



WEST DEAN PARISH COUNCIL

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FULL COUNCIL MINUTES

Meeting Date: 23rd February 2022. Location: The West Dean Centre

AGENDA No	ITEM/NOTES	ACTION
	<u>Public Forum</u> A member of the public thanked the Pc for the changes that had been made to the website but asked why names were not included within the minutes. They also raised that the minutes of the EGM did not follow the convention of the Full Council minutes and asked if they had been agreed and signed. They also commented that the public participation policy was wordy. Another member of the public wanted to thank Cllr Hiatt (FODDC) for his assistance with an ongoing enforcement issue in Pillowell. <u>GCC Cllr Hoyland</u> – provided an additional verbal update to the report received including a thank you for including the highway report it links to the parish website, which all other towns and parishes were being asked to include on their sites. There had been two green amendments to the budget for a biodiversity officer and a reuse tip shop at Wingmoor Farm HWRC. She also added her extreme sadness at the recent loss of life due to an accident, which had been one of several and that she was working hard to make our roads safer. <u>FODD Cllr Hiatt</u> – provided a verbal update covering the following items: Safer Gloucestershire/Community Safety Partnership – looking at a violent crime from a young person's perspective, antisocial behaviour and supporting families. He recommended the Flare app for the reporting of harassment. Levelling Up Fund – Programme board is looking at monitoring and reporting on the fundings. Five Acres Project Board is reviewing the sports governing body reports and the current demolition on site, which can be viewed via time lapse footage on the FODDC website. Budget – agreed with a 2.65% or £5pa increase on Band D properties, this included some growth items such as a bid writer, a climate emergency officer and additional funding for working with families that are being made homeless from social housing. Cabinet – has approved a 147,968 fund as a homelessness prevention grant with £33k being for a complex need project officer. Parking Enforcement – this is being taken in house	

	Covid 19 Additional Fund Relief – being used to support small businesses Energy Price Cap – Govt has announced additional support due to the increase in energy prices and approximately 29,000 of the 31,000 households may qualify for this support but guidelines have not yet been published. Parish and Town Council Forum – date and time to be confirmed. Cllr Grant asked about the PSPO and it was confirmed that this was still in plan but was now a question of timing. Cllr Grant also raised the issue of signage at road closures, as these were often inadequate at emergency closures and the appropriate diversionary route was not identified. This led into a small debate about the confusion that diversionary signage can have when there is multiple road closures. The public Forum closed at 7:32pm	
1	<u>COUNCIL FORMAL BUSINESS</u>	
1.1	Apologies These were received from Cllr Oliver, Gayler, Moore, Crick and Cllr Gwilliam (FODDC) Cllr P Dunford expressed his disappointment with the number of councillors in attendance at the meeting and that the Chair had not been seen or heard from in some time.	
1.2	Declarations of Interest Cllr Richmond declared an interest in Berry Hill Memorial Institute as a trustee.	
1.3	Minutes of the previous meeting. The minutes of the EGM will be presented for agreement at the March Full Council meeting. Cllr Grant led the meeting through each page of the minutes for accuracy or amendments. Cllr Evans proposed and was seconded by Cllr Francis that the minutes were accepted – agreed.	
1.4	Co-option of parish councillor There was a discussion about the proper procedure for the advertising and co-option of a parish councillor, which currently there is no written procedure. There was much debate about the procedure that had previously been followed and the Clerk was tasked with writing a co-option procedure for future reference and advertising the current vacancy.	CLERK
1.5	Parish Action Plan/Mission Statement There was a debate about where this had arisen and why it was on the agenda for the meeting. Cllr Richmond added that Cllr Yeates recommended some words to include the protection of the heritage of West Dean, but this was felt to need to be carefully worded before	

	inclusion. This item will be carried over to a future meeting to allow for a specific meeting to be focussed on and discussed fully. <u><i>Cllrs Richmond and Costley left the meeting at 8:05pm</i></u> There was further discussion about the use of a mediator/facilitator to help understand why things got to where they did so quickly and that this should be held 'in camera' and not minuted This led into a further discussion about the need for a one-off special meeting with a mediator to discuss any issues or concerns amongst councillors over recent meetings which could form part of the Action Plan meeting. It was agreed to use the training budget for this expenditure.	
2	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
2.1	Dean Forest Greenway The Chair asked if an email had been received from a member of the steering group requesting a meeting be set up? This had not been received by the Clerk. Doodle Poll to be done to organise a steering group meeting	CLERK
2.2	Coronavirus Emergency This was within the Deputy Clerks report as it had been discussed and agreed by the West Dean Centre Committee – currently no change to numbers in the building.	
2.3	Finance & Staffing i) Cllr Evans proposed that the expenditure for February be approved 'on bloc' ii) Cllrs Grant & Richmond would approve payments iii) Cllr Evans advised that the financial check had been completed and everything was in order by Cllr Oliver and himself. iv) Cllrs Francis and Bruce would undertake the February financial checks with Cllr Dale as a reserve. v) The donation to the Men's Shed was considered and it was agreed but a suitable budget heading would need to be established.	CLERK
2.4	Yorkley Court & Clearwell Farm There was no update on Yorkley Court. Clearwell Farm was applying to lift several conditions which the parish has already responded to planning on.	
2.5	Governance The minutes of the meeting were received and agreed with an amendment to say Cllr Dale left the meeting early due to a prior commitment. i) Cllr Francis proposed that Standing Orders be approved but there are some minor amendments required to Point 7 & 4 to reflect the nature of debates and the input of professional advisors and community members to	

