley Court Farm

Standard Agenda item – Update from the recent meeting held on the 14th November 2019, at the Forest of Dean District Council, to progress the Community Interest Company relating to the s106 monies from the Solar Farm.

2.2 Finance and Staffing

- i) To note the December 2019 payment and credit card transaction schedule delegated to P.Hiett and J.Richmond to authorise – *Attachment 2.2i*
- ii) To agree the January 2020 payment schedule and credit card transactions – *Attachment 2.2ii*
- iii) To appoint 2 signatories for January electronic payments.
- iv) January Financial inspection delayed until 30th January - To be carried out by A.Grant and B.Freshwater, the outcome of the inspection will be reported to the February Council meeting.
- v) To appoint two councillors to conduct the February 2020 Financial Inspection.

2.3 Parish Newsletter

To consider what action to take in respect of the Parish Newsletter, following the withdrawal of the offer from B.Gayler to edit the Newsletter on health grounds.

2.4 Speed Camera Project

Verbal report by J Richmond

2.5 Climate Emergency

Update Report on Climate Emergency and initiatives – A.Moore – *Attachment 2.5i*

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)

Situation update on Greenways and project overall, if available.

2.9 Youth Services

Situation update if available

2.10 Bream Ward Councillor Vacancy

To agree the co-option process for the two Councillor Casual Vacancies.

TO CONSIDER, AND IF SO AGREE, TO RESOLVE that under Schedule 12a of the 1972 Local Government Act as amended, the public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in schedule 12A of the said act. The public minutes will not include this agenda item.

2.11 Update on the recruitment of Clerk and Deputy Clerk - *Attachment 2.11a & 2.11b*

2.12 Chairman's Items

Verbal report.

3. Items for information - Councillors to Receive and Note

3.1 Forest Edge South (formerly Pillowell) Neighbourhood Development Plan

Situation update if available.

3.2 Planning Committee

To receive minutes of the meetings of 3rd and 17th December 2019 and 7th and 21st January 2020

3.2 i) *Planning Minutes 19th November 2019*

3.2 ii) *Planning Minutes 3rd December 2019*

3.2 iii) *Planning Minutes 7th January 2020*

3.2 iv) *Planning Minutes 21st January 2020*

3.3 Highways Issues Report

A meeting with GCC Highways is arranged for 29th January 2020, Highways Issue Spreadsheet following 26th November meeting - *Attachment 3.3 Highways Issues*

4. FORTHCOMING DATES AND MEETINGS February 2020

Tuesday 4th February 2020 – 5.30 pm Planning Meeting – Parish Office

Monday 10th February 2020 – 5.30 pm Finance & Staffing - Parish Office

Monday 10th February 2020 – 7.00 pm Forest South NDP – Yorkley Community Centre

Tuesday 18th February 2020 – 5.30 pm Planning Meeting – Parish Office

Wednesday 26th February 2020 – 7.00 pm Parish Council Meeting – West Dean 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.