



# 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](mailto:admin@westdeanpc.org.uk)  
Web site: [www.westdeanpc.org.uk](http://www.westdeanpc.org.uk)

## **COUNCIL AGENDA**

19<sup>th</sup> February 2021

I summon all members to attend the on-line Meeting of West Dean Parish Council to be held on Wednesday 24<sup>th</sup> February 2021.

This meeting will be open to a maximum of 15 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 15 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 22<sup>nd</sup> February 2021. Please note that interventions during the formal business of the meeting will not be permitted.

**PLEASE NOTE THAT THIS MEETING MAY BE AUDIO OR VIDEO RECORDED**

Yours sincerely

**Dave Kent**  
Clerk

### **PUBLIC FORUM**

#### **1. Council formal business**

##### **1.1 Council Chair**

- i) Council to elect a Chair
- ii) If the elected Chair is the current Deputy Chair, Council to elect a new Deputy Chair.

##### **1.2 Apologies**

##### **1.3 Declarations of Interest**

**1.4 Minutes of the Previous Meeting** – Council to confirm and authorise for signature the minutes of the extraordinary meeting held on 17<sup>th</sup> February 2021

*Attachment 1.4 Minutes 17<sup>th</sup> February 2021*

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

*Attachment 1.5 Parish Council Meeting Risk Assessment*

*Attachment 1.5 Report on Hybrid Parish Council meetings*

##### **1.6 Co-option of Councillor**

As there has been no request from ward residents for a ballot, Council may now proceed to co-opt a member to fill the Pillowell ward councillor vacancy. Council to determine a procedure for advertising the vacancy and selecting a co-optee.

## **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 February 2021 electronic payments

*Attachment 2.2 i) Electronic payments February 2021 for approval*

ii) To appoint 2 electronic signatories for February electronic payments.

iii) To note the on-line Financial Inspection carried out by SF and AB on 22<sup>nd</sup> February 2021 for the December 2020 process.

*Please note that in view of the difficulty in setting up an on-line procedure for conducting a financial inspection, further inspections for January, February and March must be carried out before the next Council meeting.*

To nominate Councillors to conduct these inspections.

iv) To note the attached documents on the recruitment of a replacement Deputy Clerk following the forthcoming retirement of the current post holder. Council to approve the progress of the recruitment process, considering the attached timescale for the process, the updated job description and the appointment of an interview panel of AG, DO and the Clerk to carry out the interview process.

*Attachment 2.2 iv) Recruitment Timetable*

*Attachment 2.2 iv) Contract of Employment*

*Attachment 2.2 iv) Job Description*

*Attachment 2.2 iv) Person Specification*

*Attachment 2.2 iv) Job advertisement*

v) To consider carrying out dementia friendly works to the West Dean Centre and Council noticeboards

*Attachment 2 v) Tenders – Dementia Friendly Works*

### **2.3 Climate Emergency/Village Veg Report**

*Attachment 2.3 i) Climate Emergency Report*

*Attachment 2.3 ii) FOD Climate Action Report*

*Attachment 2.3 iii) Information card*

*Attachment 2.3 iv) Bill board images*

### **2.4 Newsletter**

To consider:

i) Content

ii) Distribution

iii) Progress

### **2.5 Speed Management Project**

To note the 5 critical sites in the parish identified for speed management

Decisions required in respect of the requests expressed in the attached VAS report:

Who should be appointed to carry out the Management of the System?

Approval to complete the Agreement with GCC Highways

Placement of a Purchase Order for 2 of the 3 VAS Cameras previously agreed

Placement of a Purchase Order for the installation of 5 (or 6) VAS Posts

*Attachment 2.5 Speed Strategy Group*

*Attachment 2.5 Collision Data*

*Attachment 2.5 VAS 1*

*Attachment 2.5 VAS 2-4*

*Attachment 2.5 VAS 5*

## **2.6 Deputy Clerk Issues for Decision**

i) To consider a quotation for dementia friendly works at the West Dean Centre and Parish Notice Boards

*Attachment 2.6 Report Dementia Friendly Works*

## **2.7 Chairman's Items**

If required

## **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 (not available until 22 February 2021)*

### **3.2 Dean Forest Greenway (Multi Use Track Lydney to Parkend)**

A report will be available following a meeting with FODDC planners on Monday 22<sup>nd</sup> February 2021. Meanwhile the local teams have been visiting local householders in Parkend and Norchard to provide reassurance.

*Attachment 3.2 i) Dean Forest Greenway Report*

### **3.3 Gention Grant Awards**

To note that the awards funded by Gention Developments for the benefit of the Bream community have now been advertised. Parish Councillors SF, SC and AS, with P Hiatt from FODDC and the Clerk, have been working with Gention Developments to develop the application form and award criteria.

### **3.4 Public Rights of Way**

To note information on reclaiming potentially lost rights of way

Attachments 3.4 i), ii) and iii)

### **3.5 National Census**

To note information on the 2021 Census

*Attachment 3.5 Census*

### **3.6 Clerk's Report**

To receive a report from the Clerk.

*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 31<sup>st</sup> March 2021 – 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**