



WEST DEAN PARISH COUNCIL

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FULL COUNCIL MINUTES

Meeting Date: Wednesday 24th April 2024

Location: Witherby Room, The West Dean Centre

Present: Cllrs A Grant, M Costley, S Lewis, S Dunford, J Richmond, B Freshwater, S Francis, D Wheeler, E Cooper, A Betenson & S Yeates

Clerks: K Carpenter & P Holland

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

AGENDA No	ITEM/NOTES	ACTION
	Public Forum A member of the public wanted Council to respond to the following questions: • Why did it take 8 days to send a letter to FoDDC following the motion passed by Council? • When will the minutes of the YCSFCF meeting held on 7th April 2024 be available on the website. • Who are the representatives that attend the meeting on behalf of WDPC? The member of public talked about the confusion and disappointment she felt that she was asking these questions after what they felt was a positive outcome at the March meeting. There was some discussion by Council, and it was agreed that a formal response would be provided to these questions even though some detail was given in response at the time. GCC Cllr B Hoyland had previously submitted her report for Council and to be posted on the parish website. She asked the meeting if there were any questions arising from her report, Cllr Grant spoke briefly about the indicative cost of the Energy Performance Certificates and these being more cost effective outside of the programme details.	

Signed by Chair _____ Date _____

	BH also spoke about the heritage trail and the installation of new gates plus the new patching machine which she is watching with interest to see how long the areas patch last. The public forum closed at 19:20	
24041	<u>COUNCIL FORMAL BUSINESS</u>	
24041.1	Apologies Council received the following apologies for absence: Cllr A Bruce – due to an injury Cllr B Evans – due to an injury Cllr A Moore – other commitments Cllr J Roberts was discussed by the meeting and due to his house sale falling through he was granted a dispensation on his attendance at meeting for 6 months, after which it would be reviewed.	
24041.2	Declarations of Interest No declarations of interest were stated at this time. The dispensations for Cllr Richmond and Cllr Yeates to speak in respect of Berry Hill Memorial Institute (The Hut) but would not be allowed to vote was noted by Council.	
24041.3	Minutes of the Previous Meeting The previous meeting minutes were reviewed by Council for accuracy, and these were proposed by Cllr Dunford as an accurate record of the meeting being seconded by Cllr Freshwater and agreed by resolution of Council. There was some discussion about any items discussed during a closed session and how these were noted. The Clerk recommended that a separate folder be included in the agenda pack for these items and any notes.	
24042	<u>ITEMS FOR DISCUSSION AND DECISION</u>	
24042.1	Finance & Staffing	
24042.1i	The expenditure for WDPC and WDC were reviewed and agreed by resolution of Council.	
24042.1ii	It was noted that Cllrs Grant and Costley would authorise the payments approved in 24042.1i. It was also noted that the financial inspection would be arranged with Cllrs Moore and Freshwater during early May for the April inspection.	

Signed by Chair _____ Date _____

24042.1iii	Cllr Grant gave a brief report on the March 2024 financial inspection undertaken with Cllr Evans where no issues were found or noted.	Actioned 26/4/24.
24042.1iv	The budget monitoring was received, and Cllr Grant reported that he had reviewed the year end budgetary position with the Clerk and all balanced with the designated reserves for the play park, the WDC roof and the held grant awards being set up and monies allocated.	
24042.1v	The Statement of Accounts and supporting documents were reviewed and approved by Council, with the Chair signing these documents.	
24042.1vi	The Zurich Insurance policy was reviewed by Council with some questions asked about cover for an upcoming project, which were fully answered by the Clerk. Council agreed that the insurance cover was fit for purpose for the specified term and vote unanimously to approve the documents.	
24042.1vii	The asset register was reviewed and there were questions about whether the condition of the assets was monitored and logged, this is completed on a quarterly inspection form which will be shared with Council. At this time the Clerk advised Council that internal audit was almost completed and that the full report should be available for Council at the May Annual Meeting.	
24042.2	Chestnut Wood Playing Field (Five Acres) Cllr Wheeler declared an interest in this topic as a District Councillor. Cllr Richmond gave a brief summary of the work completed by the working group on this lease agreement to date but advised there was still some work to do but progress was being made towards the next stage of the lease agreement. Cllr Freshwater proposed that as this document was setting out the principle to proceed he would propose that this be accepted by Council, this was seconded by Cllr Dunford and agreed by resolution of Council with one abstention. The authorisation for the Clerk to sign the document was not discussed by Council and will therefore be a future agenda item.	
24043	Items for Information – Councillors to note.	
24043.1	Planning Committee The planning minutes were received and noted by Council, but an amendment was needed to note Cllr Dunford's apologies for the April	

