



WEST DEAN PARISH COUNCIL

Dave Kent

Kim Carpenter

Clerk to the Council

Deputy Clerk

Tel. Parish Office: 01594 564484 (9.00am – 1.00pm)

Email: admin@westdeanpc.org.uk

Parish Office
West Dean Centre
High Street
Bream
Glos.
GL15 6JW

COUNCIL MINUTES

682

Meeting Date: 30th June 2021

Location: West Dean Centre

Present:

WDPC COUNCILLORS: S Crick (SC) (Chair), A Moore (AM), P Dunford (PD), B Evans (BE), A Bruce (AB), S Francis (SF), M Costley (MC), J Richmond (JR), S Yeates (SY), J Dale (JD), A Grant (AG), B Gayler (BG) and S Dunford (SD).

COUNTY COUNCILLOR: B Hoyland (BH)

DISTRICT COUNCILLOR: J Elsmore (JL)

Members of the Public: B Freshwater (BF) and A Darke (DW)

D Kent (DK) (Clerk) and K Carpenter (KC) (Deputy Clerk) were in attendance

PUBLIC FORUM

BF raised issues relating to the Crossing Cottage footpath and property exit splay. He also queried land ownership issues relating to the proposed route of the Dean Forest Greenway.

A D requested that a listed building enforcement be sought from the District Council in respect of the Yorkley Court Farm development. The Clerk would pursue this matter.

He also drew Council's attention to local activities including land trusts, sustainable housing projects and tree planting campaigns which would need support from the Parish Council.

County Councillor B Hoyland presented a report.

COUNCIL FORMAL BUSINESS

1.1 Apologies were received from:

Councillor D Oliver and District Councillors P Hiett and D Wheeler

1.2 Declarations of Interest

In respect of agenda item 2.2 vii) Grant Awards, SF and SD declared interests as members of the management boards of the Forest Health Forum and Yorkley Community Centre respectively.

1.3 Minutes of the Previous Meeting – The minutes of the meeting of 26th May 2021 were accepted as a true record and signed by the Chair.

1.4 Recording and Remote Access for Council meetings

It was resolved that a pilot exercise would be conducted to evaluate the technology to live stream and record Council meetings using technology recently acquired. The evaluation exercise would be carried out at the next Planning Committee on 6th July 2021.

2.1 Corona Virus Emergency

There was no report.

2.2 Finance & Staffing

i) The schedule of electronic payments for June 2021, as presented to the meeting, were approved.

- ii) BG and PD were appointed to make the electronic authorisations for June 2021 bank payments.
- iii) It was noted that JD had conducted a satisfactory financial inspection of documents and bank statements for the previous month.
- iv) The July financial inspection would be conducted by AM and SC.
- v) The minutes of the Finance & Staffing Committee held on 16th June 2021 were approved.
- vi) The Annual Governance and Accountability Report, with associated documents including the Explanation of Variances and the notice of the Exercise of Public rights were approved for submission to the External Auditor. The period of public inspection of 1st July 2021 to 11th August 2021 was approved.
- vii) The Summer Grant awards, as presented by the Finance & Staffing Committee, were approved.
- viii) It was agreed that the recruitment process for the vacant Janitor/Caretaker position would be initiated and the position advertised immediately.
- ix) It was agreed that authorisation would be given for the procurement of defibrillators at Berry Hill (2), Sling (2) and Yorkley (1) under Council's protocols for match funding community contributions.
Consideration would be given to providing a defibrillator at Pillowell.
- x) The Terms and Conditions in the draft Council policy for its membership of the Local Government Pension Scheme were approved.
- xi) Expenditure of £3,294 on necessary safety tree surgery at the Five Acres Sports field was approved subject to clearance from District Council Planning and Forestry England

2.3 Dean Forest Greenway

The Clerk's report was presented.

2.4 Climate Emergency/Village Veg

JD provided a report on community land sources for food production and tree planting, working with the Forest Voluntary Action Forum

The Clerk would remind the owner of land at Marians Walk, Berry Hill, of the request to use land at the site for community recreation, and circulate information on the Parish and Town Council group.

2.5 Highways & Road Traffic Issues

The minutes of the Highways & Footpaths Committee meeting held on 17th June were received.

JR reported that the speed surveys at 5 test sites in the parish area had recorded 15% of traffic travelling at more than 20% above the speed limit. Three sites for the location on poles for Vehicle Activated Signs (VAS) had been identified.

Two speed surveys, as agreed at Council are to be commissioned in the area of the 'Pin Factory' in Whitecroft and at Grove Rd., Berry Hill, to be actioned by GCC Highways. Further work on the locations of VASs poles has to be done at Pillowell & Shortstanding.

2.6 Yorkley Court Farm

Issues had been discussed in the Public Forum.

2.7. Governance

It was noted that a meeting of the Governance Committee would be held on 12th July 2021 to consider and propose necessary revisions to Council policies.

Items to be given priority would be the Council's Code of Conduct and Standing Orders. It was agreed that Councillors would be required to submit a Declaration of Interests return every year.

2.8 Planning

The minutes of meetings held on 2nd and 23rd June were received.

It was noted that a response of no observations had agreed to planning application P303/21/FUL in Berry Hill, and the Clerk would advise the District Council accordingly.

The Clerk would investigate the status of a planning application for Lydney Road, Yorkley.

It was noted that the play area in Bream known as the 'mud park' appeared to have been acquired for housing. This would have the effect of bringing into the area more children at the same time as reducing play facilities. It was agreed that Council would strongly urge that adequate S106 funds for play provision would be provided in any subsequent planning application for the site.

2.9 Youth Provision

The minutes of the Youth Provision Committee meeting held 17th June 2021 were received.

It was noted that land for events was required, and that Bream Sports club was a possible venue. Community support would be required.

2.10 Council Web Site and Face Book page

It was noted that the format of the Council's web site was unattractive and did not present the Council in the best light. It was agreed that a specification for an improved format would be developed, and that a contract for an improved site should go out to tender. A meeting would be held including SD, JD and BE to develop the required specification.

It was desirable that a media policy is developed to deal with this important issue as well as the parish newsletter (2.13 below).

2.11 Five Acres Project

No report received.

2.12 GAPTC AGM

The clerk would provide SF with details.

2.13 Newsletter

It was agreed that the company Docmail Ltd would be approached to provide a print and delivery service for the distribution of parish council newsletters. If the pricing for the service offered was competitive and the service was as required, then the company would be commissioned to print and distribute the forthcoming newsletter.

Otherwise, the quantity of copies ordered from the current supplier would be reduced to 2,500 and the newsletter would be posted on the council web site in a reader-friendly format. Councillors would be requested to deliver copies to local retail, social and other outlets for collection by members of the public.

2.14 Chair's Report

Not presented

3.1 Forest Edge South Neighbourhood Development Plan

A report was presented.

3.2 Legal Issues

It was noted that solicitors had been requested to investigate the status of the footpath at Crossing Cottage, Pillowell, and to the footpath maintenance issues at Parkend Road, Bream.

3.3 Clerk's Report

The Clerk's report was presented.

3.4 Deputy Clerk Report

The Deputy Clerk's report was presented.

The meeting closed at 9.40 pm.

The next Council Meeting would be held as a physical meeting, under Covid protocols, at the West Dean Centre, at 7.00 pm, Wednesday 28th July 2021, *with consideration given to streaming the meeting to external observers.*