



WEST DEAN PARISH COUNCIL

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FULL COUNCIL MINUTES

Meeting Date: Wednesday 26th March 2025

Location: West Dean Centre, High Street, Bream

Present: Cllrs A Bruce (Chair), M Costley, B Freshwater, A Moore, R Chance, S Francis, A Betenson, J Richmond and S Yeates

Also Present: District Cllrs B Llewellyn & J Dale also County Cllr B Hoyland

Clerks: K Carpenter, J Miles & P Holland

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

Public Forum:

There were no members of the public in attendance, so no public forum was held.

25031	<u>Council Formal Business</u>	<u>Actions Completed</u>
25031.1	Apologies To receive, and consider for approval, any apologies for absence and reasons given. WDPC: • B Evans – illness • A Grant – family commitment • S Dunford - holiday • D Wheeler – other commitments	
25031.2	Declarations of Interest No declarations of interest were received, but members were 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.	
25031.3	Minutes of the Previous Meeting The minutes of the previous meeting held on 26 th February were reviewed and these were proposed by Cllr Betenson, seconded by Cllr S Yeates and resolved by resolution of Council as an accurate record.	

Signed by Chair _____ Date _____

25031.4	County and District Reports A report was received prior to the meeting from FODDC Councillors, Cllr Chance raised a question regarding the sheep issues to which Cllr Dale gave an update on her queries with District Council Officers. A report was also received prior to the meeting from GCC Cllr Hoyland, Cllr Hoyland drew attention to the links contained within the report which gave the latest news from GCC. Cllr A Moore gave a verbal report on the new Performance Dashboard, which is has been produced by FODDC for members, giving key performance indicators for FODDC.	
25031.5	Local Government Reorganisation Cllr A Bruce requested Council make the meeting open to allow GCC Cllr B Hoyland to speak on this subject – Council had no objection. GCC Cllr Hoyland gave an update on the proposal to Government, the 3 options which had been formulated and the timeline for Government decision. Cllr J Dale advised that FODDC would be consulting with Town and Parish Councils and the public. A short discussion followed and the meeting returned to a closed meeting.	
25032	<u>Items for Consideration and Resolution</u>	
25032.1	Finance The budget information was received and noted by Council for WDPC and WDC. KC advised Council of the Budget underspend for the current financial year and made recommendations for moving monies to earmarked reserves, following a short discussion acceptance of the recommendation was proposed by Cllr B Freshwater, seconded by Cllr M Costley and agreed by resolution of Council.	
25032.1i	The March 2025 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £12625.48 exc. VAT and WDC = £1616.02 exc. VAT were reviewed and proposed by Cllr J Richmond, seconded by Cllr A Betenson and agreed by resolution of Council.	
25032.1ii	Cllrs S Dunford & S Yeats to be sent the payments for authorisation on the banking system for WDPC.	Email sent 27.03.25
25032.1iii	Cllrs J Richmond & M Costley to be sent the payments for authorisation on the banking system for WDC.	Email sent 27.03.25
25032.1iii	Cllrs B Evans & S Yeates, with Cllr Chance acting as reserve be contacted to arrange a meeting to reconcile the March 2025 accounts and financial inspection.	
25032.1iv	The financial inspections reports were received and noted by Council with Cllrs Richmond & Chance confirming all was found to be satisfactory.	

Signed by Chair _____ Date _____

25032.1v	The Section 137 spend for 2025/26 being £11.10 per electorate with maximum total spend that could be allocated being £93,184.50 was noted by Council.	
25032.2	Governance & Scrutiny Cllr S Francis presented the minutes of the 18th March 2025 meeting for Council to note.	
25032.2i	Cllr S Francis proposed that the following policies be accepted en bloc: • Members Absence & Apologies Policy • Conflict of Interest Policy & Procedure These were seconded by Cllr B Freshwater and approved by resolution of Council.	
25032.2ii	Cllr S Francis presented a motion that Council write to GAPTC to raise issues with the new internal audit process and ask that the system be made capable of meeting the needs of all Councils to allow for larger files to be uploaded to the internal audit system for review and consideration this was proposed by Cllr J Richmond and Seconded by Cllr B Freshwater	Letter to be written to GAPTC
25032.2ii	Cllr S Francis then presented a motion that Council accept the motion, presented to the West Dean Centre Management Committee by Cllr B Freshwater, which recommends the following: • The WDC Management Committee is disbanded in its existing form • The estate management and finances are taken over by WDPC • A new committee is formed that is a focus and advisory group of users and councillors, whose plans, ideas etc would be reported to Council for approval. • The financial management would become part of the Finance Committee's remit and part of WDPC normal financial arrangements. • Rental costs will be maintained at affordable rates for hirers of the facility. • The daily running would still be part of the Deputy Clerks post, supported by the committee. (need to clarify how much time this takes within the post!) • None of these recommendations would preclude WDPC further investigating the transfer of the centre to a Trust or similar in the future. This was proposed by Cllr B Freshwater, seconded by Cllr M Costley and agreed by resolution of Council.	
25032.3	Staffing Committee The minutes of the Staffing Committee held on 18 th March 2025 were noted and approved by Council.	
25032.3i	Cllr S Francis proposed that the following policies be approved en bloc:- • Probationary Policy & Procedure • Capability Policy & Procedure These were seconded by Cllr B Freshwater and agreed by resolution of Council.	

