



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

FULL COUNCIL MINUTES

Meeting Date: 30th March 2022, 7pm

Location: The West Dean Centre

Present: Cllrs Grant, Francis, Gayler, Evans, Richmond, P Dunford, Yeates and Costley

Clerks: K Carpenter & P Holland

AGENDA No	ITEM/NOTES	ACTION
2203	Public Forum – opened at 7pm, closed at 7:15pm A member of the public, having previously contacted the Clerk to provide information about the subject for discussion, asked for assistance from the Council in the establishment of a community orchard in Sling. The group exploring this orchard have received support from members of the climate & biodiversity committee and the other community orchards established in the area but now required further assistance in the discussion with Forestry England on the licence agreement to use the identified land and for someone to hold the licence on their behalf. The request to the Council was for the Clerk to undertake initial discussions with Forestry England about the agreement to lease the land and any potential costs this may incur. The general response from Council was very supportive of these aims and ambition of developing a community orchard in Sling and were willing for the Clerk to engage with FE on the licence for the land use. <u>GCC – Cllr Hoyland</u> Cllr Hoyland had circulated the monthly report to the Council prior to the meeting but she did provide a brief resume of its content. The headlines from the report were: • Highways & Roads – resurfacing, link to map within the report • Climate Group • Parliamentary Boundary Review – check for potential impacts on WDPC • Children & Families – OFSTED report • Adult Social Care – closure of Westbury Court	CLERK
22031	<u>COUNCIL FORMAL BUSINESS</u>	
22031.1	Apologies	

	Apologies were received from: Cllrs Bruce, Moore, S Dunford, Oliver, Crick and Dale These were accepted by Council.	
22031.2	Declarations of Interest Cllr Richmond declared an interest in Berry Hill Memorial Institute which was to be part of a later agenda item for discussion and decision.	
22031.3	Minutes of the previous meeting. The minutes of the previous were confirmed as an accurate record and were signed by the Vice Chair.	
22031.4	Extraordinary Meeting of 25th January 2022. The minutes of the previous were confirmed as an accurate record and were signed by the Vice Chair.	
22031.5	Summer Meeting Programme The council were asked to resolve the acceptability of booking Council meetings at 7:30pm as part of the summer meeting programme due to some venues, Parkend & Yorkley, not being able to accommodate a meeting until a later time. This was discussed by those present and the following motion was proposed by Cllr P Dunford and seconded by Cllr Evans. Motion – that time of meetings are not changed and that the plans to arrange meetings at Parkend and Yorkley be excluded from the programme. This was agreed by a vote.	
22032	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
22032.1	Finance & Staffing	
22032.1i	The March 2022 schedule of payments and credit card transactions were agreed by the vote.	
22032.1ii	The two Councillors appointed as signatories for March 2022 electronic payments are Cllrs P Dunford and A Grant.	
22032.1iii	The report of the February 2022 financial inspection was received from Cllr Francis, although being the only Councillor available for the inspection, the details were gone through with all questions about invoices and payments being answered to her satisfaction.	
22032.1iv	The two Councillors appointed to undertake the March 2022 financial inspection were Cllrs Evans & Gayler.	
22032.1v	The donation, which had been approved in February Full Council, was allocated to the Climate budget – agreed by a vote	
22032.1vi	The motion to approve the extension of the grass cutting contract with the incumbent contractor was agreed by a vote with the understanding that this service would be tendered for 2023/24 onwards.	
22032.1vii	The Clerks attendance at SLCC appraisal training was agreed by a vote under the condition that the costs were not more than £40	
22032.1viii	The salary back payments for staff following the completion of the LGA pay negotiations were agreed by a vote	

	This led to a debate about the need for these works, the specification of required works and what each contractor was proposing within their quotation. ACTION - It was agreed by a vote that further clarification and detail would be sought from Company B and that both quotations would be circulated to Cllrs for information.	DEPUTY CLERK
22032.4ii	Hearing Loop at WDC – this project had been ongoing for some time and there was a discussion about the merits of installing one loop or having all meetings rooms completed at the same time. There was some debate about the need to be inclusive and provide a service to all users in all meeting rooms but the meeting agreed by a vote with one against to instruct Company B to install a hearing loop in the main hall initially and then look to extend into remaining meeting room later.	
	ACTION - instruction to be issued to Company B to install the hearing loop in Eales & Gosling Rooms	DEPUTY CLERK
22032.4iii	Playground Inspections – the annual playground inspection are due in April and additional quotes were sought for these inspections to ensure that best value was being achieved. The quotes were discussed and the information about having a rolling contract was also debated and council resolved to give Notification of Termination of this contract to the current inspection company following the April 2022 inspection programme. ACTION – Contact Company A to confirm the annual inspections for 2022 and advise of the intention to terminate the contract.	DEPUTY CLERK
22032.5	Christchurch Honour Roll Board Cllr Costley gave brief update on the current situation of this honour roll board and where it is being housed awaiting final fixture to the building wall. He advised that the board needs to be reframed, glazed and fitted to the building wall and this would require a joiner. The motion was for Council to resolve to fund these alterations to the board, there was some debate about the potential cost of these works and it was agreed that a budget of £500 be set for this project. The motion was proposed by Cllr Costley and seconded by Cllr Evans with delegated responsibility being given to Cllr Costley to seek the quotes for the works – this was agreed by a vote	
22032.6	Forestry England – Forest Plan Consultation This item was debated but there was some misunderstanding about the Forest of Dean Land Management Plan Consultation from Forestry England and what was being proposed. There was some discussion about the unknown heritage assets within the area and how these should be identified, signposted with designated walkways to access, all of which would be managed by the proposed Built Heritage and Archaeology Advisory Panel for the Forest of Dean who would assist in the decision-making process.	

