



WEST DEAN PARISH COUNCIL

Jo Miles
Clerk to the Council

Phil Holland
Deputy Clerk

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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 30th April 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.

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

J Miles

J Miles

PUBLIC QUESTIONS & COMMENTS – 7.00 pm to 7.30 pm

25040	County and District Reports
	To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
25041	<u>Council Formal Business</u>
25041.1	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
25041.2	Declarations of Interest / Dispensation Requests 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.

25041.2i	To receive and approve the Dispensation Request from Cllr B Evans.
25041.3	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held the 26 th March 2025 <i>Attachment 1.4 – Minutes of the Council meeting held on 26th March 2025</i>
25042	<u>Items for Consideration and Resolution</u>
25042.1	Finance To receive and note the budget monitoring information for WDPC and WDC. <i>Attachments 2.1 – Working Budgets 2025/26 WDPC & WDC & Budget overview documents.</i>
25042.1i	To review and approve the April 2025 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £12,499.35 exc. VAT and WDC = £1800.10 exc. VAT <i>Attachment 2.1i - Expenditure payment schedule</i>
25042.1ii	Council to note and approve the standing order and direct debit payments for WDPC and WDC for the 2025/26 year. <i>Please note these are subject to amendments during the financial year.</i>
25042.1iii	To advise Council that Cllrs M Costley & A Grant are to authorise payments on the banking system for WDPC & WDC
25042.1iv	To note that Cllrs A Grant and A Betenson will undertake the April 2025 financial inspection of the WDPC and WDC accounts.
25042.1v	To receive the report and note the March 2025 financial inspection dated 24.04.2025 of transactions for WDPC totalling £28,329.04 and WDC totalling £4,030.09 which were undertaken by Cllrs S Yeates and R Chance.
25042.1vi	To obtain a new membership subscription for Clerk to SLCC to enable ILCA, CILCA and FILCA training to be undertaken. This is estimated to be £363.00, including joining fee.
25042.1vii	To receive a verbal update from Clerk on Updating of Banking Registrations.
25042.1viii	To review the WDPC & WDC asset register. <i>2.1viii - Attachment – Draft Asset Register 2025</i>
25042.2	Highways & Footpaths Committee To receive and note the minutes of the Highways & Footpaths Committee held on 15 th April 2025 <i>2.2 - Attachment – Minutes of the Highways & Footpaths Committee meetings held on 15th April 2025</i>
25042.2i	To approve the recommendations from the Highways and Footpaths Committee that a flashing light, extra brackets, and clips be purchased. <i>2.2a – Attachment – quote</i>
25042.3	Finance Committee To receive and note the minutes of the Finance Committee held on 10 th April 2025 . <i>2.3 – Attachment – Minutes of the Finance Committee held on 10th April 2025</i>

25042.3i	To approve the WDPC community grant spring 2025 awards allocated by the Finance Committee held on 10 th April 2025, and to approve the payments being added to the banking system for approval. <i>2.3i – Attachment – Summary of Grant Awards Recommendations</i>
25042.3ii	To receive a recommendation from Finance Committee to provide support to The Friends of Scarr Bandstand. <i>2.3ii – Attachment – Recommendation from Finance Committee to provide support to The Friends of Scarr Bandstand</i>
25042.4	Planning Committee To receive and note the minutes of the Planning Committee held on 1st & 15 th April 2025 <i>Attachment 2.4 – Minutes of the Planning Committee meetings held on 1st & 15th April 2025</i>
25042.4i	To approve the recommendation for a Freedom of Information Request to be sent to Forest of Dean District Council, proposed by the Planning Committee as set out below. West Dean Parish Council has spent a considerable length of time investigating the impact of Heritage and Bio-Diversity regulations and their implications of work within the Statutory Forest and beyond. We do have concerns that the requirements of the Acts are not being universally applied, therefore we would like to submit the following Freedom of Information Request:- West Dean Parish Council would like clarification on which Heritage and Bio-Diversity legislations Forest of Dean District Council Planning are implementing. Can FODDC provide a comprehensive list of Heritage and Bio-Diversity Legislation you use and also a list of planning applications which have taken due consideration of these Acts in the last 10 years.
25042.5	Allocation of wheelchair accommodation at Marian Walk, Berry Hill To discuss and respond to the letter from K Chaplin, FODDC Housing Strategy and Enabling Officer, asking WDPC to support the possibility of amending the eligible allocations search area to assist in finding tenants who have the need for wheelchair accommodation, there are two new build bungalows at Marians Walk for which tenants will be sought. <i>Attachment 2.5 – Letter from FODDC Housing Strategy and Enabling Officer</i>
25042.6	<u>Response to Active Travel Plan</u>
25042.6i	To receive and note a report from Cllrs Dunford and Freshwater on the recent documents concerning Active Travel Planning issued by GCC and FODDC. <i>Attachment 2.6i – April 25 Update</i>
25042.6ii	To discuss how Council wishes to be involved with the Forest of Dean Active Travel Strategy & Action Plan. <i>Attachment 2.6ii – Email from FODDC Climate Team Leader (Interim)</i>
25043	<u>Items for Information – Councillors to note.</u>
25043.1	Heritage Report To receive a verbal report from Cllr Yeates on the status of the Neighbourhood Plan Heritage Report.

25043.2	Chairs items To receive any reports or information from the Chair.			
25043.3	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.			
25044	<u>Forthcoming Meeting Schedule:</u>			
May-25				
Tues	6th May 2025	5.00pm	Planning Committee	West Dean Centre
Tues	20th May 2025	11.30 am	Governance & Scrutiny	West Dean Centre
Tues	20th May 2025	5.00pm	Planning Committee	West Dean Centre
Weds	21st May 2025	7.00pm	Annual Parish Assembly	West Dean Centre
Weds	28th May 2025	7.00pm	Annual Parish Meeting	West Dean Centre
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	11.30am	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
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.			