



WEST DEAN PARISH COUNCIL

Dave Kent
Clerk to the Council

Kim Carpenter
Deputy Clerk

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COUNCIL AGENDA

24th June 2021

I summon all members to attend the Annual Meeting of West Dean Parish Council to be held on Wednesday 30th June 2021 at the West Dean Centre, Bream.

Because of Covid restrictions, a maximum of 10 members of the public only may attend the meeting. This will be strictly enforced.

Questions for the Council from members of the public should be submitted to the Council in advance or at the Public Forum by members on the public attending the meeting.

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 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 26th May 2021

Attachment 1.3 Minutes 26th May 2021

1.4 Recording and Remote Access for Council Meetings

Council to consider options for recording or live-streaming of Council meetings

2. Items for discussion and decision

2.1 Coronavirus Emergency

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

2.2 Finance and Staffing

i) To authorise June 2021 electronic payments

Attachment 2.2 i) Electronic payments June 2021 for approval

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

iii) To note the on-line Financial Inspection carried out by JD and DO on 24th June 2021.

Attachment 2.2 iii) Financial Inspection report

iv) To nominate Councillors to conduct the July inspection.

v) To receive the minutes of the Finance & Staffing Committee meeting held 16th June 2021 and to consider the recommendations below

Attachment 2.2 v) Draft Minutes of the Finance & Staffing Committee held 16th June 2021

vi) To approve the 2020-21 Annual Governance and Accountability Return with associated documents for signature and submission to the external auditor.

Attachment 2.2 vi) Annual Governance and Accountability Return, explanation of variances and notice of electors rights

vii) To approve the grant awards recommended by the Finance & Staffing Committee

Attachment 2.2 vii) Draft Grant Award spreadsheet

viii) To approve the attached job description for the vacant Caretaker and Janitor position and to approve the advertising of the position.

Attachment 2.2 viii) Job Description: Caretaker and Janitor

ix) To approve the purchase of 2 defibrillators for Berry Hill/Christchurch, 2 for Sling and one for Yorkley.

Under Council's policy defibrillators can be procured for communities provided that the communities provide matched funding (i.e. 50% of the cost). Likely cost around £8,500, of which £4,250 will be contributed by the relevant communities and around £700 recovered as VAT payments. This purchase will be in conformance with Council policy to contribute half the cost of defibrillators provided for public use.

Attachment 3.2 Clerk's report

x) To approve the terms and conditions necessary to enrol the Deputy Clerk into the contractually binding Local Government Pension Scheme.

Attachment 2.2. X) LPPS Terms & Conditions

2.3 Dean Forest Greenway

To note a progress report in the Clerk's Report

2.4 Climate Emergency/Village Veg Report

Council to consider the terms of reference of the recently approved Council Climate Emergency Committee.

Attachment 2.4 i) Climate Emergency Committee T & Rs

Council to consider a climate emergency report

Attachment 2.4 ii) Climate Emergency Report

2.5 Highways and Road Traffic Issues

To receive the minutes of the Highways and Footpaths Committee meeting held on 17th June 2021 and to consider any matter arising.

Attachment 2.5 Highways & Footpaths Committee meeting minutes 17th June 2021

2.6 Yorkley Court Farm

To note issue and to consider any matters in respect of planning, planning enforcement, footpaths, or other matters.

2.7 Governance

To consider any issue relating to Council's committees or policies. To note the forthcoming meeting of the Governance Committee on 12th July 2021

2.8 Planning

To receive the minutes of Committee meetings held on 2nd and 23rd June 2021

Attachment 2.8 i) Planning Committee Meeting Minutes 2nd June 2021

2.9 Youth Provision

To note the minutes of the Bream Youth Provision Group held 17th June 2021

Attachment 2.9 Bream Youth Provision Group meeting minutes 17th June 2021

2.10 Web site/Face Book Page

To consider issues relating to the format and timely updating of Council web and social media presence.

2.11 Five Acres Project Board

No meeting held in June, so no report available

2.12 GAPTC AGM

To consider an invitation to attend the GAPTA AGM at Highnam Community Centre, 9.45 am, Saturday 24th July, 2021

Attachments 2.12 GAPTC AGM

2.13 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

3.2 Legal Issues

i) To note that the Crossing Cottage footpath issue is awaiting action at Forestry England.

Meanwhile a solicitor has been requested to consider this matter, and will report in due course.

ii) To note that the award of £500 to support the action by the residents of Parkend Road, Bream, in challenging charges imposed by Two Rivers Housing in respect of responsibility for footpath maintenance financial responsibilities, has been advised to the residents, and further information on progress is awaited.

3.2 Clerk's Report

To note

Attachment 3. 2 Clerk's Report

3.3 Deputy Clerk

To note

Attachment 3.3 Deputy Clerk's Report

4. FORTHCOMING DATES AND MEETINGS

Please note that these meetings will be face to face meetings under Covid restrictions applicable at the time

Wednesday 7th July 2021 – Planning Committee – a physical meeting at the West Dean Centre under current Covid restrictions

Monday 12th July 2021 11.00 am - Governance Committee

Wednesday 21st July 2021 – Planning Committee

Wednesday 28th July 2021 – Parish Council Meeting

THIS MEETING MAY BE RECORDED – AUDIO OR VIDEO