Signed by Chair _____ Date _____

	16th meeting. Cllr Dunford added that there had been nothing controversial submitted. Cllr Freshwater wanted it raised with enforcement that the Turley Yard on Lydney Road had recently received delivery of a digger on a low loader and that someone appeared to be living on site. The bungalow had been demolished as required but all other buildings were still on site. Lion Row Parkend was also mentioned as an enforcement issue which keeps rumbling on.	
24043.2	Highways & Footpaths Cllr Richmond advised that this meeting had been well attended by member of the public and was a very constructive meeting. The meeting discussed a speed survey of Clements End Road, and this was already in operation.	
24043.3	Chairs Items The following items were discussed and approved under Chair Items: • WDPC Community Grant Award April 2024 – Cllr Grant advised that these were discussed at the Finance & Staffing Committee held on 22nd April 2024 and a good time was spent reviewing each application. Cllr Dunford proposed that these award amounts were agreed by Council, this was seconded by Cllr Freshwater and agreed by resolution of Council. • The motion from Cllr Richmond at the Finance & Staffing Committee was discussed, this motion was withdrawn by Cllr Richmond in favour of the High School Award policy written and approved in July 2023. This was proposed by Cllr Freshwater and seconded by Cllr Dunford and agreed by resolution of Council that the schools be contacted urgently about this award policy and the nomination requirements. • Cllr Grant wanted to discuss a potential dispensation for non-attendance at meeting for Cllr Roberts, who due to his house sale falling through was not able to attend meetings as he had been unable to move to the area. Cllr Wheeler asked what his qualifying status was and was advised that Cllr Roberts owned a large plot of land in Parkend.	Actioned 26/4/24.

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	Cllr Freshwater proposed that a 6-month dispensation be granted with a reassessment at 6 months, this was seconded by Cllr Richmond and agreed by resolution of council with 1 abstention. • There was a motion to hold this part of the meeting in closed session under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business was considered to be of a confidential nature. This was agreed by resolution of Council. • The meeting then went on to discuss the motion presented about the Yorkley Court Solar Farm Community Fund where a considerable amount of history was presented to Council about the fund and some expressions of disappointment that the various parts of the motion had not been acted upon by FoDDC in a timely manner. Cllr Grant wanted to move this topic forward and establish what can be done, that will provide a model for any future agreements related to a solar farm. Cllr Freshwater proposed that the Clerk writes to FoDDC officers asking for an update following the letter and any meetings that they held. This was seconded by Cllr Dunford and agreed by resolution of Council. Cllr Freshwater also proposed that the Clerk write to the member of public with the actions that the Council are undertaking on this fund, this was seconded by Cllr Cooper and agreed by resolution of Council. Cllr Freshwater further proposed that the Clerks check on the administration and availability of information for the public, which was seconded by Cllr Dunford and agreed by resolution of Council. Cllr Richmond proposed that we move to next business, which was seconded by Cllr Freshwater and agreed by resolution of Council.	Advised 25/4/24. Actioned 25/4/24 – waiting response. Actioned and completed 25/4/24.
24033.3	Clerks Report The deputy Clerk presented her report, and the following recommendations were considered by Council: • The PAT Testing be awarded to the electrical contractor who completed the works the previous year, as only one quote was provided by those contacted. This recommendation was proposed by Cllr Wheeler, seconded by Cllr Dunford and agreed by resolution of Council.	

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	• Edge End village had been in contact about a Defib, which they have now raised the funds for and the Deputy Clerk wanted to know if this purchase was acceptable to Council and which budget would be allocated too. Cllr Dunford proposed that Council match funds the purchase of the Defib and ask them for the type required and the power supply to the site, this was seconded by Cllr Freshwater. Before this was put the vote there was some debate about the costings and an alternative proposal was tabled by Cllr Wheeler which was to provide a £700 donation towards the costs, but this was then withdrawn. The original proposal was then put the vote and agreed by resolution of Council. • The Parish Council was formed as a civil parish 50yrs ago and the Clerk wanted to know how Council would like to mark this anniversary. There was some discussion about the history of the parish, but Cllr Grant asked for suggestions to be forward to the Clerk for this celebration. The current suggestions are: ❖ To hold a wine & cheese evening inviting all previous Councillors to join the celebration and a photo shoot which would be framed and displayed at the West Dean Centre. ❖ To place an article about this anniversary in the parish magazine. ❖ To nominate 50 people who have made a significant impact within the parish over the last 50 years and award a certificate. Cllr Grant also spoke briefly about the 80th D-Day anniversary and the event, which was being organised for the cenotaph, Bream. Cllr Richmond also spoke about the event to mark this anniversary at The Hut, Berry Hill and requested a wreath for this event. Clerk to arrange for a wreath for The Hut.	Completed 26/4/24.
24033.4	Public round-up There was no public round-up as the public had left the meeting earlier in the evening. The meeting closed at 21.26	

May-24				
Tues	7th May 2024	5.00pm	Planning Committee	West Dean Centre
Tues	21st May 2024	11.00am	Governance & Scrutiny Committee	West Dean Centre
Tues	21st May 2024	5.00pm	Planning Committee	West Dean Centre
Weds	29th May 2024	7.00pm	Annual Parish Council	To be confirmed
Jun-24				
Tues	4th June 2024	5.00pm	Planning Committee	West Dean Centre
Weds	12th June 2024	7.00pm	Annual Parish Assembly	West Dean Centre
Tues	18th June 2024	3.00pm	Highways & Footpaths Committee	West Dean Centre
Tues	18th June 2024	5.00pm	Planning Committee	West Dean Centre
Thurs	20th June 2024	4.00 pm	Climate & Biodiversity Committee	West Dean Centre
Weds	26th June 2024	7.00pm	Full Council	To be confirmed

Signed by Chair _____ Date _____