



WEST DEAN PARISH COUNCIL

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Mon-Thur 9.00am – 1.00 pm Fri)
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FULL COUNCIL MINUTES

Meeting Date: Wednesday 30th July 2025

Location: West Dean Centre, High Street, Bream

Present: Cllrs A Grant (Vice Chair), S Lewis, S Dunford, J Richmond, B Freshwater, S Yeates, S Francis, A Betenson & B Evans

Clerks: J Miles & P Holland

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

Public Forum:

A representative of The Forest Food Bank attended the meeting to talk to Council of the work they do to support those in need of help. This is not just for those on benefits but for anyone who is referred to them. They explained the process for getting an e-referral and provided a list of organisations from whom they can be obtained.

Leaflets and a list of participating organisations was given to Council and this information will be available to anyone visiting the West Dean Centre.

It was agreed that a link to this information would be put onto the Parish web site.

Cllr Evans thanked the representative for attending the meeting and for all the help and assistance the food bank does.

Public forum ended at 7.08pm

25060	<u>County & District Reports</u>	
25040.1	Reports had been received from County Cllrs Hoyland & Challis and a joint report from District Cllrs Bruce, Dale and Llewellyn. These were published in the agenda pack.	
25061	<u>Council Formal Business</u>	<u>Actions Completed</u>
25061.1	Apologies To receive, and consider for approval, any apologies for absence and reasons given. WDPC:	

Signed by Chair _____ Date _____

	• Cllr M Costley - Illness • Cllr S Crick – medical appointment • Cllr A Bruce – District Council Commitment • Cllr A Moore – District Council Commitment • Cllr D Wheeler – District Council commitment • District Cllr J Dale - other commitments • District Cllr B Llewellyn – other commitments • County Cllr B Hoyland – other commitments • County Cllr L Challis – other commitments These were accepted by Council and noted.	
25061.2	Declarations of Interest/Dispensation Requests Cllr Yeates declared he was also a member of BHMI and also a Heritage Expert.	
25061.3	Minutes of the Previous Meeting The minutes of the previous meeting held on 25 th June 2025 were reviewed and these were proposed by Cllr Dunford, seconded by Cllr Freshwater and resolved by resolution of Council as an accurate record.	
25062	<u>Items for Consideration and Resolution</u>	
25062.1	Finance The budget information for WDPC and WDC was noted by Council with no questions being asked.	1.Payments authorised 01/08/25 2.Clerk to arrange inspection
25062.1i	The July 2025 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £24,819.36 exc. VAT and WDC = £3060.77 exc. VAT were reviewed and proposed by Cllr Grant, seconded by Cllr Freshwater, and agreed by resolution of Council.	
25062.1ii	Cllrs Grant & Richmond to be sent the payments for authorisation on the banking system for WDPC and WDC.	
25062.1iii	Cllrs Bruce & Francis to be contacted to arrange a meeting to reconcile the July 2025 accounts and financial inspection.	
25062.1iv	The financial inspections reports were received and noted by Council with J Miles & P Holland, in the absence of Cllrs Wheeler & Moore, confirming all was found to be satisfactory.	
25062.2	Governance & Scrutiny Committee The minutes of the Governance & Scrutiny Committee held on 15 th July 2025 were received and noted by Council.	
25062.2i	The following policies and procedures had been reviewed by the Governance and Scrutiny Committee at its meeting on 15 th July. Cllr Francis proposed that these be approved en-bloc as the due diligence had been completed by the committee, seconded by Cllr Freshwater and approved by Council by a vote of 8 with 1 abstention. ▪ Email Acceptable Use Policy – amended September 2024 <i>FC minute 24092.2 addition of advice on disclaimer. (becoming Vr 2)</i>	

Signed by Chair _____ Date _____

	▪ CCTV Policy ▪ Councillor Induction Guide Vr 3 ▪ Dignity at Work Policy ▪ Document Retention Policy ▪ Performance Management Policy ▪ Register of Interests Vr 2 ▪ Social Media Policy ▪ Subject Access Request Letter Vr 2 ▪ Training & Development Policy Vr 2 The following policy, with the proposed amendments, was discussed and Cllr Richmond proposed another amendment which reads “Candidates can only be nominated on one occasion, unless there are exceptional circumstances”. ▪ Basil Whittington Awards Scheme Vr 2 (becoming Vr 3) This proposal was seconded by Cllr Freshwater and agreed by resolution of Council. Cllr Freshwater raised that an item had been missed from this agenda – West Dean Centre User Group Terms of Reference. These were discussed at Governance & Scrutiny and agreed to be brought to Council for approval and adoption. After some discussion these Terms of Reference were proposed by Cllr Dunford, 2nd by Cllr Richmond and approved by a vote of 8 to 1 abstention. Cllr Dunford asked if it would be possible to have an item on the Full Council agenda each month to show the outstanding invoices. PH said they would be happy to do this. After further discussion it was agreed that a meeting should be arranged as soon as possible.	<u>Policy amended</u> <u>04.08.25</u> <u>Policy formatted</u> <u>04.08.25</u> <u>Agenda item to be added to all future FC agendas.</u> <u>A meeting to be arranged as soon as possible.</u>
25062.3	Forest of Dean Gateway The notes from the Forest of Dean Gateway Working Party held on 22nd July 2025 were received and noted by Council. Cllr Dunford gave an update on the current position. The recommendation that Council approve the formal acceptance of the offers received from Clark Webb (Bat report) and Enzygo (Flora and Habitat report) and these be set against the £10,000 budgeted for the project, was discussed, Cllr Richmond proposed that the Working Group be given permission to spend up to £10,000.00 to get the necessary reports updated, seconded by Cllr Yeates and agreed by resolution of Council.	Letters sent 31.07.25

