



# WEST DEAN PARISH COUNCIL

Kim Carpenter

**Clerk to the Council**

**Deputy Clerk**

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

Email: [admin@westdeanpc.org.uk](mailto:admin@westdeanpc.org.uk)

Web site: [www.westdeanpc.org.uk](http://www.westdeanpc.org.uk)

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

**Number: 707**

**Meeting Date: 24<sup>th</sup> November 2021.**

**Location: The West Dean Centre**

## **COUNCIL MINUTES**

### **PUBLIC FORUM – 7.00 pm to 7.30 pm**

A Darke opened the forum with an update of the situation with Clearwell Turkey Farm and the environmental and biodiversity concerns this has raised for residents especially in respect of the Lesser and Great horseshoe bat populations with the Old Ham Cave, which lies under the access road to the farm. There were many conditions added to the develop of the farm which requires monitoring to ensure compliance but this is almost impossible at present with the resources available at the district council. AD suggested that all the parishes needed to work together on this aspect and potentially get residents involved and potentially set up monitoring teams to assist the planning team.

There was some general discussion about the parish councils needing to work together and support each other when issues and concerns of this scale arising from planning approvals.

P Hiatt gave verbal update from the district council on the following items:

- Terrorism and the need for all councillors to be vigilant during Christmas events following a recent upgrading of the treat levels.
- The Chair of the Council is taking a sabbatical and P Hiatt will be deputising this position during this period.
- Five Acres project is holding an open event for public feedback and ideas on Thursday 25<sup>th</sup> November 2021 at Five Acres High School between 3pm and 7pm.
- The programme board for the levelling up fund will be meeting on Friday 26<sup>th</sup> November 2021 and the government wish to use the Forest of Dean bid as a case study for this funding stream going forward.
- Cabinet is reviewing and auditing the corporate plans and the current service level agreements with other agencies that operate within the district council.
- Domestic Abuse Strategy is a multi-agency piece of work covering 2021-2024
- The authority has also received funding for a community safety officer which will assist the community safety partnership with various projects.
- As chair of various committees and groups P Hiatt was please to be able to write a number of letters of support for the greenway project.
- He also thanked the those who laid wreaths on Remembrance Day and wanted it noted that the cenotaph looks good following the recent works.

## **1. Council formal business**

### **Present:**

**WDPC COUNCILLORS:** S Crick (SC) S Francis (SF) J Richmond (JR) S Yeates (SY) M Costley (MC) B Evans (BE) P Dunford (PD) S Dunford (SD) A Bruce (AB) and A Moore (AM)

K Carpenter (Clerk) in attendance

**COUNTY COUNCILLOR:**

**DISTRICT COUNCILLOR:** P Hiett (PH)

**Members of the public:** A Darke & S Betson

**1.1 Apologies:** A Grant, W Gayler, B Garside, J Dale, D Oliver, B Hoyland

### **1.2 Declarations of Interest:**

There were no declarations of interest.

### **1.3 Minutes of the Previous Meeting:**

These were agreed and signed.

## **2. Items for discussion and decision**

### **2.1 Dean Forest Greenway**

PD read a statement about the project to the meeting. The planning application submission deadline was the 20<sup>th</sup> of November 2021 and the application was submitted by the agent on 19<sup>th</sup> November 2021. Once the application has been verified by the district council planning department it will be available to all councillors and the public.

JR had submitted a motion but under standing orders it was not permitted to be tabled and would therefore become an agenda item for the January 24<sup>th</sup> meeting. SF felt that Greenways & Cycleroutes should attend a meeting as they were acting as the agents for the planning application to explain their role, responsibilities and what had been done to date.

There was a discussion about the planning application and the work that would begin following this is approval is granted for the application. SC acknowledged the difficult circumstances that PD had been placed in when taking over the chair of the steering group and felt that a further meeting should be scheduled to discuss issues and concerns further. The consensus was that all councillors were fully supportive of the project but there were some questions or concerns still to be addressed so that the project can be taken forward and its aims and objective achieved.

### **2.1 Coronavirus Emergency**

There was new direction from government yesterday about the need to undertake a lateral flow test before attending public events. The advice about meetings remains the same as previously but we will need to review the wearing of masks unless speaking, social distancing and the signing into the meeting.

## **2.2 Finance and Staffing**

- i) These were passed on block
- ii) The signatories for November payments are J Richmond and S Crick, with P Dunford as third if required.
- iii) SF advised the meeting that July, August, September & October inspections had been completed and signed off by BE, SD and SF.
- iv) The November financial inspection will be carried out by B Evans and S Crick

## **2.4 Yorkley Court Farm**

There had clearly been breaches to these works and an update from enforcement and the conservation consultant was required. There is a need to keep the pressure on FODDC enforcement to ensure that works are completed to the Grade 2 Listed Building criteria.

