



WEST DEAN PARISH COUNCIL

Kim Carpenter
Clerk to the Council

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

COUNCIL AGENDA

To, Members of West Dean Parish Council

Dear Councillor

I summon all members to attend a meeting of West Dean Parish Council to be held on Wednesday 29th January 2025 at 7pm in the **Witherby Room of the West Dean Centre** for the purpose of transacting the business on the agenda set out below.

Google Maps - The West Dean Centre, High St, Bream, Lydney GL15 6JW

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 meeting will follow the Public Forum, which will begin at 7.00pm.

IN ACCORDANCE WITH THE COUNCIL'S CLIMATE EMERGENCY POLICY, PLEASE DO NOT BRING SINGLE USE BOTTLES TO THIS MEETING

Yours sincerely
Parish Clerk/RFO

Kim Carpenter

PUBLIC QUESTIONS & COMMENTS – 7.00 pm to 7.30 pm

25011	<u>Council Formal Business</u>
25011.1	Co-option of Bream Councillor To receive the applications from Elizabeth Llewellyn and Rachel Chance to become a parish councillor for the Bream Ward. <i>Attachment 25011.1- Application forms for the role of parish councillor completed by Elizabeth Llewellyn and Rachel Chance.</i>
25011.2	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
25011.3	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 Councils consideration.
25011.4	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held the 27th November 2024. <i>Attachment 1.4 – Minutes of the Council meeting held on 27th November 2024.</i>
25011.5	County and District Reports To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
25012	<u>Items for Consideration and Resolution</u>
25012.1	Finance To receive and note the budget monitoring information for WDPC and WDC. <i>Attachments 2.1v – Working Budgets 2024/25 WDPC & WDC & Budget overview documents.</i>
25012.1i	To note December 2024 expenditure (payments agreed minute 24112.1ii) To review and approve the January 2025 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £10,501.12 exc. VAT and WDC = £1508.30 exc. VAT <i>Attachment 2.1i - Expenditure payment schedule</i>
25012.1ii	To advise Council that Cllrs J Richmond & M Costley are to authorise payments on the banking system for WDPC.
25012.1iii	To advise Council that Cllrs J Richmond & M Costley are to authorise the payments on the banking system for the West Dean Centre.
25012.1iv	To note that Cllrs S Dunford & R Chance and will undertake the December 2024 & January 2025 financial inspection of the WDPC and WDC accounts.
25012.1v	To receive the report and note the November financial inspection of transactions for WDPC and WDC which were undertaken by Cllr A Grant & B Freshwater.
25012.1vi	To appoint GAPTC as the internal auditor and confirm that they are independent of Council and competent to undertake these works. The estimated cost of this Audit is £400.00, unless additional support is required. <i>Attachment 2.1vi – IAS Introduction Letter</i>
25012.vii	To agree a support package from EdgeIT Systems for Year End Processes due to Clerks resignation, it is recommended that the Gold Package, which gives a full day's step by step assistance and guidance, be procured at a cost of £420.00.
25012.2 25012.2i	Staffing To receive the following update on the recruitment and interview of a new clerk. The Staffing Committee discussed the recruitment of a new clerk and agreed the advert which has been placed. It is hoped to interview candidates in mid-February 21st or 24th. The committee are now asking for 2 volunteers from Council to sit on the interview panel alongside Cllr Grant, Chair of Staffing Committee.

25012.3	Governance & Scrutiny
25012.3i	To receive the minutes of the Governance & Scrutiny Committee held on 21 st January 2025 <i>Attachment 2.3i – Minutes of the Governance & Scrutiny Committee held on 21st January 2025</i>
25012.3ii	Council are being asked to approve the following documents as recommended by Governance & Scrutiny Committee at their meeting of 21 st January 2025 • General and Earmarked Reserves Policy • Anti-Fraud and Corruption Policy • Investment Policy
25012.3iii	CPRE Membership Renewal To discuss the renewal of the Council's CPRE membership and agree level of subscription. <i>Attachment 2.3iii – Renewal Letter from CPRE</i>
25012.3iv	Neighbourhood Plan Proposal To receive a motion from Councillor Yeates on the Heritage Assessment for the Berry Hill area of West Dean, this is nearing completion, but it requires the Dataset that has been placed into a gazetteer (Excel Spreadsheet) to be run through a GIS system to produce some 25 maps to insert into the report. The Berry Hill Neighbourhood Plan Committee requests that three tenders are sought so that the report can be finished/finalised. <i>Attachment 2.3iv – Summary of Heritage Report for Berry Hill, Christchurch and Edge End Neighbourhood Plan</i>
25103	<u>Items for Information – Councillors to note.</u>
25013.1	Planning Committee To receive and note the minutes of the Planning Committee held on 3 rd & 17 th December 2024 & 7 th & 21 st January 2025. <i>Attachment 3.1 – Minutes of the Planning Committee meetings held on 3rd & 17th December 2024 & 7th & 21st January 2025.</i>
25013.2	Highways & Footpaths Committee To receive and note the minutes of the Highways & Footpaths Committee held on 17 th December 2024 <i>Attachment 3.2 – Minutes of the Highways & Footpaths Committee held on 17th December 2024</i>
25013.3	Climate & Biodiversity Committee To receive and note the minutes of the Climate & Biodiversity Committee held on 19 th December 2024 <i>Attachment 3.3– Minutes of the Climate & Biodiversity Committee held on 17th October 2024</i>
25013.4	West Dean Centre Management Committee To receive and note the minutes of the West Dean Centre Management Committee held on 15 th January 2025 <i>Attachment 3.4 – Minutes of the West Dean Centre Management Committee held on 15th January 2025</i>
25013.5	Chairs items To receive any reports or information from the Chair.

25014	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.			
25015	<u>Forthcoming Meeting Schedule:</u>			
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
Mar-25				
Tues	4th March 2025	5.00pm	Planning Committee	West Dean Centre
Tues	18th March 2025	11.00am	Governance & Scrutiny	West Dean Centre
Tues	18th March 2025	5.00pm	Planning Committee	West Dean Centre
Weds	26th March 2025	7.00pm	Full Council	West Dean Centre
Apr-25				
Tues	1st April 2025	5.00pm	Planning Committee	West Dean Centre
Tues	15th April 2025	2.30pm	Highways & Footpaths	West Dean Centre
Tues	15th April 2025	5.00pm	Planning Committee	West Dean Centre
Weds	30th April 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.

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.