



# WEST DEAN PARISH COUNCIL

Kim Carpenter  
Clerk to the Council

Phil Holland  
Deputy Clerk

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GL15 6JW

## FULL COUNCIL MINUTES

**Meeting Date:** 25<sup>th</sup> May 2022

**Location:** Ellwood Football Club, Bromley Road, Ellwood, GL16 7LZ

| AGENDA No  | ITEM/NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ACTION |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|            | <p><b>Public Forum</b> – opened 19:05</p> <p>Cllr S Phelps, Environment Lead, FODDC invited Council to become involved in a new campaign to open the Mireystock Tunnel as part of the cycleway to Lydbrook. The tunnel lies some 50m or so outside of the parish boundary, its opening for use would mean that residents and tourists would no longer need to cross the A4136.</p> <p>The launch event for this campaign is being held at Ruardean Hill on Friday 24<sup>th</sup> June 2022, an invite to this event will be shared in due course</p> <p>Public Forum closed at 19:15</p> |        |
| <b>1</b>   | <b><u>COUNCIL FORMAL BUSINESS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
| <b>1.1</b> | <p><b>Apologies</b></p> <p>Apologies were received and noted from Cllr Oliver, who was unable to attend due to work commitments.</p> <p>Cllrs Hiett and Hoyland also tendered their apologies.</p>                                                                                                                                                                                                                                                                                                                                                                                        |        |
| <b>1.2</b> | <p><b>Declarations of Interest</b></p> <p>Declarations of Interest were received and noted in respect of the following agenda items from:</p> <p>2.2viii) Cllr Grant – mailing list of Parkend Village Garden</p> <p>2.2viii) Cllr Dale – Yorkley Community Growing Steering Committee member</p> <p>2.2viii) Cllr Bruce – Yorkley Community Growing Steering Committee member</p> <p>2.2viii) Cllr Richmond – Trustee of Berry Hill Memorial Institute</p> <p>2.2viii) Cllr Yeates – attendee at Committee meetings of Berry Hill Memorial Institute</p>                                 |        |

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| 1.3 | <p><b>Minutes of the previous meeting.</b></p> <p>The minutes of the Council meeting held on Wednesday 27<sup>th</sup> April 2022 were agreed by resolution of Council to be an accurate record of the meeting with the following amendments, Pg 5 Cllr S Dunford request for report into West Dean Centre grant funding from Council and Pg 6 the Climate &amp; Biodiversity Committee meeting to be held in Pillowell Village Hall.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 1.4 | <p><b>Election of Chair of Council</b></p> <p>Council to receive any nominations and elect the Chair of Council for 2022/23.</p> <p>There was proposal from Cllr P Dunford, seconded by Cllr Evans that Cllr McGuinness become Chair of West Dean Parish in six months' time. There was some discussion about how this would work and if all parties found this acceptable.</p> <p>Cllr Moore nominated Cllr Crick to continue as Chair which was seconded by Cllr McGuinness.</p> <p>This proposal was carried by resolution of Council.</p> <p>Cllr Francis, seconded by Cllr Richmond nominated Cllr Grant to continue as Vice-Chair of West Dean Parish.</p> <p>This proposal was carried by resolution of Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 1.5 | <p><b>Committee Structure and Chairs</b></p> <p>Council to confirm the committee structure for 2022/23 and confirm the Chair of each committee.</p> <p><u>Motion from Cllr Grant - Council to consider the attendance at committee meetings and to nominate three specific councillors into the roles of Chair, Vice-Chair and one other permanent councillor for each committee, with these being in attendance, as a priority, to ensure all committee meetings are quorate.</u></p> <p>Cllr Grant provided some background to this motion including that by having a nominated Chair, Vice-Chair and Councillor for each committee who took ownership of the committee to ensure that it would be quorate. All Councillors would also remain ex officio members of every committee, but this could ensure better attendance at meetings. Cllr Evans seconded this motion but before this was put to Council to vote an amendment was made by Cllr S Dunford that at this time the Chair and Vice-Chair be nominated.</p> <p>This amendment was accepted and was agreed by resolution of Council with the additional provision that a review be undertaken of all committees to identify where amalgamations could be identified for further discussion by Council.</p> |  |