**ACTION** – letter to be sent to Conservation Consultant David Haig for representatives of the planning committee to join him on site for a meeting, this is to be sent via Clive Reynolds with a copy to A Moore.

## **2.5 Clearwell Farm**

No new information was available other than the information shared during the public forum by A Darke. Newland Parish are looking at a formal complaint but this need to be evidence based and they are currently collating the information.

## **2.7 Governance**

SF proposed and was seconded by SD that the Whistleblowing Policy be agreed = carried  
SF proposed and was seconded by JR that the Procurement Policy be agreed = carried  
SF proposed and was seconded by SD that the Financial Regulations be agreed = carried

SF added that the next governance meeting would be reviewing the standing orders and ensuring that all policies were consistent with this document. There is still an need for the terms of reference to be updated and approved for planning and the intention would be to review the governance terms of reference after all others were completed.

SF proposed that once all the policies and procedures were updated that the Governance Committee become the Governance & Scrutiny Committee for the parish council, this was seconded by BE = carried

## **2.6 Planning**

There was nothing further to report and all minutes were carried on block.

AM asked about the approval or rejection information of planning applications reviewed by the committee and whether this was now being shared by district officers, BE added that the clerk undertakes to update Newland Parish of the outcome.

## **2.7 Climate Change Committee**

The first meeting of this committee will be held on Tuesday 30<sup>th</sup> November 2021 at 5pm in the West Dean Centre. The agenda for this meeting will be circulated prior to the meeting.

AM added that the district council were looking to bring the sheep fouling cleanse proposal back to the parish council in January but there were no substantial changes to the proposal.

**ACTION** – Clerk to circulate the paper to all councillors.

JR raised the linkages between Highways & Footpaths Committee and this issue and that a recommendation from the committee had been to not accept the responsibility for these cleanses.

## **2.8 Highways & Footpaths Committee**

The minutes for the last meeting had been circulated with the agenda and there would be further discussion about the proposed 20mph limit introductions during January.

The installation of the poles for the vehicle activated signs were due to commence on 7<sup>th</sup> December 2021.

There was some discussion about the programme of pothole filling works and that the county may need to review its strategy on this! JR advised the meeting that during previous discussion on this issue we had been advised that teams are authorised to fill adjoining potholes. AM also added that it was also raised iron work which caused issues for cyclists.

## **2.9 WDPC Play Parks**

There was a discussion about the current facilities and their life expectancy, which was somewhat more positive than first believed. SC added that he was keen to see all age groups across the parish considered and be able to access facilities but there was a need to consider the land we own within any strategy.

PH added that inclusive play was still part of the plans for Five Acres and that a playing field strategy was being developed by Publica which would also consider the playing fields owned by WDPC at Berry Hill.

## **2.10 Chairman's Items**

MC tabled a question about the school room noticeboard from Christchurch, it had been removed during the renovation of the school and was currently being care for by the Vicar but who after several years could no longer do so. The question was about short-term storage while a permanent home was secured, JR suggested that The Hut may be able to accommodate this item and the WDC was proposed if they were unable to assist. PH suggested that the new facility at Five Acres could be its permanent site when the construction phase was complete.

SC informed the meeting that due to no scheduled meeting being held in December that a more social event be organised with a suggestion of Wednesday 15<sup>th</sup> December at 6pm being proposed.

## **3. Items for information - Councillors to Receive and Note**

### **3.1 Forest Edge South (formerly Pillowell) Neighbourhood Development Plan**

There was nothing further to add to this topic.

### **3.2 Clerks Report**

- It was agreed that a building survey be engaged to undertake a roof survey of the West Dean Centre.

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- It was agreed that the additional spend of £300 from the WDC budget could be made to purchase the pool and table football - Proposed by BE and seconded by JR.
- It was agreed that the single wire display system for the cenotaph be purchased. There was also a request made that the wreaths be real flowers from next year rather than the plastic ones currently purchased.
- The contract cleaning and monitoring was not agreed.
- It was agreed that a maximum budget of £5000 be available to renovate the youth shelter. PH added that there may be some grant funding available from FODDC to assist with this, KC to follow up on this potential funding.
- The Edge IT system training was approved for the Clerk.

### **4. FORTHCOMING DATES AND MEETINGS December 2021 & January 2022**

**Tuesday 7<sup>th</sup> December 5pm - Planning Committee**

**Tuesday 14<sup>th</sup> December 12pm – Governance Committee**

**Tuesday 21<sup>st</sup> December 5pm – Planning Committee**

**Thursday 13<sup>th</sup> January 2022 3pm – Highways & Footpaths Committee**

**Wednesday 26<sup>th</sup> January 2022 7pm – Council Meeting**

**Tuesday 4<sup>th</sup> January 2022 5pm – Planning Committee**

**Tuesday 11<sup>th</sup> January 2022 - Climate Change Committee**

**Tuesday 18<sup>th</sup> January 2022 5pm – Planning Committee**

Meeting ended at 21:22