



WEST DEAN PARISH COUNCIL

Kim Carpenter
Clerk to the Council

Phil Holland
Deputy Clerk

Tel. Parish Office: 01594 564484 (9.00am – 1.00pm)
Email: admin@westdeanpc.org.uk
Web site: www.westdeanpc.org.uk

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

Meeting

FULL COUNCIL MINUTES

Date: Location: The West Dean Centre

Present at Meeting:

Cllrs Crick, Francis, Dale, Bruce, Grant, Costley, Yeates, Oliver, P Dunford, S Dunford, Evans, Gayler and Moore

AGENDA No	ITEM/NOTES	ACTION
	Public Forum There was no public session due to no members of the public being in attendance.	
22041	<u>COUNCIL FORMAL BUSINESS</u>	
22041.1	Apologies Cllr Richmond – Covid (observing via Google Meet)	
22041.2	Declarations of Interest Cllr Crick declared that he along with many other councillors knew two of the co-option candidates.	
22041.3	Co-option of parish councillor Cllr Crick advised the meeting that elections for all councillor posts were a year away and that the current co-option vacancy had received three applications, for which he thanked those who had applied. He hoped that the unsuccessful candidates would work with the parish to make it a better place to live. There was some discussion about the voting process and how this should be done, whether that was via ballot papers or show of hands. A vote was held about this process and it was carried by the vote that the elections would be voted on by show of hands. Only one candidate attended the meeting and was able to present to the Council their application, Mrs W Harris spoke to council about her	

Wednesday, 04 May 2022

	application and the experience she would bring to the role. After this brief presentation she was thanked by the Chair for her time and her interest in the vacancy. Mrs Harris then left the meeting. There followed a discussion about the strengths, weaknesses and general impression of each candidate from either personal knowledge or information contained in their applications. Cllr P Dunford wanted it note that he was concerned about an email sent approximately 45mins prior to the meeting that was intended to jeopardise an application from a candidate. He felt this was scurrilous behaviour and a breach of the Code of Conduct and informed the meeting that he would inform the candidate of these proceedings along with the Monitoring Officer. There were further discussions about what the Council was aiming to achieve over the next year and which of the candidates would serve these ambitions successfully. The vote was then taken, this was completed over two rounds and the co-option vacancy would be offered to Mr F McGuinness, who received the majority vote. The candidate has now signed the Declaration of Acceptance of Office, the Register of Interests will be completed shortly for inclusion on the website and registration with the Monitoring Officer and has be provided with additional policies and procedures of the Council. They would also be required to attend the 'Being a good Councillor' training provided by GAPTC.	
22041.4	Minutes of the previous meeting. The minutes of the previous meeting were agreed as being an accurate record of the meeting and the decisions made by Council.	
22042	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
22042.1	Finance & Staffing	
22042.1i)	The approval of the schedule of payments were carried by the vote	
22042.1ii)	The Councillors appointed to authorise the electronic payments for April 2022 are Cllrs Grant and P Dunford.	
22042.1iii)	Cllrs Francis and Evans advised the Council that the financial inspection for March had been completed and everything was found to be in order.	
22042.1iv)	The Councillors appointed to undertake the April financial inspections were Cllr Evans and Oliver.	
22042.1v)	Budget monitoring was briefly discussed and would be a standing item on the Finance section for monitoring at Council.	

22042.2	Five Acres playing field There was a brief written request presented to council asking for permission to use the playing field during the Centenary Celebrations for the Memorial Institute, if required, with the offer from the Institute to make good any damage to the field if necessary. The motion - <u>To consider and decide about the use of the playing field for the Berry Hill Community Centenary Celebration event of the Memorial Institute.</u> Was carried by the vote with a stipulation that no heavy vehicles be taken onto the field during adverse weather conditions or if the ground is already soddened.	
22042.3	COP26 International Forestry Agreement The motion - <u>To consider and decide if a lawyer needs to be commissioned to review the legal standing of the parish regarding COP26.</u> Was discussed in some depth as most of the parish area lies within the statutory forest national park, designated in 1834 by The Commissioner of the Wood and in 1938 was the designation of it as the Forest of Dean National Forest Park. The question is about how the COP26 agreement effects the planning system for the parish and what it will mean, has there been an exception granted for the area? Forestry England sought an exception to allow for the mining of coal within the district. There was a great deal of discussion about the phrasing of the question and who should be contacted in the first instance to seek guidance and opinion on this concern. It was suggested that this needed a separate meeting with the forward planning manager, the district cabinet member for the climate emergency and potentially the environment lead to assist in this discussion. A motion was proposed by Cllr S Dunford and seconded by Cllr Dale that this be given to the Climate & Biodiversity Committee to develop the initial question to the FODDC planning department. This was carried by the vote.	
22042.4	West Dean Centre Committee 22042.4i) There was a discussion about the additional information sought from the potential contractors by the Deputy Clerk but there was still a debate about the need to remove the moss from the roof and it was suggested that another building surveyor be contacted to undertake a review of the condition of the roof.	

