



WEST DEAN PARISH COUNCIL

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West Dean Centre
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FULL COUNCIL MINUTES

Meeting Date: Wednesday 26th April 2023

Location: The West Dean Centre

Present: Cllrs A Grant, J Richmond, M Costley, J Dale, A Bruce, A Moore, B Evans, B Gayler, S Dunford & S Francis

Clerks: K Carpenter & P Holland

AGENDA No	ITEM/NOTES	ACTION
	Public Forum GCC Cllr B Hoyland presented her April report to Council and talked through the key highlights of the document. The programme of installing electric charging points was also discussed and questions answered with additional information being provided to the clerk. The repair and maintenance of footpaths was also discussed, and Council was advised to contact Cllr Hoyland if there were paths that need attention. Public forum closed at 19:24	
23041	<u>COUNCIL FORMAL BUSINESS</u>	
23041.1	Apologies Apologies were received from Cllr Crick (work commitments), Cllr P Dunford (Holiday), Cllrs D Oliver (work commitments) & Cllr S Yeates (sickness).	
23041.2	Declarations of Interest None declared at the start of the meeting. Cllr Evans wanted it noted that this would be the last meeting for some councillors who were in attendance. Cllr Grant added that he had noted this for the end of the meeting	
23041.3	Minutes of the previous meeting.	

Signed by Chair _____ Date _____

	Cllr Evans moved that these were an accurate record of the meeting, which was seconded by Cllr Richmond and agreed by resolution of Council.	
23041.4	Statement from retiring Councillor. Cllrs S Dunford read a prepared statement from Cllr P Dunford that spoke about his time on the parish and the work that had been achieved during his fourteen-year term as well as his personal experience.	
23042	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
23042.1	Finance & Staffing	
23042.1i	The April payment schedule was agreed by resolution of Council.	
23042.1ii	The direct debits and standing orders were agreed by resolution of Council after a brief discussion about the new grass cutting contract. The clerks were thanked for their work on this new contract and it being a more robust and comprehensive contract.	
23042.1iii	The councillors appointed to authorise payments for April were Cllrs Costley and Richmond.	
23042.1iv	Cllrs Evans and Francis gave brief report on the March financial inspection and it was noted that the paperwork was well prepared which made this task much more robust and easier to undertake.	
23042.1v	The councillors appointed to undertake the April financial inspection is Cllr A Bruce and S Francis, with B Evans acting as a reserve.	
23042.1vi	The Council noted the insurance schedule and agreed by resolution to seek a valuation for the grandfather clock at the West Dean Centre prior to its inclusion on the insurance schedule and asset register.	
23042.1vii	Council received the budget monitoring information and all questions about the previous year's budgets, and any overspends were explained in full to Council's satisfaction.	
23042.1viii	The Council agreed by resolution the following Spring Grant awards: • Friends of Worcester Walk - £829.44 • Bream Cricket Club - £1,120.00 • Bream Rugby Football Club - £3,000.00 • Canopy CIC - £1,250.00 • Forest New Life Church - £1,102.40 • Forest of Dean Opportunity Centre - £1,500.00 • Lydbrook Community Care (Lydcare) - £500.00 • Royal Forest of Dean Orchestra - £661.00	

Signed by Chair _____ Date _____

	• Sling Playing Fields - £464.97 All grant recipients will receive a letter detailing their award and the reason for any alteration to the funding they requested. There was one grant application which was not funded but they will receive a letter detailing this decision and its reasons. The Citizen Advice Bureau will also receive their annual grant of £2,000.00 to support their services, Council was apprised of a return of the service to the West Dean Centre for outreach work in the parish and surrounding villages. Council had a brief discussion about the potential to support other community organisations and projects that benefit the local community and agreed that there was a fundamental need to develop the policies and principles around this earlier than the budget setting process. The suggestion was that this was something that could be discussed as part of the Parish Assembly and the forward planning being undertaken in good time.	
23042.2	Introduction of a use of short term lets and associated permitted development rights – Consultations. Cllr S Dunford gave a brief outline of these consultations and how they were linked, and how the practice of short term lets were becoming significant problems in some areas of the Country, including the experience locally of this issue. Cllr Dunford was happy to work on this consultation response, but did need some assistance in this, which Cllr Evans offered to assist him with. It was agreed that a report would be prepared and presented at Council on 31st May for approval and submission.	
23043	<u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE & NOTE</u>	
23043.4	Public Round-up Cllr Richmond updated the meeting on further information he had gathered about the Five Acres project, this included communication with the FODDC finance officer about the legal costs associated with the proposed heads of terms issued by FODDC. Cllr Richmond also spoke about the Memorandum of Understanding between WDPC and FODDC to work together on this project, although one page is missing from the WDPC copy, which has requested be shared by FODDC. There was some debate amongst councillors about this being an agenda item and the need for WDPC to be clear about what it wants for this land. Cllr Costley advised that this was an agenda item for 29th March meeting	

	and was duly discussed and minuted. It was agreed that this would be a standing item on the meeting agenda. Cllr Richmond also updated the meeting of the results of the VAS survey in Oakwood Road, Sling which has shown a 21% reduction in speed at the 85th percentile. A full report will be presented to Council at the May meeting scheduled for 31st. Cllr Dale also wanted to provide a quick update of the Climate & Biodiversity Committee and the Bee Squared project, she thanked the clerks for getting the seed packs to all schools by today. Cllr S Dunford wanted to encourage all members and residents to peruse the display and complete the feedback form either electronically or the paper form. The closing date for feedback is the 7th May 2023. Following this there may be some amendments to the documents prior to their submission to the inspector. The website has 14,000 hits with the documents being downloaded around 120 times, the feedback so far has been positive, but a lot are outside the scope of the plan but could be feed into the councils forward planning. Cllr A Grant took the opportunity to thank all councillors for their work and efforts over the last few years, even though some of these times may have been trying. He assured the meeting that all retiring councillors would receive a letter from the Council. Cllr Francis also wanted to have noted thanks to both clerks for their work during the difficult times experienced by the authority over the last 18 months. There was also some discussion about the claim of any election expenses, but there was need to complete a returns form – the clerk was asked to contact electoral registration for copies of this form.	Clerk		
23044	Forthcoming Meeting Timetable –			
May-23				
Tues	2nd May 2023	5.00pm	Planning Committee	West Dean Centre
Weds	10th May 2023	7.00pm	Annual Parish Council Meeting	West Dean Centre
Thurs	11th May 2023	7.00pm	Climate & Biodiversity Committee	West Dean Centre

Signed by Chair _____ Date _____

Tues	16th May 2023	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	16th May 2023	5.00pm	Planning Committee	West Dean Centre
weds	24th May 2023	7.00pm	Annual Parish Assembly	West Dean Centre
Weds	31st May 2023	7.00pm	Full Council	West Dean Centre

Jun-23				
Tues	6th June 2023	5.00pm	Planning Committee	West Dean Centre
Thurs	To be confirmed	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	20th June 2023	11.00am	Highways & Footpaths Committee	West Dean Centre
Tues	20th June 2023	5.00pm	Planning Committee	West Dean Centre
Weds	28th June 2023	7.00pm	Full Council	West Dean Centre

Signed by Chair _____ Date