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|                | <p>The following Chairs and Vice Chairs were nominated and agreed by resolution of Council:</p> <p>Finance &amp; Staffing – Chair Cllr Grant, Vice-Chair Cllr Francis<br/> Planning – Chair Cllr P Dunford, Vice-Chair Cllr Evans<br/> Governance &amp; Scrutiny – Chair Cllr Francis, Vice-Chair Cllr Richmond<br/> Climate &amp; Biodiversity – Chair Cllr Dale, Vice-Chair Cllr Bruce<br/> Highways &amp; Footpath – Chair Cllr Richmond, Vice-Chair Cllr Yeates<br/> West Dean Centre – Chair Cllr McGuinness, Vice-Chair Cllr Costley<br/> Amenities – Chair Cllr S Dunford (appointed during item 2.4iii)</p> |  |
| <b>22051.6</b> | <p>Councillors to restate their declarations of interest for 2022/23 and provide the Clerk with completed declarations of interest for updating of the FODDC Monitoring Officer and the parish website.</p> <p>The paperwork was shared with all Councillors to complete for 2022/23 for inclusion on the Parish website and to be shared with the FODDC Monitoring Officer. This prompted questions around the declaration of political party membership and other organisations such as the Masons. The Clerk will seek GAPTC advice on this and relay to Council.</p>                                            |  |
| <b>22051.7</b> | <p><b>Declaration of Gift or Hospitality</b><br/> Councillors to complete the Gifts &amp; Hospitality declaration form for 2021/22 and provide the Clerk with the completed form.</p> <p>These forms were shared with Councillors for completion for the 2021/22 to be given to the Clerk. Councillors were also advised that this document could be completed at anytime throughout the year if they were offered any gift or hospitality during their public role.</p>                                                                                                                                            |  |
| <b>22051.8</b> | <p><b>Armed Forces Covenant</b><br/> Council to affirm and agree to sign the Armed Forces Covenant.</p> <p>Cllrs Evans and Grant agreed that this should be supported.</p> <p>The Council confirmed its support for this Covenant by resolution, with 1 abstention and 10 in favour and 3 uncast votes.</p> <p>Clerk to arrange for completion, signature and return of the Armed Forces Covenant.</p>                                                                                                                                                                                                              |  |
| <b>2</b>       | <b><u>ITEMS FOR DISCUSSION AND DECISION</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>22052.2</b> | <p><b>Finance and Staffing</b><br/> To receive minutes of the Staffing and Finance Committee, held on 18<sup>th</sup> May 2022, reports and updates on the Councils' financial standing:</p> <p>The minutes were agreed by resolution of Council.</p>                                                                                                                                                                                                                                                                                                                                                               |  |

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| <b>22052.2i)</b>   | <p>It was noted that the adoption of the budget and confirmation of the precept although discussed in January 2022, it had not been included in the minutes.</p> <p>This resolution to confirm the expected income of £187,497, the expected expenditure of £186,042 and the precept of £187,176 was agreed by unanimous vote of Council</p>                                                                                                                                                                                                                                                                                                                               |  |
| <b>22052.2ii)</b>  | <p>To agree the annual standing orders and direct debit payments from the WDPC Unity Trust account.</p> <p>The list of Standing Orders and Direct Debits from the West Dean Parish Council Unity Trust account for 2022/23 was agreed by unanimous resolution of Council.</p>                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>22052.2iii)</b> | <p>To agree the May 2022 payment schedule, DD's, SO's and credit card transactions, totalling £11081.18</p> <p>The payment schedule for May 2022, totalling £11081.18 was agreed by unanimous resolution of Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>22052.2iv)</b>  | <p>To appoint two Councillors as signatories for the May 2022 electronic payments.</p> <p>The following Councillors were appointed to authorise the May 22 schedule of payments from the WDPC Unity Trust account – Cllr P Dunford and Cllr S Dunford with Cllr Richmond as reserve.</p>                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>22052.2v)</b>   | <p>To receive a report from Councillors Evans and Francis that the April 2022 financial inspections for WDPC and WDC have been satisfactorily conducted. To receive reports that bank reconciliations for WDPC and WDC have been reviewed and signed as accurate.</p> <p>Cllr Evans gave a brief report to Council on the Financial checks undertaken on Monday 23<sup>rd</sup> May 2022, with Cllr Francis attending in place of Cllr Oliver, who was unavailable due to work commitments. Cllr Evans advised the meeting that all invoices and receipts were correct and noted that the accounts for the West Dean Centre were also monitored during the inspection.</p> |  |
| <b>22052.2vi)</b>  | <p>To appoint two Councillors to conduct the May 2022 financial inspections of the WDPC and WDC accounts.</p> <p>The Council appointed Cllrs Bruce and Grant to undertake the May financial inspection.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>22052.2vii)</b> | <p>To receive, monitor and note the budget spreadsheets for WDPC and WDC for 2022/23.</p> <p>These were noted by Council and no issues or questions were raised.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

