WEST DEAN PARISH COUNCIL

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FULL COUNCIL MINUTES

Meeting Date: **Wednesday 31st July 2024**

Location: **Ellwood Football Club, Ellwood**

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

Clerks: K Carpenter & P Holland

Also present: 2 members of the public and FoDDC Cllrs J Dale & B Llewellyn

(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 spoke about the issues and concerns that residents of Ellwood had on 2 subjects. The first being the riding of scrambler type bikes through the village and the nuisance this was causing to residents, who were subjected to offensive behaviour if confronting the young people. Their concerns were about being unable to contact the Police or Forestry England when these incidents were happening. Cllr Freshwater asked questions about the type of bikes being used to understand if these were legally allowed on the road. He then proposed that the Parish Council writes to the Office of the Police & Crime Commissioner and the Deputy Gaveller at Forestry England about the illegal use of these bikes on the highway and also on FE land. **ACTION – Clerk to write letters to OPPC and FE** The second issue, which had reduced over recent weeks, is about the congregation of vehicles on FE land near the football pitch and the	

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	potential dealing of illegal substance from these vehicles. Residents' concerns have been reported to the Police but the residents were wondering if the recent raid in Coleford had some knock on effect with this situation. The residents would appreciate an update from the Police on the information shared and what follow up action had been taken. Cllr Freshwater advised that this was something that could be added to the letter already proposed. Cllr Grant added that he attended meetings with the OPPC and would raise this issue at the next meeting, but they were infrequent, and the next meeting was not currently scheduled. FoDDC Cllrs J Dale and B Llewellyn were thanked for the comprehensive report the Council had received. BL added that she was a member of the Licencing Committee, and they were keen to encourage applications for street licences for café's etc. Cllr Grant spoke about the move of staff from Publica to FoDDC and that this was a welcome change. Cllr Dale added that the move to Publica had created a distance between Council and officers whilst adding an additional layer of management and the hope was that by bring people back in house this barrier would breakdown and people would be more present in the offices. Cllr Grant also asked why the garden waste service was being promoted? Was this due to lack of take up? He also commented that he had been unable to pay at the offices for a licence and was directed towards a computer, he questioned why there was no card reader available which for some residents could create issues . Cllr Dale advised that she would ask questions about this issue. Cllr Freshwater wanted to discuss the wellbeing of Yorkley residents due to the number of sheep and the fouling on the pavements. This issue was being tackled by the previous administration and he wanted to know what the new administration was doing to continue this work and resolve people's concerns. Cllr Dale advised that cleanse would be undertaken if reported to FoDDC and that they had met with FE on the issue of sheep being dumped in villages etc and was happy to share the report they had received from FE and would investigate further following Cllr Freshwaters request. Cllr Llewellyn added that any welfare issues such as injured, poorly kept and poorly sheep should be reported to GCC Animal Welfare.	
24071	**<u>COUNCIL FORMAL BUSINESS</u>**	
24071.1	**Apologies** The following apologies for absence and reasons were received: • Cllr J Roberts – dispensation	

	• Cllr D Wheeler – other commitments • Cllr J Richmond - Holiday	
24071.2	**Declarations of Interest** There were no declarations of interest at this time.	
24071.3	**Minutes of the previous meeting** The previous meeting minutes were reviewed by Council for accuracy, and these were proposed by AG as an accurate record of the meeting being seconded by SY and agreed by resolution of Council. The minutes of the meeting were signed and dated by Chair of Council. Cllr Dunford advised the meeting that Yorkley Community Centre would be willing to volunteer as a partner to explore the options of a compostable toilet. Cllr Evans thanked the Clerk for arranging a meeting with FoDDC Cllr Phelps and the planning officer to discuss planning notification concerns. Cllr Moore arrived at 19:39.	
24071.4	**Review of Terms of Reference for Committees** The only Terms of Reference to review was those for the West Dean Centre Management Committee, MC advised that some minor amendments had been made to the ToR's and approved by the Committee, these include frequency of meetings and rules around the quorum for the meetings. MC proposed the terms of reference be accepted, this was seconded by BE and agreed by resolution of Council.	
24072	**Items for Consideration and Resolution**	
24072.1 **24072.1i**	**Finance and Staffing** The budget monitoring information for WDPC and WDC was received and noted by Council with no questions being asked at this time. AG spoke briefly about the purchase of a Defib and the use of the grant budget allocation (5070) as there was no dedicated budget for the purchase of a defib. The reason for this budget code being used was this and that a grant was going to be repaid to Council as it had not been used for the project. **He proposed that Council to agree for the defib to being coded to heading 5070, this was seconded by BE and agreed by resolution of Council with 1 abstention.**	

