



WEST DEAN PARISH COUNCIL

Dave Kent
Clerk to the Council

Clive Hooper (Locum)
Deputy Clerk

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COUNCIL AGENDA

I summon all members to attend the on-line Meeting of West Dean Parish Council to be held on Wednesday 28th October 2020.

This meeting will be open to a maximum of 5 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 28th September 2020. 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 30th September 2020

Attachment 1.3 Minutes 30th September 2020

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

Attachment 1.4 PARISH COUNCIL RISK ASSESSMENT

Attachment 1.4 REPORT ON PARISH COUNCIL HYBRID MEETINGS

2. Items for discussion and decision

2.1 Coronavirus Emergency

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

2.2 Finance and Staffing

i) To authorise October 2020 electronic payments and note payments made by standing order or direct debit

ii) To note other September payments made by standing order or direct debit

Attachment 2.2 ii) October 2020 automatic payments

iii) To appoint 2 electronic signatories for October electronic payments.

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

v) To receive a verbal report on the Financial Inspection conducted on 29th October 2020
(This inspection may not have been completed because of problems in using the EDGE finance system)

vi) To consider the attached report on the flooring of the café area in the West Dean Centre
Please note that this will be paid from the West Dean Centre account.

Attachment 2.2 vi) Proposals for re-flooring the West Dean Centre café

See also Attachment 2.2 ix) West Dean Centre Budget

vii) To consider the Deputy Clerk's report on remedial and inspection work options for the maintenance of Council play park assets

Attachment 2.2 vii) Amenity Report

viii) To approve the 2021-22 as submitted in the attachment below

To agree the precept demand for 2021-22

Attachment 2.2 viii) Draft Budget, reserve level and precept demand for 2021-22

ix) To consider a brief financial report on the West Dean Centre

Please note that the West Dean Centre has a separate bank account, and has not hitherto submitted accounts to Council. The account has always been managed well, and with its user income and the annual grant of £10,000 from West Dean Parish Council, the account holds contingency funds in addition to ongoing revenue funding. However, this arrangement is not satisfactory, and Council is requested to review the management of the Centre's finances, especially to make provision for necessary repair work, for example a requirement to replace or to repair the roof.

Please note that the attached budget forecast shows a projected loss of £27,692 in the 2020-21 financial year, but that there will still be funds of just over £50,000 funds remaining at the end of the current year.

Attachment 2.2 ix) Draft Centre budget outcome forecast for 2020-21

x) To consider grant awards as submitted by the Finance & Staffing Committee at its meeting on 20th October 2020

Attachment 2.2 x) Draft Grant awards October 2020

Council requested to authorise awards for payment following the meeting.

2.3 Climate Emergency/Village Veg Report

To consider the attached Biodiversity Declaration

Attachment 2.3 Biodiversity Declaration

To consider any Climate Emergency/Village Veg report submitted

2.4 Yorkley Court Farm

Situation update – S 106 funds

Attachment 2.4 Yorkley Court Farm Section 106 Fund Report

2.5 Crossing Cottage, Whitecroft

Obstruction to footpath – verbal report

2.6 Newsletter

To consider:

- i) Content
- ii) Distribution
- iii) Progress

2.7 Bream Youth Report

Verbal report from the Deputy Clerk

2.8 Fallen Tree Damage to Council Stone Bus Shelter at the Barracks, Parkend

Council to note and consider appropriate action.

2.9 To Consider Awards for Parish Floral Displays

2.10 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 the schedule of responses to planning applications

Attachment 3.2 i) Planning Application responses

To note response to the Listed Buildings Consent Application at Yorkley Court Farm

Attachment 3.2 ii) WDPC Observations on planning application P0043/20/LBC

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

Attachment 3.4 Committee report

3.5 Clerk's Report

To receive a report from the Clerk

Attachment 3.5 Clerk's Report

3.6 Deputy Clerk

To receive a report from the Deputy Clerk

Attachment 3.6 Deputy Clerk's Report

4. FORTHCOMING DATES AND MEETINGS

Wednesday 25th November 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

THIS MEETING MAY BE RECORDED – AUDIO OR VIDEO