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| 22052.2viii) | <p>Council to receive and approve the Community Grant information following discussion and decision on grants awards at Finance &amp; Staffing Committee held on 18<sup>th</sup> May 2022.</p> <p>The Council after some discussion agreed by resolution to award the following grants to the following applicants:</p> <ul style="list-style-type: none"> <li>• Berry Hill Over 60's - £1,000 agreed and awarded</li> <li>• Ellwood Youth FC - £1,500 agreed and awarded</li> <li>• Pillowell Recreation Ground - £1250 agreed and awarded</li> <li>• Sling FC - £2,500 agreed and awarded</li> <li>• Sling in Bloom - £500 agreed and awarded</li> <li>• Sling Playing Field - £1,500 agreed and awarded</li> <li>• Yorkley Playgroup - £1,500 agreed and awarded</li> <li>• Citizens Advice Service - £2,000 agreed from Budget 5000 (allocated)</li> </ul> <p>The following applications received declarations of interest from Cllrs Grant, Dale, Richmond, Moore, S Dunford &amp; Yeates.</p> <ul style="list-style-type: none"> <li>• Parkend Community Growing - £,2703.29 agreed and awarded by a limited vote</li> <li>• Yorkley Village Garden - £2,700 agreed and awarded by limited a vote</li> </ul> <p>The following applications were not successful in receiving funding from this round of Community Grants:</p> <ul style="list-style-type: none"> <li>• Bream Cricket Club</li> <li>• Parkend Church</li> <li>• Whitecroft Allotments</li> </ul> |  |
| 22052.2ix)   | <p>Council to approve the addition of the Community Grant awards to the Unity Trust bank to enable payment during May 2022 to those applicants who were awarded funding.</p> <p>Council agreed by resolution that the Grant awards to added to the May payment schedule by the Clerk for authorisation on 26<sup>th</sup> May 2022.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 22052.2x)    | <p>Council to receive and agree Staff Appraisal plans for 2022/23.</p> <p>After a brief discussion around line management reporting structure for the Clerk it was agreed by resolution that the Council adopt the plan for staff appraisals and that the following Councillors would undertake the appraisals.</p> <ul style="list-style-type: none"> <li>• Clerk - Cllrs Grant &amp; S Dunford</li> <li>• Deputy Clerk – Clerk &amp; Cllr Grant (Chair of Finance &amp; Staffing)</li> <li>• Cleaner – Clerk &amp; Cllr Grant (Chair of Finance &amp; Staffing)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 22052.2xi)   | <p>Council to note and approve the enrolment of the Deputy Clerk, Mrs P Holland into the NEST pension scheme.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |

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| 22052.2xii)                                                                                       | <p>The enrolment of the Deputy Clerk into the Nest pension scheme was agreed by resolution of the Council.</p> <p>Council to note and approve the Annual Internal Audit Report for 2021/22, which will form part of the AGAR return.</p> <p>The internal audit report was presented and approved by unanimous resolution of the Council. With a note from Cllr Francis to say well done to the Clerk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 22052.3                                                                                           | <p><b>Governance &amp; Scrutiny Committee</b></p> <p>To receive the minutes of the Governance &amp; Scrutiny Committee held on 17<sup>th</sup> May 2022.</p> <p>Council to confirm and adopt the following documents:</p> <ul style="list-style-type: none"> <li>• Councillor Induction Guide</li> <li>• Dispensation Guidance</li> <li>• Scheme of Delegation</li> </ul> <p>Council resolved to approve the minutes and Governance documents on bloc by a unanimous vote with a revision to the wording of part C, No 4. These were proposed by Cllr Francis and seconded by Cllr Richmond/Grant.</p> <p>There was an additional resolution that any ambiguous or legal phrases within the documents would be included within a glossary of terms.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 22052.4<br>22052.4i)<br><br><br><br><br><br><br><br><br><br>22052.4ii)<br><br><br><br>22052.4iii) | <p><b>Amenities &amp; Play Equipment</b></p> <p>Council to discuss the motion from October 2021 concerning the future provision of play equipment across the parish and how this can be funded either from budget allocation or grant applications.</p> <p>There were concerns about the loss of some play equipment and how this could be replaced, but it was acknowledged that a review of play provision was required across not only parish owned land but also other play areas. It was suggested that an audit be undertaken of all play equipment, and this be compared with provision in other parishes. Cllr Moore added that this would be a mammoth task due to the size of the parish, but it would provide an opportunity to make provision more uniform.</p> <p>To consider the information being gathered from residents contacting the deputy clerk with suggestions for Bowson play area, being generated in part from the notice at the park.</p> <p>Council to discuss how the amenities committee can be reformed to discuss and work on issues surrounding council assets and service contracts.</p> <p>There was a brief discussion about the amenities committee and the need to capture the provision of play equipment. Cllr S Dunford</p> |  |

