



WEST DEAN PARISH COUNCIL

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FULL COUNCIL MINUTES

Meeting Date: Wednesday 28th February 2024
Location: Witherby Room, The West Dean Centre

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

Clerks: K Carpenter & P Holland

(These minutes are still in draft form until approved at a subsequent meeting of the Council)

This meeting was audibly recorded as a test.

AGENDA No	ITEM/NOTES	ACTION
	GCC Cllr B Hoyland gave a brief update of her report and spoke a little about the older drivers forum, link to website Older Drivers Forum Keeping older drivers on the road safely, for longer and how useful this organisation was for both older drivers and their families. She also spoke briefly about Lydney Dial-a-Ride being rebranded to attract younger users to the service. These items promoted a short discussion about car headlights, the use of LED bulbs and the recovery time for older drivers' eyesight when driving at night. Cllr Grant raised a concern from a resident about the doubling of Council Tax for second homeowners and the impact this was having, he was advised that the resident should write to the Finance Portfolio Holder Cllr Moore at FODDC, and potential attend a Council meeting to raise this concern. Cllr Bruce thanks Cllr Hoyland for her update and attendance at the meeting.	
24021	<u>COUNCIL FORMAL BUSINESS</u>	
24021.1	Co-option of Councillor	

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	Anne Betenson had applied to be a Parish Councillor for the Bream ward, there was some discussion about the qualifying criteria, which is laid down in legislation, and it was agreed that Anne would be co-opted with the caveat that this would be checked with the MO. Cllr Bruce invited Anne to join the meeting as a ward Councillor for Bream	
24021.2	Apologies Apologies for absence were received from: • Cllr Cooper • Cllr Wheeler • Cllr Freshwater – Holiday • FODDC Cllr Dale No other apologies were received.	
24011.3	Declarations of Interest No declaration of interest from councillors was received at this time, but all were reminded to state their declarations at any point in the meeting if the need arose.	
24011.4	Minutes of the previous meeting. The minutes of the 31st of January were proposed by Cllr Dunford and seconded by Cllr Grant as an accurate record of the meeting and approved by resolution of Council. Cllr Dunford proposed that a summary report on actions from each meeting be produced which also details any follow up actions and the date of completed, this was seconded by Cllr Richmond and agreed by resolution of Council. Clerk – to develop a feedback report template of monthly actions for review by Council.	
24022	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
24022.1	Finance & Staffing Cllr Bruce wanted a thank you noted for the Deputy Clerk & Cllr Dunford for their hard work in preparing and gaining the Capital Grant for Community Buildings which has enable the West Dean Centre to have s solar energy system installed. Cllr Dunford advised the meeting that the 2nd round of funding was open and that a further submission will be made for improvements to the insulation, heating systems and lighting.	

Signed by Chair _____ Date _____

	The Clerk was asked to email the details of this grant round to Cllr Bruce.	29/2/24
24012.1i	The expenditure for February 2024 was reviewed and proposed by Cllr Grant, seconded by Cllr Francis, and agreed by resolution of Council.	
24012.1ii	Cllrs Bruce and Grant were authorised to approve the February payments for WDPC and the WDC.	
24022.1iii	Cllrs Yeates and Francis gave brief resume of the January financial inspection, where everything was signed off and the process commended as being extremely easy to undertake.	
24022.1iv	The Budget monitoring was received, with no questions or comments being asked, Cllr Bruce added how this works and was understandable.	
24022.2	Portrait of the King There was a short debate about this item and Cllr Grant proposed that the portrait be ordered, which was seconded by Cllr Richmond with the vote being recorded as 6 for: 3 against & 2 abstentions. Clerk to complete forms and request the framed portrait of the King.	Register for ordering 29.2.24. Ordered 4pm on 29.2.24
24022.3	Mobile CCTV The Council had been asked to consider the ownership, maintenance and moving of a mobile CCTV camera which would be initially used at Yorkley Community Centre to cover the skate park after an issue was raised by the PCSO. Councillors asked questions about the cost of the maintenance, the moving of the camera to other locations and how this would be funded. The camera will be funded from Safer Streets 5 funding and there is a need to consider how the costs of moving etc can be recouped. Cllr Bruce asked the meeting if in principle they were supportive of this proposal, but the meeting asked for more cost's details and information from the Community Support Officers before a decision could be made. Clerk – to request more detailed information about the costs of the unit maintenance, the costs of moving to other locations and more details of the proposed system.	Email sent to officer requesting more information 29.2.24
24022.4	Climate & Biodiversity Committee Cllr Grant asked a question about electric vehicle points and whether the programme could be extended too here? Cllr Moore responded	

