



WEST DEAN PARISH COUNCIL

Kim Carpenter
Proper Officer

Phil Holland
Deputy Clerk

Tel. Parish Office: 01594 564484 (9.00am – 4.00pm)
Email: clerk@westdeanpc.org.uk
Web site: www.westdeanpc.org.uk

Parish Office
West Dean Centre
High Street
Bream
Glos.
GL15 6JW

PARISH COUNCIL AGENDA

To, Members of West Dean Parish Council

Dear Councillor

Date issued: 21st November 2024

I summon all members to attend the West Dean Parish Council meeting to be held on Wednesday 27th November 2024 at 7pm in **Pillowell Village Hall, Upper Road, Pillowell** for the purpose of transacting the business on the agenda as set out below.

Location map: [Pillowell Village 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.

24111	<u>Council Formal Business</u>
24111.1	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
24111.2	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.
24111.3	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held the 30 th October 2024. <i>Attachment – Minutes of the Council meeting held on 30th October 2024</i>
24111.4	County and District Reports To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
24112	<u>Items for Consideration and Resolution</u>
24112.1	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>
24112.1i	To review and approve the October 2024 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £16,075.11 excluding VAT and WDC = £2,043.04 excluding VAT. <i>Attachment – 2.1i WDPC Expenditure payment schedule.</i>
24112.1ii	Council to nominate two Councillors to approve any necessary payments in December 2024 as there is no Full Council meeting to undertake the normal approval process.
24112.1iii	To advise Council that Cllrs A Bruce and J Richmond are to authorise payments on the banking system for WDPC and WDC.
24112.1iv	To note that Cllrs A Moore & B Freshwater will undertake the November financial inspection of the WDPC and WDC accounts.
24112.1v	To receive and approve the West Dean Parish Council 2025-26 budget and the 2025 precept of £236,103.
24112.1vi	To approve the 2025-26 budget for the West Dean Centre.
24112.1vii	To receive the report and note the October financial inspection of transactions for WDPC and WDC which were undertaken by Cllr Grant & Evans.
24112.2	Clerks Report To receive reports on the following items for consideration and decision: • Under The Public Bodies (admission to Meetings) Act 1960, 2 Council is asked to resolve to exclude the public from the meeting for this item. This is due to the commercially confidential information being discussed during this agenda item - Office printer and potential contract – cost benefit analysis paper in agenda pack and recommendations. • BT phone boxes which are not being maintained by a community group, what action should be taken to prevent misuse. • Remote attendance and proxy voting consultation – see Clerks Report November 2024 for recommendations
24112.3	West Dean Centre Management Committee To receive and approve the minutes of the West Dean Centre Management Committee held on 24 th October 2024 and to approve the following recommendations:

	• Placement of an advert in the Forest Bee to promote the centres facility at a cost of £15 for three editions – see attached advert. • To approve the purchase of an additional baby changing facilities for the exterior public toilet and also family toilet seats to be installed in the internal ladies & gents, disabled and the external public toilets.
24112.4	Road Safety and Traffic Calming Motion from Cllr Richmond
24112.4i	Council to consider the motion from Cllr Richmond to purchase two additional vehicle solar powered activated signs whilst Elan City have a discounted offer which runs until the end of December. WDPC already own three identical units which are deployed at various location in the Parish and further pole sites and speed surveys are planned. The addition of these extra units will improve the coverage of speed awareness across this large parish and will also help to raise awareness with drivers of the issues associated with speeding traffic in residential areas. There are sufficient funds available in the Road Safety (7021) budget to cover the cost of these units, quotation in the agenda pack The Council is being asked to approve the spend of the Road Safety Budget on an additional two solar powered vehicle activated signs of the same type as those currently owned and operated by Council.
24112.4ii	Motion from Cllr Richmond Council to consider the purchase of white gates for the entrance to Ellwood as a traffic calming measure and to try and make drivers aware they are entering a village and close to a primary school. At the June 2024 Council meeting it was agreed by resolution of Council that £2,000 would be made available for the purchase of these white gates. The quotations for the white gates and the recommendations are detailed in the Clerks Report. The Council is being asked to approve the spend from the Road Safety Budget, which also has some reserves, with the chosen company on the purchase of White Gates for the entrance to Ellwood Village and authorise the Clerk to discuss their installation with GCC Highways and residents of Ellwood.
24112.5	Cannop Ponds Update Motion from Cllr S Lewis: Council is being asked to contact Forestry England to seek a full update from Forestry England on the progress of its overall plans for the Cannop Vally and its ponds, including information on the recent installation works for a syphon system on the top pond and the change in contractor to undertake these works and the planning consent that would/should be required for any such work..
24113	<u>Items for Information – Councillors to note.</u>
24113.1	Planning Committee To receive and note the minutes of the Planning Committee held on 5 th & 19 th November 2024.

	3.1 - Attachment – Minutes of the Planning Committee meetings held on 5 th & 19 th November 2024.
24113.2	Chairs Items To receive any reports or information from the Chair.
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>

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
Thurs	19th December 2024	4:30pm	Climate & Biodiversity Committee	West Dean Centre
NO FULL COUNCIL MEETING THIS MONTH				
WEST DEAN PC WISHES ITS RESIDENTS A VERY MERRY CHRISTMAS				
Jan-25				
Tues	7th January 2025	5.00pm	Planning Committee	West Dean Centre
Tues	21st January 2025	11.00am	Governance & Scrutiny	West Dean Centre
Tues	21st January 2025	5.00pm	Planning Committee	West Dean Centre
Weds	29th January 2025	7.00pm	Full Council	West Dean Centre
Feb-25				
Tues	4th February 2025	5.00pm	Planning Committee	West Dean Centre
Tues	18th February 2025	2.30pm	Highways & Footpaths	West Dean Centre
Tues	18th February 2025	5.00pm	Planning Committee	West Dean Centre
Weds	26th February 2025	7.00pm	Full Council	West Dean Centre

- 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.