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|                | volunteered to become Chair of this committee with Cllr Moore being the Vice-Chair, this was agreed by unanimous resolution of the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>22053</b>   | <b><u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE &amp; NOTE</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>22053.1</b> | <p><b>Forest Edge South NDP</b></p> <p>A brief update report was received and noted by Council. Cllr S Dunford added that the report, which included a comprehensive design guide would be published during the summer. There was a limited return to the housing needs survey, but it did demonstrate that no-one in the area could afford to buy their first home in the FODDC area.</p> <p>There was a discussion about the FODDC consultation on the planning design guide and how WDPC and the new design guide from Forest Edge South could input into this consultation. Cllr S Dunford offered to extract the checklist from the NDP document to share with the planning committee.</p> <p><b><u>At 21:30 Cllr Richmond called a point of order to suspended Standing Orders and increase the time of the meeting by an additional 30 minutes – this was agreed by unanimous resolution of Council.</u></b></p> |  |
| <b>22053.2</b> | <p><b>Planning Committee</b></p> <p>To receive and note the minutes of the planning committee meetings held on 3<sup>rd</sup> May 2022 and 17<sup>th</sup> May 2022.</p> <p>Cllr P Dunford gave brief report about the planning committee meetings, thanking Cllr Evans for his meeting with residents of Brockhollands to discuss a planning in principle application.</p> <p>Council resolved by resolution to approve the minutes of the meetings on bloc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>22053.3</b> | <p><b>Climate and Biodiversity Committee</b></p> <p>To receive and note the minutes of the Climate &amp; Biodiversity Committee held on 12<sup>th</sup> May 2022.</p> <p>The minutes of the meeting were noted and approved by resolution of Council. The next meeting will be held at Pillowell Village Hall on Thursday 9<sup>th</sup> June, 7pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>22053.4</b> | <p><b>Annual Parish Assembly</b></p> <p>To receive and note the minutes of the Annual Parish Assembly held on 11<sup>th</sup> May 2022.</p> <p>The minutes of the Parish Assembly were noted and approved with the following amendments: Cllr Francis apologies to be added and the full Climate &amp; Biodiversity report to be publish as an annex to the minutes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

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| <p><b>22053.5</b><br/><b>22053.5i)</b></p> <p><b>22053.5ii)</b></p> | <p><b>West Dean Centre</b><br/>To receive and note the minutes of the WDC Management Committee AGM held on 17<sup>th</sup> May 2022.</p> <p>The annual meeting was not quorate, so it was cancelled and rearranged for Tuesday 14<sup>th</sup> June 2022, 7pm in the Witherby Room, WDC.</p> <p>To receive the report detailing the West Dean Centre grant allocation and its cost breakdown of the centre and its operations.</p> <p>Cllr S Dunford thanked the Clerk for the detailed report received on the West Dean Centre grant, there was some discussion about increasing energy costs and whether this account would then have a deficit! The Clerk advised that this was unknown at this time but budget monitoring monthly along with bank reconciliation would enable us to prepare for such an eventuality.</p> |  |
| <p><b>22053.6</b></p>                                               | <p><b>Chairs Items</b></p> <p>There were no items from the Chair.</p> <p>The Annual Governance Statement and Accounts Statements would be presented at June Council for approval and submission to PK Littlejohn, external auditor.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <p><b>22053.7</b></p>                                               | <p><b>Clerks Report</b><br/>To receive the report from the Clerk.</p> <p>The Clerk's report was briefly discussed and noted by Council</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <p><b>22053.8</b></p>                                               | <p><b>Deputy Clerks Report</b><br/>To receive the report from the Deputy Clerk.</p> <p>The Deputy Clerk's report was discussed and approval by unanimous vote, with one abstention, was given to engage a building surveyor to assess the roof, this document being signed by the WDC Chair.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <p><b>22053.9</b></p>                                               | <p><b>Public Round-up – 10 minutes</b><br/>A period set aside for comments or remarks from the public gallery.</p> <p>There was no public round-up following the meeting.</p> <p><b><u>Council Meeting closed at 22:02</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

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| 4      | 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 | Pillowell Village Hall |  |
| 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 |  |

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| <b>Jul-22</b> |                       |                |                                             |                                |
| <b>Tues</b>   | <b>5th July 2022</b>  | <b>5.30pm</b>  | <b>Planning Committee</b>                   | <b>West Dean Centre</b>        |
| <b>Thurs</b>  | <b>14th July 2022</b> | <b>7.00pm</b>  | <b>Climate &amp; Biodiversity Committee</b> | <b>West Dean Centre</b>        |
| <b>Tues</b>   | <b>19th July 2022</b> | <b>11.00am</b> | <b>Governance &amp; Scrutiny Committee</b>  | <b>West Dean Centre</b>        |
| <b>Tues</b>   | <b>19th July 2022</b> | <b>5.30pm</b>  | <b>Planning Committee</b>                   | <b>West Dean Centre</b>        |
| <b>Weds</b>   | <b>27th July 2022</b> | <b>7.00pm</b>  | <b>Annual Full Council</b>                  | <b>Berry Hill Memorial Hut</b> |