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25032.3ii	Cllr S Francis then presented the recommended that EdgeIT Systems be authorised to complete the final bank reconciliation process and also undertake the Year End process on behalf of the Parish Council. This was seconded by Cllr b Freshwater and agreed by resolution of Council.	
25032.3iii	Cllr S Francis also presented a recommendation that K Carpenter access the Unity Bank during early April to enable the download of March 2025 bank statements from the WDPC Current and Savings Accounts to allow the end of year processes to be completed. Also to action the deletion of K Carpenter from the banking system and advise Chair of Staffing Committee when both actions have been completed. This was seconded by Cllr J Richmond and agreed by resolution of Council.	
25032.3iv	The parish and staffing support arrangements on the introduction of core office hours was accepted and noted by Council.	
25032.4	Recruitment of Clerk/RFO A verbal report was given on the appointment of the new Clerk/RFO.	
25033	<u>Items for Information – Councillors to note.</u>	
25033.1	Planning Committee The minutes of the planning committee meetings were received and noted by Council.	Planning Committee to Discuss.
25033.1i	The FoDDC planning departments implementation of legislation such as the CROW Act 2000, Hedgerow Regulations 1997 etc. and how the Parish Council can ensure that these legislative and regulatory implements are consistently applied during the planning process was discussed briefly. Cllr B Freshwater proposed that this issue should be investigated by WDP Planning Committee and report back to Council with proposals on how to move forward. This was agreed by Council.	
25033.2	Verbal Report – Youth in Bream Event Cllr R Chance gave a verbal report on the event held at by Create Gloucester at the West Dean Centre on 27 th February 2025, which was also attended by some of the Bream C of E Primary School children. The focus of the event was what youths wanted and their dreams/ideas for the future. It is hoped that future events will be attended by older youths so that a wider view could be obtained. Cllr Chance is happy to attend another of these events.	
25033.3	Verbal Update – Flooding issues at Five Acres Cllr B Freshwater gave a verbal update on the meeting, which was held with Gloucestershire County Highways, detailing the outcome of the investigations done so far, and what the plan of works would be to resolve the issues. Contact had been made with FODDC Flood Officer with regard to flood defences which had been offered to the Game Keepers Inn. KC advised council that after this meeting it was confirmed that the VAS post which had been requested for Edge End has now been agreed by GCH.	
2503.3	Chairs items Cllr A Bruce advised that although the Climate & Biodiversity Meeting had been inquorate she had spoken to a member of public	

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	who had attended regarding a possible tree planting scheme in Bream. - Police Cuts were discussed and Council agreed that a letter should be written to Local MP, Police & Crime Commissioner and the Deputy Police & Crime Commissioner to Support our local PCSOs and to comment on the lack of Rural Policing in the face of increased Rural and Wildlife Crime. - New Clerk Training was discussed and it was agreed that GAPTC and SLCC training should be booked. This was proposed by Cllr B Freshwater, seconded by Cllr R Chance and agreed by resolution of Council. - Cllr B Freshwater advised that a Parish Councillor had flagged to the FDG working group a GCC document on Cycling. The FDG Working Group was also aware of some FoDDC minutes on Active Travel which appeared to have inconsistencies and clarification was needed. The FDG working group will be discussing both documents and will report back to Council. Cllr B Freshwater advised Council that a meeting had been held with FODDC Planning Officers and the planning approval was still ongoing. Cllr A Bruce led the thanks to KC, the outgoing Clerk, for all the hard work she has done for WDPC, citing the clarity she has brought to the Council. KC's professionalism and the improved working relationships which have been forged through her efforts were also noted. It was stated that she has been the best Clerk Cllrs have come across at WDPC and wished her well in her new role.	Letter to be written. GAPTC and SLCC training to be arranged.
25033.4	Public Round-up – 10 minutes There was no public round-up. The meeting closed at 21:15	
25015	<u>Forthcoming Meeting Schedule:</u>	

Mar-25					
Tues	4 th March 2025	5.00pm	Planning Committee	West Dean Centre	
Mon	10 th March 2025	4.30pm	Climate & Biodiversity	West Dean Centre	
Tues	18 th March 2025	11.30am	Governance & Scrutiny	West Dean Centre	
Tues	18 th March 2025	5.00pm	Planning Committee	West Dean Centre	
Weds	26 th March 2025	7.00pm	Full Council	West Dean Centre	
Apr-25					
Tues	1 st April 2025	5.00pm	Planning Committee	West Dean Centre	
Tues	15 th April 2025	2.30pm	Highways & Footpaths	West Dean Centre	
Tues	15 th April 2025	5.00pm	Planning Committee	West Dean Centre	
Weds	30 th April 2025	7.00pm	Full Council	West Dean Centre	
May-25					
Tues	6 th May 2025	5.00pm	Planning Committee	West Dean Centre	
Tues	20 th May 2025	11.30 am	Governance & Scrutiny	West Dean Centre	

Signed by Chair _____ Date _____

Tues	20th May 2025	5.00pm	Planning Committee	West Dean Centre
Weds	28th May 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 Chair 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.

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