



WEST DEAN PARISH COUNCIL

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Clerk to the Council

Phil Holland
Deputy Clerk

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FULL COUNCIL MINUTES

Meeting Date: 29th March 2023

Location: The West Dean Centre

Present: Cllrs S Crick, S Yeates, M Costley, J Richmond, S Francis, B Gayler,
P Dunford, B Evans, J Dale, & A Moore

Clerk: P Holland

PUBLIC FORUM – 7.00 pm to 7.39 pm

AGENDA NO	ITEM/NOTES	ACTION
	<u>Public Forum</u> A resident from Yorkley Slade, Yorkley, spoke to council regarding the issue of new born lambs being killed on the roads in her area. They asked if there was anything that could be done to slow traffic, a sign as in other parts of the Forest of Dean warning of sheep, as no traffic calming measures could be placed on the blind bend, and to whom she should be talking to regarding the care of the sheep. Cllr Crick advised that the RSPCA would be the appropriate organisation to talk to, and Cllr B Hoyland said she could speak to Gloucestershire County Highways. A member of public spoke to Council regarding the DFG project and the lack of communication which had been received between WDPC and their Agent on the topic of the Planning Officers position on the DFG Planning Application and raised again several points of concern, and thoughts, going back to the start of this project and the way it has been handled. GCC Cllr B Hoyland gave a verbal summary of her report which included an update on budget increases, roadworks updates and registration of second-hand household appliances through Gloucestershire Fire and Rescue. Cllr Hoyland was asked if she knew what was replacing the Meals on Wheels Service in the Forest of Dean and responded that it would be Forest Mobile Wheels, providing hot food 7 days a week. The Public Forum closed at 19:39	PH to check with Highways as to placement of signs and advise resident of result.

23021	<u>Council Formal Business</u>	
23021.1	Apologies Apologies were received from Cllr D Oliver, A Grant, S Dunford & A Bruce.	
23021.2	Declarations of Interest None	
23021.3	Minutes of the Previous Meeting The minutes of the meeting, held on 22 nd February 2023, were agreed as an accurate record of the meeting.	
23022	<u>Items for Discussion and Decision</u>	
23022.1	Finance and Staffing	
23032.1	Cllr J Dale asked what item had caused the overspend in the budget, neither the Chair of Finance and Staffing or the Responsible Financial Officer were present so an answer could not be given immediately.	RFO to confirm overspend item
23022.1i	The March 2023 payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling £29,998.63 – was agreed by Council	
23022.1ii	Two Councillors appointed to approve electronic payments for March 2023 for WDPC were Cllrs P Dunford and A Grant, who had volunteered before being unable to attend the meeting, and for WDC were Cllrs P Dunford and S Crick.	
23022.1iii	A verbal report was received from Cllr B Evans to confirm the financial inspection had been completed and everything was done efficiently, and they were content with the inspection.	
23022.1iv	The March 2023 financial inspection would be undertaken by Cllrs S Francis and B Evans.	
23022.1v	The budget monitoring was noted.	
23022.1vi	King's Coronation grants to the named groups for events planned for the weekend of the 6 th of May 2023 and the addition of these awards to the payment schedule for March was approved by council with one abstention.	Clerk to add payments to bank for authorisation

