



WEST DEAN PARISH COUNCIL

Kim Carpenter
Clerk to the Council

Phil Holland
Deputy Clerk

Tel. Parish Office: 01594 564484 (9.00am – 4.00pm)
Email: admin@westdeanpc.org.uk
Web site: www.westdeanpc.org.uk

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

COUNCIL AGENDA

To Members of West Dean Parish Council

Dear Councillor

I summon all members to attend a meeting of West Dean Parish Council to be held on Wednesday 26th October 2022, at the West Dean Centre, Bream. The meeting will follow the usual Open Forum, which will begin at 7.00pm.

IN ACCORDANCE WITH THE COUNCIL'S CLIMATE EMERGENCY POLICY, PLEASE DO NOT BRING SINGLE USE BOTTLES OR CUPS TO THIS MEETING

PLEASE NOTE THAT THIS MEETING MAY BE AUDIO OR VIDEO RECORDED

Yours sincerely

Kim Carpenter
Clerk

PUBLIC FORUM – 7.00 pm to 7.30 pm

Dean Forest Greenway – Cllr P Dunford, to offer an apology from the Steering Group to residents identified in the planning application.

22101	<u>Council Formal Business</u>
22101.1	Apologies To receive any apologies for absence
22101.2	Declarations of Interest To receive any declarations of interest from Councillors.
22101.3	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held on 28 th September 2022. <i>Attachment 1.3 – Minutes of the Council Meeting held on 28th September 2022.</i>

22102	<u>Items for Discussion and Decision</u>
22102.2	Finance Reporting for WDPC & WDC. To receive reports and updates on the Councils' financial standing:
22102.2i)	To agree the October 2022 payment schedule including standing orders, direct debits, and credit card transactions totalling £8,500 – <i>Attachment 2.2 October payment schedule, with legislation detailed which allows the parish to spend.</i>
22102.2ii)	To appoint two Councillors as signatories for October 2022 electronic payments.
22102.2iii)	To receive a report from Councillors Bruce and Moore that the September 2022 financial inspections have been satisfactorily conducted and to appoint two Councillors to conduct the October 2022 financial inspections.
22102.2iv)	To receive the budget monitoring spreadsheets for WDPC and WDC <i>Attachments 2.2iv) – Working Budget 2022/23 WDPC & Working Budget 2022/23 – WDC</i>
22102.2v)	To agree core elements of the EdgeIT system and costs, which consists of the finance module including the facilities and facilities+(to be funded from the WDC budget) to provide a modernised bookings calendar on the WDPC website. <i>Attachment 2.2v) – AdvantEDGE Online - 5-year contract Quote – Q18130B</i>
22102.2vi)	To agree and approve the Autumn Grant awards as recommended by Finance & Staffing and approve the minutes of the meeting held on 14 th October 2022 <i>Attachment 2.2vi) – Autumn grant award summary</i> <i>Attachment 2.2vi) – minutes of the Finance & Staffing Meeting held on 14th October 2022</i>
22102.3	District & County Councillor Feedback Motion proposed by Cllr S Dunford – the section allocated to the County and District Councillors for their reports should be a separate agenda item, the recommendation is that this be 1.2 on the agenda. This moves the reports out of the public forum into Council business, so it prevents time allocated to the public forum being taken up by Councillor reports. This will also allow debate on the matters in hand.
22102.4	Captains Green To receive a request from Mr H Kear to agree permission for him to undertake boar proofing works at Captains Green as his expense. <i>Attachment 3.4 – Letter from Mr H Kear</i>