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24072.1ii **24072.1iii**	BE proposed that the WDPC payments be approved en bloc, this was seconded by AG, at this point BF declared an interest due to being paid travel expenses and advised the meeting he would abstain from the vote. The proposal was put to a vote being carried with 2 abstentions and agreed by resolution of Council. JR and SD would authorise payments for WDPC and JR & MC would authorise payments for WDC. There was a brief discussion about the need for additional authorising Councillors for WDC and AM volunteered to be added. SD gave brief report on the financial inspection with everything being in order and all questions answered.	
24072.2	**Code of Conduct Training** There was a discussion about the training being offered by GAPTC and an independent person, although there was a question about their experience which was fully satisfied when answered. Council felt that the training needed to be bespoke to the needs of Council and felt that the independent person would be able to provide this targeted training more effectively. BF proposed that the independent trainer be engaged to provide the bespoke training required. There was some discussion about the role of the monitoring officer and any sanctions which could be imposed for failing to comply with the Code of Conduct. AG added that a detailed discussion had been held at Governance & Scrutiny Committee about this training. Also discussed was the inclusion of neighbouring towns or parishes on the training, it was proposed by BF that Lydney be offered this in the first instance due to the close working relationship that existed between the two authorities. **ACTION – Clerk to check with independent training maximum numbers, the inclusion of another authority on the training and to arrange a training session later this year. The meeting is to be scheduled for a Wednesday at 7pm.**	
24072.3	**Governance & Scrutiny Committee** SF gave a verbal report and hoped that all members had read the minutes of the meeting, she added that the first block of 8 policies were reviewed with no changes being required. **SF proposed that these be approved en bloc, this was seconded by BE and agreed by resolution of Council.**	

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	AB to send any typo's spotted to the Clerk. The three new policies were then discussed, and it was agreed that the Acceptable Email Use Policy would return to Governance in September as a small number of Councillors were unable to use their WDPC email accounts and that the policy be amended to reflect this situation. **It was agreed that a session would be organised for those councillors with the web/email provider to enable issues to be resolved.** **Dignity at Work Policy was proposed by SF, seconded by BF and agreed by resolution of Council.** **Performance Management Policy was proposed by SF, seconded by BF and agreed by resolution of Council, with 1 abstention.**	
24073	**<u>Items for Information – Councillors to note.</u>**	
24073.1	**Planning Committee** BE gave a verbal report on the planning committee meetings and the key elements were: - Lion Row – had been called in by Cllr Bruce at FoDDC, SD asked when this would be presented at Development Control Committee as he would like to speak on this application. - A meeting is scheduled for 20th August to discuss neighbour planning notification letters with senior officers and FoDDC Councillors. SD encouraged as many members are possible to attend the Local Plan Consultation Meeting scheduled for 6pm on Thursday 1st August at the WDC to assist in preparing the Councils written representation for submission to FoDDC. He wanted all to note that some settlement boundaries had been changed in this document. SD also advised that Forest Edge South NP would be going to referendum on 10th October 2024 and Council wanted to note their thanks for all the work that had gone into the preparation of this plan by Steve, Elaine and Correne. AG asked when the response to the Local Plan needed to be submitted, this is by 19th August and the Planning Committee has delegated powers to respond.	
24073.2	**The Forest of Dean Gateway** SD gave a verbal update of progress on this project. The public consultation events were well attended and the feedback gathered was good and supportive of the project and its aims with most	

