



# WEST DEAN PARISH COUNCIL

Kim Carpenter  
Clerk to the Council

Phil Holland  
Deputy Clerk

Tel. Parish Office: 01594 564484 (9.00am – 1.00pm)  
Email: [clerk@westdeanpc.org.uk](mailto:clerk@westdeanpc.org.uk)  
Web site: [www.westdeanpc.org.uk](http://www.westdeanpc.org.uk)

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

## FULL COUNCIL MINUTES

**Meeting Date:** Wednesday 28<sup>th</sup> August 2024

**Location:** West Dean Centre, Bream

**Present:** Cllrs A Grant (Viced-Chair), B Freshwater, S Dunford, S Francis, M Costley & S Yeates

**Clerks:** K Carpenter & P Holland

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

| AGENDA No      | ITEM/NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ACTION |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                | <b>Public Forum</b><br><br>Cllr Grant welcomed everyone to the meeting as there were no members of the public were in attendance there was no Public Forum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
| <b>24081</b>   | <b><u>COUNCIL FORMAL BUSINESS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |
| <b>24081.1</b> | <b>Co-option of Councillor</b><br><br>The application from Rachel Chance was received by Council and she was invited to ask of Council about the role of a councillor. She did have some questions about time commitments and interactions with parishioners, which were answered by Council. She thanked Council for their honest reflects and stated that she would like to progress her application.<br><br>Rachel was asked to leave the meeting whilst Council discussed the co-option, <b>AG proposed that Council accept her application which was seconded by SD and Council voted unanimously to co-opt Rachel to Council.</b><br><br>Rachel was invited back to the meeting and to take up her seat on Council, the Clerk advised that some paperwork needed to be completed, and this was duly done and signed.<br><br>AG then asked all Councillors present to introduce themselves. |        |

Signed by Chair \_\_\_\_\_ Date \_\_\_\_\_

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>24081.2</b>    | <p><b>Apologies</b></p> <p>The following apologies for absence and reasons were received:</p> <ul style="list-style-type: none"> <li>• Cllr J Roberts – dispensation</li> <li>• Cllr A Bruce – other commitments</li> <li>• Cllr S Lewis – other commitments</li> <li>• Cllr J Richmond – Holiday</li> <li>• Cllr B Evans – road closure/works</li> <li>• Cllr A Betenson – Holiday</li> </ul> <p>No apologies were received from Cllrs A Moore or D Wheeler for their absence.</p> |  |
| <b>24081.3</b>    | <p><b>Declarations of Interest</b></p> <p>There were no declarations of interest at this time.</p>                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>24081.4</b>    | <p><b>Minutes of the previous meeting</b></p> <p>The previous meeting minutes were reviewed by Council for accuracy, and these were proposed by SD as an accurate record of the meeting being seconded by MC and agreed by resolution of Council.</p> <p>The minutes of the meeting were signed and dated by Vice-Chair of Council.</p>                                                                                                                                             |  |
| <b>24082</b>      | <b><u>Items for Consideration and Resolution</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>24082.1</b>    | <p><b>Finance and Staffing</b></p> <p>The budget monitoring information for WDPC and WDC was received and noted by Council with no questions being asked at this time.</p>                                                                                                                                                                                                                                                                                                          |  |
| <b>24082.1i</b>   | <b>SD proposed that the WDPC and WDC payments be approved en bloc, this was seconded by SY and agreed by resolution of Council.</b>                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>24072.1ii</b>  | AB and AG would authorise payments for WDPC and WDC and this was agreed by resolution of Council.                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>24072.1iii</b> | Council noted that the July financial inspection had not been completed and agreed that SY and SF would undertake the financial inspections for July and August.                                                                                                                                                                                                                                                                                                                    |  |
| <b>24082.1iv</b>  | Council noted the Conclusion of Audit and the publication of the certificate to the parish website.                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>24082.2</b>    | <p><b>Crossing Cottage footpath, Whitecroft</b></p> <p>BF gave a brief verbal report to Council about deeds for this property and the issue of a footpath running along the boundary which is currently blocked. Land Registry had been contacted about the two deeds, which they confirmed were both associated with the property and that the footpath had a 24hr usage.</p>                                                                                                      |  |