Signed by Chair _____ Date _____

	that this was a complicated subject, and it would be best to email Nick Murray, Climate Officer at FODDC and copy Cllr Moore into any request. Clerk – to email Nick Murray about WDPC engagement in any vehicle charging points project. The meeting then moved to the Biodiversity Policy & Action Plan, which with some minor tweaks to dates and a renaming of the appendix was proposed by Cllr Dunford, seconded by Cllr Yeates and agreed by the following vote: 8 for: 2 abstentions. The Biodiversity Policy and Action Plan are adopted by Council.	
24022.5	West Dean Centre Management Committee Cllr Costely advised the meeting that this was a well-attended and useful meeting, from which he had the following items noted: School Staff Parking – there had been no communication from the school about the need to park in the centre car park until the end of March which has subsequently raised complaints from some users of the centre about the inability for their group to park. This had been discussed at the meeting and the proposal in the agenda was tabled. Cllr Dunford proposed that initially the Parish Council write to the school expressing their disappointment about the lack of communication and that they didn't act in a reasonable manner until challenged, we need to have a discussion with them about the parking but reserve the possibility to charge. Clerks to draft a suitable letter and liaise with the Chair of the Committee before hand delivering to the school. Cllr Evans added there had been a lengthy debate about the lack of facilities for teenagers etc. at the meeting. Cllr Costley advised that Pandemonium, a drumming group, were discussing relocating to the centre and they organised youth activities usually over a Saturday, Cllr Evans advised that WDPC provide grants to support such activities and groups. Cllr Costley had noted the need for more groups and users of the centre to be attracted. He spoke about the Dog Training at The Hut and how lucrative this was and could be considered for the centre.	
24023	<u>ITEMS FOR INFORMATION – COUNCILLORS TO RECEIVE & NOTE</u>	
24023.1	Planning Committee	

Signed by Chair _____ Date _____

	Cllr Dunford advised the meeting that nothing controversial had come up during the month. He gave brief update on FESNP as the Planning Inspector had some questions and the working group have strengthen some of the working on the historical elements with Cllr Yeates help. He also said that the inspector noted the quality of the Design Guidance for the FESNP. There was a brief discussion about the local plan and the need for FODDC to consider the FESNP design guide. Cllr Costley asked about the review of the BHC&EE NP, which the clerk advised that the comparison work had been completed and a meeting would be arranged to continue the review. Clerk - to arrange a BHC&EE NP meeting.	
24023.2	Highways & Footpaths Committee Cllr Richmond gave a brief resume of the meeting and the discussions held as the minutes were not available in the agenda pack. He briefly discussed the issued raised by residents at the meeting and also shared some of the collision data information he had collated. Cllr Evans commented on the two meetings being back-to-back and not enough time being given to this committee meeting. The committee was commended by the Chari for being on top of the issues and concerns being raised and the proactive response to residents' concerns.	
24023.3	Chair's Items The Chair raised the concern about the Five Acres Field no longer being listed as a community asset and asked if this should be resubmitted for registration, which Council agreed should be done as it was part of the Berry Hill NP. The Chair also spoke about the GCC Climate Newsletter, and the Nature Recovery Strategy meetings being held, which are detailed in the newsletter which was shared at 8:40 on 29th Feb by the Clerk with Councillors.	
24023.4	Clerk's Report The Deputy Clerk presented a report to engage the same company for the Play Park Annual Checks, this was proposed by Cllr Moore, seconded by Cllr Grant, and approved by resolution of Council.	

Signed by Chair _____ Date _____

	Deputy Clerk – to engage provider to undertake the Play Park Inspections. The Clerk advised the meeting that the WDPC Community Grants would be publicised across all social media contacts and the website from 4th March with a closing date at the of 28th March with grants being approved for payment at the April 2024 meeting. Clerk – to ensure notices are placed on all appropriate sites and shared with contacts.	Shared 4/3/24 – FB & website
24013.5	Public Forum Follow-up Cllr Grant wanted to ask a question about the FODDC Climate Officers and what they could do to help and support the parish. Cllr Moore suggested a letter be sent to Cllr McFarling the portfolio holder and copied to him to ask this question. Clerk – to draft letter to Cllr McFarling and liaise with Cllr Grant on its content. The meeting closed at 20.55.	
23104	Forthcoming Meeting Timetable –	

Mar-24				
Tues	5th March 2024	5.00pm	Planning Committee	West Dean Centre
Tues	19th March 2024	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	19th March 2024	5.00pm	Planning Committee	West Dean Centre
Weds	27th March 2024	7.00pm	Full Council	West Dean Centre
Apr-24				
Tues	2nd April 2024	5.00pm	Planning Committee	West Dean Centre
Tues	9th April 2024	4.00pm	Climate & Biodiversity Committee	West Dean Centre
Tues	16th April 2024	3.00pm	Highways & Footpaths Committee	West Dean Centre
Tues	16th April 2024	5.00pm	Planning Committee	West Dean Centre
Weds	24th April 2024	7.00pm	Full Council	West Dean Centre

Signed by Chair _____ Date _____

