



WEST DEAN PARISH COUNCIL

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FULL COUNCIL MINUTES

Meeting Date: 26th July 2023

Location: Pillowell Village Hall

Present: Cllrs S Francis, S Lewis, B Evans, B Freshwater, S Yeates, M Costley, J Richmond, S Dunford, A Bruce (Chair) & A Moore

Clerks: K Carpenter & P Holland

AGENDA No	ITEM/NOTES	ACTION
	Public Forum Sally Jenkinson from Wyldwood was due to present to Council information about a Fringe Event being planned but due to a very poorly child she was unable to attend and sent her apologies. GCC Cllr B Hoyland gave a brief update on current road closures, with the main issuing being the sink hole in the Ruspidge/Soudley road which has meant the has been closed. She also spoke about the need for foster families across Gloucestershire and gave a poster and some leaflets to the Clerks for display. FODDC Cllr J Dale asked the meeting what types of information they would like reported and whether this should be a written report or verbal. The meeting agreed that a written report would be appreciated. She then discussed the Drop-in sessions that Bream & Pillowell councillors would be holding. The information about these sessions will be shared on the parish website, Facebook page and placed in the noticeboards at Bream & Yorkley. She also spoke about the Yorkley Wood Road planning application and her representation of residents at the committee meeting. Cllr dale also thanked WDPC for their continued support of the Yorkley Village Garden and advised that the AGM was scheduled for 6pm on 23rd November 2023. The next Forest Community Energy meeting will be held on 29th September at Lydney Community Centre between 1:30 and 4:30pm.	

23071	<u>COUNCIL FORMAL BUSINESS</u>	
23071.1	Apologies Apologies were received from the following councillors: Cllr E Cooper – health concerns requiring rest. Cllr J Roberts – hospital appointment. Cllr A Grant – working. Cllr D Wheeler – On holiday.	
23071.2	Declarations of Interest Cllr S Yeates declared an interest in item 23072.5 West Dean Statutory Heritage Report as he works in the heritage industry and could tender for this item.	
23071.3	Minutes of the previous meeting. The minutes of the Council meeting held on Wednesday 28 th June 2023 was agreed by resolution of Council as being an accurate recording of the meeting and its decisions and actions.	
23072	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
23072.1	Finance & Staffing	
23072.1i	The schedule of expenditure for July 2023 was agreed by resolution of Council with one abstention.	
23072.1ii	The proposed schedule of councillors to undertake payment authorisation and financial inspections was discussed and did require some minor amendments, which once completed will be shared with Council. It was agreed that electronic authorisation of payments be made by Cllrs Richmond and Costley for July 2023.	
23072.1iii	The June financial inspection was completed by Cllrs Francis and Bruce on 20 th July 2023, they checked all documents and found no issues. They did note that record keeping was good, and this made the task more effective and easier to complete. A copy of the inspection reports was in the agenda pack.	
23072.1iv	There were no questions about the budget monitoring, but Cllr Dunford asked for a percentage of spend remaining column to be added to the spreadsheet for monitoring.	

23072.2	Governance & Scrutiny Committee The minutes of the meeting held on 18th July were received and approved by Council. Cllr Francis proposed and was seconded by Cllr Freshwater that the following documents be approved en bloc : • Scheme of Delegation • Procurement Policy • School Award Policy • Mission Statement and Action Plan The School Award Policy required a minor amendment to be made to the wording, which was be actioned by the clerk, and this was agreed for approval. The Mission Statement and Action Plan required the last objective to be removed, this was an item for discussion on the meeting's agenda before it could be approved. Cllr Dunford proposed this amendment and was seconded by Cllr Freshwater – this amendment was agreed by resolution of Council. Cllr Francis then repropoed that the documents, with the agreed amendments, were passed en bloc this was seconded by Cllr Freshwater– this was agreed by resolution of Council. Following an in-depth discussion on the history and the future running of the West Dean Centre was proposed by Cllr Freshwater that the Parish Council form a small working group to investigate the structure of the Centre for potentially handing to the community to run whilst the current management committee seek additional volunteers. This was seconded by Cllrs Evans & Dunford and agreed by resolution of Council. There was a further analysis of the benefits to Council in seeking the NALC Council Award Scheme. There was debate both for and against this award scheme and following an informal discussion it was agreed by Council that this be deferred until a later date.	
23072.3	Major Project Updates – Discussion was undertaken in-camera. There was a full discussion around the reporting of major projects and the current status quo remains.	
23072.4	WDC Play Park There was a brief discussion about the quote to move the play park and Council were advised that the Clerk had requested a further visit to discuss the options posed by the company and that this would be brought to Council for further discussion once this visit had been completed.	