Signed by Chair \_\_\_\_\_ Date \_\_\_\_\_

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                | <p>BF proposed the motion to write to the owners of the cottage about the removal of the items currently blocking access and giving them 14 days to clear the path. Both SD and AG felt this timescale was too short and an unfair expectation on the householder. <b>SD proposed an amendment to the timescale to 28 days, which was accepted by BF and seconded by AG with the amendment being agreed by resolution of Council.</b></p> <p><b>BF then proposed the amended motion which was seconded by MC and approved by resolution of Council.</b></p> <p><b>This item would remain on Councils agenda for the September meeting and the Clerk was asked to write to the owner of Crossing Cottage about this footpath and its clearance.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>24072.3</b> | <p><b>Forest of Dean Gateway</b></p> <p>SD opened the discussion with a huge thank you to Cllr Freshwater who had completed nearly all of the amendments needed for the planning application and its supporting documents using software on his own pc.</p> <p>The planning proposal was now complete and many of the supporting appendices had been amended or had a desk top review and dated to demonstrate this had been completed. SY declared an interest as a Heritage Expert in the Archaeological Report.</p> <p>Wessex Ecology were updating the Ecological Impact Assessment as the exit to Fountain Way had changed and the working group were awaiting this work being completed.</p> <p>There was some discussion about the amendments and the issues and concerns which had been mitigated for within the documents. BF spoke about the excellent rapport and working relationships with Lydney Town Council, Forestry England, Natural England, Dean Forest Railway and Whitemead Park which had all contributed to the amendments made to the route. He felt that WDPC was now better than ever due to these connections and the contacts that the Clerks have.</p> <p>SF wanted it noted that she offered her thanks and congratulations to everyone who had worked on this project to get it to planning.</p> <p><b>SD proposed that Council approve the planning application, the justification and the route option review for submission to planning following approval by Lydney Town Council, this was seconded by BF and agreed by resolution of Council with 2 abstentions.</b></p> <p>RC had a couple of questions about Ancient Woodland and potential harm to this habitat, she was assured that only 250m of Ancient Woodland have any new construction works, but no trees were being felled in this area.</p> |  |
| <b>24082.4</b> | <p><b>Flooding at Gamekeepers Public House, Five Acres</b></p> <p>BF gave a brief report about the flooding issues being experienced by the public house and also gave details of the work he had been doing to investigate why this issue had exacerbated in recent months.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

Signed by Chair \_\_\_\_\_ Date \_\_\_\_\_

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
|                | <p>This was being discussed at Highways &amp; Footpaths Committee meetings and this was felt by Council to be the most appropriate forum in which to continue discussing the flooding issue and it would be part of that Committee's agenda until resolved.</p> <p>SD noted that finally someone was listening and interested in water issues being raised by Council and this was a positive step.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                |
| <b>24083</b>   | <b><u>Items for Information – Councillors to note.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                |
| <b>24083.1</b> | <p><b>Planning Committee</b></p> <p>SD advised the meeting that all meetings had gone well with nothing particularly contentious being discussed.</p> <p>There had been a meeting with FoDDC about neighbourhood notification letters and the complaints to the Parish Council following their withdraw. BF gave a resume of the meeting held at FoDDC and the actions following the meeting including placing of their FAQs on the planning page of the parish website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                |
| <b>24083.2</b> | <p><b>Highways &amp; Footpaths Committee</b></p> <p>SY gave a report of the meeting held on the 20<sup>th</sup> August where much of the meeting was taken up with the flooding and sewage issues in Five Acres. During the meeting the walls in the Pillowell Ward were discussed and a timeframe for their repair.</p> <p>The discussion moved to the issue of VAS poles in Edge End and how we can move their installation on as its currently blocked by the Highways Manager.</p> <p><b>BF proposed a motion to suspend Standing Order for 30 minutes to allow the meeting to continue, this was seconded by MC and agreed by resolution of Council.</b></p>                                                                                                                                                                                                                                                                      |                                |
| <b>24083.3</b> | <p><b>Chairs Items</b></p> <p>There were three items the Chair of the meeting wanted to discuss, with these being:</p> <p><u>Five Acres Lease</u> – AG declared an interest as a family member is a solicitor. Following the receipt of the documents back from FoDDC they were shared with the solicitor, but the email bounced back as she had left the company. Also due to the time constraints of getting the documents approved and signed by the 10<sup>th</sup> October it was felt that another solicitor, who could meet the deadline, should be engaged to undertake the works.</p> <p><b>SD proposed that Paul O'Flynn be engaged to undertake the work on the lease, this was seconded by SY and agreed by resolution of Council.</b></p> <p><b>Clerk to send documents to Paul O'Flynn.</b></p> <p><u>Connections Meeting</u> – BF gave a resume of this meeting which was requested by the community team at FoDDC.</p> | <p><b>Sent<br/>29/8/24</b></p> |