Signed by Chair _____ Date _____

25062.4	Highways & Footpaths Committee – In Camera The recommendation from Highways & Footpaths Committee. Which was brought from June’s Full Council Agenda item 25062.2. was discussed in camera, under The Public Bodies (Admission to Meetings) Act 1960, will be held In Camera	
25072.5	Clerks Report The Clerk gave a verbal report on the following items: - • No member of the public had requested a viewing of the 2024/25 accounts • Assertion 10 would now form part of the AGAR, which requires GDPR training – The Clerk recommended that both she and the Deputy Clerk undertake this training this was proposed by Cllr Freshwater, seconded by Cllr Richmond and agreed by resolution of Council • Three quotes had been received for the ongoing Heritage Report needed for the NPs. The Clerk recommended that Cllr Yeates, as best value for money, be engaged to complete the works on the Parkend/Whitecroft report. This was proposed by Cllr Freshwater, seconded by Cllr Dunford and agreed by a vote of 8 with Cllr Yeates abstaining. • The Clerk suggested that the information given by Forest Food Bank be included in the Parish News Letter, this was proposed by Cllr Freshwater, seconded by Cllr Evans and agreed by resolution of Council.	Clerks to undertake GDPR training. Item for News Letter
25062.6	Deputy Clerks Report The Deputy Clerk raised the following issues for Council’s approval, • The works to the roof of the West Dean Centre had been completed with extra repairs being included within the quoted price. • The quotes for the repairs to the Play Areas was still in progress. • The play tower at Crow Ash had had the graffiti painted out. • COSHH training had been completed. • Emergency Bleed Kits had been donated by FODDC in partnership with Heart Safe, one would be placed with the Defib at the Bream Library. Council was asked if they can suggest placements for the other two Cllr Dunford took one for Yorkley Community Centre to go with their Defib, and Cllr Richmond stated he would ask the Public House in Berry Hill if they would take the other. Cllr Freshwater raised a question on the maintenance of the play area at Worcester Walk, PH stated that this play area had never been part of their play ground checks routine as it had been run by a management committee. It was agreed that PH would find out if this land was lease from Forestry England and report back to Council. PH stated they had already asked Forestry England for copies of all leases with WDPC with appropriate maps, and this	

Signed by Chair _____ Date _____

	information would be available in September 2025, due to staffing levels.	
25043	<u>Items for Information – Councillors to note.</u>	
25063.1	Planning Committee The minutes of the Planning Committee held on 1st & 15th July 2025 were received and noted. Cllr Dunford gave an update on the following items: - • Lion Row – the Appeal had been granted • The District Council has changed the way in which Councillors speak on Planning Applications, they can no longer speak on behalf of their constituents – It was agreed that clarification on this matter should be sought from Cllr Wheeler. Cllr Freshwater gave an update on further inappropriate use of the Old Builders Yard in Yorkley, this is with Planning Enforcement at FODDC, it was suggested that this be placed as an item on the next Planning Agenda.	Cllr Wheeler asked about change 05.08.25 Added to Planning Agenda 05.08.25
25063.3	Chairs items • Cllr Wheeler and Moore had asked that Council be made aware of the Local Plan Consultation and suggested that WDPC invite the FODDC Officers to hold a meeting at the West Dean Centre on 21st August 2025 to enable West Dean Councillors and Residents to be involved. It was suggested that this becomes an item on the next Planning Committee Agenda. • Cllr Richmond asked that it be minuted that the hold up on the Five Acres Lease was down to the FODDC Solicitor. • Cllr Yeates drew Councils attention to an error on Forestry England's Hoarthorns Wood Consultation report. Forestry England had stated they had consulted the Parish Councils of Berry Hill, West Dean and English Bicknor. There is no Parish Council of Berry Hill. It was agreed that a letter be written to Forestry England asking for clarification. • Cllr Bruce had requested Council be made aware of a workshop with FODDC in collaboration with GAPTC being held in Coleford on October 2nd 2025 at 5.30pm to discuss the Local Government Reorganisation.	1.FODDC officers unable to hold more in person public events. 2.Item added to Planning Agenda 05.08.25 3. letter sent 04.08.25
25033.4	Public Round-up – 10 minutes There was no public round-up.	
	The meeting ended at 8.55pm	
25015	<u>Forthcoming Meeting Schedule:</u>	
Aug-25		

Signed by Chair _____ Date _____

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
Sep-25				
Tues	2nd September 2025	5.00pm	Planning Committee	West Dean Centre
Tues	16th September 2025	11.30am	Governance & Scrutiny	West Dean Centre
Tues	16th September 2025	5.00pm	Planning Committee	West Dean Centre
Weds	24th September 25	7.00pm	Full Council	West Dean Centre
Oct-25				
Tues	7 th October 2025	5.00pm	Planning Committee	West Dean Centre
Tues	21 st October 2025	2.30pm	Highways & Footpaths	West Dean Centre
Tues	21 st October 2025	5.00pm	Planning Committee	West Dean Centre
Weds	29 th October 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.

Signed by Chair _____ Date _____

- (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.

DRAFT

Signed by Chair _____ Date _____