



WEST DEAN PARISH COUNCIL

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Clerk to the Council

Phil Holland
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FULL COUNCIL MINUTES

Meeting Date: Wednesday 28th June 2023

Location: The Hut, Berry Hill, Coleford

Present: Cllrs S Francis, J Richmond, A Grant, B Evans, S Yeates, B Freshwater, A Bruce, A Moore, D Wheeler, S Dunford, S Lewis & M Costley

Clerks: K Carpenter & P Holland

AGENDA No	ITEM/NOTES	ACTION
	Public Comments & Questions No members of the public or representatives from other Authorities were present, therefore no comment and question session was held. The Chair welcomed the meeting to The Hut.	
23061	<u>COUNCIL FORMAL BUSINESS</u>	
23061.1	Apologies Apologies were received from Cllr E Cooper and the reason was accepted as suitable for absence.	
23061.2	Declarations of Interest No declaration of interest was received but Cllr Freshwater raised the issue of not declaring an interest in an agenda item, especially those who also sat on other authorities could be perceived as predetermination when voting and could be reported to the Monitoring Officer. Cllr Bruce suggested that he held a conversation with those concerned to advise on proper procedure.	
23061.3	Minutes of the previous meeting.	

	The minutes of the previous meeting required a small amendment to the paragraph about school prizes that needed to be changed before being agreed. These minutes will be approved at the July Council meeting.	
23061.4	Co-option of parish councillor The Council took this opportunity to co-opt a new Councillor for the Bream Ward onto the Parish Council. Kayleigh Relf was elected to Council by a unanimous vote. She was provided with the induction pack which included the Declaration of Interest, Acceptance of Office, and agreement for electronic communication of agendas, minutes, and other documents for completion. ACTION – Clerk to counter sign and forward documents to Monitoring Officer. Kayleigh then took her seat on Council.	
23062	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
23062.1	Finance & Staffing	
23062.1i	To agree the June 2023 payment schedule, Direct Debits, Standing Orders and Credit Card transactions totalling £9412.64 exc. VAT. There was a question about the address on the Microsoft 365 invoice, which the Clerk was asked to investigate and amend. AM proposed that the payments be authorised, this was seconded by SY and agreed by resolution of Council.	
23062.1ii	Cllrs Grant and Richmond were appointed to undertake the authorisation of payments on behalf of West Dean Parish and the West Dean Centre for June 2023, this was agreed by resolution of Council. There followed a discussion about the need for additional signatories on these accounts and Councillors were advised to discuss with the Clerks if they wished to be added to the online banking system.	
23062.1iii	The Council received the report from Cllrs Freshwater and Wheeler about the financial inspection undertaken of the May 2023 invoices, bank reconciliation etc. Both stated that all invoices were cross checked, and the system was being managed well, they did raise a point of action as to how the authorisation of payments at meetings were recorded which the Clerk was asked to investigate.	

	The Clerk added that the EdgeIT system allows for minute reference numbers to be added to transactions and this will be implemented on both accounts from this meeting onwards. There was a question about the Asset Register and how the Council was assured that the assets were maintained and in existence. The Deputy Clerk had been developing an inspection sheet for all assets and this would be further developed and shared with Council. This prompted discussion about insurance and the costs of rebuilding the West Dean Centre, which the Clerks will try to ascertain before the next meeting. There was a brief discussion about read only access for the Chair and Vice-Chair of the EdgeIT financial module, there was a proposal that one read only access be purchased and this could be shared by all Councillors to monitor the financial status of Council. This was proposed by SF and seconded by BE and agreed by resolution of Council. ACTION – Clerk to arrange for purchase of read only access for one additional licence. The June financial inspection will be undertaken by Cllrs Francis and Bruce with an invitation to Cllrs Lewis and Relf to join and observe the process as part of their induction to Council.	
23062.1iv	Cllr Bruce proposed that the Clerk develops a rota of Councillors to undertake both the financial inspections and the authorisation of electronic payments for both WDPC and WDC for the next year. This proposal was met with support and Cllr Dunford suggested that a reserve spot also be allocated.	
23062.1v	The budget monitoring spreadsheets were accepted by Council and no questions or comments were raised at this meeting.	
23063	<u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE & NOTE</u>	
23063.1	Planning Committee Cllr Dunford gave a brief resume of the planning committee meeting during June with two items being noted, these being the Pin Factory development which has been approved at outline planning subject to an audit of the site entrance plans and the attendance at the last meeting of C Reynold, Planning Enforcement who's presentation was summarised in the minutes but the backlog of enforcement cases has been reduced from 900 to 400 as they have a full complement of staff plus and agency worker supporting the reduction in cases. There was then a debate about the Pin Factory development and Cllr Dunford, who attended the FODDC planning committee voiced his disappointment that the concerns of local residents and the comments	

