



WEST DEAN PARISH COUNCIL

Dave Kent
Clerk to the Council

Clive Hooper (Locum)
Deputy Clerk

Parish Office
West Dean Centre
High Street
Bream
Glos.
GL15 6JW

Tel. Parish Office: 01594 564484 (9.00am – 4.00pm)
Email: admin@westdeanpc.org.uk
Web site: www.westdeanpc.org.uk

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COUNCIL AGENDA

I summon all members to attend an on-line meeting of West Dean Parish Council to be held on Wednesday 29th April 2020.

This meeting will be open to a maximum of 3 members of the public. Any member of the public wishing to attend must provide details of contact telephone and email address to the Clerk by 2.00 pm on the day of the meeting. The first 3 applicants only will be provided with access to the on-line meeting. Please note that there will be no Public Forum, and that interventions from the public will not be permitted.

PLEASE NOTE THAT THIS MEETING MAY BE AUDIO OR VIDEO RECORDED

Yours sincerely

Dave Kent
Clerk

THERE WILL BE NO PUBLIC FORUM

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 authorise for signature the minutes of the meeting held on 25th March 2020 - *Attachment 1.4*

1.5 To consider adopting the attached emergency protocol for conducting on-line Council meetings

Attachment 1.5 Emergency Protocol

2. Items for discussion and decision

2.1 Coronavirus Emergency

To receive reports on community action

To consider, in the case of the lifting of restrictions by the government on public activities, whether to delegate powers to:

Re-open the West Dean Centre, completely or partially

Re-open the West Dean Centre Play Park and toilet

Any other matter requiring Council approval in respect of the Covid 19 emergency

Attachment 2.1 To be circulated before the meeting

2.2 Finance and Staffing

i) To note the implementation of the EDGE finance system

ii) To agree the April 2020 payment schedule and credit card transactions – and to agree the payment of home working allowances to the Clerk and Deputy Clerk over the emergency period

Attachment 2.2 i) Payment Schedule

Attachment 2.2 ii) Guidance on home working allowances

iii) To appoint 2 signatories for April electronic payments.

iv) To appoint two councillors to conduct the May 2020 Financial Inspections.

v) To approve the addition of B Freshwater a signatory to the West Dean Parish Council Unity Bank account, and to consider the nomination of any other councillor as signatory to the account.

vi) To approve the revised Financial Regulations, as submitted to the (cancelled) Finance & Staffing Committee on Thursday 19th March 2020.

Attachment 2.2 vi) Financial Regulations

vii) To note the suspension of the recruitment process for the Deputy Clerk position until the end of the current emergency period.

viii) To note the suspension of staff appraisals until the end of the current emergency period.

ix) To consider payments for volunteer services during the Covid 19 emergency, in respect of: volunteer expenses, provision for breakages and other expenditure incurred by volunteers in respect of their duties, support for Calico Interiors work in providing PPE and other equipment for health and care services, and powers to make emergency payments for unforeseen situations.

2.3 Governance

i) To receive the minutes of the Governance Committee 12th March 2020

Attachment 2.3 i) Minutes Governance 12th March 2020

ii) To consider recommendations from the Committee on the following Policies registers and assessments

Attachment 2.3 ii) a) Standing Orders

Attachment 2.3 ii) b) Code of Conduct

Attachment 2.3 ii) c) Risk Assessment

Attachment 2.3 ii) d) Data Protection

2.4 Climate Emergency

Report by A Moore

Attachment 2.4 Climate Emergency Report

2.4 Village Veg Report

Council to receive the attached report

Council to consider proposals to use land at Captains Green, Yorkley, and the Rudge, Yorkley, for sustainable vegetable gardening. The land at Captains Green belongs to the Parish Council but has lain unused since it was acquired by the Council in 1996. The land at the Rudge, Yorkley, belongs to Forestry England and would need a form of land transfer/lease/licence to use.

Attachment 2.5 Village Veg Report

2.5 Chairman's Items

Verbal report.

3. Items for information - Councillors to Receive and Note

3.1 Forest Edge South (formerly Pillowell) Neighbourhood Development Plan

To receive a report.

Attachment 3.1 NDP Latest Minutes 6th April 2020

3.2 Planning Committee

To note the attached report

Attachment 3.2 Planning Committee Report

3.3 Highways Issues Report

To receive a report on recent GCC action

Attachment 3.3 Highways Issues Report

3.4 Clerk's Report

Attachment 3.4 Clerk's Report

3.5 Deputy Clerk

To receive a report from the Deputy Clerk

Attachment 3.5 Deputy Clerk's Report

4. FORTHCOMING DATES AND MEETINGS May 2020

Wednesday 27th May 2020 – 7.00 pm Parish Council Meeting

Annual Parish Assembly: to be arranged

THIS MEETING MAY BE RECORDED – AUDIO OR VIDEO