



WEST DEAN PARISH COUNCIL

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FULL COUNCIL MINUTES

Meeting Date: Wednesday 27th July 2022

Location: The Hut, Berry Hill, Coleford

Present: Cllrs A Grant, B Gayler, B Evans, F McGuinness, M Costley, S Yeates, J Richmond, S Francis, S Dunford, P Dunford, J Dale, A Bruce, S Crick

Clerks: K Carpenter & P Holland

AGENDA No	ITEM/NOTES	ACTION
	Public Forum The forum opened at 19:00 A resident of Ellwood presented information to Council about the concerns the village has about speeding traffic on Bromley Road and other lanes around the village. Several concerns were detailed, and key times of day were identified when increased speeds were being noticed. There have been concerns raised by the school and nursery about this issue in their newsletters, with unfortunately little effect. The village are now seeking support to introduce speed activated signs and potentially bin stickers to try and slow the traffic, which is also increasing. A full copy of this information can be found in Appendix A. Cllr P Dunford proposed that this issue to be referred to Highways & Footpaths Committee for further consideration and action, this was seconded by Cllr Evans and carried by the vote. A member of the Spikes & Shoes training club was in attendance to discuss the current condition of the storage container located at the Five Acres field. A brief precis of how the club was formed, functions and their charitable donations was given to the meeting. The concerns about the container are due to the roof thinning and bowing, which allows water to enter the container but the most pressing was the dangers presented to anyone climbing onto the roof and the potential for someone to go through trapping a leg, arm, or body. An application for grant	

	funding had been submitted to council for consideration to replace the container. There was some discussion about liability and where this would lie in the event of an incident. Which was also followed by a few suggestions for repairing or replacing the roof of the current container although the resident advised that the Rugby Club would need to be involved in any discussion about repair. <u>The public forum closed at 19:35</u>	
22071	<u>COUNCIL FORMAL BUSINESS</u>	
22071.1	Apologies Apologies were received from Cllr Oliver who was unable to attend the meeting due to being at her place of employment.	
22071.2	Declarations of Interest There were no declarations of interest declared at the meeting.	
22071.3	Minutes of the previous meeting. The minutes of the council meeting held on 29th June at Pillowell Village Hall were agreed as a correct record of the meeting.	
22072	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
22072.1 22072.1i) 22072.1ii) 22702.1iii) 22702.1iv)	Financial Reports to Council To receive reports and updates on the Council's financial standing. The payment schedule for July 2022 of DD's, SO's, credit card BACS payments totalling £7,177.33 were agreed by vote of the Council. The Councillors appointed to approve payments for WDPC were Cllrs Grant & Richmond. The Councillors appointed to approve payments for WDC were Cllrs Crick and P Dunford. To receive a verbal report from Cllrs Evans & McGuinness that the June 2022 financial for the WDPC and WDC accounts were correct and that invoices were checked against the corresponding payment. All transactions had been shown to be satisfactory and no issues were raised with any of the payments or processing of invoices.	

22702.1v)	Council noted the copies of the WDPC and WDC bank reconciliation information that were part of the June financial inspection.	
22072.1vi)	Councillors Dale and Moore were appointed to undertake the July 2022 financial inspection and the date for this inspection was set for 18 th August 2022.	
22072.1vii)	Council received the budget monitoring spreadsheets for WDPC and WDC, there were no comments from Council on this information. The Clerk did add that there needed to be a review at Finance & Staffing Committee during August/September as some budgets were overspent due to unexpected issues and this needed to be address within the budgetary spend. Cllr Grant proposed to Council that in respect of failures of the current accountancy provider in respect of income tax and pension calculations that Council consider the following alternative providers. There was a brief discussion about the performance of the current provider and that there have been concerns about their work since 2021. Three alternative companies had been contacted, on recommendation from other parish or town councils, and responses had been received from two companies. Cllr Grant recommended that another provider in Lydney be engaged as they provided a comprehensive response to the enquiry and were offering a better price. There was further debate on any claim which could be made against the current providers professional indemnity insurance and the reporting of this to the Financial Regulation Authority. There was a question about how the budget for pensions was calculated and if the misinformation as regard to payment levels was used to set the budget, this was confirmed. Cllr S Dunford proposed that a letter of intention to cancel the arrangement and make a claim against them for the pension payments and move to another provider as well as reporting this to the FRA. This was seconded by Cllr Francis and carried by vote of the Council.	
22072.2	Governance & Scrutiny Committee	
22072.2i)	The minutes of the Governance & Scrutiny Committee held on Tuesday 19 th July 2022 were received and approved by Council.	
22072.2ii)	Cllr Francis moved that the following documents were agreed on bloc:	