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	understanding that the proposed route was a compromise to overcome the Ancient Woodland objections. From the feedback data the predominate use would be walking & cycling with some indicating the need for safe access for children to clubs and school. The areas of concern were around road crossings and the working group would be proactively engaging with Highways on these concerns to formulate mitigation measures. Noise and loss of privacy was also of concern and the movement of the proposed stop point/picnic site to the old junction box site would mitigate some of these concerns and others with route changes had been addressed. Flooding was also raised, and the route of the cycle/walking path would not impact on this issue. Lydney Town Council are working with GCC and FoDDC on the issue of flooding in the town. The only other issue was the location of the underpass, and this is currently being reviewed and moved which would reduce any potential concerns. Those present at the consultation events felt that poor or misinformation was creating some concerns, but these should be reduced as all documents were now made publicly available. SD also advised the meeting that Greenways & Cycleroutes felt unable to work with us due to timescale constraints, which meant that the fall-back position of undertaking the updates in house were being undertaken and software would be purchased to assist in this once further contact with Sustrans had taken place to establish if they knew of a consultant which may be able to assist. **A letter to Greenways & Cycleroutes has been drafted and will be sent once the working group approve the final version.** BF also added that residents had raised issues with him about information being difficult to find, he had sent this to the Clerk and all these issues were now resolved with a link from LTC to the WDPC page for the project. SD also advised that the Facebook page, with its 500 or so followers would be administered by the WDPC office. AB thanked the working group for their continued hard work and the comprehensive update.	
24073.2	**Deputy Clerks Report** PH gave a verbal report about the concerns raised by the Fire Safety Officer during a recent inspection. **AG stated he was happy to propose that costs be sought for the recommended works, but a detailed and individualised breakdown**	

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	would enable Council to make an informed decision about what needed to be undertaken, this was seconded by BE and agreed by resolution of Council. PH also informed Council that following the receipt of a letter about commercial broadcasting of TV, Films etc a quick poll of users had been undertaken and one group had been found to have been showing movies and football matches. This group had been advised to stop this practice and a booking form had been introduced for the monitor as the remote controls would be removed from the main hall to prevent any further such use.	
24073.3	**Chairs Items** AB wanted to note and thank Elaine Cooper for her hard work and input to Council, she has recently resigned on health grounds and the Council wish her all the best and hope she is soon on the mend. **BF proposed that the Council officially thank her by sending a letter, this was agreed by Council.** AB also spoke abut the Forest Edge South NP and how so much time and work had been given to producing this excellent document and its supporting papers. There was some discussion about Bream and a neighbourhood plan, but SD felt that it would be good to wait until the Local Plan was adopted as this would form key element for consideration as the NP would need to reflect this document. Berry Hill, Christchurch and Edge End NP was already in the process of being reviewed and SY had partially completed the heritage assessment document for this. BF proposed that the best way to get residents involved was to have an open meeting to discuss the Bream NP and this could be the start of the working group for this NP.	
24063.4	**Public Round-up – 10 minutes** There was no public round-up as all members of the public had left the meeting. **The meeting closed at 20:51**	

Signed by Chair _________________________ Date __________

Aug-24				
Tues	6th August 2024	5.00pm	Planning Committee	West Dean Centre
Tues	20th August 2024	2:30pm	Highways & Footpaths Committee	West Dean Centre
Tues	20th August 2024	5.00pm	Planning Committee	West Dean Centre
Weds	28th August 2024	7.00pm	Full Council	Pillowell Village Hall

Sep-24				
Tues	3rd September 2024	5.00pm	Planning Committee	West Dean Centre
Tues	17th September 2024	11.00am	Governance & Scrutiny	West Dean Centre
Tues	17th September 2024	5.00pm	Planning Committee	West Dean Centre
Weds	25th September 2024	7.00pm	Full Council	The Hut, Berry Hill

Signed by Chair ___________________________ Date __________