



WEST DEAN PARISH COUNCIL

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Clerk to the Council

Phil Holland
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FULL COUNCIL MINUTES

Meeting Date: Wednesday 30th November 2022
Location: The West Dean Centre
Present: Cllrs A Grant, S Dunford, J Richmond, S Francis, S Yeates, B Gayler, S Crick (Chair), B Evans, M Costley, J Dale, A Bruce. and P Dunford
Clerks: Ms K Carpenter, Mrs P Holland

AGENDA No	ITEM/NOTES	ACTION
	Public Forum - Opened at 7pm A resident from New Road, Pillowell spoke about the condition of the road and its need for repair – <u>ACTION</u> - Highways Area Manager and County Councillor to be contacted about this issue. <u>FOLLOW UP ACTION</u> - An update will be provided to the resident via Cllr P Dunford. The meeting received the Forest Dean District Councils report from Cllr P Hiett, this had been circulated prior to the meeting except for the additional details about the Five Acres Development and the progress of the project, this included information about their ambition to bring social and economic value to the area during the design and build of the development. The Member briefing slide presentation will be shared with Council. A resident from Bream raised several questions, which they stated would be emailed into the office, about several aspects relating to the processes and procedures of Council. ACTION – contact Monitoring Officer & GAPTC re-advice on disclosure of memberships. Another resident, via a Councillor, made a statement about a response to a letter responding to previously raised questions, and its follow-up sent on 29/22/2022 being shared with all Councillors. Cllr Grant advised that he had made an initial response to the resident but would provide a more detailed response which would be shared with Council and officers. The public forum closed at 7:40pm	CLERK PD CLERK

20111	<u>COUNCIL FORMAL BUSINESS</u>	
22111.1	Apologies Apologies were received from Cllr D Oliver – working nightshift	
22111.2	Declarations of Interest The following councillors declared and interest in 22112.5 – Warm Space: • Cllr S Francis – Bream Friends • Cllr S Dunford – Yorkley Community Centre • Cllr J Richmond – The Hut, Berry Hill • Cllr S Yeates – The Hut, Berry Hill	
22111.3	Minutes of the previous meeting. The minutes of the meeting held on 26 th October 2022 were agreed as an accurate record with the following slight amendments being noted: • The minutes should reflect that two residents spoke during the public forum. • It should be noted that statements about planning being achieved 1st and then DFG reports would follow. • Note that page numbering was incorrect and required revision • Cllr S Dunford expressed disappointment that he was not able to present his motion to Council regarding time allocated to District & County Councillors and would bring this back to Council in 6 months time.	
22112	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
22112.1	Finance & Staffing	
22112.1i)	The local government pay award for 2022/23 was noted and the additional days annual leave from April 2023 was also noted by Council.	
22112.1ii)	The carry forward of 5 days annual leave for staff and the 25hrs requested by the cleaner was proposed by SD and 2 nd by AG – carried by resolution of Council. Cllr A Moore arrived at 8pm	
22112.1iii)	The Council noted the completion of the CiLCA qualification, and the one scale point increment was noted by Council with AG noting this achievement and the value of the qualification.	

22112.1iv)	The November payment schedule was proposed by SD, 2 nd by SF and agreed by resolution of Council, following some discussion about the grass cutting contract payments and the maps of these areas were requested by JD.	
22112.1v)	Cllr Grant requested the inclusion of December invoicing in this decision. The councillors appointed to authorise the payments for November and December (no Council meeting scheduled) was SC and AG on behalf of WDPC and SC and PD on behalf of the WDC. Cllr JR would stand as a 2 nd if required.	
22112.1vi)	Cllrs Richmond and Bruce reported that the October financial inspection was satisfactory, with all questions answered. AM & JS would undertake the December financial inspection.	
22112.1viii)	Cllr Evans wanted it noted that the Nolan Principles required us to be prudent with public money, JR commended him for this but added that this discussion should be held at the budget meeting set for 7pm 14/12/22.	
22112.1ix)	Cllr Grant declared an interest in this item due to his family connection to a solicitor whose initial advice was sought on the engagement of a solicitor. The Clerk updated Council on actions taken to date. There was some debate, and the item was to be referred to Finance & Staffing Committee for further investigation and a recommendation to Council	
22112.2	Governance & Scrutiny	
22112.2i)	There was some debate about a resident's attendance at this meeting and the questions they posed, all of which were answered. The minutes of the meeting were agreed as an accurate record with the removal of the Annex – ACTION – Annex to be removed and minutes re-issued. The Committee Chair advised that these were now being dealt with outside of this committee by the appropriate Chair and councillors.	CLERK
22112.2ii)	The Chair proposed and was seconded by SD that the Data Protection, Equalities & Diversity, Disciplinary, Communications, and Grievance Policies to be approved on-bloc. This was agreed by resolution of Council	
22112.2iii)	Cllr S Dunford gave some background to this amendment to the Code of Conduct, the aim of which is to provide a framework for Council regarding recommendations and decisions from the Monitoring Officer. The amendment was proposed by SD and 2 nd by AG – 3 Cllrs abstained from the vote. The vote was 6:1 in favour so the amendment was agreed by resolution of Council.	
22112.3	Newsletter There was some debate about the distribution method of the newsletter as a key element of its production, which needs to be robust. The name and the	