	• Financial Regulations • Privacy Notice for Staff and Councillors • Grant Award Policy • Grant Application Form These were all approved by resolution of Council. Cllr Francis then proposed that Council accept the modification to the clerks contracts of employment to include the Financial introduction to Local Council Administration as an additional qualification that would earn one increment in pay when the qualification was completed and awarded to the officer. There was some brief discussion about this qualification and the current qualifications detailed in the contracts, a draft copy was supplied with the meeting agenda, Cllr Bruce noted that there were some typos which would need correcting. This recommendation was proposed by Cllr Francis, seconded by Cllr Richmond, and agreed by resolution of the Council. Cllr Francis advised the meeting that the next agenda for Governance & Scrutiny would have the following documents for discussion: • Training & Development Policy • Publication Scheme • Initial action planning and mission statement development	
22072.3	Highways & Footpaths Committee Cllr Richmond proposed the following motion to Council: That WDPC apply to the Gloucestershire Community Speed Watch Fund for additional road safety funding/equipment to combat speeding within the parish making our roads safer for our residents whether cycling, walking, or driving. He advised the meeting that contact had been made with all County Councillors that covered the parish and support for the application had been sought and given from Cllr B Hoyland. There were some questions about which fund was being applied too and the requirements of the application in detailing how much was being requested and where or what this funding would and could be used to provide for the communities in the parish. Cllr Richmond added that he would draft up the outline of this proposal prior to the Highways & Footpath Committee meeting on 16th August for discussion and any amendment prior	

	to submitting. This proposal was agreed by resolution of the Council with one abstention. The discussion also moved on to encompass the current vehicle activated signs, speed surveys and purchase of new equipment as Cllr Richmond had received an offer from District Council Chair Cllr T Gwilliam of £1000 towards the cost of a sign for use in the Berry Hill, Christchurch, and Edge End wards. Budgetary considerations had been pulled together by the Clerk covering various options that indicated any potential overspend and an option that was within current budget, see Appendix B for information. Cllr Richmond proposed that the option that was underbudget was agreed, this would include 3 x speed surveys, conversion of current signs to solar and the purchase of a new solar powered sign with the donation offered from Berry Hill being accepted to support this purchase. Cllr S Dunford proposed an alternative option that included all the previous motion but had 6 x speed surveys and utilised some of the contingency budget to support this very important work for community safety, this was seconded by Cllrs P Dunford, Dale, Moore, and McGuiness. The amended proposal was agreed by resolution of the Council.	
22073	<u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE & NOTE</u>	
22073.1	Forest Edge South NDP Cllr S Dunford gave the council advanced notice of the designation of green spaces within the FES NDP as being something that would be brought to Council in August for discussion and decision on whether a identified parcel of land owned by the parish would be included in this process. The designation as a green space offers identified parcels of land additional protection but also restricts certain aspects of the planning process and could be an additional hurdle to overcome if the use of the site was changed significantly from an open space for community use.	
22073.2	Planning Committee Cllr P Dunford moved that the minutes of the planning committee be agreed on bloc, this was agreed by resolution of the council.	