Signed by Chair \_\_\_\_\_ Date \_\_\_\_\_

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                | <p><b>SD proposed that we seek clarity from the District Council about what they wanted to achieve and then the parish could review if they could contribute in a meaningful way, this was seconded by BF and agreed by resolution of Council.</b></p> <p>It was also mentioned that this type of connection meeting worked well if they are focussed on specific area of the FoDDC remit, such as a Planning Hub, a Housing Needs &amp; Provision Hub and a Highways &amp; Safety Hub.</p> <p><u>CAB Service Update</u> – the Deputy Clerk advised that CAB had ceased using the WDC for appointments and now people were being asked to either call or visit the drop-in session at 'Ow Bist' in Cinderford (the old doctors by Tesco). This will also be on the agenda for the Finance Committee as WDPC had committed to funding the service for 3yrs.</p> <p><b>SD proposed that we write to CAB for a report and feedback from the last couple of years about the facility being at WDC. Within the letter we should also raise our concerns about people, especially the most vulnerable, those in outlying villages and due to poor public transport provision, being disadvantaged by the reduced service provision. This was seconded by AG and agreed by resolution of Council. BF also requested that a letter is sent to FoDDC asking for details of the SLA they hold with CAB.</b></p> <p><b>Clerk to write to CAB and FoDDC as requested.</b></p> <p>Sheep Liaison – BF gave a brief summary of the issues he had raised with FoDDC about what actions they were taking to resolve residents' issues with sheep in the villages. He was still awaiting a response to his question.</p> |  |
| <b>24083.4</b> | <p><b>Clerks Report</b></p> <p>The Clerk gave an update on the actions about access to the archive from the previous meeting, as some quotes had been received but one potential contractor had refused to quote as it was too unsafe and needed a redesign.</p> <p>BF had also looked at the concerns about accessing the archive and <b>proposed that an architect be contacted for advice about the archive access and any potential redesign, this was seconded by SD and agreed by resolution of Council.</b></p> <p><b>Clerk to contact architect for advice and guidance.</b></p> <p>The summary of information from the solar panels on the WDC was shared and it was <b>proposed that these be placed on the parish website as a source of information for residents and agreed by Council.</b></p> <p><b>Clerk to arrange for summary to be added to website.</b></p> <p>AG asked a question about the income for the West Dean Centre which was satisfactorily answered by the Deputy Clerk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

Signed by Chair \_\_\_\_\_ Date \_\_\_\_\_

|                |                                                                                                                                                                    |  |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>24083.5</b> | <b>Public Round-up – 10 minutes</b><br><br>There was no public round-up as there were none in attendance at the meeting.<br><br><b>The meeting closed at 21:30</b> |  |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| Sep-24      |                            |                |                                  |                               |
|-------------|----------------------------|----------------|----------------------------------|-------------------------------|
| <b>Tues</b> | <b>3rd September 2024</b>  | <b>5.00pm</b>  | <b>Planning Committee</b>        | <b>West Dean Centre</b>       |
| <b>Tues</b> | <b>17th September 2024</b> | <b>11.00am</b> | <b>Governance &amp; Scrutiny</b> | <b>West Dean Centre</b>       |
| <b>Tues</b> | <b>17th September 2024</b> | <b>5.00pm</b>  | <b>Planning Committee</b>        | <b>West Dean Centre</b>       |
| <b>Weds</b> | <b>25th September 2024</b> | <b>7.00pm</b>  | <b>Full Council</b>              | <b>The Hut, Berry Hill</b>    |
| Oct-24      |                            |                |                                  |                               |
| <b>Tues</b> | <b>1st October 2024</b>    | <b>5.00pm</b>  | <b>Planning Committee</b>        | <b>West Dean Centre</b>       |
| <b>Tues</b> | <b>15th October 2024</b>   | <b>2.30pm</b>  | <b>Highways &amp; Footpaths</b>  | <b>West Dean Centre</b>       |
| <b>Tues</b> | <b>15th October 2024</b>   | <b>5.00pm</b>  | <b>Planning Committee</b>        | <b>West Dean Centre</b>       |
| <b>Weds</b> | <b>16th October 2024</b>   | <b>10.00am</b> | <b>Finance Meeting</b>           | <b>West Dean Centre</b>       |
| <b>Weds</b> | <b>30th October 2024</b>   | <b>7.00pm</b>  | <b>Full Council</b>              | <b>Parkend Memorial Hall</b>  |
| Nov-24      |                            |                |                                  |                               |
| <b>Tues</b> | <b>5th November 2024</b>   | <b>5.00pm</b>  | <b>Planning Committee</b>        | <b>West Dean Centre</b>       |
| <b>Tues</b> | <b>19th November 2024</b>  | <b>11.00am</b> | <b>Governance &amp; Scrutiny</b> | <b>West Dean Centre</b>       |
| <b>Tues</b> | <b>19th November 2024</b>  | <b>5.00pm</b>  | <b>Planning Committee</b>        | <b>West Dean Centre</b>       |
| <b>Weds</b> | <b>27th November 2024</b>  | <b>7.00pm</b>  | <b>Full Council</b>              | <b>Pillowell Village Hall</b> |

Signed by Chair \_\_\_\_\_ Date \_\_\_\_\_