	made by WDPC were not considered in the debate. Several councillors raised concerns about the properties count proposed for the site and the impacts on wildlife due to the removal of existing buildings. They also discussed how the FESNP, if implemented soon, would influence the development of this site as would potentially inviting the developer to a public meeting to discuss local concerns.	
23063.2	Climate & Biodiversity Cllr Moore gave a brief resume of the meeting and the projects that it had completed during the previous year and how these had been received. He also went on to summarise the projects that the committee would be working on over the next year, these are detailed in the committee minutes, but it was agreed that the link to The Great Collaboration will be sent to all councillors. ACTION – Clerk to send link for The Great Collaboration	
23063.3	Highways & Footpaths Cllr Richmond gave a brief resume of the meeting held on 20 th June 2023 and advised the meeting of the issues brought to the committee by residents, these issues centred on speeding and potholes. This prompted a lengthy discussion about speeding issues, advisory speed limits, village gateways and several other potential methods to try and raise awareness of speeding issues and the dangers this can create and how the parish is working with other agencies to tackle these issues. Cllr Richmond asked for Councils backing in writing to GCC Highways for action and discussion on these issues, which was agreed by resolution of the Council.	
23063.4	Deputy Clerks Report The Deputy Clerks report was circulated in the agenda pack for the meeting, the first recommendation was for the engagement of a contractor to complete all essential works at the council managed play parks. This was proposed as being accepted by Cllr Evans and seconded by Cllr freshwater and subsequently agreed by resolution of Council. The second item was to continue to engage the incumbent contractor for the cleansing of windows and gutters at the West Dean Centre, Cllr Evans moved that this quote be accepted which was seconded by Cllr Richmond and agreed by resolution of Council.	
23063.5	Chairs Items	

	Cllr Bruce briefly discussed the email received from a resident about the filming in Parkend, to which Cllr Grant add further details about the leaflets dropped to all houses effected and how the production had little disruption to traffic flows, with most of the filming taking place at Norchard. There was discussion about the donation made by the production company and how this could be allocated in Parkend. Cllr Dunford proposed and was seconded by Cllr Moore that the money be split equally between the three community groups that were working in Parkend. This was agreed by resolution of Council. The parish had received a letter of complaint from a neighbouring property to the West Dean Centre which detailed a few concerns about noise, litter, potential vandalism etc. The response to this letter was being drafted by the Clerk but further information was needed before completion. This prompted further discussion about the young people of Bream, the youth shelter, and its ability to be moved to other locations and the need to reinstate the seating in the youth shelter as soon as practicable and how we could engage with the young people. The Clerk advised that FVAF were undertaking a summer activity programme that would be open to all children at the West Dean Centre and had spoken to the senior youth worker about developing targeted activates/engagement with young people in Bream, Yorkley and Berry Hill plus other villages if possible. The meeting also discussed the location of the WDC play park and were advised that a contractor would be visiting next week to provide an indicative cost for moving to the front of the car park so that access was from the pavement and not the centre car park. This report would be presented to Council at the July meeting. Cllr Dunford requested assistance from councillors as judges were needed for the Yorkley Flower Show on Saturday 29th July 2023, anyone able to assist should contact Cllr Dunford for more information. The Deputy Clerk raised the issue of vandalism to the dry-stone wall at the centre and the need to try and prevent children climbing where they shouldn't be and the urgency of getting further sections painted with anti-climb paint whilst the employed handyman is off sick. This led to a discussion about the need to engage someone urgently to complete this task on specific identified areas. Council agreed the need for transparency of this engagement of a young man as work experience for this task which would be on an agreed time frame of 8 hours in total and at the appropriate level of minimum pay related to their age. The deputy had identified a potential young man to complete these tasks and asked if for expediency that this not be	
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	advertised as it was urgently required work and that he could be paid by the centre for his time. This proposal was moved by Cllr Francis and seconded by Cllr Wheeler and subsequently agreed by resolution of Council with a note that this did not set a precedent and was due to the vandalism being caused. ACTION – Deputy Clerk to contact individual and offer him the work. Cllr Moore, who at the previous meeting had offered to support the FESNP with a loan until their grant application from the Locality Team was approved, made Council aware that Locality did not fund retrospectively and therefore due to the Pin Factory development and the urgency of getting the FESNP finalised and approved that this be a donation from the climate budget to support this project to completion. <u>Cllr Evans left the meeting at 21:02</u> This amendment to a previous motion was agreed by resolution of Council.			
23064	Forthcoming Meeting Timetable –			
Jul-23				
Tues	4th July 2023	5.00pm	Planning Committee	West Dean Centre
Tues	20th July 2023	7.30pm	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	Pillowell Village Hall
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