	Following the debate Council resolved to respond to the consultation with the following comment: 'The Forest should be maintained in public ownership in perpetuity' ACTION – Agreed comment from Council to be submitted on behalf of WDPC to the consultation by Forestry England.	CLERK
22032.7	Chairman's Items There were no items for this item but the Vice-Chair had collected the Welcome Back Fund planters and needed confirmation of where the remaining two needed to be delivered. Cllr Richmond confirmed that one was intended for the Memorial Institute and the general feeling was that the other was for Whitecroft but those present were unsure!	
22033	<u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE & NOTE</u>	
22033.1	Forest Edge South NDP There was a brief update following a meeting where the final collation of information and photo's for the document was discussed and the intention to go to print during the Summer.	
22033.2	Dean Forest Greenway Cllr P Dunford present a brief verbal report of the steering group meeting and the issues with ancient woodland being a key element of the sustainability report from FODDC. Cllr Dunford added that his agenda had been over ambitious considering the work required on the ecological reports. Cllr Dunford remarked on the failure of the technology for the meeting which meant that the clerk could neither hear nor see proceedings and that alternatives should be sought to prevent this recurring. Monthly meetings would now be scheduled to discuss the various stages of work and there would potentially be sub-groups to deal with certain aspects if required. The focus of the project was to achieve the planning approval and all work would be focussed on this at present the other items such as constitution, terms of reference, funding etc would follow on from this approval. There was then some general discussion about the required works and the need not to incur wasted time and resources on some elements at present and the role that scrutiny would take in the project as it developed. There was also some brief debate about the project being too big for a parish and that it should sit with a larger authority such as the County Council, this then followed with further comments about this project changing after planning was approved.	
22033.3	Planning Committee Cllr P Dunford gave a brief report on the planning committee minutes, including the use of delegated powers due to a meeting not being quorate. The minutes were approved on bloc.	

	There was also a discussion about the sink holes that have appeared near Marians Walk, with Cllrs Richmond & Yeates meeting the resident concerned about this issue and raising this with the Deputy Gaveler, who advised of this likely being the site of a wash out seam. The resident is exploring their insurance situation. This also led to a brief discussion on the drainage at the proposed social housing site and the further objection to this site raised by the County Environmental Officer.	
22033.4	Yorkley Court Farm/ Clearwell Farm There were no further updates on Yorkley Court Farm of Clearwell Farm. Cllr P Dunford did raise the enforcement issue at Whitegates and asked the Clerk to chase a response to a previous email so he could liaise with residents.	
22033.5	Climate & Biodiversity Committee There was no report on the climate & biodiversity committee as the Chair and other councillors had sent apologies for the meeting. The minutes of the meeting were received.	
22033.6	Clerks Report The report was present and accepted by Council and the following actions were agreed: KJ Toombs to be contacted to provide a valuation for the land at Marians Walk at a cost of £50 plus VAT – agreed by a vote Cllr Grant asked to suspend Standing Orders to extend the meeting by 30 minutes, this was seconded by Cllr Francis – agreed by a vote There was some discussion about the Zoom technology and the merits of other proposed but as very few meetings are held via this method (DFG) it was agreed to change services to Microsoft 365 Business Basic at £4.50 per month – agreed by a vote	
22033.7	Deputy Clerks Report The report was present and accepted by Council but they wanted to have clarification of the breakdown for the rental income for the WDC from the KJ Toombs as its was unclear what the parish office rental costs would be.	
22033.8	Public Round-up – 10 minutes No public round-up	

22034 Forthcoming Meeting Timetable –

Day	Date	Time	Committee	Location
Apr-22				
Tues	5th April 2022	5.30pm	Planning Committee	West Dean Centre
Thurs	14th April 2022	6.30pm	Climate & Biodiversity Committee	Berry Hill Community Orchard & The Memorial Institute
Tues	19th April 2022	3.00pm	Highways & Footpaths Committee	West Dean Centre
Tues	19th April 2022	5.30pm	Planning Committee	West Dean Centre
Weds	27th April 2022	7.00pm	Full Council	West Dean Centre
May-22				
Tues	4th May 2022	5.30pm	Planning Committee	West Dean Centre
Weds	11th May 2022	7.00pm	Annual Parish Assembly	West Dean Centre
Thurs	12th May 2022	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	17th May 2022	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	17th May 2022	5.30pm	Planning Committee	West Dean Centre
Weds	25th May 2022	7.00pm	Annual Full Council	Ellwood Football Club