



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

20th

COUNCIL AGENDA

I summon all members to attend the on-line Annual Meeting of West Dean Parish Council to be held on Wednesday 26th August 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 24th August. 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 Declarations of Interest

1.3 Minutes of the Previous Meeting – Council to confirm and authorise for signature the minutes of the meeting held on 29th July 2020 - *Attachment 1.3*

1.4 Co-option of Councillor for Bream ward vacancy

There has been no response to advertisements in the press, parish council notice board, web site or Face Book page, or personal contacts for applications from the public to become councillor.

Council to propose arrangements for filling Councillor vacancy

Attachment 3.4 Clerk's Report Item 12

1.5 To review the conduct of Council meetings during the current emergency and to consider any changes required.

2. Items for discussion and decision

2.1 Coronavirus Emergency

i) To receive reports on community action

Attachment 2.1 i) a) and i) b) Community Action report

ii) To consider report on the re-opening of the West Dean Centre

Attachment 2.1 ii) West Dean Centre

iii) To consider report on the re-opening of Council play parks

Attachment 2.1 iii) Opening Council Play Park Re-opening

iv) To consider report on the re-opening of Council play parks

To consider any other matter requiring Council approval in respect of the Covid 19 emergency

Attachment 2.1 iv) To be circulated before the meeting

v) To consider awards or events to celebrate responses to Covid 19 emergency

2.2 Finance and Staffing

i) To note the minutes of the Finance & Staffing Committee meeting 19th August 2020.

Attachment 2.2 i) F & S Minutes 19th August 2020

ii) To approve the attached amendments to Council Grant Policy, as recommended by the Finance & Staffing Committee

Attachment 2.2 ii) Draft Council Grant Policy

iii) To approve the attached amendments to Council Grant Application Form, as recommended by the Finance & Staffing Committee

Attachment 2.2 iii) Draft Council Grant Application Form

iv) To approve the timetable for the autumn 2020 Grant Award process

Attachment 2.2 iv) Draft Grant Award Timetable

v) To authorise August 2020 electronic payments

Attachment 2.2 v) August 2020 payments for approval

vi) To note other August payments made by standing order or direct debit

Attachment 2.2 vi) August 2020 other payments

vii) To agree to pay the regular contracted payments to Complete Landscape Gardeners by standing order from September 2020

Attachment 2.2 vii) Monthly contracted Landscape Gardening contract

viii) Council to note the overtime payments made in August to Clerk and Deputy Clerk, comparison payroll reports from July (standard rate) and August (overtime included). This has associated increases to the monthly HMRC and NEST (pensions) payments.

Attachment 2.2 viii) July payroll

Attachment 2.2 viii) August payroll

ix) To appoint 2 signatories for July and August electronic payments.

(Please note that electronic payments for July 2020 were not processed)

Attachment 2.2 ix) Electronic payments July 2020

x) To appoint two councillors to conduct the September 2020 Financial Inspections.

xi) To consider the attached proposed payment schedule for the repair/replacement of the exterior fence at Crow Ash Park, Berry Hill.

Attachment 2.2 xi) Crow Ash Fence proposal

2.3 Climate Emergency/Village Veg Report

Council to note the attached report.

Attachment 2.3 Climate Emergency Report/Village Veg Report

2.4 Grant Award Process: Yorkley Court Solar Farm Section 106 Moneys

Council to consider the proposed plan to distribute S106 moneys for community benefit

Attachment 2.4 Proposal for YCF S106 Fund Group

2.5 Grant Award Process: Gentian Bream Fund

Council to consider the proposed plan to distribute Gentian Bream moneys for community benefit. The Gentian company is proposing to build a convenience store in the village.

Attachment 2.5 Proposal for Gentian Bream Fund Group

2.6 Planning Applications

Council to consider planning applications for commercial and residential development at Land at Whitecroft (the former pin factory) and for Listed Building work at Yorkley Court Farm.

1. To consider delegating powers to respond to these applications to a meeting of the Planning Committee
2. If such powers are delegated, Council to confirm a date, time and form of meeting to ensure proper community consultation.

2.7 Distribution of Newsletter

Council to consider means of distribution for Council Newsletter in September.

2.8 Councillor Training Courses

Gloucestershire Parish and Town Council are offering a two part Zoom-enabled course 'Being a Better Councillor' 10.00 am – noon on Tuesday 13th October 2020 and Tuesday 3rd November 2020, cost £25.00 per session. Councillors requested to approve attendance for nominated councillors.

2.9 Chairman's Items

Verbal report, including item on attempted fraud.

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 Dean Forest Greenway (Multi Use Track Lydney to Parkend)

To receive a report on progress, including land ownership issues

Attachment 3.3 Dean Forest Greenway Report

3.4 Speed Management Project

Committee report

Attachment 3.4 Committee report

3.5 Climate Emergency Action Day for Parish and Town Councils 7th October 2020

Members and Clerks invited to this on-line interactive conference arranged by the District Council. Numbers limited to 50 overall. Councillors are requested to advise if they wish to attend.

3.6 Clerk's Report

Attachment 3.6 Clerk's Report

3.7 Deputy Clerk

To receive a report from the Deputy Clerk
Attachment 3.7 Deputy Clerk's Report

4. FORTHCOMING DATES AND MEETINGS

Wednesday 29th September 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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