



WEST DEAN PARISH COUNCIL

Jo Miles
Proper Officer

Phil Holland
Deputy Clerk

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ANNUAL PARISH COUNCIL AGENDA

To, Members of West Dean Parish Council

Dear Councillor

Date issued: 22nd May 2025

I summon all members to attend the Annual Parish Meeting of West Dean Parish Council to be held on Wednesday 28th May 2025 at 7pm in the **Witherby Room of the West Dean Centre** for the purpose of transacting the business on the agenda as set out below.

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.

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

Yours sincerely

J Miles

Jo Miles
Parish Clerk/RFO

PUBLIC QUESTIONS & COMMENTS – 7.00 pm to 7.30 pm

25050	County and District Report
25050.1	To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
25051	<u>Council Formal Business</u>
25051.1	Co-option of Pillowell Councillor To receive the application from Steve Crick <i>Attachment 1.1- Application forms for the role of parish councillor completed by Steve Crick.</i>

25051.2	Election of Council Chair 2025/26
25051.2i	To elect the Chair of Council for the 2024/25 council year.
25051.2ii	Declaration of acceptance of office as Chair of Council.
25051.3	Election of Council Vice-Chair 2024/25
25051.3i	To elect the Vice-Chair of Council for the 2024/25 Council year.
25051.3ii	Declaration of acceptance of office as Vice-Chair of Council.
25051.4	Register of Members Interest (renewed annually as per the code of conduct) To receive any updates to Register of Members Interests.
25051.5	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held the 30 th April 2025. <i>Attachment 1.5 – Minutes of the Council meeting held on 30th April 2025</i>
25051.6	Review of Delegation Arrangements To review the delegation arrangements to committees and staff to confirm that these are still acceptable to Council. <i>Attachment 1.12 - Scheme of Delegation in Policies Folder</i>
24051.7	Review of Terms of Reference for Committees
24051.7i	To approve the Terms of Reference of the following Committees of Council as amended May 2024: • Governance & Scrutiny Committee • Finance Committee • Planning Committee • Highways & Footpaths Committee • Climate & Biodiversity Committee • Yorkley Court Solar Farm Community Fund <i>Attachments located within 1.7 – Committee Terms of Reference Folder</i>
25051.8	Appointment of Committee Chairs & Vice-Chairs
25051.8i	These being required for the following committee's:- • Governance & Scrutiny • Planning • Highways & Footpaths • Climate & Biodiversity • Finance • Staffing • Multi-use Track Working Group (the Forest Gateway) appointment of representatives.
25051.8ii	To fix the dates and times of committee meetings .

25051.8iii	To confirm the reserve Councillor for the Yorkley Court Solar Farm Community Fund Committee.
25051.8iv	To select two further Councillors as dedicated representatives on the Staffing Committee.
25051.9	Review and adoption of Standing Orders and Financial Regulations To review and adopt the Councils Financial Regulations (2025 edition) and Standing Orders <i>Attachment located within 1.12 – Policies Folder</i>
25051.10	Review of Representation on Other Bodies To review the Council’s representation on other bodies and nominate new representatives as required.
25051.11	To reaffirm the resolution from 2024 to enact the General Powers of Competence To reaffirm the resolution from 2024 to enact the General Powers of Competence, as prescribed in the Localism Act 2011, S1-8. To affirm that Council still meets the eligibility criteria enshrined in this Act, this being the following criteria: have two thirds or more of Council being elected and a CiLCA qualified Clerk. <i>Attachments 1.11 – West Dean Election Results and P Holland CiLCA Qualification.</i>
25051.12	Review and adopt the following policies and procedures.
25051.12i	To approve the following policy and procedure recommended by the Governance and Scrutiny Committee on 20th May 2025 and adopt these for the 2025/26 year of Council. ▪ Absence Management Policy March 2025
25051.12ii	To note the review of the following policies and procedures by the Governance and Scrutiny Committee on 20th May 2025 and adopt these for the 2025/26 year of Council: ▪ Code of Conduct ▪ Complaints Policy & Procedure ▪ Data Protection Policy ▪ Community Engagement & Communication Policy ▪ Disciplinary Policy ▪ Equality & Diversity Policy ▪ Financial & Management Risk Assessment ▪ Procurement Policy ▪ Safeguarding Policy ▪ Health & Safety Policy ▪ Whistleblowing Policy ▪ Grievance Policy & Procedure ▪ Scheme of Delegation ▪ Publication Scheme ▪ Grants Policy ▪ <i>Attachment 1.12 – Policies Folder</i>
25051.13	Review expenditure incurred under Section 137 of the Local Government Act 192 or GPOC To review the S137 spend which is allocated to the Community Grant Award payments. <i>Attachment 1.8 – WDPC Section 137 spend for 2024/25</i>
25051.14	Determine the time and place of ordinary meetings of the Council.

