



WEST DEAN PARISH COUNCIL

Dave Kent
Clerk to the Council

Clive Hooper (Locum)
Deputy Clerk

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COUNCIL AGENDA

21st May 2020

I summon all members to attend the on-line Annual Meeting of West Dean Parish Council to be held on Wednesday 27th May 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. Members of the public may submit written statements which may be considered (but not debated) by Council. Such statements must be sent by email to the Clerk by 2.00pm on Monday 19th May. 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 Election of Chair for the forthcoming year

1.2 Election of Deputy Chair for the forthcoming year

1.3 Apologies

1.4 Chairman's Announcement

1.5 Declarations of Interest

1.6 Minutes of the Previous Meeting – Council to confirm and authorise for signature the minutes of the meeting held on 29th April 2020 - *Attachment 1.6*

1.7 To review the conduct of emergency protocol for on-line Council meetings and to consider any changes required.

Attachment 1.7 Emergency Protocol

2. Items for discussion and decision

2.1 Coronavirus Emergency

To receive reports on community action

To confirm that delegated powers to re-open the Centre, 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) Council to assert its power to use the General Power of Competence for year 2020-21

Councillors should note that the General Power of Competence is available for Parish and Town Council which has at least ⅓ of its members elected and of which the Clerk has a professional qualification, but the right to exercise this power must be asserted at each Annual Meeting. The Power enables the Council to spend funds on any lawful purchase, without having to quote relevant statutes which allow such a purchase.

ii) To note the implementation of the EDGE finance system

iii) To agree the May 2020 payment schedule and credit card transactions

Attachment 2.2 iii) Payment Schedule

iv) To appoint 2 signatories for May electronic payments.

v) To appoint two councillors to conduct the June 2020 Financial Inspections.

vi) To approve standing order for the monthly salaries for Clerk and Deputy Clerk.

Attachment 2.2 vi) Salary Standing Orders

vii) To approve the release of £5,000 held in Council reserves to Bream Early Learners towards the construction of their new classroom, which has now received the necessary funding and permissions.

Reference Council Minute 2.4 vi) b) 26th June 2019: 'The grant of £5,000 award to Bream Early Learners would be held as designated funds in the WDPC bank account until it was required for building purposes.'

Attachment 2.3 vii) Correspondence from Bream Early Learners requesting release of funds.

2.3 Climate Emergency/Village Veg Report

Council to note the attached report.

Council to note proposals and correspondence from the working group to use land at the Rudge, Yorkley, for sustainable vegetable gardening. The land at the Rudge belongs to Forestry England and correspondence has been initiated with them to negotiate a form of land transfer/lease/licence to use.

Attachment 2.3 Climate Emergency Report/Village Veg Report

2.4 Provision of Defibrillators

Council to consider a policy for supporting community requests.

Council to consider the request from Berry Hill rugby club for support for the purchase of a defibrillator.

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 Report

3.2 Planning Committee

To note recent observations on planning applications submitted to the District Council under delegated powers

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 Dean Forest Greenway (Multi Use Track Lydney to Parkend)

To receive a report on progress

Attachment 3.4 Dean Forest Greenway Report (May be a verbal report)

3.5 Clerk's Report

Attachment 3.5 Clerk's Report

3.6 Deputy Clerk

To receive a report from the Deputy Clerk

To consider actions arising:

Dean Radio Report

Crowash Play Park Fencing

Improvements and Repairs to the West Dean Centre

Attachment 3.6 Deputy Clerk's Report

4. FORTHCOMING DATES AND MEETINGS June 2020

Thursday 11th June 2020 – 7.00 pm Finance & Staffing Committee – on-line meeting

Items to be discussed include: approval of 2019-20 accounting return, and recommendations to Council on grant applications

Wednesday 24th June 2020 – 7.00 pm Parish Council Meeting – Expected to be on-line

Annual Parish Assembly: to be arranged when safe and legal to do so

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