



WEST DEAN PARISH COUNCIL

Dave Kent
Clerk to the Council

Clive Hooper
Deputy Clerk

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COUNCIL MINUTES

PUBLIC FORUM

There was no Public Forum

Present:

WDPC COUNCILLORS: B Freshwater (BF), A Moore (AM), P Dunford (PD), B Evans (BE), S Yeates (SY), A Bruce (AB), B Gayler, S Francis (SF), D Oliver (DO), A Grant (AG), J Richmond and J Dale (JD). D Kent (Clerk) and C Hooper (Deputy Clerk) were in attendance

COUNCIL FORMAL BUSINESS

1.1 No apologies were received

1.2 Declarations of Interest

None received

1.3 Minutes of the Previous Meeting – The minutes of the meeting on 29th July 2020 were accepted as a true record to be signed by the Chair as soon as is feasible.

1.4 Co-option of Councillor

It was noted that there had been no response to an appeal for a councillor to be co-opted to fill the vacancy at the Bream ward.

It was agreed that all councillors would actively seek expressions of interest in applying for the position.

1.5 Meeting Protocols

It was agreed that Council meetings should henceforth take place as actual meetings with councillors in attendance. This would allow members of the public to attend. Meetings would take place at the West Dean Centre.

Numbers attending would be restricted to conform with social distancing rules. The Deputy Clerk advised that meetings in the Eeles/Gosling rooms could support 28 persons attending, which would permit 14 Councillors, 2 Officers and up to 12 members of the public. Officers would ensure that attendance was limited to these numbers, and also that publicity was issued indicating that members of the public, subject to these restrictions, were invited to attend.

Under 'Track and Trace' regulations, name and contact details would be taken for all persons attending.

The Clerk would seek extensions for responses to important planning applications to allow necessary public participation.

2. Items for discussion and decision

2.1 Corona Virus Emergency

i) Community Action

There was no report available.

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ii) Re-opening the West Dean Centre

It was agreed that the Centre would be opened for community use subject to the restrictions specified in the Deputy Clerk's report.

iii) Re-opening of Council play parks.

It was noted that all parks had been re-opened and were in use.

iv) Other matters

A thank you card had been designed and was approved, subject to some changes in wording. The Clerk would circulate a revised form for councillors' approval. The final version would be sent by post to selected recipients.

2.2 Finance & Staffing

i) The minutes of the Finance & Staffing Committee held on 19th August 2020 were noted.

ii) The Committee's recommended changes to the Grant Awarding Policy were approved.

iii) The revised grant application with a column for the applicant to indicate compliance with each necessary item was approved.

iv) The grant awards timetable was approved:

Immediate advertising of grants

Closing date: 30th September

Finance & Staffing Committee to consider: early October

Council to consider and award: 28th October

v) The electronic payments for August 2020 as presented were approved.

vi) The automatic payments for August 2020 (standing orders and direct debits) were noted.

vii) It was agreed that the contracted monthly payments to Complete Landscape Gardeners would be paid by standing order.

viii) The overtime payments to offices for extra hours worked during the Covid 19 emergency were noted.

ix) BF and PD were appointed to provide the electronic authorisations for August 2020 bank payments.

x) It was noted that it had not been possible to prepare Council accounts in the new EDGE system to permit an August inspection. The Clerk undertook to provide the information for a September inspection, to be conducted by SF and BF.

xi) The recommendations for the acceptance of quotations for necessary maintenance, replacement and installation of fencing at the Crow Ash play park, as provided by Allaston Grove, were accepted. This tender conformed with the Council's Financial Regulations, and was the lowest of the three tenders submitted.

The costs of £5,830.00 were higher than the £4,500.00 budgetary allowance allocated in the 2020-21 financial year, but this work would reduce the budgetary provision required the following 2 years.

The costs of £5830 were higher than the budgetary allowance of £4500 allocated in the 2020/1 Financial Year but it would reduce the budgetary provision required over the following two years. It was agreed that the Deputy Clerk would use the same contractor in the following years.

2.3 Climate Emergency/Village Veg

A report had been circulated to Councillors.

2.4 Grant Award Process: Yorkley Court Farm S106 Funds

It was agreed that a meeting of the Grant awarding Group would be called with 21 days' notice to the members. BF and AG would represent West Dean Parish Council. The meeting would be held at the West Dean Centre.

2.5 Grant Award Process: Gentian (Bream) Community Fund

It was agreed that this matter to be put on hold until a planning application had been received. Council required further information as to the planning application had been considered.

2.6 Planning Applications

i) Land at Whitecroft (Pin Factory)

It was agreed that a public meeting of the Planning Committee be held at the West Dean Centre at 5.30pm on Tuesday, 15th September 2020 to consider application P0919/19/FUL (development of housing and commercial buildings).

The meeting would be conducted under the protocols agreed at agenda item 1.5 above.

Prior to the meeting, PD would consult Keith Chaplin, Housing Strategy officer at FODDC in respect of affordable housing issues, and the District Council allocations plan would also be consulted.

ii) Yorkley Court Farm (Listed Building Consent)

An on-line meeting of the Planning Committee would be held at 5.30pm, Tuesday 29th September 2020 to consider application P0043/20/LBC.

The Clerk would ensure that planning documents were available before each of the above meetings.

2.7 Distribution of Newsletter

Councillors offered suggestions and assistance for the distribution of the next parish newsletter, due mid September. The previous distribution system used was considered unsatisfactory.

2.8 Councillor Training

It was agreed that AB, JD, DO, BG and AG would attend the on-line 'Being a Better Councillor' courses conducted by GASPTC on 13th October and 3rd November 2020, costs £25 per person per session.

2.9 Chair's Report

The Chair provided a brief report, which highlighted an attempted internet fraud, foiled by the vigilance of councillors and the robustness of Council systems security.

3.1 Neighbourhood Development Plan

No report was provided

3.2 Planning

The Clerk would request local District Councillor support to 'call in' the planning application for housing close to Parkend Club for District Council member consideration.

3.3 Dean Forest Greenway

BF presented a brief report.

The Clerk would arrange a meeting with one of the relevant landowners.

3.4 Speed Reduction Strategy Group

It was agreed the group would be delegated powers to procure 3 of the recommended speed recording devices, within the allocated budget provision.

Councillors were invited to submit information about appropriate sites for the installation of speed recording technology in their areas.

Funding from the Police & Crime Commissioners office would be sought.

3.5 Climate Emergency Day – Interactive Meeting

It was agreed that AB, JD and AM would attend the meeting.

3.6 Clerk's Report

The report was delivered.

At this point an extension of the meeting for an additional half an hour was agreed.

3.7 Deputy Clerk's Report

A meeting with Bream councillors in respect of youth facilities had been arranged.

It was reported that the Bream cenotaph and the 'hard-up' tree, Bream, required refurbishment.

The Deputy Clerk would arrange.

The next meeting would be held at the West Dean Centre under agreed Council protocols, at 7.00 pm, Wednesday 30th September 2020.