



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 28th June 2023, at **The Hut, Berry Hill, Coleford.**

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 QUESTIONS & COMMENTS – 7.00 pm to 7.30 pm

23061	<u>Council Formal Business</u>
23061.1	Apologies To receive any apologies for absence
23061.2	Declarations of Interest To receive any declarations of interest
23061.3	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held on 26 th April 2023. <i>Attachment 1.3 – Minutes of the Council Meeting held on 26th April 2023.</i>

23062	<u>Items for Discussion and Decision</u>
23062.1	Finance and Staffing
23062.1i	To agree the June 2023 payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling £9412.64 exc. VAT.
23062.1ii	To appoint two Councillors as signatories for April 2023 electronic payments for WDPC and WDC.
23062.1iii	To receive a report from Cllrs Freshwater & Wheeler that the May financial inspections has been satisfactorily conducted.
23062.1iv	To establish rotas for authorisation of payments and financial inspections for 2023/24 for both WDPC and WDC.
23062.1v	To receive the budget monitoring information for WDPC and WDC. <i>Attachments 2.1v – Working Budgets 2022/23 WDPC & WDC & Budget overview documents.</i>
23063	<u>Items for Information – Councillors to note.</u>
23063.1	Planning Committee To receive and note the minutes of the Planning Committee meetings held on 6 th and 20 th June 2023. <i>Attachment 3.1 – Minutes of the planning committee held on 6th & 20th June 2023.</i>
23063.2	Climate & Biodiversity Committee To receive and note the minutes of the Climate & Biodiversity Committee meeting held on 13 th June 2023. <i>Attachment 3.2 – Minutes of the climate & biodiversity committee held on 13th June 2023.</i>
23063.3	Highways & Footpaths Committee To receive and note the minutes of the Highways & Footpath Committee held on 20 th June 2023. <i>Attachment 3.3 – minutes of the highways & footpaths committee held on 20th June 2023.</i>
23063.4	Deputy Clerks Report To receive the deputy clerks, update report on playpark maintenance and window cleaning at WDC.
23063.5	Chairs Items To receive any reports or information from the Chair.
23063.6	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.
23044	<u>Forthcoming Meetings:</u>

Jul-23				
Tues	4th July 2023	5.00pm	Planning Committee	West Dean Centre
Tues	18th July 2023	7.00pm	Climate & Biodiversity	Pillowell Village Hall
Tues	18th July 2023	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	18th July 2023	5.00pm	Planning Committee	West Dean Centre
Weds	26th July 2023	7.00pm	Full Council	West Dean Centre
Aug-23				
Tues	1st August 2023	5.00pm	Planning Committee	West Dean Centre
Tues	T.B.C	7.00pm	Climate & Biodiversity	West Dean Centre
Tues	15th August 2023	11.00am	Highways & Footpaths Committee	West Dean Centre
Tues	15th August 2023	5.00pm	Planning Committee	West Dean Centre
Weds	30th August 2023	7.00pm	Full Council	Ellwood Football Club

- 1 The Public Questions & Comments 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.