



WEST DEAN PARISH COUNCIL

Kim Carpenter
Clerk to the Council

Phil Holland
Deputy Clerk

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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 25th January 2023, at the West Dean Centre, Bream. The meeting will follow the Public 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 AND MAY BE ADDED TO THE PARISH COUNCIL WEBSITE OR STREAMED LIVE OVER SOCIAL MEDIA

Yours sincerely

Kim Carpenter
Clerk

PUBLIC FORUM – 7.00 pm to 7.30 pm

23011	<u>Council Formal Business</u>
23011.1	Apologies To receive any apologies for absence
23011.2	Declarations of Interest To receive any declarations of interest
23011.3	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held on 30 th November 2022. <i>Attachment 1.3 – Minutes of the Council Meeting held on 30th November 2022.</i>

23012	<u>Items for Discussion and Decision</u>
23012.1	Finance and Staffing To receive reports and updates on the Councils' financial standing:
23012.1i	To agree the January 2023 payment schedule, Direct Debits, and credit card transactions totalling £9469.70 – <i>Attachment 2.1i January payment schedule, with legislation detailed which allows the parish to spend.</i>
23012.1ii	To appoint two Councillors as signatories for January 2023 electronic payments.
23012.1iii	To receive a report from Councillors Dale & Moore that the November 2022 financial inspections have been satisfactorily conducted.
23012.1iv	To appoint two Councillors to conduct the December 2022 & January 2023 financial inspection.
23012.1v	To receive the budget monitoring information for WDPC and WDC. <i>Attachments 2.1v – Working Budgets 2022/23 WDPC & WDC & Budget overview document</i>
23012.1vi	To agree the 2023/24 Budgets for WDPC and WDC and the recommendation from the budget meeting that 75% of potential election costs are allocated for 2023.
23012.1vii	To agree the precept for 2023/24 of £216,211.00
23012.2	Scarr Bandstand <u>REQUEST</u> Friends of Scarr Bandstand is seeking the agreement of West Dean Parish Council to: Change the current Licence between WDPC and Forestry England for use of Scarr Bandstand to a 5-year (or more) Lease between Friends of Scarr Bandstand (primary body) and West Dean Parish Council (secondary body) and Forestry England. <u>REASON</u> Friends of Scarr Bandstand, as a charity, intends to seek significant funding for the proposed permanent roof over the Bandstand. To access funding (for example from Heritage Lottery Community Fund), Friends of Scarr Bandstand need to be <u>named</u> on a 5-year (or more) Lease with Forestry England. Forestry England are aware of the need to change the licence to a 5-year lease and has expressed its willingness for this change. To ensure the best future for the Bandstand, it is felt that West Dean Parish Council's continuing support going forward is vital. We are therefore suggesting that the new Lease with Forestry England has Friends of Scarr Bandstand as the lead body, with West Dean Parish Council as the secondary body. Forestry England have expressed their willingness for this arrangement. We are therefore asking WDPC to approve this change. We can then progress this with Forestry England.

23012.3	Men's Shed To receive the following motion proposed by the Planning Committee :- 'Recommend that Council consider writing a letter of support for the Men's Shed to the Forest of Dean District Council in support of the valuable work and assistance that this charity provides in relation to social inclusion, mental health and the wellbeing of the men who utilise this resource'
23012.4	WDPC Newsletter To review mock-up of Newsletter and agree the setting up of a working group to finalise the content and distribution of the newsletter.
23012.5	Governance & Scrutiny Committee
23012.5i	To receive the minutes of the meeting held on 17th January 2023 with the following recommendation/s to Council. <i>Attachment 2.4i – Minutes of the Governance & Scrutiny Committee held on 17th January 2023 and to approve the following documents:</i> • <i>Standing Orders</i> • <i>Procurement Policy</i> • <i>Safeguarding Policy</i>
23012.5ii	Council to consider further minor amendments to 9a, 9b, 9c, and 9d of the Code of Conduct as previous proposed by Cllr S Dunford which provides a local agreement of actions for Council following a Monitoring Officers report about breaches to the Code of Conduct. <i>Attachment 2.4ii – Code of Conduct with further minor amendments to 9a, 9b & 9c.</i>
23012.6	Climate and Biodiversity Committee To receive and note the minutes of the Climate & Biodiversity Committee held on 8th December 2022 and 12th January 2023. <i>Attachment 3.2 – Climate & Biodiversity minutes from 8th December 2022 and 12th January 2023.</i>
23012.6i	Streetlights & Dark Skies: This motion is in response to these declarations. West Dean Parish Council is aware that: A CPRE report found that 1/3rd of local authorities turned off streetlights between 23.00 – 05.00 or 00.00 – 05.00. The benefits of turning streetlights between these hours are well-researched and proven and include: • Cost savings. • Carbon reduction. • Turning streetlights off between the hours mentioned above improves biodiversity, and wildlife. • Better for human sleep patterns.

	The beauty of the night sky can be appreciated. The Council recognises that: Turning off streetlights would require local support. <u>The Motion proposes that:</u> West Dean Parish Council produce a survey and initiates a consultation process in two areas of our parish to determine whether residents support turning off streetlights for the benefits detailed.
23012.7	Staff Training To approve the enrolment into the CiLCA mentoring with GAPTC and the CiLCA course SLCC at a total cost of £845 for the Deputy Clerk (GPATC = £395 & SLCC = £450). To approve the enrolment into the FiLCA course with the SLCC for the Clerk at a cost of £150.
23013	<u>Items for Information – Councillors to note</u>
23013.1	Dean Forest Greenway To receive a report from the Chair of the steering group about the current progress of the planning application for the DFG through the planning process and any issues that are currently stalling progress.
23013.2	Planning Committee To receive and note the minutes of the Planning Committee meetings held on 6th December 2022 and 17th January 2023. <i>Attachment 3.1 – Planning Committee minutes from 6th December 2022 and 17th January 2023.</i>
23013.3	West Dean Centre To receive information from the Deputy Clerk about the 'Safer Street' grant from the Community Safety Partnership and its progress.
23013.5	Chairs Items To receive any reports or information from the Chair.
23013.6	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting

23014

Forthcoming Meetings:

Feb-23				
Tues	7th February 2023	5.00pm	Planning Committee	West Dean Centre
Thurs	9th February 2023	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	21st February 2023	3.00pm	Highways & Footpaths Committee	West Dean Centre
Tues	21st February 2023	5.00pm	Planning Committee	West Dean Centre
Weds	22nd February 2023	7.00pm	Full Council	West Dean Centre
Mar-23				
Tues	7th March 2023	5.00pm	Planning Committee	West Dean Centre
Thurs	9th March 2023	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	21st March 2023	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	21st March 2023	5.00pm	Planning Committee	West Dean Centre
Weds	29 th March 2023	7.00pm	Full Council	West Dean Centre

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.