	There was also a recommendation that the complainants be made aware of this and the next steps.	
23072.5	West Dean Statutory Forest Heritage Report There was a long and detailed discussion about the benefits of this proposal and how this could support other plans and policies within not only West Dean but other areas that contain the Statutory Forest. The discussion continued to discuss how this could be moved forward and the district council be encouraged to protect the area, its traditions, its dialect etc which are currently being lost. Cllr Dunford proposed that Cllr Yeates and the Clerk discuss this project with Locality Neighbourhood Planning for funding opportunities and report back to Council. This motion was seconded by Cllr Evans and agreed by resolution of Council.	
23072.6	Introduction of Tourism Tax This item was deferred until the next meeting – 30th August 2023.	
23072.7	Parish Newsletter There was a brief discussion about the draft newsletter presented, which was felt to be a good mock up but needed some minor tweaks and updates before being finalised. The Clerk was tasked with making these amendments and updates and bring a final version to Council for decision in August.	
23073	<u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE & NOTE</u>	
23073.1	Planning Committee Cllr Dunford proposed that the minutes be accepted as an accurate record, this was seconded by Cllr Yeates. The minutes of the planning committee were received and approved by resolution of Council. There were two items the Chair of Committee felt was of particular note, these were the Yorkley Wood Road decision to pass by the FODDC committee and that residents were considering challenging this decision. Cllr Moore suggested that a letter be written to the FODDC Chair of Planning to advise how dissatisfied we are with some aspects of the committee. The second item being that the committee had formally written to the developer of the Pin Factory, Whitecroft to engage in a dialogue about this site as a full application is developed.	

23073.2	Climate & Biodiversity Committee The minutes of the climate meeting were received and noted by Council. There was a recommendation to Council that the Dark Skies project contact the GCC Streetlighting Team and request that the trial areas now have the lights turned off between the Autumn and Spring Equinox with an additional survey about resident's experience being undertaken during the Winter. This was proposed by Cllr Moore and seconded by Cllr Bruce and approved by resolution of Council.	
23073.3	Chairs Items Cllr Bruce spoke briefly about the Wyldwood project and the event that had been scheduled to present to Council and asked if Council would support the advertisement of this event. This was agreed by Council that we would advertise on all channels available to us in support of their event. Cllr Bruce also spoke very briefly about the issues being experienced in Joyford with effluent running into the road and old mill pond due to the sewer system not being capable of taking this volume. Cllr Dunford suggested that the Parish Council write to the water companies that cover West Dean to complain about the issues being experienced by residents across the parish. ACTION - The Clerk was asked to draft this letter of complaint which all councillors would subsequently sign. This could also be share with other parishes or town councils as necessary. Cllr Bruce also raised the recent communication from another parish in Staffordshire about the decision of a planning inspector and the lack of consideration of an NDP in the final decision. This raised concerns among all councillors about potential implications for the NDP's completed or near completion in West Dean. ACTION – Cllr Dunford and the Clerk were asked to draft a letter to Ministers on behalf of West Dean detailing our concerns. This would be circulated to all to finalise its content and signing by all councillors.	
23073.4	Clerks' Reports The Clerk shared the report of actions and communications taken since the previous meeting, if there were any questions or concerns Councillors were advised to contact the Clerk to discuss.	

	The Deputy Clerk presented a report to Council about the potential for a litter picking contract. Council felt that this was not necessary, and the pricing structure seemed expensive, and it was agreed by resolution of Council not to pursue this contract. The meeting closed at 21:30	
4	Forthcoming Meeting Timetable –	

Aug-23				
Tues	1st August 2023	5.00pm	Planning Committee	West Dean Centre
Tues	17th August 2023	7.00pm	Climate & Biodiversity	Yorkley Community Centre
Tues	15th August 2023	3.00pm	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
Sep-23				
Tues	5th September 2023	5.00pm	Planning Committee	West Dean Centre
Tues	T.B.C	7.00pm	Climate & Biodiversity	West Dean Centre
Tues	19th September 2023	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	19th September 2023	5.00pm	Planning Committee	West Dean Centre
Weds	27th September 2023	7.00pm	Full Council	West Dean Centre