23022.2 23022.2i	Dean Forest Greenway Cllr P Dunford gave background information on the Dean Forest Greenway Project before reading out the report to council on the position of the planning application for the Dean Forest Greenway, and the options available to WDPC. Cllr P Dunford also read out correspondence from FOD Planning Officer and Greenways Cycle Routes. A lively debate followed with several previously stated concerns and questions raised again. Cllr Crick thanked Cllr P Dunford for bringing this back to Council. Cllr P Dunford made a proposal that Council select option 2 from Dean Forest Greenway - Report to Council be WDPC's chosen route for this project, and he would then call an emergency meeting of the Steering Group to advise them of Council's decision. Seconded by Cllr J Dale. Option 2 of Dean Forest Greenway - Report to Council " That the Council amend the application to avoid the disturbance of any "Ancient Woodland" that is along the route/valley - agreed by majority vote:- 5 in favour, 4 abstentions, and 1 against. Cllr P Dunford reiterated that he would now call an emergency meeting of the Steering Group to advise them of this decision. The Chair left the room at 8.27pm and further debate on this project resulted in Cllr J Dale stating that due to nature of content and phrasing of the debate she was leaving the meeting as a very disappointed councillor. Cllr J Dale left the meeting at 8.30pm, Cllr P Dunford left the meeting at 8.30pm, Cllr A Moore left the meeting at 8.30pm, the Chair returned to the room and PH explained what had happened. Meeting still quorate at 8.31pm After further discussion, Cllr M Costley proposed that the current Steering Group be disbanded and reformed after the elections with equal representation from Lydney Town Council. Cllr B Evans left the meeting at 8.34pm Meeting still quorate at 8.34pm Cllr M Costley's proposal was withdrawn after further discussion as 4 Councillors had by this time left the meeting and it was felt that this would not be an appropriate course of action at this time. Cllr B Gayler proposed that there be no further discussion on DFG and they be suspended until the new council is formed after the elections. Seconded by Cllr M Costley Carried unanimously	
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23022.3	Five Acres	
230223i	Cllr J Richmond gave a verbal report which summarised the discussions held with FODDC regarding the leasing of the field. Cllr J Richmond proposed council give the Berry Hill & Christchurch ward councillors delegated authority to further explore the leasing of the field and legal costs. Seconded by Cllr S Francis Carried unanimously	
23022.4	West Dean Centre	
23022.4i	PH gave a verbal report on the PCC Safer Streets grant to assist in combating anti-social behaviours in and around the centre and confirmed the works have been completed.	
23022.5	Governance & Scrutiny Committee	
23022.5i	The minutes of the meeting were received by Council and agreed.	
23022.5ii	Cllr Francis asked that the seven policy documents being reviewed were agreed on-bloc, this was second by Cllr M Costley and agreed by resolution of Council. These documents being: 1. Health & Safety Policy 2. Register of Interests 3. Complaints Policy & Procedure 4. Financial Regulations 5. Disciplinary Policy 6. NEW - Acceptance of Electronic Communications 7. NEW - CCTV Policy	
23022.5iii	The recommendation made by Cllr Francis that the Council Action Plan and Mission Statement and Strapline to be the focus of the Parish Assembly, which is being held on Wednesday 24th May 2023 in the Witherby Room of the West Dean Centre. This will give the newly elected Council the opportunity to work with residents to develop the vision and actions for West Dean Parish over the next four years was seconded by Cllr J Richmond and carried unanimously The recommendation made by Cllr Francis that all Community Grant recipients from the 2022/23 round of awards be invited to the Parish	

	Assembly to present a brief report of their projects and how the funding was used was seconded by Cllr J Richmond and carried unanimously	
23023	<u>Items for Information – Councillors to note.</u>	
23023.2	Climate & Biodiversity Committee The minutes of the Climate & biodiversity Committee meeting held on 16 th March 2023 were noted by council and agreed although there were no councillors present from that meeting to present them.	
23033.2	Planning Committee The minutes of the Planning Committee meeting held on 7 th March 2023 were noted by council.	
23033.3	Newsletter The draft newsletter was agreed and the printing of 1000 copies for distribution to shops, pubs, and halls etc. was agreed by council. Cllr B Gayler offered to be proof reader.	
23033.4	Parish Council Correspondence The Council noted the summary of correspondence received by the office over the last 12-month period. Congratulations were expressed to both KC and PH for all the work they had done.	
23033.5	Internal Audit The Council noted that the GAPTC appointed internal auditor will be undertaking the audit during early April and will be in the office during that time to discuss with the clerks any procedural questions or points of clarification. The internal auditors report on West Dean PC will be presented to Council when finalised. It was clarified that the External Auditor is appointed for every council and is mandatory.	
23023.3	Chairs Items There were no Chairs items	
23023.4	Public Round-up – 10 minutes There was no round-up or comments from the public gallery.	
23014	<u>Forthcoming Meetings:</u>	

Mar-23				
Tues	7th March 2023	5.00pm	Planning Committee	West Dean Centre
Thurs	16th 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	29th March 2023	7.00pm	Full Council	West Dean Centre

Apr-23				
Tues	4 th April 2023	5.00pm	Planning Committee	West Dean Centre
Thurs	13 th April 2023	7.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	18 th April 2023	3.00pm	Highways and Footpaths Committee	West Dean Centre
Tues	18 th April 2023	5.00pm	Planning Committee	West Dean Centre
Weds	26 th April 2023	7.00pm	Full Council	West Dean Centre