	There was also a discussion about key documents and plans from District Council and Forestry England that would need consideration and discussion before any formal feedback could be provided. These plans were: • Local Strategic Plan, which was felt to be light on details and there were several other points which needed to be discussed prior to any feedback to the consultation • Forestry England (FE) – Cannop pond proposal. There needs to be some discussion around the proposed options set out in the consultation document before the parish could respond to the consultation on this proposal. Cllr P Dunford proposed that these be added to the next Planning Committee Agenda for discussion and agreement on parish position prior to any feedback to the consultation documents. Cllr P Dunford also advised the meeting that the tack room, which had been subject to an enforcement notice, had now been demolished. Cllr Moore noted that the coal mine in Oakenhill Wood, Parkend had now been filled in, there had been some brief discussion about this at Climate & Biodiversity Committee. Cllr Yeates added that FE had gained an exemption on mining being a cultural component from the COP 26 international agreement.	
22073.6	Chairs Items – taken out of sequence for emergency grant item This was discussed again briefly to confirm that the grant application from Spike & Shoes would fall within the normal Autumn grant process. The question of the container ownership and the insurance necessary and any liability were further discussed but not resolved as the current containers are owned by the rugby and football clubs.	
22073.5	Climate & Biodiversity Committee Cllr Dale gave a summary of the meeting and its attendance, there are some concerns about ward councillor representation at the meeting as this needs all villages to be on board. Cllr Dale made a plea for representatives from each village to be nominated to attend the meeting, be they councillor or resident. The August Climate & Biodiversity Committee has been cancelled and all agenda items will be on the September meeting agenda.	
22073.4	Dean Forest Greenway Steering Group	

	Cllr P Dunford gave a brief verbal report of the meeting and expounded the knowledge and expertise of the team working on the venture. Cllr Dunford did raise a concern with Council that the size of the project was too big for a parish council to lead on, and that this should be done by either County or District Council with WDPC as an active partner. There was some general agreement with this though from Council, but there was also a concern that this could put the project at risk!	
22073.5	Code of Conduct - Complaints process & outcomes Cllr P Dunford, called for this part of the meeting to be in camera, as he wanted to discuss with Council issues and concerns, he had after receiving a decision notice from the monitoring officer about a complaint he had raised, which was a confidential report, and the requests within the decision notice not being actioned. After a reasonable discussion it was agreed that the training session the following evening was the appropriate platform to explore these issues further. Cllr Richmond raised a point of order however the item then proceeded.	
22073.6	Chairs Items Cllr Grant also requested that this be in camera as it concerned an employee and their National Insurance contributions. The proposal was for this situation to be rectified which was agreed by unanimous resolution of the council.	
22073.7	Clerk's Report A very brief report was presented to Council by the clerk.	
22073.8	Deputy Clerk's Report A report was presented to Council for consideration and the following decisions were agreed by resolution: 2273.8i) Company A to be engaged for the moss clearance from the West Dean Centre at a cost of £5095. Cllr Dale thanked the deputy for her work on this issue. 2273.8ii) Greenfields would be engaged to undertake repairs to the playhouse at Crowash Road play area at a cost of £850.20. 2273.8iii) Anti-climb paint and warning signs were to be purchased for the fencing, drainpipes, and youth shelter roof at the West Dean Centre at a cost of £136.98	

22073.9		Public Forum Follow-up			
		There was no public round up at this meeting of the Council.			
		The meeting closed at 22:07			
4		Forthcoming Meeting Timetable –			
Aug-22					
Tues	2nd August 2022	5.30pm	Planning Committee	West Dean Centre	
Thurs	11th August 2022	7.00pm	Climate & Biodiversity Committee	West Dean Centre	
Tues	16th August 2022	3.00pm	Highways & Footpaths Committee	West Dean Centre	
Tues	16th August 2022	5.30pm	Planning Committee	West Dean Centre	
Tues	16th August 2022	7.00pm	West Dean Centre Management Committee	West Dean Centre	
Weds	31st August 2022	7.00pm	Full Council	West Dean Centre	
Sep-22					
Tues	6th Sept 2022	5.30pm	Planning Committee	West Dean Centre	
Thurs	8th Sept 2022	7.00pm	Climate & Biodiversity Committee	West Dean Centre	
Tues	20th Sept 2022	11.00am	Governance & Scrutiny Committee	West Dean Centre	
Tues	20th Sept 2022	5.30pm	Planning Committee	West Dean Centre	
Weds	28th Sept 2022	7.00pm	Full Council	West Dean Centre	