



WEST DEAN PARISH COUNCIL

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FULL COUNCIL MINUTES

Meeting Date: 30th August 2023

Location: Ellwood Football Club, Ellwood

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

Clerks: K Carpenter & P Holland

AGENDA No	ITEM/NOTES	ACTION
	Public Forum FODDC Cllr B Llewellyn gave a brief report on the activities she has been involved with during the previous few months following her taking up office as a district councillor. The main items are as follows: • Assisting residents with issues and clarity with planning • Monthly Drop-in sessions • Working with Forestry England on better communications with FOD • Meeting the Environment Agency about Lydney Harbour Councillors asked a few questions about the Lydney Harbour meeting and its outcomes. Cllr Bruce thanked Cllr Llewellyn for her attendance.	
23081	<u>COUNCIL FORMAL BUSINESS</u>	
23081.1	Apologies Apologies were received from:- • Cllr E Cooper – still under Doctor's care • FODDC Cllr J Dale – other appointment Cllr A Grant advised that he had spoken with Cllr J Roberts, who was moving back to the area and was keen to become involved with Council.	
23081.2	Declarations of Interest	

	No declarations of interest in any Agenda item were received at this point in the meeting. Members were reminded to declare any interest on an agenda item during the meeting if required to comply with the Council's Code of Conduct.	
23081.3	Minutes of the previous meeting. The minutes of the previous meeting were confirmed as an accurate record by resolution of Council and were duly signed by the Chair.	
23082	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
23082.1	Finance & Staffing	
23082.1i	The schedule of expenditure payments including direct debits and standing orders were agreed by resolution of Council.	
23082.1ii	The schedule of financial inspections and councillors to authorise electronic payments on the bank was agreed by resolution of Council. This month Cllrs Moore and Freshwater would undertake the financial inspection and Cllrs Grant and Costley would authorise payments on the bank.	
23082.1iii	Cllrs Evans and Francis advised the meeting that the financial inspection was meticulously reviewed with all items being checked and reconciled. Cllr Evans thanked the Clerks for the presentation and efficiency of the inspection process.	
23082.1iv	The budget monitoring was reviewed, and no further questions were raised. The Clerk advised Council that a savings account was now open and requested guidance on the amount to be moved across. This prompted some debate about how much needed to be kept in the current account. DW proposed that all but 3 months expenditure be moved across subject to the Clerk not finding a reason not too, this was seconded by SD. This was agreed by resolution of Council with 3 abstentions. Clerk to confirm the level of funding to remain in current account.	
2.2	Introduction of Tourism Tax Cllr Dunford provided some additional information relating to the motion presented in the agenda, he advised how this money could be used to subsidise local facilities and that Manchester was the first to introduce a City Tax with the Forest of Dean potentially being a second. Cllr Dunford gave some indicative incomes from the tax and provide some potential items which the tax could support that would also help attract visitors to the area. There followed some discussion about the impacts this could potential have on the tourism sector, how this might be	

	perceived by the sector and the need for more research and consultation about this prior to being submitted to FODDC for consideration. It was proposed that paragraph 3 of the motion be amended to say:- As a Council we will undertake further work and research on this and provide a report to Council later. This report will detail the pros and cons of the introduction of such a levy before presentation to another public body. The original motion was withdrawn by Cllr Dunford and the amended motion was proposed, which was seconded by Cllr Evans. This was agreed by resolution of Council with 2 x abstentions and 1 against.	
2.3	Parish Newsletter There was considerable debate about the delivery mechanism for the newsletter, many of the points raised had been discussed on numerous occasions and continue to prove challenging, i.e. delivery to every household. It was agreed that a email would be circulate asking all Councillors to provide an estimate of the number of copies they required for the ward and that electronic channels would be used. It was also suggested that residents could sign up to the website to receive early editions of the newsletter and other key communications from the parish council.	
2.4	Highways & Footpaths Committee Cllr Richmond gave a brief overview of the minutes and the recommendations that arose from the meeting. The initial four recommendations from the meeting, which included the installation of 3 x VAS poles, 7 x speed surveys, advertising for snow wardens and registering of the Perambulation Boundary walk were approved by resolution of Council. The Berry Hill NDP recommendation required a slight amendment to the wording that gave the Governance & Scrutiny Committee the authority to begin the investigation and review of the NDP. This amendment was proposed by Cllr Freshwater being seconded by Cllr Evans and agreed by resolution of Council	
2.5	Wye Valley ANOB – Position Statement Consultation There was a brief discussion about this consultation, and it was agreed in principle by Council to respond but the Planning Committee would take the lead on responding to this consultation, although this was not felt to be the biggest issue for the Wye as the pollution of the river is a major concern.	

3	<u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE & NOTE</u>	
3.1	Planning Committee Cllr Dunford advised that there was nothing controversial within the minutes and asked that the minutes be approved en-bloc. This was agreed by resolution of Council.	
3.2	Climate & Biodiversity Committee Cllr Moore asked all to note the date of the Food Resilience Event and encouraged all Councillor's to attend and support. The minutes of the meeting were agreed by resolution of Council.	
3.3	West Dean Centre Management Committee Cllr Costley advised the meeting that the AGM had been held and although two additional representatives of the user groups was required the committee has been formed. The minutes of the meeting were agreed by resolution of Council.	
3.4	Chairs Items Cllr Bruce reminded all that Gloucestershire Highways had requested locations or groups to replant trees following their work due to Ash Dieback. An invoice had been received from Wildin & Co, this related to work done in support of the previous Clerk and the administration of VAT and need approval for payment from Council. Cllr Dunford proposed it be paid which was seconded by Cllr Freshwater and agreed by resolution of Council. The Clerk was instructed to add this payment to the authorisation schedule.	
3.5	Clerks Report The Clerks reports were received and the following actions from the reports were approved by resolution of Council:- • The gov.uk domain name would not be used for WDPC. • The Remembrance Day display items would be consulted on with the community and local school in preparation for next year. Cllr Costley also requested that alternatives to the plastic wreaths be sought. • The Clerks were to book their attendance places at the SLCC National Conference.	

	- The risk assessments were accepted, and it was suggested that a yellow beacon be purchased to sit on the vehicle used during the VAS works to warn other road users. - The purchase of the additional finger post for the Heritage Walk was approved. The Clerk was asked to find a budget for this purchase. - The proposed grass cutting of Berry Hill Orchard was approved as a one off due to ill health of the regular cutting people – it was later confirmed that another group had stepped in to cut the orchard, so this was not required. The meeting closed at 21:20	
4	Forthcoming Meeting Timetable –	

Sep-23				
Tues	5th September 2023	5.00pm	Planning Committee	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
Tues	12th September 2023	7.30pm	Climate & Biodiversity	West Dean Centre
Weds	27th September 2023	7.00pm	Full Council	West Dean Centre

Oct-23				
Tues	3rd October 2023	5.00pm	Planning Committee	West Dean Centre
Tues	17th October 2023	3.00pm	Highways & Footpaths Committee	West Dean Centre
Tues	17th October 2023	5.00pm	Planning Committee	West Dean Centre
	T.B.C	7.00pm	Climate & Biodiversity	
Weds	25th October 2023	7.00pm	Full Council	West Dean Centre