22042.4ii)	Thanks was given to the Deputy Clerk for the time and work spent on seeking the additional advice and information requested at the March meeting. The motion to change the lighting on the West Dean Centre to those with daylight sensors was amended to the following: <u>Motion – to investigate all potential options for changing the current external lights on the West Dean Centre including but not limited to alterations in wiring, solar powered lighting, sensor lights and the insurance company about security of the building if the lights were not illuminated during the night.</u> This motion was carried by the vote.	
22042.5	Training Day This has proved difficult to establish as its been difficult to find a mediator to work with the Council, there is the Civility & Respect Project with National Association of Local Councils (NALC) but this is still in its infancy and resources are not currently available. The Council discussed the issues surrounding the engagement of a facilitator and allocated a budget of £500 for this training day facilitator. There was some discussion about having an informal debriefing session following the Council meetings and it was proposed by Cllr Crick and seconded by Cllr S Dunford that this be trialled following this meeting.	
3	<u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE & NOTE</u>	
3.1	Planning Committee Cllr P Dunford advised the meeting that there were no contentious applications at present and moved that the minutes of the committee meetings be approved on bloc – this was carried by the vote There followed some discussion about the removal of a hedge row at Marians Walk Berry Hill, the land of which is subject to a current planning application, and it was felt that a formal letter be sent to the landowner, either Two Rivers Housing or the Hughes family detailing the Council's concerns due to protected species within the hedge, as identified in the planning application.	
3.2	Climate & Biodiversity Committee The Chair thanked the members of the Community Orchard which meet with the committee to discuss its formation and subsequent management. It was a very informative session which provided valuable insight and information.	

	Cllr Gayler left the meeting at 8:14pm. The attendance was low for the meeting and the Chair added that the projects needed people to support and to effect change. There was also some discussion about the resource library and the potential for space to be allocated within the Community Library, initial discussions about this have taken place but needs finalising with the library. There was some brief discussion about books that could be included within this resource. Cllr Oliver left the meeting at 9pm.	
3.3	Highways & Footpaths Committee The minutes of the meeting were received and a draft copy of the letter about the development of a circular walk of the boundary stones was circulated to all present for comment, further work on this letter would be undertaken before being sent to County and District Councils along with Forestry England.	
3.4	Chairs Items Nothing to report	
3.5	Clerks Report Website & Email – change of domain to gov.uk – this was not carried. Five Acres – Council asked for district to submit a formal proposal for consideration. Emergency Planning – Cllrs Yeates, S Dunford, Crick and Evans all agreed to be involved in the emergency plan for the parish, although this will also need community involvement. Edge End Noticeboard – instruction issued to get this repaired and also investigate why a noticeboard has not yet been installed at Christchurch.	
3.6	Public Round-up There was no public round-up following the meeting.	

Forthcoming Meeting Timetable –

Day	Date	Time	Committee	Location
Jun-22				
Tues	7th June 2022	5.30pm	Planning Committee	West Dean Centre
Thurs	9th June 2022	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	21st June 2022	3.00pm	Highways & Footpaths Committee	West Dean Centre
Tues	21st June 2022	5.30pm	Planning Committee	West Dean Centre
Weds	29th June 2022	7.00pm	Full Council	Pillowell Village Hall
Jul-22				
Tues	5th July 2022	5.30pm	Planning Committee	West Dean Centre
Thurs	14th July 2022	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	19th July 2022	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	19th July 2022	5.30pm	Planning Committee	West Dean Centre
Weds	27th July 2022	7.00pm	Full Council	Berry Hill Memorial Hut