	major projects. Once these amendments have been made the approval was seconded by Cllr Evans – agreed ii) there was some debate about the need for this policy and it was felt that the tone was not suitable, even with revision. Cllr S Dunford had developed a summary document (A5) which the meeting felt was a practical and pragmatic solution and this was proposed by Cllr Dale and seconded by Cllr P Dunford as being approved – agreed. Changes to S/O will also be made to incorporate this document. iii) the financial regulations were proposed by Cllr Francis and seconded by Cllrs S Dunford & Grant – agreed iv) Cllr Francis proposed that the terms of reference for Governance be amended to include a scrutiny role, the document presented included this change. Cllr Evans seconded that the terms of reference on the agenda be approved 'on bloc' – agreed There was some discussion about the Amenities Committee and the Youth terms of reference and the crossover these currently had, this needed to be discussed with the Chair's of the committees as to the way forward. Cllr Francis wanted to discuss the advice sought from GAPTC about factual statements, approaches to other bodies for research and the appointment of committees and its membership. This led to a debate about this being part of the training day and it not being the time or place to discuss or should be discussed when the minutes of the meeting are an agenda item. Through the Chair Cllr Hiett added a point of clarification – members of the public can say whatever they like but a Councillor is governed by a complaints regime which can be formally investigated via the Monitoring Officer.	
2.6	Planning Cllr P Dunford proposed that the planning minutes be approved 'on bloc', this was seconded by Cllr S Dunford – agreed	
2.7	Climate & Biodiversity The Chair gave a brief update on the previous evenings meeting, which was a productive one.	
2.8	Play Parks Cllr Bruce was very outraged about an article in a district councillors' newsletter which claimed credit for the youth shelters relocation to the West Dean Centre. The Clerk was asked to advise the meeting how this move came about, which was duly done and covered the sale of the land by FODDC, the formal request from FODDC to remove the shelter, the relocation by M&H Spraying to the West Dean Centre and its placement in the car park, its subsequent dismantling for renovation as approved by Council in November 2021. The meeting was also advised that a post had been placed on social media to advise residents of the shelter's renovation.	

	Cllr Bruce also spoke about the consultation which needs to be done with the village for the replacement of the items removed from Bowson Sq. play area. It was suggested that this could be a Jubilee project and to seek funding on this basis. There was some discussion about the play park at the West Dean Centre and why its location was chosen, Cllr Hiatt added that there were funding opportunities through Safer Streets and Community Safety to potentially move this to the area near the road where it would be more visible with access directly from the pavement.	
2.9	Chair's Items There were no items for discussion or information.	
3	<u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE & NOTE</u>	
3.1	Forest Edge South NDP This was moving to a conclusion and currently the draft housing needs survey was being prepared for consultation. Sitting with the NDP will be a design code, this is currently being developed by the consultants which would cover their interpretation and the FOD Design Guide. It was hoped that the draft NDP would be available for consultation during the summer of 2022. There was some discussion about the legal status of an NDP but it was advised that this would be quoted and used by the WDPC planning committee. It is a tool for the planning committee to help prevent or amend developments that are not in keeping with the character of the area.	
3.2	Clerk's Report The report was accepted but the grant application was deemed not to be an emergency but for this to proceed it requires two councillors to bring forward as an emergency grant application.	
3.3	Deputy Clerk's Report This reported was noted and it was agreed for K Toombs to undertake an evaluation of the office space and buildings for both insurance/asset purposes and to ascertain if the level grant funding to the WDC from the parish is in line with current costs.	
3.4	Public Forum Follow-up Cllr Hiatt suggested that a review of the grant awards be done as he believes that Sling FC had received a grant to make the fencing at the football field board proof. This has been subsequently checked and funding of £250 was granted in 2019 for grass cutting & pitch maintenance.	
4	Forthcoming Meeting Timetable – March 2022	

	Tuesday 1st March - Planning Committee at 5:30pm – West Dean Centre Thursday 10th March – Climate & Biodiversity Committee at 7pm – West Dean Centre Tuesday 15th March – Highways & Footpaths Committee 3pm – West Dean Centre Tuesday 15th March - Planning Committee at 5:30pm – West Dean Centre Wednesday 30th March – Full Council at 7pm – West Dean Centre	
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