22102.5	Scarr Bandstand To receive a request from the Friends of Scarr Bandstand to purchase a tensile fabric structure canopy roof for the bandstand. <i>Attachment 3.5 – Letter from Friends of Scarr Bandstand</i>
22102.6	Cannop Ponds To consider the request from the Chief Verderer that WDPC write to Forestry England to support the repair and retention of the dams at Cannop Ponds. <i>Attachment – 3.6 email to Cllr Yeates from Chief Verderer</i>
22102.7	Grass Cutting To resolve to incorporate into the grass cutting contract specification the mowing of the verge opposite West Dean Centre, running alongside the school fencing between the cross roads and the end of the school buildings. The area of verge in question has no defined ownership and is unkempt therefore defiling the ambience of the village. The surface is minimal in the context of the grass cutting contract.
22102.8	Warm Space Council to agree to support an application for £8,000 grant funding to support the warm space initiatives within the parish area.
22103	<u>Items for Information – Councillors to note</u>
22103.1	Planning Committee
22103.1i)	To receive the minutes of the planning meetings held on Tuesday 4th October and 18th October 2022. <i>Attachments 3.1) Minutes of the planning committee held on 4th October 2022 & Minutes of the planning committee held on 18th October 2022</i>
22103.2	Climate and Biodiversity Committee To receive the minutes of the meeting held on 13th October 2022. <i>Attachment 3.2 – Minutes of the Climate & Biodiversity Committee held on 13th October 2022</i>
22103.3	Highways & Footpaths Committee To receive the minutes of the meeting held on 18th October 2022. <i>Attachment 3.3 – minutes of the Highways & Footpaths Committee held on 18th October 2022</i>
22103.5	Chairs Items To receive any reports or information from the Chair
22103.6	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting

ITEMS WITH NO UPDATE OR REPORT TO PRESENT TO COUNCIL

Dean Forest Greenway – No meeting scheduled until late Autumn
Clearwell Farm – no further planning reports currently
Yorkley Court – no further planning reports but update from FODDC Enforcement shared
Governance & Scrutiny – no meeting scheduled until 15th November 2022

22044

Forthcoming Dates and May 2022 Meetings

Nov-22

Tues	1st November 2022	5.30pm	Planning Committee	West Dean Centre
Thurs	10th November 2022	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	15th November 2022	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	15th November 2022	5.30pm	Planning Committee	West Dean Centre
Weds	30th November 2022	7.00pm	Full Council	West Dean Centre

Dec-22

Tues	6th December 2022	5.30pm	Planning Committee	West Dean Centre
Thurs	8th December 2022	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	20th December 2022	3.00pm	Highways & Footpaths Committee	West Dean Centre
Tues	20th December 2022	5.30pm	Planning Committee	West Dean Centre

No Full Council meeting held during December

1

The Public Open Forum is designed to give electors the opportunity to make representations to the Council or to ask questions. It takes place before the formal meeting of the Council.

2

The time allocated to the whole period of the open forum is 30 minutes.

3

Whether your attendance is part of a deputation or as an individual, the spokesperson will be invited to put the case with a maximum time limit of 10 minutes. Follow up speakers will be allowed 5 minutes in total.

4

The Chairman will decide whether he can advise the deputation immediately or if he needs to sound out members and/or consult the Clerk. The Chairman will then inform the deputation what action the Parish Council intends to take.

5

The initial response by the Council will be to establish if the matter is something which the Council should be involved in as a matter of public interest or is a private matter for the electors to deal with themselves.

6

What the Council may not be able to do at this initial stage is to attempt to solve the actual problem itself. What the Council will do is to decide the best method to deal with the problem and this can take several forms as follows –

The Council can decide -

- (i) The degree to which the Council can act as advocate on behalf of the individual or group of electors.
- (ii) To refer the matter to a Committee of the Council for action.
- (iii) To place the matter on a future Parish Council agenda.
- (iv) To instruct the Clerk to make further enquiries or conduct correspondence on behalf of the deputation or arrange meetings as considered necessary.
- (v) If the matter is already on the Council agenda the Chairman will invite electors to make any points they feel are relevant regarding the agenda item. The deputation can then remain and listen to the debate in Council
- (vi) If, during the formal meeting, the Chairman feels that the deputation has information which will be useful to the Council, the Chairman with the agreement of members can invite a spokesperson to address the Council.