



WEST DEAN PARISH COUNCIL

Kim Carpenter
Proper Officer

Phil Holland
Deputy Clerk

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PARISH COUNCIL AGENDA

To, Members of West Dean Parish Council

Dear Councillor

Date issued: 24th October 2024

I summon all members to attend the West Dean Parish Council meeting to be held on Wednesday 30th October 2024 at 7pm in **Parkend Memorial Hall, Folly Road, Parkend** for the purpose of transacting the business on the agenda as set out below.

Location map: [Parkend Memorial Hall - Google Maps](#)

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights plus Social, Economic and Environmental matters.

The Council Meeting will follow the Public Forum, which will begin at 7.00pm.

Yours sincerely

Kim Carpenter
Parish Clerk/RFO

PUBLIC QUESTIONS & COMMENTS – 7.00 pm to 7.30 pm

This time is set aside for members of the public to make representations to Council or ask questions which they feel need to be brought to Council's attention.

24101	<u>Council Formal Business</u>
24101.1	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
24101.2	Declarations of Interest To receive any declarations of interest, members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with the Council's Code of Conduct.

	A request for dispensations can be requested at the meeting and the paperwork completed for consideration.
24101.3	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held the 25 th September 2024. <i>Attachment – Minutes of the Council meeting held on 25th September 2024</i>
24101.4	County and District Reports To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
24102	<u>Items for Consideration and Resolution</u>
24102.1	Finance and Staffing To receive and note the budget monitoring information for WDPC and WDC. <i>Attachments 2.1v – Working Budgets 2022/23 WDPC & WDC & Budget overview documents.</i>
24102.1i	To review and approve the October 2024 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £13,402.12 excluding VAT and WDC = £1,855.22 excluding VAT. <i>Attachment – 2.1i WDPC Expenditure payment schedule.</i>
24102.1ii	To advise Council that Cllrs A Grant and S Dunford are to authorise payments on the banking system for WDPC.
24102.1iii	To advise that Cllrs J Richmond and M Costley are to authorise the payments on the banking system for the West Dean Centre.
24102.1iv	To note that Cllrs B Evans and A Grant will undertake the October financial inspection of the WDPC and WDC accounts.
24102.1v	To receive the report and note the September financial inspection of transactions for WDPC and WDC which were undertaken by Cllr Francis & Bruce.
24102.1vi	To receive the minutes and approve the following recommendations from the Finance Committee meeting held on Wednesday 16 th October 2024: • The Committee formulated the Council Support Tax consultation response, see attached document (This needed to be returned by 16th October 2024) • The committee has approved the request to use the MUT budget (code 7060) to be used for the match funding element of the Active Travel Grant application. • The Committee recommended that we offer to pay Parkend Parochial Church Council £400 plus the annual May 2025 RPI uplift and ask that the Forest of Dean Allotment Association pay the same fee with the annual May RPI uplift to the Council. <i>2.1vi - Attachment – Minutes of the Finance Committee held on 16th October 2024</i>
24102.1vii	To approve the WDPC community grant awards allocated by the Finance Committee held on 16 th October 2024. <i>2.1vii - Attachment – Grant Award recommendation table</i>

