



WEST DEAN PARISH COUNCIL

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COUNCIL MINUTES

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Meeting Date: 24th February 2020

Location: West Dean Centre, Bream

PUBLIC FORUM

S Freeman presented a report on the disbursement of Section 106 funds from the Yorkley Court Solar Farm development. This matter would be considered during Council business during the formal business.

District Councillor P Hiett presented a report on the District Council budget process, and advised of a Boar Information meeting on 18th March and a Parish & Town Council meeting on the same day. County Councillor R Boyles provided a written report.

1. Council formal business

Present:

WDPC COUNCILLORS: B.Freshwater (BF), B.Evans (BE), A.Grant (AG), S.Francis (SF), S.Crick (SC), J.Richmond (JR), A.Moore (AM) and D Oliver (DO)
D Kent (Clerk) (DK) and P Jones (Deputy Clerk) (PJ) in attendance.

DISTRICT COUNCILLOR: P.Hiett (PH)

1. COUNCIL FORMAL BUSINESS

1.1 Apologies were received from: Parish Councillors B Gayler, C Smith, M Costley, and P Dunford, District Councillor R Leppington and County Councillor R Boyles.

1.2 Chairman's Announcement: Clerk D Kent was welcomed back to the Council

1.3 Declarations of Interest: None received

1.4 Minutes of the Previous Meeting – The minutes of the meeting on 29th January were accepted as a true record and signed by the Chair.

2. Items for discussion and decision

2.1 Yorkley Court Farm

It was agreed that the proposed Community Interest Company to manage the distribution of S106 moneys available from the Yorkley Court Solar Farm development, proposed by the developer, was unacceptable, and that the funds should be managed by the local accountable authorities, West Dean Parish Council and Lydney Town Council.

After some discussion, the following actions were agreed:

1. The Clerk to write to the Forest of Dean District Council to request a meeting with Stephen Colgate, Helen Blundell and Katie-Jane Booth.
2. The situation to be clarified before the meeting.

3. The good offices of District Councillor P Hiatt to be used in setting up the meeting.

At this point Standing Orders were suspended to allow E Highfield to make a presentation on public transport in the area.

Public transport was a key part of the Forest Edge South Neighbourhood Development Plan (NDP), and considerable public consultation had been carried out.

She advised that there was a GCC consultation on public transport, to which an NDP response had been submitted.

The importance of the proposed Multi Use Track and the need to allow the use of bus concessionary passes for non-timetabled community bus services was clearly identified.

E Highfield was thanked by Council for her comprehensive report.

Standing Orders were then resumed.

2.2 Finance & Staffing

i) The payment schedule for February was agreed as presented

ii) J Richmond and A Moore would authorise the February electronic payments

iii) The January Financial Inspection had been satisfactorily carried out (A Grant and B Freshwater)

iv) The February Financial Inspection had been satisfactorily carried out (C Smith and B Gayler)

v) The March Financial Inspection would be carried out by D Oliver and B Evans

vi) The minutes of the Finance & Staffing Committee held on 10th February 2020 were approved.

The revised grant awarding policy document and application form were approved.

The following matters were noted:

The tick boxes for the Clerk's use would indicate possible incomplete forms, and could then be returned to the applicant for completion.

Criteria would be stringently applied

In the case of doubt or ambiguity, the relevant application would be submitted to the Committee for its consideration.

In the case of a genuine emergency that needed attention before the next grant awarding session, an emergency meeting of the Finance & Staffing Committee would be convened.

vii) It was agreed that GAPTC would be appointed the Council's Internal Auditor

viii) It was agreed that Wildin Accountants would be commissioned to prepare the Council and Centre's accounts for the 2019-20 audit return

ix) It was agreed that a sum of £72 would be allocated for the provision of Neighbourhood Watch posters for display in Pillowell and Lower Yorkley.

x) It was agreed that the Council's membership of the Wye Valley and Forest of Dean Tourist Association should not be renewed.

xi) It was noted that the Edge Accounting system had been procured for the Council and Centre accounts, and that training would take place soon. The system would be implemented for the start of the 2020-21 Financial Year

2.3 Parish Newsletter

It was agreed that Ann Kent would prepare the Council's newsletter.

Some back up for Microsoft Publisher, currently used to prepare the newsletter, would be required.

Copies of previous newsletters and contact lists should be held.

Councillors were requested to come back to the following Council meeting with proposals for making copies of the newsletter available to the community.

2.3 Speed Camera Project

Consideration deferred until the following meeting. J Richmond had distributed Terms of Reference for the Project Team.

2.5 Climate Emergency

A Moore presented a brief report. Three projects were in place, to complete a 'Village Veg' survey in Bream, to hold a Climate Emergency meeting on 1st April 2020 and to conduct a household renewable energy management programme, notional only at this stage.

2.6 Proposed Development at the former Pin Factory, Whitecroft

No report

2.7 Five Acres

No report

2.8 Multi Use Track

B Freshwater reported.

There was to be a meeting of the group the following Wednesday, to consider the report prepared by Greenway, and to determine a preferred route.

2.9 Youth Services

No report

2.10 Annual Parish Meeting

A date of 20th May 2020 was fixed for the meeting. Possible invitees to make presentations including public transport, the Multi Use Track, the future of the Five Acres site, crime prevention and the mysteries of the Section 106 moneys distribution process.

2.11 Councillor Casual Vacancies

It was agreed that the vacancies would be advertised in the local press the following week, and co-options would take place at the following Council meeting on 25th March 2020.

2.12 Deputy Clerk Position

It was noted that it had been agreed that Clive Hooper would be the locum in position from Monday 2nd March 2020, on the same terms and conditions as the current post holder.

The position should be re-advertised on the GAPTC web site, and more fully if no appointment had been made by the 20th April 2020.

At this point D Oliver and B Evans left the meeting.

2.13 There was no Chairman's Report

The Clerk reported that a meeting of the Governance Committee to review Council's policies and procedures would be necessary. The Clerk and Chair to fix a date in March.

3. Items for information - Councillors to Receive and Note**3.1 Forest Edge South (formerly Pillowell) Neighbourhood Development Plan**

The Clerk provided a brief report. A meeting of the group would be held the following Monday.

3.2 Planning Committee

The minutes of meetings on 4th and 18th February 2020 were approved.

3.3 Highways Issues Report

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The updated Highways Issues data base was noted. The recent site meeting at Grove Road, Berry Hill, had identified the poor state of that road, which was scheduled for resurfacing in the 2020-21 Financial year.

The following monthly site meeting would be held in Parkend.

There was no further business.

The meeting closed at: 21.45hrs.