	To agreed that ordinary meetings of Council will be held on the last Wednesday of each month, except December, for the next 13 months. Or an alternative day and time may be proposed for Council to consider and make a decision upon.
25051.15	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
25051.16	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.
25052	<u>Items for Consideration and Resolution</u>
25052.1	Finance and Staffing To receive and note the budget monitoring information for WDPC and WDC. <i>Attachments 2.1v – Working Budgets 2025/26 WDPC & WDC & Budget overview documents.</i>
25052.1i	To review and approve the May 2025 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £11,367.00 excluding VAT and WDC = £1789.13 excluding VAT. <i>Attachment 2.1i - Expenditure payment schedule.</i>
25052.1ii	To advise Council that Cllrs Bruce & Richmond are to authorise payments on the banking system for WDPC and WDC
25052.1iii	To advise Council that Cllrs Dunford & Freshwater will be undertaking the financial inspection of April transactions.
25052.1iv	To receive a report on the April financial inspection held on 14th May 2025 at 11am, to the total value of £9030.75 Debits & £117,209.80 Credits from Cllrs Grant & Betenson <i>Attachment 2.1iv – Financial Inspections</i>
25052.1v	To note and approve the Internal Audit report from GAPTC and the recommendations for improvement, which will be timetabled for action. <i>Attachment 2.1v - in Audit/AGAR folder</i>
25052.1vi	To approve the AGAR Annual Governance Statement – minute reference 24052.1vi <i>Attachment 2.1vi - in Audit/AGAR folder</i>
25052.1vii	To approve the AGAR Section 2 – Accounting Statement for 2024/25 – minute reference 24052.1vii <i>Attachment 2.1vii - in Audit/AGAR folder</i>
25052.1viii	

	To approve and note the confirmation of the dates for the period for the Exercise of Public Rights, this is commencing on Tuesday 3 rd June 2025 and ending on Monday 14 th July 2025. <i>Attachment 2.1viii - in Audit/AGAR folder</i>
25052.2 25052.2i	Governance & Scrutiny Committee To receive and note the minutes of the Governance & Scrutiny meeting held on Tuesday 20 th May 2025. <i>Attachment 2.2: Minutes of Governance & Scrutiny 20th May 2025.</i>
25052.3	Heritage Report To receive and accept the finalised Heritage report from Cllr Yeates <i>Attachment 2.3: Heritage Report</i>
25052.4	Clerks Report To receive a verbal report from the Clerk
25052.5	Deputy Clerks Report To receive a report from the Deputy Clerk regarding ROSPA reports and recommendations <i>Attachment 2.5 - Deputy Clerks report</i>
25052.6	Draft Letter to Matt Bishop MP To discuss Cllr Moore's draft letter to Matt Bishop regarding Devolution options.
25052.7	Facebook Post from Berry Hill Life regarding a Proposal for a Berry Hill split from West Dean Parish Council. To discuss a Facebook post, which Cllr Costley brought to Council's attention, calling for Berry Hill to have it's own Parish Council.
25053	<u>Items for Information – Councillors to note.</u>
25053.1	Planning Committee To receive and note the minutes of the Planning Committee meetings held on Tuesday 6 th & 20 th May 2025. <i>Attachment 3.1 – Minutes of the meeting held on 6th & 20th May 2024.</i>
25053.2	Grant Award Thank You Letters To note two thank you letters from WDPC Spring Grant Award recipients
25053.3	Annual Parish Assembly To received and note the minutes of the Annual Parish Assembly held on 21 st May 2025 <i>Attachment 3.5 - Minutes of the Annual Parish Assembly held on 21st May 2025</i>
25053.4	Chairs Items To receive any reports or information from the Chair.
25053.5	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.
25054	<u>Forthcoming Meeting Schedule:</u>

Jun-25				
Tues	3 rd June 2025	5.00pm	Planning Committee	West Dean Centre
Tues	17 th June 2025	2.30pm	Highways & Footpaths	West Dean Centre
Tues	17 th June 2025	5.00pm	Planning Committee	West Dean Centre
Weds	25 th June 2025	7.00pm	Full Council	West Dean Centre
Jul-25				
Tues	1st July 2025	5.00pm	Planning Committee	West Dean Centre
Tues	15th July 2025	11.30a m	Governance & Scrutiny	West Dean Centre
Tues	15th July 2025	5.00pm	Planning Committee	West Dean Centre
Weds	30th July 2025	7.00pm	Full Council	West Dean Centre
Aug-25				
Tues	5th August 2025	5.00pm	Planning Committee	West Dean Centre
Tues	19th August 2025	2.30pm	Highways & Footpaths	West Dean Centre
Tues	19th August 2025	5.00pm	Planning Committee	West Dean Centre
Weds	27th August 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.