	<table> <tr> <th colspan="2">Summary of Grant Awards recommended by Finance Committee on 16th October 2024</th></tr> <tr> <td>Sling Playing Fields</td><td>£ 2,500.00</td></tr> <tr> <td>Bream Rugby Club</td><td>£ 2,000.00</td></tr> <tr> <td>Forest Sensory Services</td><td>£ 250.00</td></tr> <tr> <td>Parkend Early Learners</td><td>£ 1,500.00</td></tr> <tr> <td>Bro dys Trust</td><td>£ 2,500.00</td></tr> <tr> <td>Parkend Village Events Committee</td><td>£ 300.00</td></tr> <tr> <td>Canopy</td><td>£ 1,500.00</td></tr> <tr> <td>Yorkley Cricket Stars</td><td>£ 2,100.00</td></tr> <tr> <td>Severn Area Resuce Association</td><td>£ 2,000.00</td></tr> <tr> <td>Nedscroft Community Heritage Group</td><td>£ 250.00</td></tr> <tr> <td>Parkend Community Orchard Group</td><td>£ 800.00</td></tr> <tr> <td>Pillowell Brass Band</td><td>£ 4,000.00</td></tr> <tr> <td>Yorkley Community Centre</td><td>£ 500.00</td></tr> <tr> <td>Room Hire fund at WDC (reserve Grant Budget)</td><td>£ 552.15</td></tr> <tr> <td></td><td>£ 20,752.15</td></tr> </table>	Summary of Grant Awards recommended by Finance Committee on 16th October 2024		Sling Playing Fields	£ 2,500.00	Bream Rugby Club	£ 2,000.00	Forest Sensory Services	£ 250.00	Parkend Early Learners	£ 1,500.00	Bro dys Trust	£ 2,500.00	Parkend Village Events Committee	£ 300.00	Canopy	£ 1,500.00	Yorkley Cricket Stars	£ 2,100.00	Severn Area Resuce Association	£ 2,000.00	Nedscroft Community Heritage Group	£ 250.00	Parkend Community Orchard Group	£ 800.00	Pillowell Brass Band	£ 4,000.00	Yorkley Community Centre	£ 500.00	Room Hire fund at WDC (reserve Grant Budget)	£ 552.15		£ 20,752.15
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24102.2	Crossing Cottage, Whitecroft To receive a verbal update of the condition of the footpath following the letter sent to the householder on 11th September 2024 and the photos taken during a site visit, these photos are included in the agenda pack. Cllr B freshwater proposes the following motion to Council for consideration: <i>That the Parish Council writes to the owners again advising that they are in breach of the property deeds by allowing the footpath to be blocked. The Parish Council will allow a further 14-day period for public access to this footpath to be reinstated. If this request is not actioned within the specified timeframe the Parish Council will seek legal advice with the intention of recovering all costs in restoring the public access to this footpath.</i>																																
24102.3	Dean Forest Railway Museum, Norchard (DFRM) The Railway Museum are developing a funding bid to the Heritage Lottery Fund to extend the railway museum back to Parkend, where it was originally before the railway centre was relocated to Norchard. The DFRM is a Charitably Incorporated Organisation (CIO) and is accredited to the Arts Council for England but also part of the Gloucestershire Museums Group. As part of the funding bid process the DFRM needs to gain support from the local community for their project through the support of the Council. The plan would be to retain the exterior of the only surviving building from the Severn & Wye Railway, the goods shed, and possibly the only surviving wooden bodied goods shed in the country. The interior would be restored to its original condition and then adapted to safely display artifacts and interpretation panels and to allow access for all users. Cllr A Grant proposes the following motion: <i>That West Dean Parish Council offers its support in writing for the Dean Forest Railways Museum ambition to provide a museum at Parkend Station. That will be an asset for the community and focuses on the local history of Parkend from its time as a centre for horse drawn tramways through to its development as a centre for mining and quarry workings and the expansion of the railway through to the development of the heritage railway it now houses.</i>																																