	content of the newsletter was discussed, and the following proposal was made – ‘Connecting West Dean (name of newsletter) should be produced twice a year with every Chair of Council or Committee providing an article about what’s been done and how money has been spent’ This was proposed by BE and 2nd by SF with the provision that a mock-up be presented in January for further consideration.	
22112.4	WDC Gates	
22112.4i	The Deputy Clerk gave a brief update on the vandalism that has occurred, and the restorative justice being sought by the Police. There is an opportunity to apply to the Community Safety Partnership for funding - ACTION – clerks to pursue this avenue. Cllr BE asked for the officer’s recommendation, which was to change the gates to a sliding option. BE proposed that this recommendation be actioned, this was 2nd by SF and agreed by resolution of Council.	CLERKS
22112.4ii	There was some general discussion on the moving of the fence to allow the youth shelter to be accessed only from the pavement, but it was not resolved to action any change at this meeting but to re-visit later.	
22112.5	Warm Spaces <u>Prior to this item BE proposed that Standing Orders be moved to allow and extension to the timeframe of the meeting - this was agreed by resolution of Council</u> The Clerk gave a brief update about the grant funding application and its reject to the meeting. Cllr P Hiett (FODDC) through the Chair provide some information about actions at the District Council on this and advised that the grant system was being opened to allow bodies such as parish council to apply for grants for ‘warm space’ – ACTION – Clerks to contact officers in the Community Safety Partnership about potential grant application. Those councillors involved in ‘warm spaces’ briefly spoke about how the individual groups were doing, with The Hut currently not operating due to concerns about capacity to deliver with current volunteer levels.	CLERKS
22112.6	Preparatory work for Bream NDP Cllr S Yeates, declared an interest in this item due to being a Heritage Professional. SY described the heritage of the high street as a medieval village and the need for its protection and identification and how this can integrate with the planning system.	

	Cllr S Dunford proposed that Cllr Yeats develops a costed proposal for this work for presentation to Council, this was seconded by SF and agreed by resolution of the Council.	
22113	<u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE & NOTE</u>	
22113.1	Planning Committee The minutes of the planning committees held on 1st & 15th November were agreed on bloc by resolution of the Council. PD spoke about the controversial application at Yorkley Wood Road and the local petition being presented to FODDC, which had also been called in by FODD Cllr A Moore.	
22113.2	Climate & Biodiversity Committee Cllr A Bruce gave a brief update of the meeting and the progress of some of the projects, including Dark Skies & Severn Treescapes projects. Cllr Dale suggested that the Council could encourage all householders to have a wildlife patch and give seed packs to aid this project.	
22113.3	Chairs Items SC opened this item with an observation that comments from residents were welcome but there needed to be better tracking and provision of answers. AG added such questions were better documented and the minutes of meetings were recording these which aided responding. SD suggested some minor amendments to the website which would aid communication, such as • Minutes of last meeting held on xxxxxx • Chairs to ensure agenda's, minutes and documents are published There were some questions about the agreement in place with the web provider ACTION - the Clerk was tasked with finding the detail to share with Council. Cllr P Dunford wanted his thanks to F McGuinness for his work whilst on Council noted in the minutes of the meeting.	CLERK
22113.5	Public Round-up – 10 minutes There was no public follow-up as all members of the public who had been in attendance had already left the meeting.	

22114	Forthcoming Meeting Timetable –	
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Dec-22				
Tues	6th December 2022	5.00pm	Planning Committee	West Dean Centre
Thurs	8th December 2022	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Weds	14th December 2022	7.00pm	Cllrs Budget Meeting	West Dean Centre
Tues	20th December 2022	5.00pm	Planning Committee	West Dean Centre
No Full Council meeting held during December				
Jan-23				
Tues	3rd January 2023	5.00pm	Planning Committee	West Dean Centre
Weds	11th January 2023	7.00pm	Cllrs Budget Meeting	West Dean Centre
Thurs	12th January 2022	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	17th January 2022	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	17th January 2022	5.00pm	Planning Committee	West Dean Centre
Weds	25th January 2022	7.00pm	Full Council	West Dean Centre