24102.4	WDC Loft & Parish Archive To receive and discuss the report about the West Dean Centre loft access to the Parish Archive and to consider the recommendations within the report for decision and action. <i>2.4 -Attachment – WDC loft access report</i>
24102.5	Sheep Issues To receive the following motion from Cllr Freshwater in regard to the present position of FoDDC and the control of free roaming sheep in the West Dean area which often create fouling and offensive odour issues for local residents. Cllr freshwater proposes the following motion: <i>That West Dean Parish Council writes to the Head of Paid Services at Forest of Dean District Council to enquire as to the present position with sheep handling and in particular the present position of the outcomes of the Common of Sheep meeting held on 9th February 2023</i>
24102.6 24102.6i	Chestnut Playing Field To approve the setting up of a reserve budget to support the WDPC School Awards programme, this will be funded from the return of capital funding invested by WDPC to make improvements to the access and safety of the field as a sporting facility by FoDDC.
24102.6ii	To consider the request from Berry Hill RFC that the surface of the Chestnut Field be reinstated as soon as possible as it's been unplayable since the surface was damaged by the subcontractors to FoDDC during the mining investigation works. These works left stone/shingle on a considerable part of the pitch area, this has rendered the surface hazardous to mow and has the potential to cause injury to players coming into contact with this stone/shingle. The Club has written advising that they have an urgent need to use this pitch and need it restored as soon as possible, there is also a vague offer of assistance for these works. <i>Clerks' recommendation – that this letter, along with a covering letter from the Parish Council, and the concerns raised within be passed to the District Council for immediate action in removing the debris, spreading of topsoil and rolling in preparation for reseeding so as to make the pitch usable by BHRFC for the coming season as a matter of urgency.</i>
24103	<u>Items for Information – Councillors to note.</u>
24103.1	Planning Committee To receive and note the minutes of the Planning Committee held on 1st & 15th October 2024. <i>3.1 - Attachment – Minutes of the Planning Committee meetings held on 1st & 15th October 2024.</i>
24103.2	Highways & Footpaths Committee To receive and note the minutes of the Highways & Footpaths Committee held on 15th October 2024. <i>3.2 - Attachment – Minutes of the Highways & Footpaths Committee held on 15th October 2024.</i>
24103.3	Climate & Biodiversity Committee To receive and note the minutes of the Climate & Biodiversity Committee held on 17th October 2024. <i>3.3 – Attachment – Minutes of the Climate & Biodiversity Committee held on 17th October 2024.</i>

24103.4	Chairs Items To receive any reports or information from the Chair. • In memory of Jim Lee – previous parish clerk • Josh Roberts
24103.5	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions about agenda items following the meeting.
24094	<u>Forthcoming Meeting Schedule:</u>

Nov-24				
Tues	5th November 2024	5.00pm	Planning Committee	West Dean Centre
Tues	19th November 2024	11.00am	Governance & Scrutiny	West Dean Centre
Tues	19th November 2024	5.00pm	Planning Committee	West Dean Centre
Weds	27th November 2024	7.00pm	Full Council	Pillowell Village Hall
Dec-24				
Tues	3rd December 2024	5.00pm	Planning Committee	West Dean Centre
Tues	17th December 2024	2:30pm	Highways & Footpaths Committee	West Dean Centre
Tues	17th December 2024	5.00pm	Planning Committee	West Dean Centre
NO FULL COUNCIL MEETING THIS MONTH				
WEST DEAN PC WISHES ITS RESIDENTS A VERY MERRY CHRISTMAS				

- 1 The Public Questions & Comments is designed to give electors the opportunity to make representations to the Council or to ask questions. It takes place before the formal meeting of the Council.
- 2 The time allocated to the whole period of the open forum is 30 minutes.
- 3 Whether your attendance is part of a deputation or as an individual, the spokesperson will be invited to put the case with a maximum time limit of 10 minutes. Follow up speakers will be allowed 5 minutes in total. Speakers may only speak once.
- 4 The Chairman will decide whether he/she can advise the deputation immediately or if he needs to sound out members and/or consult the Clerk. The Chair will then inform the deputation what action the Parish Council intends to take.
- 5 The initial response by the Council will be to establish if the matter is something which the Council should be involved in as a matter of public interest or is a private matter for the electors to deal with themselves.
- 6 What the Council may not be able to do at this initial stage is to attempt to solve the actual problem itself. What the Council will do is to decide the best method to deal with the problem and this can take several forms as follows –
 The Council can decide -
 - (i) The degree to which the Council can act as advocate on behalf of the individual or group of electors.
 - (ii) To refer the matter to a Committee of the Council for action.
 - (iii) To place the matter on a future Parish Council agenda.
 - (iv) To instruct the Clerk to make further enquiries or conduct correspondence on behalf of the deputation or arrange meetings as considered necessary.
 - (v) If the matter is already on the Council agenda the Chair will invite electors to make any points they feel are relevant regarding the agenda item. The deputation can then remain and listen to the debate in Council.
 - (vi) If, during the formal meeting, the Chair feels that the deputation has information which will be useful to the Council, the Chair with the agreement of members can invite a spokesperson to address the Council.

